

**NEC Post-Conference Meeting
April 12, 2000 – Hotel Vancouver, Vancouver**

1. Roll Call: Robert Bradbury (National President), Scott MacLean (NB), Tim Ness (MB), Suzie Shaw (for Mike Minor ON), Cal Morgan (NF/Lab), Charlie Young (Immediate Past President), Victor Mah (AB), Claudia Kurzac (BC), Richard Bader (SK), Debra Losito (Executive Assistant), Nic Losito (Conference Report)

Regrets: Michael Florian (NS/PEI)

2. Approval of Agenda: **Motion: To approve agenda as presented. Moved by Tim Ness, second by Scott MacLean. All in favour. Carried.**
3. Approval of April 8, 2000 Pre-Conference Meeting Minutes: **Motion: To approve minutes as presented.** (Corrections: Charlie Young, not Robert Bradbury, moved Immediate Past Presidents Report Pg. 5. **Motion: To approve minutes as corrected. Moved by Richard Bader, second by Charlie Young. All in favour. Carried.**
4. Business Arising:
 - a) Budget Development – Claudia Kurzac (Chair of Finance Committee) to send suggested Budget information to other members of the Finance Committee for input.
Action: Chair of Finance Committee to provide information to Committee members.
 - b) Executive Directorship – Robert Bradbury left the room for the discussions. Chairmanship turned over to Charlie Young.

Motion: To go in camera. Moved by Richard Bader, second by Victor Mah. All in favour. Carried.

Motion: To approve Finance committee to meet with Robert Bradbury to establish a contract for \$500 per month to start May 1 till December 31, 2000 with a continuation clause. Moved by Richard Bader, second by Tim Ness. Motion to Amend to April 15, 2000. Moved by Suzie Shaw, second Cal Morgan. In favour 5, 2 opposed. Carried. Discussion continued. Suggestion that 'President' and 'Executive Director' should be signed accordingly and not with both designations on correspondence.

Motion: To come out of camera. Moved by Richard Bader, second Suzie Shaw. All in favour. Carried. Motion: Out of camera.

Robert Bradbury returned to the room and assumed the Chair.

- c) Website Initiatives & Approval of Web links – Concern with one link on the website.
- d) Board of Certification Confirmation – **Motion to confirm Dr. Lorne Clearsky to the Board of Certification. Moved by Charlie Young, second Cal Morgan. All in favour. Carried.**
Action: The President to advise the Chairman of the BOC in writing.

- e) CFIS-IG – Robert Bradbury (Executive Director) to draft letter to CFIS to be taken by Nic to meeting.
Action: Executive Director to prepare letter. Nic Losito requested to speak to the matter on behalf of CIPHI.
- f) Attendance at NEHA, AEC, Denver – **Motion: To have President funded to attend NEHA conference in Denver to finalize arrangements concerning Sabbatical exchange, up to a maximum of \$1500. Moved by Charlie Young, second by Claudia Kurzac. All in favour. Carried.** Plans to close off negotiations to do with Sabbatical Exchange in Denver.
- g) Conference 2000 Update – Nic to do up a report with recommendations for future conferences (in conjunction with the conference committee, BC Branch).
Action: Nic Losito to draft report with recommendations.
- h) Bequests – Discussion ensued.
Action: Scott MacLean to pursue this matter.
- i) Canadian Council for Human Resources in the Environment Industry – Concerns regarding supporting an Industry that we know little about. Newsletter is only source of information at this time. Claudia stated that they do list jobs but felt we do not know who they are.
Action: Scott MacLean to investigate further.

5. New Business:

- a) Sinfonia Travel Ltd. – Robert Bradbury (Executive Director) to write a letter to recommend no further correspondence at this time.
Action: Executive Director to write Sinfonia Travel.
- b) President/Executive Director Expense Account – No money allocated for expense account to take Corporates/Affiliates to i.e. breakfast, or purchase supplies for printing. Suggestion to set a limit amount before each event. Could be included in the budget.

Motion: Finance Committee to assess expenses according to present procedure/protocol to do with expense forms/standard process and review and establish a written procedure in addressing expenses with respect to President/Executive Director. Moved by Rich Bader, second by Cal Morgan. Discussion. Feelings that this should be based on President's duties. All in favour. Carried.

Mike LeBlanc joined meeting – Would like to put search feature in and keep information up to date, i.e. current application forms, candidate packages. Counter be added to website to know how many visits have occurred. Scott to monitor links to protect Mike LeBlanc. Password to enter 'Members Only' section?? Possible link with Chapters so that member benefits and National gets some proceeds for each purchase. Rich Bader voiced concern that Website committee should be formalized. We need to be cautious with information that is included on the website and links to other sites. Mike LeBlanc to work out details with the Website Committee.

Action: Mike Leblanc and Website Committee.

- c) Protocol for recognition of 50 year members (Herb Waters):

Motion: That Membership Committee looks into recognition for 50-year members and brings to next meeting. Moved by Tim Ness, second Charlie Young. All in favour. Carried.

Action: Membership Committee and Executive Director

- d) NEC Communications Protocol (Stanier Society, World Congress, Spousal Membership Discounts, Career Path, Executive Memorandums) – We will adopt the position that if we do not hear from the Executive by a certain time, it will be interpreted as that individual not having difficulty with the memo/letter.
- e) Vancouver Conference Initiatives – Robert Bradbury visited with Exhibitors giving letters/applications for Corporate or Affiliate membership with CIPHI. UBC is interested in Affiliate membership. WCB interested in Corporate membership. Orkin is interested in Corporate membership. Health Space and Russell Foods also interested in Corporate memberships and the benefits.
- f) CIPHI Business Cards – Print Business cards for each Branch President.
Action: Executive Director to e-mail a request to each Branch President.
- g) Meeting Packages – Coil binding for each meeting with Pre & Post Conference meeting together and AGM separate.
Action: Executive Director and Executive Assistant to follow up.
- h) AGM Resolutions – Claudia to explore GIC information and get back to the NEC.
Action: Claudia Kurzac.
- i) Past President’s Committee – **Motion: To formally establish committee with guidelines to be developed afterward. Moved by Rich Bader, second Tim Ness. Voluntary membership. Purpose to provide counsel to the NEC. All in favour. Carried. Action: Immediate Past President Charlie Young to undertake this initiative.**
- j) Partnership Initiative EHFC – VISA: **Motion: To allow EHFC to use VISA account for services. Moved by Tim Ness, second by Claudia Kurzac. All in favour. Carried. Could revisit if it becomes complicated.**

6. Appointments

- a) Environmental Health Foundation of Canada – **Motion: To accept Charlie Young, Tim Roark, Scott MacLean, and Robert Bradbury as CIPHI appointments to the EHFC. Moved by Tim Ness, second Suzie Shaw. All in favour. Carried.**
- b) Board of Certification – **Motion: To appoint Peter Moccio & Scott MacLean to the BOC. Moved by Victor Mah, second by Tim Ness. All in favour. Carried.**
- c) Advocacy – **Motion: To accept Cal Morgan as Chair of the Advocacy Committee. Richard Bader to assist. Moved by Tim Ness, second by Scott MacLean. All in favour. Carried.** Time to be set aside at each meeting to do the work. Cal would like to see Terms of Reference.
- d) Finance: **Motion: To accept Claudia Kurzac as Chair of the Finance Committee. Alberta and Ontario to assist. Moved by Tim Ness, second by Scott MacLean. All in favour. Carried.**

- Motion: To have the President, Past President and Finance Chair finalize the Contracts with the EHR and the Executive Assistant. Moved by Tim Ness, second by Victor Mah. All in favour. Carried.**
- e) Membership Committee: **Motion: To accept Ontario Branch President as Chair of the Membership Committee. Nova Scotia and Alberta to assist. Moved by Richard Bader, second Tim Ness. All in favour. Carried.**
 - f) Conference Guidelines: **Motion to accept Saskatchewan Branch President as Chair of the Conference Guidelines Committee. Committee to include BC and Manitoba. Moved by Victor Mah, second Tim Ness, All in favour. Carried.**
 - g) Web Page: **Motion: To accept Scott MacLean as Chair of the Web Page Committee. Alberta and Manitoba to assist. Moved by Tim Ness, second Suzie Shaw. All in favour. Carried.**
 - h) Constitution & Bylaws: **Motion: To accept Richard Bader as Chair of the Constitution & Bylaws Committee. Ad hoc Committee to assist. Moved by Tim Ness, second Scott MacLean. All in favour. Carried.**
 - i) Awards: **Motion: To accept Manitoba Branch as Chair of the Awards Committee. Alberta and British Columbia to assist. Moved by Victor Mah, second Richard Bader. All in favour. Carried.**
 - j) UL Liaison: **Motion: To accept the President. Moved by Tim Ness, second by Victor Mah. All in favour. Carried.**
 - k) NSF Liaison: **Motion: To accept the President. Moved by Tim Ness, Second by Victor Mah. All in favour. Carried.**
7. IFEH Conference: Charlie to attend. Executive Director will contact the IFEH respecting courtesies and protocols.
Action: Executive Director to contact IFEH regarding Charlie Young's participation.
Motion: To provide financial support up to \$500 for Charlie Young to attend the IFEH Conference in Oslo. Moved by Tim Ness, seconded by Victor Mah. All in favour. Carried
8. Next Meeting: At the call of the Chair.
9. Payment of Bills: **Motion: To pay all bills associated with the conference. Moved by Suzie Shaw, Second by Tim Ness. All in favour. Carried.**
10. Adjournment: **Motion: To adjourn. Moved by Scott MacLean, second by Victor Mah. All in favour. Carried.**