

## MINUTES

**National Executive Council Meeting  
Vancouver, BC  
October 26 & 27, 2007**

ITEM	DETAILS	ACTION(S)
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Claudia Kurzac, CIPHI National President, welcomed the CIPHI council members. D McIntosh joined by telephone. Claudia welcomed Doreen and introduced Karline Mark-Eng, general manager of MPS Executive Suites.

Karline Mark-Eng greeted CIPHI board members and gave a presentation on the many management and administrative services that MPS will provide to the association. C Kurzac thanked Karline Mark-Eng for her presentation and Karline left the meeting.

Meeting was called to order at 9:27 am by C Kurzac, President.

### 1.0 Roll Call

PRESENT:

Claudia Kurzac	President
Robert Bradbury	Past President
Jasmina Egeler	Treasurer
Darryl Johnson	NL Branch
Gary O'Toole	NB Branch
Adam Grant	ON Branch
Rick Sokolowski	MB Branch
Ken Cross	SK Branch
Koreen Anderson	representing AB Branch for Phi Phan

REGRETS:

Phi Phan	AB Branch
Doreen MacIntosh	NS/PEI Branch (via teleconference 8:30 am - 10:08 am)

### 2.0 Approval of Agenda

The following items were added to the Agenda:

- 5.21 – National Collaborating Centre – Environmental Health
- 5.22 – Environmental Public Health Ethics
- 5.23 – Branches sharing resources during exam times
- 5.24 – Salary Survey
- 5.25 – Nova Scotia PEI branch dues increase implications

C Kurzac called for approval of the Agenda.

*Moved A Grant. Second G O'Toole. All in favour.*

*Carried*

### 3.0 Approval of Minutes – NEC Meeting June 15 & 16, Kelowna, BC

Motion to Table the approval of the minutes to the next meeting.

*Moved R Bradbury. Second K Cross. All in favour.*

*Carried*

### 4.0 Business Arising

#### 4.1 CIPHI Executive Director / Association Management

K Anderson had no update from P Phan. Continue to work on the RFP.

#### 4.2 CIPHI Communications Plan

C Kurzac provided an update on the communications plan. Board members were asked to review and report back any errors or omissions. It was suggested that the new position of project manager could implement the plan, once funding for this position was in place.

C Kurzac – finalize Communications Plan document with committee

#### 4.3 CIPHI Newsletter Editor

C Kurzac provided an update on the Newsletter Editor position posting. One individual has expressed interest. R Bradbury suggested Victor may be willing to stay on now that benefits package is available.

C Kurzac – to follow up

#### 4.4 PHAC Contributions Funding Update

C Kurzac had no update to report but last heard there was some movement on approval process.

- Identified need to call meeting of working group to prepare RFP for project manager position.
- Not sure when Grant will be approved, but money needs to be spent by March 2008.
- Database is a go. Anything directly related to workforce development is in. Schools consortium directly leads to workforce development.
- C Kurzac suggested conference call to identify priorities for funding application.

#### 4.5 Conference Planning “tick-sheet”

K Cross presented an update. It was suggested this document may get amended on an annual basis. J Egeler will make changes and re-circulate next week.

J Egeler – revise and re-circulate

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### 4.6 Scope of Practice Reference Document

C Kurzac reported that she has been requested to write the preamble for this document. Once the introduction is complete, this document will be available for distribution on the web as a reference document. D Johnson offered to draft the preamble for Claudia's review.

D Johnson – to provide draft in 2 weeks

### 4.7 Privacy Policy

D Johnson provided an update on the status of the privacy policy. It was presented as a first draft in June. The document has since been revised and re-circulated.

- It was suggested a conference call be set up in early December to finalize this document.
- D Johnson would like to receive all comments by December 3<sup>rd</sup> so policy can be revised and re-circulated prior to conference call.

All – return comments to D Johnson by Dec 3<sup>rd</sup>

D Johnson to revise and re-circulate prior to conference call

### 4.8 AEC Hosting Agreement

*D McIntosh on conference call.* R Bradbury distributed conferencing services contract document to board members and provided an update. Advised that document has been re-crafted into a contract document with revised scope of work detailing obligations for national president and branches as well.

- R Bradbury will send out electronic version next week. Board to review and provide feedback within 30 days.
- C Kurzac stated the importance of a clear understanding between branch and CIPHI National on what was involved by both parties when hosting a national conference. R Bradbury and D McIntosh will address the issue of a national agreement.

R Bradbury – send out electronic version

All – 30 days to review and provide feedback

R Bradbury / D McIntosh – work on national agreement

### 4.9 CIPHI Retirees Advisory Committee TOR

R Bradbury distributed TOR revised document and provided an update. The teleconference was well attended with K Cross and C Kurzac also on call to provide guidance and identify issues. Key points were noted:

- Add Selection of Chair under Membership. It was agreed that this group should select their own chair, so that point will be re-included in document.
- R Bradbury suggested that a budget be created. J Egeler will advise.
- C Kurzac suggested that the document be finalized in the next teleconference.
- It was suggested that D Johnson draft a Notice of Motion for the next AGM. Mid-April is the 90-day deadline.

D Johnson – to draft Notice of Motion for next AGM

#### 4.10 Legal Opinion Relating to Certification

A Grant provided an update to council members and advised he had met with Harrison Pensa lawyers on August 17<sup>th</sup>.

- Constitution document needs to have objects identified and all references checked and reassigned before lawyers review further. It was suggested that the constitution document be sectioned and reviewed by a team of 2 to 3 board members. Harrison Pensa lawyers identified wording in Bylaw #7 relating to BOC as needing clarification. A Grant, K Cross and R Sokolowski volunteered to work on this committee with D Johnson.
- C Kurzac suggested a full day meeting in February to sort out constitutional issues. It was noted that D Johnson will not be on the NEC after December but will continue work on this.
- Membership issues were discussed. C Kurzac states that any board of professionalism needs to be separate from CIPHI. The group that advocates for the profession should be a separate entity.
- It was agreed that the board was charged with instilling professional standards and were dedicated to making it happen.

#### 4.11 BOC & EHFC Pins

C Kurzac advised that the inventory will now be managed by MPS, and EHFC pins will be mailed out from there.

#### 4.12 Bow Valley College EPH Technician Needs Assessment

C Kurzac presented an update and referred to recent survey results. After some discussion it was agreed that CIPHI should define scope of practice for technicians. R Bradbury suggested an update at the next meeting.

#### 4.13 CIPHI Committee Terms of Reference (TOR)

C Kurzac stated the importance of every committee having a TOR so that it's clear to committee members what expectations are. Goal is to finalize and have TOR posted on website.

#### 4.14 Terms & Conditions for Use of CIPHI Graphics

The CIPHI operational policy concerning the use of logos was discussed. Council members referred to document and were asked for comments or concerns. K Anderson will report suggestions back to P Phan. Phi will make changes and re-circulate. It was suggested to discuss this in upcoming conference call.

P Phan – make changes and re-circulate

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### 4.15 BOC Board Structure

R Sokolowski gave an update and board members discussed in detail. R Sokolowski will take points raised into account and prepare further update for review before next meeting.

R Sokolowski

### 4.16 PHI-Driven Events Table

A Grant provided an update to board members. Opportunities for event displays were discussed, such as hand washing stations and a possible food handling workshop. It was suggested that the November 14<sup>th</sup> to 17<sup>th</sup> trade show in Toronto would be good venue to participate. A meeting with manager's groups was suggested as a way to discuss activities in individual health regions.

### 4.17 IFEH Council Meeting, Kenya

R Bradbury provided a handout and an update to the board on his attendance at the conference in August 2007.

*R Bradbury moved to accept report. Second K Cross.  
All in favour.*

*Carried*

### 4.18 CPHA Conference / 7 Disciplines Meeting

R Bradbury provided a handout and an update to the board.

*R Bradbury moved to accept report. Second J Egeler.  
All in favour.*

*Carried*

### 4.19 CIPHI National Benefits Policy

Board members discussed this issue. P Phan to update document and circulate latest version.

P Phan

### 4.20 Code of Ethics on the Web

K Anderson reported that P Phan had no update. C Kurzac stated it was discussed in Kelowna and the vision is to make to it available on the web.

### 4.21 CIPHI Card Stationery

R Sokolowski apologized to board members for not preparing a follow-up. A generic card design was discussed with possible onion-skin insert as a way to personalize the occasion. Redesign and laminating of the CIPHI membership card was also discussed.

#### **4.22 Public Health Human Resources Enumeration Group Update**

R Bradbury circulated a handout and presented an update to the board.

*R Bradbury moved to accept report. Second R Sokolowski.  
All in favour.*

*Carried*

#### **4.23 Life Member Award Protocol**

*D McIntosh on conference call.* P Phan did not provide update.  
R Bradbury will follow-up with P Phan.

### **5.0 New Business**

#### **5.1 CIPHI/ NEHA Sabbatical Exchange**

It was proposed to table this issue. G O'Toole needs to review application.  
It was suggested this issue be re-addressed in the morning.

#### **5.2 IFEH World Congress & Council Meetings, Brisbane, May 11-16, 2008**

The Chair was passed to J Egeler. C Kurzac and R Bradbury removed themselves from the boardroom. There was discussion on who should attend the conference in Brisbane and the cost-savings advantages of booking flights early.

*Motion to send Nick Losito and Claudia Kurzac to Brisbane as per policy to cover expenses.*

*Moved K Cross. Second G O'Toole. All in favour.*

*Carried*

The Chair was passed back to C Kurzac.

#### **5.3 AEC 2007 Update**

J Egeler presented some financial details of the conference.

Over budget:

- Audio visual rentals
- Bank charges
- Social events – final numbers were off for winery tours

Areas of improvement were identified:

- Shortage of food at wine & cheese – will discuss with catering
- Registration desk should have opened first thing in the morning.  
There were 356 registrants, including some sponsors.

It was noted that 120 people used online registration, and only 2 were unsuccessful. It was suggested to keep registration desk open during wine and cheese. Delegates arrive and want to register.

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*J Egeler moved receipt of verbal report. Second A Grant.*

Board members discussed registration issues and vendor opportunities.

*All in favour.*

*Carried*

### 5.4 AEC 2008 Update

D Johnson provided an update. The committee meets the first Wednesday of every month and is making progress with organization of the conference. Online registration form will be available by end of next week, and prospectus for sponsorship and exhibitors. Trying to finalize keynote speakers.

- G O'Toole commented on the postcard style invitations showcasing Newfoundland scenery.
- It was mentioned that a 4 page insert with registration form in next edition of Environmental Health Review be included.

Board members discussed the St. John's conference. D Johnson advised that he had met with the hotel and capacity will not be an issue. The main ballroom has been reserved as well as other space in the hotel.

*D Johnson moved receipt of verbal report. Second R Bradbury.*

The conference budget will be made available at the February meeting.

*All in favour.*

*Carried*

### 5.5 AEC 2009 Update

R Bradbury presented CIPHI 2009 Planning Budget to board members and advised sponsorships had been bumped up to \$95,000.

- Registration fees were discussed and the possibility of raising the cost of attending to \$599. Conference fees have remained \$499 since 2002.
- The value of a good keynote speaker was discussed as contributing to good attendance and media exposure.
- The non-member conference rate to include membership for one year was discussed.

C Kurzac stated there is no financial goal. The triple bottom line is to put on a great conference with a great educational component, networking and social opportunities, and to generate income to build on infrastructure.

*Motion to set conference price at \$599 and \$650 for late registration. Non-member rate will be adjusted to include membership.*

*Moved A Grant. Second J Egeler. All in favour.*

*Carried*

## 5.6 CIPHI Office

Discussion involved the transitioning phase relating to finances and the need for consistent coding of all financial documents for 2006 and 2007. Once we are caught up, target is to have financial statements to be available by end of February to go to the accountant. MPS will provide quarterly updates, generation of invoices, and the tracking of invoices, revenue and expenses. Issues with certification packages and the exam process were also discussed and the ways MPS could assist by being able to provide detailed breakdowns and handle such things as filing issues. Ask MPS for administrative cost breakdown by November 30<sup>th</sup> to establish true cost of exam.

## 5.7 Certification Issues

Certification issues were discussed. The issue was raised that candidates may be sharing exam questions through texting and how shuffling of exams is used to counteract this.

## 5.8 Parliamentarian Training

Issues around parliamentarian training were discussed and it was agreed that training in this area would be advantageous. A serious debate ensued at the last AGM regarding proxies resulting in a discussion on the need to hire a consulting group such as Eli Consulting in BC, or the National Association of Parliamentarians, to facilitate training and understanding of parliamentarian procedures. J Egeler will look at the cost of hosting a workshop before the AGM on this.

*Motion to Adjourn by K Cross. Second A Grant.*

*All in favour.*

*Carried*

*Meeting adjourned at 4:57 pm*

## Saturday, October 27<sup>th</sup>, 2007

*Meeting was called to order 8:38 am by C Kurzac, President.*

## 5.9 Protocol for Approving IFEH Council Meeting Travel Expenditures

The board discussed establishing a protocol for making travel arrangements for council meetings in enough time that participants can take advantage of lower cost airfares and hotel costs. Board members discussed upcoming meeting in Australia and that airfare is currently only \$1199. It was suggested to make this a Standing agenda item.

Standing agenda  
item

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**MINUTES****5.10 Updating All CIPHI Documents with New Address / Phone**

Board members were reminded that CIPHI now has a new phone number and address and that everything needs updating. Volunteers will be recruited to go through every form and document. Executive contact list needs updating as well – will be circulated to make sure all information is up to date. Next issue of newsletter will introduce MPS. C Kurzac reminds to update national letterhead template. Envelopes and cheques on order. Hold off ordering new receipts. J Egeler will query MPS if receipts can be generated through Simply Accounting. C Kurzac will follow-up with MPS on the cost of having wallet cards laminated. Goal is to have membership packages mailed out in November.

**5.11 CIPHI Bid Process: Budget Approval**

NEC needs to review bidding and budget issues in detail. A Grant stated goals of conference are: (1) Best education opportunities, (2) Good networking, and (3) Profit, and suggested this statement show on bid process. C Kurzac stated conferences are successful in all three aspects and are generating revenue for CIPHI national. The board will look to tightening the budget process.

**5.12 Historical Committee Budget and History Project**

The board discussed allocating funds to the Historical Committee up to \$2500 for scanning documents. Board members discussed Tim Roark's latest idea to interview and audio record senior public health inspectors and have transcripts available on the website as a way to maintain the colourful parts of the association's collective history. It was agreed to approach Karen Cummings to see if she would be interested to work with the committee on this, prepare a script, and look into the possibility of sponsorship.

**5.13 Climate Change Committee**

The climate change issue was discussed and the need to take the IFEH declaration on climate change and move it forward. It was suggested that a committee should be formed to lead that. J Egeler and G O'Toole expressed interest and will recruit committee members. C Kurzac stated the importance of taking a leadership role to facilitate this committee coming together and to develop guiding policies and principles. It was mentioned that no written CIPHI policy currently existed on tobacco reduction and control for the association.

**5.14 People to People Citizen Ambassador Program Update**

C Kurzac presented an update. R Bradbury has requested his name and CV be forwarded to lead an expedition. A delegation of about 20 individuals will travel into a developing country with the objective of exchanging knowledge and information on public health issues with some latitude given in choosing the project focus. Fundraising and sponsorship will be needed to help with that. C Kurzac will contact Christine Schaefer regarding timeline.

C Kurzac

**5.15 Environmental Public Health Week Update**

J Egeler presented an update. Each branch responsible for its own activities and the number of posters needed is yet to be determined. It was suggested Victor set aside 50 posters to go to federal EHO. Victor will distribute posters to branches. It is important that everyone get their numbers in to Victor. Other promotional ideas suggested were sponsorship of a calendar and the sale of emergency vehicle kits.

All – poster numbers to Victor

**5.16 EPH Promotional Video Update**

K Cross presented update to the board with regard to developing a promotional video. He has contacted a company in Saskatchewan who produces short promotional videos and presented this information. The use of the promotional video and the many options available were discussed. It was suggested to approach BCIT's technology program for communications and The National Film Board of Canada. C Kurzac requested to participate in future conference calls.

**5.17 CIPHI Signing Authority**

Board members discussed advantages of giving Karline Mark-Eng signing authority for the finance operations of CIPHI.

*Motion to include Karline Mark-Eng, MPS Executive Suites, to give her signing authority for the financial and bookkeeping aspects for CIPHI.*

*Moved C Kurzac. Second K Cross. All in favour.*

*Carried*

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### 5.18 Retirees' Dues Increase

C Kurzac asked board members for feedback on the draft article for the newsletter. Discussion on this topic. Revisions will be made and sent to Victor for inclusion in the newsletter.

*Motion to increase the associate members dues rate to \$130.00 effective January 1, 2008.*

*Moved R Bradbury. Second J Egeler. All in favour.*

*Carried*

### 5.19 Quebec Branch Update

Board members discussed the question, is CIPHI a bilingual organization, and the feasibility of creating a Quebec branch. It was felt one of the biggest challenges is translating documents. CIPHI already produces some material in French and English.

CIPHI has created the Quebec Branch Feasibility Committee and the board affirmed there is support for a Quebec branch.

### 5.20 Alumni Project Update

C Kurzac gave a brief update on the alumni project on behalf of T Roark who suggested contacting prospective Public Health Inspectors who may have become certified over 20 years ago, but never worked in the field. Discussion on how to reach these individuals through alumni groups from each of the five schools and circulate a sample article for placement in alumni newsletter.

### 5.21 National Collaborating Centre – Environmental Health

Surveys through website, discussion and feedback from the field indicate a desire to have continuing education opportunities, including online learning. C Kurzac will discuss a one-day workshop on water in St. John's with D Johnson. NCC-EH are willing to travel to participate in conferences. C Kurzac will draft a letter to Dr. Copes for review. CIPHI supports NCC-EH activities but are not represented on their advisory board.

### 5.22 Environmental Public Health Ethics

R Bradbury presented an update on environmental public health ethics and the possibility of hosting a round table event or workshop on this topic. It was suggested his could be a one day event, possibly a fall/winter initiative, and to approach the Justice Institute to host this forum.

R Bradbury attending round table in Montreal on November 8<sup>th</sup> and 9<sup>th</sup> and will report back to board.

### 5.23 Branches Sharing Resources During Exam Times

G O'Toole presented an update to the board and the difficulties New Brunswick is experiencing during exam times. The board discussed the possible political ramifications of asking candidates to travel to take exams and the challenges of offering exams in French and English.

J Egeler

The logistics and costs involved in writing exams were discussed in detail. J Egeler will breakdown exam costs in spreadsheet and send out. Board members discussed scenarios and possible solutions.

### 5.24 Salary Survey

Board members are requested to download the survey, update the information for their Branch and return to A Grant within two weeks.

All – complete salary survey

### 5.25 Nova Scotia PEI Branch Dues Increase Implications (*payroll deduction dues increase implications*)

Board members were advised there are currently 30 members paying dues through payroll deduction and that monies deducted in 2007 is for 2008 dues.

C Kurzac suggested MPS to undertake as a project and liaise with members and participating payroll departments, explaining dues increase and to determine means of collecting the increased amount difference. It was suggested planning next dues increase at least two years in advance of increase to allow one year for payroll deductions.

### 5.26 Position Place Ad Increase

Board members discussed the fees charged for posting ads.

*Motion to raise the fee for position of placement ads to \$150 for 30 days for 1 to 2 page posting in pdf version 6 format, renewable within 10 days after the 30 days for \$100.*

*And further, that 30 days affiliate and corporate rate will be \$125 per ad, renewable within 10 days for \$75.00, and that we provide feedback to the customer on the number of hits they receive. Within a two year period if one organization or employer places five ads they get the sixth ad free, Effective January 1<sup>st</sup>, 2008.*

*Moved by G O'Toole. Second by R Sokolowski.*

*All in favour.*

*Carried*

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### 5.27 Meeting Schedule for 2008

C Kurzac requested availability for February meeting in Winnipeg. The 22<sup>nd</sup> and 23<sup>rd</sup> were calendared. It was suggested MPS could assist with venue and practical arrangements.

D Johnson, R Sokolowski, A Grant, R Bradbury and Ann to review constitution in detail looking for misquotes and inadequate referencing. Review notices of motion from previous AGM minutes and ensure constitution and minutes match. D Johnson will arrange teleconference.

A Grant - contact  
Harrison Pensa

It was agreed NEC would meet July 18<sup>th</sup> and 19<sup>th</sup>, in St. John's for the pre-conference meeting. To do list includes succession planning and nominations committee. R Bradbury and K Cross to work on committee.

D Johnson arrange  
teleconference

### 5.28 Records Management Policy

C Kurzac discussed issues around this policy. The objective is to facilitate accurate recordkeeping and handing over of documents from one leader to another. Other points discussed were:

- Rent safety deposit box when moving bank location to Vancouver
- P Phan has electronic signatures for approving officers. Once document is finalized, P Phan will affix with electronic signatures.

### 5.29 Payment of Bills

*Motion to pay bills.*

*Moved R Bradbury. Second A Grant. All in favour.*

*Carried*

The meeting broke at 2:10 pm while the board thanked L Chappell for taking the minutes and then resumed for the In Camera portion of the meeting.