

MINUTES OF NEC MEETING (CONFERENCE CALL)

(October 3, 1999)

Agenda Item	Action
1. ROLL CALL – Rob Bradbury (Nat. Pres/Exec. Sec. Treas.), Charlie Young (Imm. Past Pres.), Dan Richen (AB), Richard Bader (SK), Michael Florian (NS/PEI), Scott MacLean (NB), Mike Minor (ON), Cal Morgan (NF/LAB), Debra Losito (Exec. Asst.). Regrets: Claudia Kurzac (BC), Tim Ness (MB)	
2. APPROVAL OF AGENDA: Motion to accept Agenda as presented: Moved by Charlie Young, second Dan Richen. Approved.	
3. APPROVAL OF MAY 12, 1999 POST CONFERENCE MINUTES: Motion to approve minutes as circulated: Moved by Dan Richen, second Mike Minor. Approved.	
4. BUSINESS ARISING	
a) Financial Report – BCIT to be invoiced for BOC Program Review fee; awaiting money from Conference/99. Concern raised regarding not receiving financial report every meeting as previously discussed/promised at May meeting. Discussed reasons for delay due to: we are not as yet able to finalize previous year end and Jan 1 – Apr 15/99. This needs to be finished before we can set up Simply Accounting for 1999. Need to finalize outstanding invoices from Branches still owing for 1998 (AB, SK, MB, NB). Branches to confirm status of accounts and whether payments are outstanding. Impossible to confirm everything paid from previous accounting program used and provided to us after the transition.	Dan Richen, Richard Bader, Tim Ness, Scott MacLean
b) Rebates and Membership payments – Rebates up-to-date with next payments to be made to Branches this week. Discussed looking ahead to “Electronic commerce” for future rebates.	
- Up to 910 members to date. Membership applications mailed in November in the past. Suggestions for Mike LeBlanc to update form to 2000 and keep the rates the same for this next year. Approximately 2000 CPHI(C) certificate holders across Canada.	Debra Losito
c) Corporate & Affiliate Membership – Totals to date: 11 Corporate members, 7 Affiliate members, expect a couple more, “Health Space” and possibly “BCIT”. Letter sent to all schools. Mike Florian (President, NS/PEI) would like Corporate & Affiliate forms sent to him. Concern expressed regarding trouble downloading from the website.	Debra Losito
- Rebates from Corporate previously paid 25% finders’ fee. Discussions to only pay for ‘new’ Corporate and have renewals annually to go directly to National. Motion to rescind motion from Oct. 17, 18, 19, 1997 to pay 25% annually to finder: Moved by Dan Richen, second Scott MacLean. Discussion. All in favor. Carried. Motion 25% to Branch or individual who identifies new corporate member: Discussion. Suggestion to increase percentage to 33% - 50% for 1 st year only. Moved to Table motion till next meeting: Moved by Michael Florian. Second Dan Richen. Carried.	
d) Membership Committee (Ness)/Membership Projections (All) – Branch Presidents have been visiting local schools to promote membership. Discussion on providing	

<p>more benefits and creating more value for membership. Post on website. Pie chart to be created to show where the membership fees are going. Discussion on Saskatchewan Indian Federated College, possibility of student memberships/voting privileges. Reviewed constitution which states “College or student approved by board...”? Already losing money on student memberships. College could possibly become an Affiliate member to provide journals and information to the college (and students). “Royal Roads” has shown interest, Rob Bradbury could send a letter. Motion to put minutes on the website: by Michael Florian, second Scott MacLean. All in favor. Carried.</p>	<p>Mike LeBlanc Rob Bradbury Debra Losito</p>
<p>e) Constitution Committee (Bader) – Reviewing constitution (65 years old). Possibly remove Corporate & Affiliate dues from the Constitution, need to change to meet future needs, regarding future business practices. Constitutional changes also required to reflect an appeal mechanism at point of suspension ...</p>	
<p>f) Public Policy Committee (Young) – Memo sent in August by the President to do with Orientation Manual and Policy Manual. Discussed possible changes. Need to look at Mission Statement, change name from Public Policy to ‘Advocacy’? Advocacy could benefit members. Work on roles. Need orientation manual (especially for new Branch Presidents) Immediate Need! Terms of reference for committees? Ontario Branch has a policy manual/orientation. Bring materials to share to next meeting, use best choices.</p>	<p>Everyone</p>
<p>g) Awards Committee & Nominations (Life, Honourary, E.H.R., Alex Cross Awards) (Richen) – Life Member Award usually goes to the province that hosts the Conference. Forms, for each award, to be updated and added to the website.</p>	<p>Rich Bader Debra Losito Mike LeBlanc</p>
<p>h) Conference Guidelines (Richen) – Suggestion to share comments from previous years as Conference Chairs are part of teleconference. Revisit conference planning documents from past. Conference Chairs should participate in teleconference meetings.</p>	
<p>i) Website Report (MacLean) – There have been over 10,000 visits to the website. Corporate logos are now on site. Four branches are online and other branches are urged to send their Executive lists to Mike LeBlanc to have them added to the website, even if they do not have a site. Suggestion to list upcoming courses/workshops on website. Mike LeBlanc has moved but will continue to administer the National website. Nova Scotia’s site will be up soon. Need policy to use web address (__c.iph.ca). Ad hoc committee for website will be BC, AB and NB Branch Presidents.</p>	<p>Claudia Kurzac Dan Richen Scott MacLean</p>
<p>j) E.H.R. Report (Nic Losito) – Nic joined the meeting on line. Utilizing Editorial calendar presently. Fall issue – Food Safety, Winter issue – Water Quality, Spring issue – Conference 2000, Summer issue – Children’s Environmental Health. Need articles to be contributed for each issue. Suggestion to have Branches, members and students contribute articles. Having ‘Regular’ contributors certainly appreciated. Suggestion to place ‘request for articles’ on the website. The E.H.R. requires more advertisers to continue with the colour cover. Discussion continued.</p>	
<p>- Conference 2000 (Nic Losito) – 188 days to go. Discussed Highlights. Preconference magazine will be in the next E.H.R. with extras mailed to Exhibitors etc. Magazine will include a registration form. Early bird registration (before Feb. 2000) rate is \$399 for members and \$499 for non-members. There are three levels</p>	

<p>of sponsorship (Bronze, Silver, and Platinum). Presently has approximately \$40,000 promised from sponsors to date (Health Canada, NSF, UL, BC Ministry of Health, WCB) BCIT contributing meeting space at downtown campus for workshops. Call for papers November 30 to have members come and speak.</p> <p>k) Sabbatical Exchange Proposal – Open to members only, to interact with counterparts in the US. Looking into possible Sabbatical Exchange/sponsorship internationally. Waiting for NEHA to discuss further details and implementation of our proposal.</p> <p>l) NEHA Update – Reciprocal membership is still available. Notice was in Spring 1999 issue of E.H.R. but not in NEHA journal. This was raised recently with NEHA. Concern raised regarding International members not having a voting privilege. Significant discussion regarding past issues and relationships with NEHA. President’s comment, “Don’t dwell in the past, look to the future and move forward”. Suggested that we continue meeting with NEHA to put things back together and go forward.</p> <p>m) NSF Update – Has been invoiced for all expenses (Corporate membership 1999, Advertising in E.H.R., Conference sponsorship in 1999 & Conference 2000). Logo on website. Rob Bradbury talked with Harry Grenawitzke regarding sponsoring student memberships as a partnership with CIPHI. NSF was willing to support/sponsor if student contributed a portion. Discussed the possibility of student paying \$20 toward their ‘free’ year. Rob Bradbury to talk with Tim Ness (Chairman, Membership Committee).</p> <p>n) UL Update – Rob Bradbury met with George Kupfer in Nashville, regarding UL sponsoring Awards luncheon. Need to discuss further. NEHA has banner that announces sponsor(s), at conferences. Suggestions to do this with Corporates while maintaining professional look. Discussion ensued. Need to be more involved in Conference planning, luncheon etc., need to discuss disbursement of monies re. Sponsorship etc.</p> <p>o) IFEH Update/Fees Payment – Rob Bradbury attended the meeting of Americas (chaired by Diane Eastman) Need to think globally! Have agreed to become a member at \$450 (Based on 50£ + 18 pence/member = \$/member). Discussion on getting value from our memberships, join to be aware of what is going on. Motion to pay our 1999 membership: Moved by Charlie Young, second Rich Bader. Opposed - Dan Richen. Carried. Finance committee to pay bill.</p> <p>p) Board of Certification Report (MacLean) – Meeting Nov. 5 & 6 in Calgary. Certification exam Oct. 5. Concern regarding candidate and length of time for Appeal process. Discussion regarding executive of BOC being members of CIPHI as per motion passed at the AGM in Saskatoon. The President to inform the Chairman of the BOC of the recent motion. Terms of Office to be brought up at BOC meeting. Discussion continued. Executive directory confusing, clarification required.</p> <p>q) Tanzania Appeal (Young) – donations \$715 to date. Suggestion to wait till year-end before issuing.</p> <p>r) Correspondence – E-mail a list of correspondence received and mailed to Executive who will in turn ask Rob Bradbury to see if interested.</p>	<p>Rob Bradbury</p> <p>Claudia Kurzac</p> <p>Rob Bradbury Debra Losito</p> <p>Rob Bradbury</p>
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<p>s) Executive Limitations – Will send out to Executive who are missing it to discuss at later date.</p> <p>t) Sewage Video (Bader) – Discussed providing information to branches.</p>	<p>Rob Bradbury</p>
<p>5. NEW BUSINESS</p> <p>a) Secretary to the BOC – Scott MacLean to pursue if Debra Losito has not been appointed.</p> <p>b) Additional Corporate Card – Second card for Executive Assistant/Secretary of BOC, Motion to request a second enRoute card from Diner’s Club International: Moved by Richard Bader, second Charlie Young. Discussion – Finance Committee to be aware of use and monitor. Suggestion to add to policy regarding extra cards and issuing them. Approved.</p> <p>c) Communications Strategy – Awards on website, discussion on getting information to members, strategy for communication for the future, surveying membership?</p> <p>d) E.H.R. Contract – Expiring at the end of this year. Committee to put together a proposal. Suggestion to have Chair of Finance Committee, President and Immediate Past President.</p> <p>e) Conference 1999 Report (Bader) – Some outstanding bills still, around \$17,000 in profit to split with National. Conference Committee meeting mid October.</p> <p>f) Conference 2000 – see item 2 j</p> <p>g) Bonding of Financial Officers – Discussion on bonding ‘All’ financial officers, those signing cheques and handling monies from the organization. Need to discuss whom this is intended to include. Discussion on learning from the past.</p> <p>h) Policy & Orientation Manual – Long overdue</p> <p>i) Conflict of Interest Guidelines – (from NEHA) Charlie Young (and Debra Losito) reviewing to format into CIPHI document. Support for guidelines, concern expressed by Dan Richen. Concern and discussion on protecting yourself from a conflict situation by discussing ahead of time (Over \$100).</p> <p>j) Membership Opportunities – Coupons or opportunities to be mailed out with membership forms. What can we provide as incentives, opportunities and value along with membership, for our members? Discussed ramifications of conflict. Important to have many quotes to base decisions on. Excellent opportunities; take advantage of opportunities to provide back to members, think strategically.</p> <p>k) New Directions & Strategic Initiatives – Partnerships with other agencies, specialist qualifications, educational opportunities, concern re financial stability continuing to support these partnerships, plant the seeds.</p>	<p>Scott MacLean</p> <p>Rob Bradbury</p> <p>Rob Bradbury Charlie Young Claudia Kurzac</p> <p>Charlie Young Debra Losito</p>
<p>Next Meeting date: November 19/20, 1999 in Vancouver, BC</p>	