

Canadian Institute of Public Health Inspectors

National Executive Council Meeting

June 26, 2003 Post-Conference

Agenda Item	Action
<p>Meeting commenced at 9:00 a.m.</p> <p>1. ROLL CALL: Scott MacLean (National President), Victor Mah, AB), Ken Cross (SK), Stefane Gravelle, MB, Tamela Carroll (NB), Claudia Kurzac (BC), Barry MacGregor (NS/PEI), Paul Noseworthy (NL), Rob Bradbury (Past President), Michael Duncan (ON), Debra Losito (Executive Assistant)</p> <p>2. APPROVAL OF AGENDA Additions to agenda: Motion to approve amended Agenda, moved by Ken Cross, second by Mike Duncan. Call to Question. All in favour. Carried.</p> <p>3. APPROVAL OF MINUTES OF JUNE 21-22, 2003: Delete amount of Health Canada contract in 4c. Patron, page 2 (4i) “and powerpoint presentation from Ontario”. Page 5 add Ron’s last name. Page 3 BC Branch report “Difficulty recruiting new branch executive members as ...” Page 6 Conferences d(ix) no seconder. Page 5f patron Duke of Connaught, Lord Strathcona. Change meeting time to 9:00 a.m. Motion to accept minutes as amended, moved by Rob Bradbury, second by Victor Mah. All in favour. Carried.</p> <p>4. <u>BUSINESS ARISING</u>: i) Environmental Health Foundation/CIPHI Award – Will discuss later.</p> <p>5. Appointments: i) EHFC – Recommend change to Education Awards for the first year up to \$500. Move acceptance of Terms of Reference for CIPHI/EHFC bursery as amended, by Ken Cross, second by Paul Noseworthy. All in favour. Carried. Motion to appoint Ken Cross, Leonard Gallant and Tim Roark, moved by Rob Bradbury, second by Victor Mah. All in favour. Carried. ii) IFEH – Motion to appoint Scott MacLean, Claudia Kurzac and Nick Losito as representatives, moved by Claudia Kurzac, second by Tammy Carroll. All in favour. Carried. iii) Website Committee – Motion to appoint Mike LeBlanc, Ken Cross, Paul Noseworthy and Mike Duncan, moved by Mike Duncan, second by Claudia Kurzac. All in favour. Carried. iv) Finance Committee – Motion to appoint Claudia Kurzac, Victor Mah and Mike Duncan, moved by Ken Cross, second by Stefane Gravelle. All in favour. Carried. v) Membership Committee – Motion to appoint Tammy Carroll and Mike Duncan, moved by Rob Bradbury, second by Claudia Kurzac. All in favour. Carried. vi) Advocacy Committee – Motion to appoint Stefane Gravelle and Ken Cross, moved by Claudia Kurzac, second by Paul Noseworthy. All in favour. Carried. vii) Constitution & Bylaws Committee – Motion to appoint Paul Noseworthy,</p>	

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<p>Victor Mah and Leonard Gallant, moved by Claudia Kurzac, second by Mike Duncan. All in favour. Carried.</p> <p>viii) Awards Committee – Motion to appoint Victor Mah and Stefane Gravelle, moved by Claudia Kurzac, second by Tammy Carroll. All in favour. Carried.</p> <p>ix) Strategic Marketing Plan Implementation Committee – Motion to appoint Mike Duncan, Tammy Carroll and Victor Mah, moved by Rob Bradbury, second by Claudia Kurzac. All in favour. Carried.</p> <p>6. New Business:</p> <p>i) Position Statement non-certified PHIs – CIPHI needs to look at what we use certified public health inspectors for and what techs could do (i.e. water sampling). The BOC should come up with a list of tech duties. Motion that we post the Position Statement on website with the caveat that we are looking at the issue of the technician and are pursuing this with the BOC and the membership, moved by Rob Bradbury, second by Ken Cross. All in favour. Carried. Scott will contact Suzanne, Tim and Ann to discuss the technician issue brought forward at the AGM by the membership.</p> <p>ii) Constitutional/Bylaw changes for next AGM – The committee is to look into the issues on the Code of Ethics, CIPHI President’s election, Life Member Award submission date. Debra Losito needs to update the Constitution to reflect the membership dues. Mike would like to know when the constitution was changed to show that the cost of the student membership fees were no longer shared with the Branches. Suggestion that members be invoiced annually. Since this would require a tremendous amount of extra printing the membership application form will be changed so that members will only need to fill in the information with a “*” beside it (unless the other information has changed and needs to be updated).</p> <p>iii) Conference 2003 Stats – would like it to include daily delegates. Discussed offering CDs from the sessions for the delegates. Victor will look into this. Template with our logos on PowerPoint to be set-up by Nick Losito. Claudia will check to see if there are any CDs from the Vancouver Conference so that it can be passed on to the Historian for storage.</p> <p>iv) Standards of Practice – Carla Troy to meet with us in November. The BC Branch would be willing to look into consultants who could do this for us. Put documentation together to get a “Request for Proposal”. Nick will have an RFP for the Health Information Systems which we could reference.</p> <p>v) Salary Survey Update – Needs regular updates sent to Adam Grant, webmaster Ontario branch. This links through the National site.</p> <p>vi) Awards – Rob to draft as another bulleted item, a request for an Executive Summary for each nomination.</p>	<p>6i. Scott MacLean</p> <p>6ii. Robert Bradbury, Debra Losito</p> <p>6iii. Victor Mah, Nick Losito, Claudia Kurzac</p> <p>6iv. Claudia Kurzac</p> <p>6v. All Branches</p> <p>6vi. Rob Bradbury</p>
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