

National Executive Council Post-Conference Meeting

Saskatchewan Hotel, Regina, SK

Thursday, June 29, 2006

8:30 am (CST)

1. Roll Call – All present. Mark Durkee for Bruce Morrison

Regrets: Debra Losito

2. Approval of Agenda -
3. Approval of Minutes of NEC Pre-conference Meeting June 24 & 25, 2006 - defer
4. Business Arising;

- a) CIPHI Retirees meeting (Kurzac)

- Mandate: Act as an advisory group/project committee as directed by NEC.
- Reporting Relationship: Chair of this group should report back to the NEC through the President.
- Resource issues: Need to ensure sustainability of retirees group. Funding for meeting expenses important. Hopefully PHAC support will continue, NEC has a responsibility to provide resources

Action: Kurzac will talk to Joan Reiter to determine PHAC's commitment to funding

- Quebec Project - Some support to resurrect the Quebec Branch to gauge the level of interest to determine if Quebec Branch would be viable. Bilingualism issue needs to be addressed, specifically for the website and the EHJ. There may be major sponsors in Quebec that could support translation issue. There is huge opportunity to involve more people from Quebec. Stefane Gravelle should be involved in this process.

Action: Retiree group to provide Terms of Reference to the NEC which can be approved by NEC. Claudia Kurzac will contact Tim Roark.

- b) Funding for converting CIPHI files to electronic format (Kurzac)

- Storage locker and Tim Roark's basement are full of historical documents. Company back East can scan all the documents. \$500 per box for high resolution. CD Rom disk which can hold 20,000 documents. A sorting 'party' is needed on the **BC Branch** level



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assist Tim Roark. What documents do we need? Minutes, journals,
newsletters, reports, project reports...

- **Rob Bradbury motioned to spend up to \$2500 to convert 5 boxes of documents to determine how well the conversion will work. Seconded by Darryl Johnson. Motion carried.**

c) CIPHI merchandise (Carroll)

- Total Sales – \$1990 collected
- Overall feedback was positive. Shirts were well received.
 - 33 shirts & four shirts donated
 - 16 corkscrews
 - 30 key chains

Rob Bradbury motioned to provide key chains to Senate. Darryl Johnson seconded. Motion Carried.

d) Awards procedures/protocol (Kurzac/Phan)

- Only honorary member must be voted on by membership. All other recipients can be announced at the AGM.
- Life member awards – should only put one nominee forward. CIPHI Branches need to make recommendation to NEC.

e) CIPHI office (Kurzac)

- Duncan Ellison approached Claudia Kurzac to discuss CWWA ownership of space in Ottawa which will be renovated. This may be an opportunity to rent an office (\$3000 per year). Some administrative support may be available. NEC should move forward on this opportunity. May consider holding a NEC meeting in Ottawa to give us an opportunity to look at the space etc.

Action: Claudia Kurzac will follow up with Duncan Ellison.

5. Committee Appointments:

a) Advocacy and translation

- Mike Duncan (Chair), Stefane Gravelle, Jasmina Egeler

Rob Bradbury motioned to approve Mike Duncan, Stefane Gravelle and Jasmina Egeler to the Advocacy and Translation Committee. Phi Phan seconded. Motion carried.

b) Awards

- Phi Phan (Chair), Bruce Morrison

Rob Bradbury motioned to approve Phi Phan and Bruce Morrison to the Awards Committee. Ken Cross seconded. Motion carried.

c) BOC: Ken Cross & Richard Taki

Approved at AGM with a three year term



- d) CIPHI Booth Committee – Rick Sokolowski (Chair), Tamela Carroll.
- We should staff the booth all the time during the conference not just during the breaks.

Phi Phan motioned to approve Rick Sokolowski and Tamela Carroll to the CIPHI Booth Committee. Seconded by Mike Duncan. Motion carried.

- e) Conference Committee – tackle issue of tick sheet. At the front of conference planning binder we should include the conference tick sheet, AGM requirements, Awards luncheon requirements. Manual should be updated. Electronic format should include the appendices.

Bruce Morrison (chair), Mike Duncan, Ken Cross, and Jasmina Egeler

Phi Phan motioned to approve Bruce Morrison, Mike Duncan, Ken Cross and Jasmina Egeler to the Conference Committee. Seconded by Tamela Carroll. Motion carried.

- d) Conference Liaison

Phi Phan motioned to approve Claudia Kurzac as the Conference Liaison. Mike Duncan seconded. Motion carried.

- e) CIPHI Retirees Advisory Committee – Len Gallant is the chair of this committee.

Tamela Carroll motioned to approve Len Gallant as the chair of the Retirees Advisory Committee. Seconded by Phi Phan. Darryl Johnson will be the NEC link to this committee. Motion carried.

- f) Constitution & Bylaws – Darryl Johnson (Chair), Bruce Morrison and Jasmina Egeler.

Rob Bradbury motioned to approve Darryl Johnson, Bruce Morrison and Jasmina Egeler to the Constitution and Bylaws Committee. Seconded by Rick Sokolowski.

- g) Contracts – Rob Bradbury and Bruce Morrison, Rob will not participate on PHAC and Core competency contracts.

Phi Phan motioned to approve Rob Bradbury, and Bruce Morrison to the Contracts Committee. Seconded by Rick Sokolowski.

h) CPC Working Group – NEC Rep added to the working group. Claudia Kurzac,

Rob Bradbury motioned to add Claudia Kurzac, Stefane Gravelle and Mike Duncan to the CPC Working Group with the addition of Brad Colpitts. Seconded by Mike Duncan. Motion Carried.

i) CPHA Advisory Council –

Ken Cross motioned to add Tino Serapigliano to this committee. Seconded by Darryl Johnson. Motion carried.

j) Data Management –

Mark Durkee motioned to approve the following to the data management committee: Adam Grant (Chair) Phi Phan, Stefanne Gravelle, Klaus Seeger, Craig Nowakowski, Merry Turtiak, Tim Roark, Ann Thomas, Claudia Kurzac. Seconded by Ken Cross. Motion carried.

j) EHF(C):

Rob Bradbury motioned to approve C. Kurzac, Ken Cross, Tim Roark, Michael Florian to the EHF (C) Committee. Seconded by Tamela Carroll. Motion carried.

k) EPH Week –

Rob Bradbury motioned to approve Phi Phan(Chair), Jasmina Egeler (will chair next year) and Ken Cross to the EPH Week Committee. Seconded by Tamela Carroll. Motion carried.

l) External Relations (exchanges/twinning/sabbatical/mentorships etc.)

Ken Cross motioned to approve Tamela Carroll (Chair), Rick Sokolowski and Phi Phan to the external relations committee. Seconded by Darryl Johnson. Motion carried.

m) Finance –

Rob Bradbury motioned to approve Jasmina Egeler (Chair), Phi Phan and Mike Duncan to the Finance committee. Seconded by Ken Cross. Motion Carried.

Note: CIPHI signing officers are President (Kurzac), Past-President (Bradbury), Finance Committee Chair (Egeler) and Past Finance Committee Chair (Chong)



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n) **FFP Food Safety Policy Committee**

Rob Bradbury motioned to approve Darryl Johnson to the Food Safety Policy Committee. Seconded by Mike Duncan. Motion Carried.

o) **IFEH – 3 members to be appointed.**

Rick Sokolowski motion to approve Claudia Kurzac, Rob Bradbury, and Nick Losito to the IFEH committee. Seconded by Darryl Johnson. Motion carried.

p) **Membership –**

Mark Durkee motioned to approve Tami Carroll (Chair), Darryl Johnson to the membership committee. Seconded by Rick Sokolowski. Motion carried.

q) **Merchandising –**

Rob Bradbury motioned to approve Tamela Carroll (Chair), Rick Sokolowski, and Joanne Lum to the merchandising committee. Seconded by Phi Phan. Motion carried.

r) **Publications –**

Rob Bradbury motioned to approve Rick Sokolowski (Chair) and Jasmina Egeler to the Publications committee. Seconded by Phi Phan. Motion carried.

s) **National Newsletter –**

Rob Bradbury motioned to approve Victor Mah (Chair), Adam Stokowski, Alex Law, Andreas Ortel, Heather Richards, Jacqueline Treen and Jennifer Kennedy to the National Newsletter committee. Seconded by Phi Phan. Motion carried.

t) **Special Project Coordinator –**

Tamela Carroll motioned to approve Victor Mah as the Special Project Coordinator. Seconded by Mike Duncan. Motion carried.

u) **Website –**

Mark Durkee motioned to approve Rick Sokolowski(chair), Darryl Johnson, and Mike LeBlanc to the Website committee. Seconded by Tamela Carroll. Motion carried.

6. School Reports:





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- a) BCIT – B.Tech. credential name change being considered. However, the recommendations did not go to committee. BCIT no longer requiring second practicum.

Jasmina Egeler moved receipt of verbal report. Seconded by Rick Sokolowski. Motion carried.

- b) Concordia – moving campuses to a brand new facility with new lab space and new rooms. Opening in 2007. **AB Branch** wants to sponsor/name a room (AB Branch – CIPHI) Failure rate high. Working on developing a masters degree in ENVH. University AB public health sciences department – first Public Health Faculty – can complete Master's Degree. **Phi Phan moved receipt of his verbal report. Mark seconded. Motion carried.**
- c) First Nations University of Canada – enrolment is strong.
Ken Cross moved receipt of verbal report. Seconded by Mike Duncan. Motion carried.
- d) Ryerson – some time since advisory committee met. Enrolment is strong. **ON Branch** includes student component at conference. Awards.
Mike moved receipt of verbal report. Seconded by Rick Sokolowski. Motion carried.
- e) Cape Breton University- 30 graduates, November receives 5 year accreditation. Mark Durkee to be included as advisory rep. Saint Francis Xavier initiatives with the nursing program. PHI to go see the nurses. Report from school to BOC should go to NEC.

Note: Support from Gary Gallivan about Core Competencies

Mark Durkee moved receipt of verbal report. Seconded by Rick Sokolowski.

7. New Business:

- a) Reminder- articles for EHR due by July 4 – can use Branch President report. Tamela Carroll and Mike Duncan will not be able to submit. Claudia Kurzac can forward reports to Nick Losito. Inside the Institute – Rob Bradbury
- b) Honorarium for CIPHI Historian (Kurzac) –
Phi Phan Motioned to provide an honorarium in the amount of \$500 to the Historian, Tim Roark, for his work in 2005. Seconded by Rob Bradbury. Motion carried.
- c) Legal Opinions (Kurzac) – legal opinion that our constitution allows us to own certificate. This to be addressed by working group. If further clarification is required a cost estimate could be sought. Contract with data management committee should be reviewed by a contract lawyer.





d) Timelines (Kurzac) – Claudia has worked on a timeline – will be circulated amongst NEC.

e) Purchase of “Vector” software –

Mike Duncan motioned to have Victor Mah purchase the Vector Software for CIPHI. Seconded by Ken Cross. Motion Carried.

f.) Mike Duncan will be stepping down. Adam Grant will likely be taking over. Thanks to Mike Duncan for all of his contributions.

Rob Bradbury moved that the next meeting be at the call of the chair. Phi Phan seconded. Motion carried.

Rob Bradbury moved adjournment. Carried.

