

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
 (Revised) Post-Conference Minutes – July 1, 2004 (Charlottetown PEI)

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL:</p> <p>NEC – Claudia Kurzac (National President), Scott MacLean (Past-President), Phi Phan (AB), Ken Cross (SK), Stefane Gravelle (MB), Tamela Carroll (NB), BC – no rep., Leonard Gallant, (NS/PEI), Paul Noseworthy (NL), Michael Duncan (ON), Debra Losito</p> <p>2. APPROVAL OF AGENDA Additions to agenda: NEC Orientation manual (iii), Advocacy Budget (iv), Reports for Schools (v), External Relations Committee (appointments – xi), Conference Proceedings (4ii), New Business – Conferencing (vi) Motion to approve amended agenda, moved by Stefane Gravelle, second by Ken Cross. All in favour. Carried.</p> <p>3. APPROVAL OF MINUTES OF JUNE 16 - 17, 2004: Motion to table minutes, moved by Phi Phan, second by Ken Cross. All in favour. Carried.</p> <p>4. Business Arising:</p> <p>i) National Public Health Agency (Scott): Scott provided update. Carla interested in providing funding as long as we can provide assistance through contract work. Leonard supported partnering with other agencies but the time lines are a little short through Health Canada. Contracts should come directly through CIPHI. Concern over who to hire since they will represent CIPHI. Motion for President to contact Health Canada to let them know that we have a new president and that future correspondence regarding contracts be presented to the President of CIPHI, moved by Ken Cross, second by Stefane Gravelle. Questions. All in favour. Carried.</p> <p>Contract Committee: Scott, Leonard, Stefane</p> <p>ii) Conference 2005 (Mike/All): – Registration Fee/Bid Process – Need budgets and registration fee information up front. Mike will need to be more involved and see the budget. A conference call will be set up for Claudia, Debra, Suzanne and Mike to discuss expectations/concerns. - Budget – as above. - Conference Proceedings – Is there still an opportunity to put Conference proceedings on disk? It may need to be done by someone other than the Conference Committee. Claudia will contact Health Canada to see if funding is still available for this. Scott will forward contact person’s name to Claudia. Stefane stated that he and Mike LeBlanc could do this.</p>	<p>4i) Claudia Kurzac</p> <p>4ii) Claudia Kurzac</p> <p>Claudia Kurzac Scott MacLean</p>

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iii) UL & NSF Update (Scott): Budgets are tight right now. Debra spoke with UL - Dean Sargeant, who stated that they have a Canadian rep. who can attend the Regina conference on the same date as the US rep. will be at the NEHA conference. Scott will contact NSF to see if there could be a representative at both conferences (CIPHI & NEHA). Ken will look at options and whether the dates can be changed with the Hotel.

**4iii) Scott MacLean
Ken Cross**

iv) Correspondence (Scott): Manulife stated that they were not receiving much business from CIPHI membership.

5. Appointments:

- i) EHF(C) – Ken, Len, Tim, Claudia
- ii) IFEH – Scott, Nick, Claudia
- iii) Website – Mike, BC rep, Paul, Mike
- iv) Finance Committee – BC rep, Phi, Mike
- v) Membership – Tammy, Mike
- vi) Advocacy (includes translation) – Stefane, Ken, Mike
- vii) Constitution & Bylaws – Paul, BC rep, Len
- viii) Awards – Phi, Stefane
- ix) Strategic Marketing Plan Implementation Committee (SMPIC) – Mike, Tammy, Phi
- x) Conference Liaison – Claudia
- xi) External Relations Committee (Appointments) – Tammy
- xii) Contact Committee – Scott, Len, Stefane
- xiii) FPT Food Safety Policy Committee - Tammy
- xiv) Environmental Health Week Committee – Phi, Ken

Motion to approve committee appointments, moved by Phi Phan, second by Leonard Gallant. All in favour. Carried.

6. New Business

- i) Quebec Branch – Inspectors from Quebec are looking at options/concerns: liability, membership, chapter? Stefane will forward the letter to Claudia. Will need a list of “members” so that these people could be contacted for education sessions/conferences. These individuals would currently be included with the Newfoundland/Labrador Branch.
- ii) Manulife Ad – Discussed new ad that Manulife would like to place in the Environmental Health Review. Concern over wording of ad. Corporates may use logo but not state that CIPHI endorses anything.
- iii) NEC Orientation Manual – Orientation manual is complete and will be forwarded to each branch. Phi will convey thanks to Victor and Claudia will send a letter of thanks.
- iv) Advocacy Budget – \$10,000 was allocated to this at the AGM in 2001. Stefane will do up a budget. Claudia will forward the NEC budget so that Stefane can see what has been spent to date. Community newspapers will usually pick up items like this (eg. News releases). Stefane will track all

**6iii) Phi Phan
Claudia**

**6iv) Stefane
Gravelle
Claudia Kurzac**

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feedback/contacts or interviews received and completed. He asks that if anyone sees information about the news releases in the papers that they contact Stefane so that he can track this. Advocacy Committee will look at Media Link versus News Wire to research which is the best service/option.

v) Reports for Schools:

BCIT – no updates

Concordia – Phi passed around report. Phi has encouraged the Board to meet more often.

First Nations University of Canada – Have a representative from the SK Branch at the table.

Ryerson – Website shows inaccurate contact person's name. Should be listed as Cathy Egan.

UCCB – no official representative on the Board.

Claudia will contact Mike Halls to see if, in order to put your name forward as the Secretary, you need to be a current member of our IFEH committee.

vi) Conferencing – Discussion on break down of conference profits and whether there could be something for each of the other branches to assist them. Mike suggests that we take this under consideration and have time to think about it. How do we ensure that the money is saved for 'seed money'??? What about the minimum profit for each conference? Would this need to be raised?

Ontario's challenge to Branches – Did any branches exceed the \$500 donation over and above the \$200 donation to the Wine & Cheese event? Send an e-mail to Ontario to inform them. Debra to send an invoice for amount.

7. Next Meeting – Teleconference meeting at the call of the chair.

8. Payment of Bills – **Motion to pay bills, moved by Phi Phan, second by Tammy Carroll. All in favour. Carried.**

9. Adjournment – **Motion to adjourn, moved by Phi Phan.**

**Stefane Gravelle
Ken Cross
Mike Duncan**

6v) Claudia Kurzac