

MINUTES

National Executive Council

NEC Post-Conference Meeting St. John's, NL

July 23, 2008

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by Adam Grant (National President)	
1.00	Roll Call	
	Present: Adam Grant (National President), Claudia Kurzac (Past President), Jasmina Egeler (BC Branch), Phi Phan (AB Branch), Ken Cross (SK Branch), Rick Sokolowski (MB Branch), Peter Heywood (ON Branch), Gary O'Toole (NB Branch), Doreen MacIntosh (NS/PEI Branch), Darryl Johnson (NL Branch)	
	Regrets: None.	
2.00	Approval of Agenda	
	Motion to approve agenda as presented. <i>G O'TOOLE/KCROSS. All in favour. Carried.</i>	
3.00	Committee Appointments for 2008-2009	
	Motion that all committee appointments be approved as discussed. <i>G O'TOOLE/P PHAN. All in favour. Carried.</i>	
	<ul style="list-style-type: none">• Need to contact M DUNCAN and S GRAVELLE to see if they are still interested in participating on CIPHI committees• A GRANT to follow-up with T SERAPIGLIANO to see if he is interested in continuing as the CIPHI representative to the CPHA advisory board• The data base committee needs a new BOC representative	
4.00	Conference Debrief	
	<ul style="list-style-type: none">• The conference committee to send further comments as they haven't had the opportunity to meet as yet.• it was suggested that it would be helpful to have some marking on the delegate tags as to who has voting privileges• \$800.00 worth of merchandise was sold at the CIPHI booth; good booth location• Will look at ordering merchandise in the host branch each year to save on shipping costs.• it was suggested that the post conference meeting should always be scheduled for Wednesdays• Give consideration to doing an address to the members at President's Banquet to highlight successes of CIPHI	

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	<ul style="list-style-type: none"> The pre-conference workshop had low attendance. (Skills Enhancement) Awards lunch <ul style="list-style-type: none"> The reading of award nominations is too lengthy. A condensed version should be read out. the nominations can be posted on power point during the lunch and published in EHR as usual. Need to remind participants (gently) to pay attention/be considerate during the awards luncheon. Need to create a check list for AGM, Awards lunch, President's banquet. 	
5.00	AGM Preparation	
	<ul style="list-style-type: none"> C KURZAC & P HEYWOOD to work on checklist and the immediate Past President is responsible for updating the checklist Need a checklist for opening ceremonies to be included in the conference binder. A concern was expressed around report submission. It was felt the NEC should be reviewing reports ahead of the final formatting and printing. Any reports not accepted by the NEC will not be printed in the AGM package. Consider including closing remarks and invitation to next conference at the awards lunch. (Awards lunch needs to be on Wednesday) Possibly include a promotion presentation by upcoming conference. 	C KURZAC & P HEYWOOD to work on checklist
6.00	CIPHI Conference Newsletter	
	<ul style="list-style-type: none"> P PHAN did a great job Need to be better prepared for content P PHAN to e-mail to all Branch president's & T ROARK need to have an official printing sponsor for conference (close to conference venue) 	
7.00	Exchange Proposal	
	<ul style="list-style-type: none"> Considering an exchange with Tanzania A meeting was held with J DINGMAN of UL to fund a CIPHI exchange 	
8.00	EPH Week	
	<ul style="list-style-type: none"> Requests for a theme; proposal to have EPH Week as a fundraiser for EHF(C) discussion around fundraising for EHF(C); Branches should look at sharing conference profits for EHF(C) suggestion to have "the state of EPH" and the shortage of PHI's in Canada as the theme for the next EPH week. 	
9.00	Media Enquiries at the Conference	

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	<ul style="list-style-type: none">• should be directed to conference organizers• conference organizers always have a communications person• check if exhibitor agreement includes this point	
10.0	Adjournment Motion to adjourn on July 23, 2008.	

Approved January 2009