

**National Executive Council Post Conference Meeting**  
*Minutes*  
**Sheraton Centre Hotel, Toronto, ON**  
**Thursday September 29, 2005**  
**9:00 am (EST)**  
**Norfolk Room**

1. **Roll Call:** Joanne Lum (for Steve Cong, BC Branch), Phi Phan (AB Branch), Ken Cross (SK Branch), Stefane Gravelle (MB Branch), Mike Duncan (ON Branch), Bruce Morrison (NS/PEI Branch), Paul Noseworthy (NF/Lab Branch), Tamela Carroll (NB Branch), Scott MacLean (Past President)
2. **Approval of Agenda**
  - Motion to approve agenda moved by Scott MacLean. Seconded by Paul Noseworthy.
  - Adds: (f) Number of posters used, (g) student participation in future conferences, (h) CIPHI Booth
3. **Defer approval of minutes of NEC meetings minutes.**
  - Motion to defer approval of NEC meeting minutes moved by Stefane. Seconded by Bruce.
4. **Business Arising:**
  - a) **CIPHI Data Management Project (Kurzac)** –Adam will be the project leader, working with Phi and Stefane, to work with the business rules. A Board representative will be required too – Claudia asked Ann. Once the business rules have been established, a project consultant will be required to set up parameters for contract details. Ministry may add a consultant that they use with no cost. First- need to develop business rules. Members are demanding of us at National office – may be discrepant. HC may provide some funding for maintenance help in cost of this as a template of what they may want. Must make it sustainable. Someone will have to help continuously input and update the system to make it current. Our role is to oversee the product to ensure it suites our needs. Adam provided a copy of the program that he will be using. We will review it.
  - b) **CIPHI Retirees Meeting** – Claudia was present at the morning part only. Envision this group is to be advisors and take on projects. Danny and Roland have contacts in Quebec to help infiltrate in Quebec. Quebec will be the first project. Would like 1 meeting once a year around the AGM.
  - c) **EPH Week** – Victor Mah left posters with Claudia. Need to get feedback from other provinces re: EPH Week to Phi.

## **5. Committee Appointments**

### **a) Advocacy and Translation**

- Stefane offered to stay on even though he is stepping down. Mike Duncan to take the lead. Steve Chong will also be on committee to refresh committee. Mike chair, Steve and Stefane as members.
- Motion to approve Mike, Steve and Stefane as members, with Mike to chair. Moved by Tamela. Seconded by Ken.

### **b) Awards**

- Motion to approve Phi to chair Awards Committee and Bruce as member, moved by Paul. Seconded by Stefane.

### **c) BOC: Ken Cross and Richard Taki**

### **d) Conference Liaison:** Claudia, conference chair, Branch President of Host, and National Office representative to do the registration. Important that Branch President be on the committee to have direct line of communication. Motion to approve.

### **e) Constitution and Bylaws:** Paul Noseworthy to continue as Chair, with members Steve and Bruce. Moved by Stefane, Seconded by Ken.

### **f) Contracts:** Scott MacLean as Chair, Bruce Morrison as member – to look over contracts for conference registration, and the data management system. Motion to move by Joanne, seconded by Paul.

### **g) CPC Working Group** – Stefane will continue on committee with Mike as a member. Motion moved by Tammy. Seconded by Scott.

### **h) Data Management:** Currently have Adam Grant, Deb Losito, Merry Turtiak, Karen Wong- Petrie, Mike LeBlanc on committee – to be change to Stefane Gravelle (as Support role), Phi Phan and Adam Grant (Chair) and Mike LeBlanc. Moved by Bruce, seconded by Stefane.

### **i) EHF(C):** Currently Claudia Kurzac, Len Gallant, Tim Roark, Michael Florian. Ken Cross to step in for Len Gallant. Motion to approve. Moved by Ken. Seconded by Mike.

### **j) EPH Week:** Steve Chong (Chair), Ken Cross. Moved by Stefane. Seconded by Tamela.

### **k) External Relations:** Tamela (Chair) – NEHA sabbatical exchange to look at housing issues from Ohio or Michigan. Motion to move Tamela as Chair. Moved by Bruce. Seconded by Stefane.

- l) **Finance:** Steve Chong (Chair), Phi Phan, Mike Duncan. No change. Motion to approve as is. Moved by Ken. Seconded by Scott.
- m) **FPT Food Safety Policy Committee:** Bruce Morrison (Chair), and to add Joe Bradley. Moved by Joanne. Seconded by Ken.
- n) **IFEH (Claudia, Scott, Nick currently):** leave as is and change as necessary. Motion to approve membership of IFEH committee with the understanding that changes occur at the discretion of the Chair. Moved by Stefane. Seconded by Ken.
- o) **Membership:** Tamela Carroll (Chair), and Paul – to get in touch with corporate memberships and affiliates. To get list from Deb/listed in EHR. Moved by Phi. Seconded by Scott.
- p) **National Newsletter:** Victor Mah (Chair). Motion to move by Phi. Seconded by Ken.
- q) **Strategic Marketing Plan:** Mike (Chair), Tamela, Phi: committee to be deleted
- r) **Special Project Coordinator:** Victor Mah (Chair). Moved by Phi. Seconded by Paul.
- s) **Website:** MB Branch, Paul Noseworthy, Mike LeBlanc. Moved by Mike. Seconded by Ken.

## 6. School reports:

- a) **BCIT** – no new news to report.
- b) **Concordia** – talk of creating a (distant learning) Masters of EH program at Concordia. Program will be moving to a new building in the next year. Motion to move verbal report by Phi. Seconded by Paul.
- c) **First Nations University of Canada** – no report from Ken.
- d) **Ryerson** – New Director (Andy Popadopolous) in place. There are 2 student bursaries available. Enrolment is high. Motion to approve verbal report by Mike Duncan. Seconded by Tamela.
- e) **Cape Breton University** – EH program to join with Nursing and Nutrition for the 1<sup>st</sup> school of Public Health in the Atlantic of Canada. Graduated 35 students last year so it has been successful. Paul moved his verbal report. Seconded by Ken.

## 7. New Business:

- a) **CIPHI as a National entity and Branch support:** National aspect must be stressed to all members, and to mention that AEC is a national conference to help fund National and International meetings. A booth is required for just the National and to be manned by just NEC.

- b) **Scott's home email address:** verbally given
  - c) **EHR Articles:** Reminder that articles for the EHR is due by October 4. Thank you to all those contributed to EHR. Branch President's reports can be submitted as is or be re-written.
  
  - d) **CIPHI merchandise:** Need to sort out inventory of merchandise and the cost. Phi took inventory on Tuesday: no more Large, XL men's shirts; the only remaining are blue and white ladies shirts – the cost and the cut of the shirt are a problem for the ladies shirts. Merchandise committee: Tammy to Chair, with members Joanne, and Scott. Merchandise and costs to be scouted. Motion to approve moved by Ken. Seconded by Stefane.
  
  - e) **NEHA/CIPHI Conferencing:** The exchanging of booths was suggested. Not a priority at this time for us, was Claudia's response.
  
  - f) **Number of EPH week posters used:** BC 300, Ont: 1000, MB, SK, AB, NS/PEI, NB – 100 each, Scott: 100.
  
  - g) **Student participation in future conferences (Ken Scott):** students have no benefits with the discounted rates (i.e. no dinners, special events tickets, no binders, etc). They should get a full delegate package. This is the same for the retirees. We have to recognize the students. Set Students and retirees at 50% of the registration fee and to get the full delegate package. The Conference Planning Committee should look into the President's Banquet dinners for the spouses. Motion to approve the conference protocol to include student and retired registration at 50 % of fee. Moved by Ken. Seconded by Paul.
  
  - h) **CIPHI Booth:** To have a CIPHI booth staffed at NEC apart from the Branch booth. Establish a committee for the CIPHI Booth. David (new MB Branch President) to Chair, with Scott as member. Motion to create a CIPHI booth committee moved by Paul. Seconded by Phi. Want a protocol. Deadline for this is Nov 31, 2005.
  
  - i) **Strategic Plan:** To release our new mission and vision statement to make it clear to those attending. Simple letterhead with logo. Stefane to decide.
- 8. Other Business:**
- a) **Payment of bills:**
  - b) **CPHA conference** – volunteers needed for CIPHI branch and CPHA track.

**Motion to adjourn. All in favour. Carried.**