

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
Pre-Conference June 7 - 9, 2001

Agenda Item	Action
Meeting commenced at 6:00 p.m.	
1. ROLL CALL: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Scott MacLean (NB), Claudia Kurzac (BC), Charlie Young (Immediate Past President), Debra Losito (Exec. Asst.)	
REGRETS: Rich Bader (SK), Michael Florians (NS/PEI), Dion White (NF/LAB)	
2. APPROVAL OF AGENDA: Motion to approve Agenda, moved by Charlie Young, second Tim Ness. Call to Question. All in favour. Carried.	
3. APPROVAL OF MINUTES OF TELE-CONFERENCE MEETING November , 2000: Motion to table, moved by Charlie Young, second by Tim Ness. All in favour. Carried.	
4. <u>BUSINESS ARISING:</u>	
a) Financial Report (Kurzac/Executive Director) - Invested another \$15,000 bringing us to \$30,000 to date in GICs.	
b) Membership Benefits (Aquatic Life/Manulife) MacLean/Executive Director Aquatic Life would like us to sell their pool test kits (3 different kits). We would make 10% on the sales. Motion to table, moved by Charlie Young, second by Claudia Kurzac. All in favour. Carried.	
Manulife - Fall mailout, with letter signed by President. Interested in becoming a Corporate member. Will include CIPHI on pamphlet as a professional association.	
c) Website Initiatives (Esso) Executive Director/MacLean - Would suggest putting the form on the website. If Esso becomes a Corporate member we could put their logo on the website and when a member clicks on the logo the form could be downloaded. Rob Bradbury to talk with Mike LeBlanc regarding this and Frank Quinto about Corporate membership.	Rob Bradbury
d) IFEH World Congress Bid (President) - Announcement from Diane Eastman announcing the meeting. We need to plan for this and send four people to present a package to them with Nic Losito to chair the meeting. Question about who receives the money in the end after the IFEH World Congress event is over. Motion to table, moved by Claudia Kurzac, second by Tim Ness. All in favour. Carried.	Rob Bradbury
e) Stanier Society Opinion Paper (President) - We need to advertise this on the website with a link to the ON Branch website with a deadline of June 30, 2001. Rob Bradbury to contact Mike LeBlanc and send a letter to Stanier Society.	
f) Bequests/Donations (MacLean) - Motion to proceed with establishing a Donation system and announce on the website and E.H.R., moved by	

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<p style="text-align: center;">seconded by Claudia Kurzac. All in favour. Carried</p> <p>4. Business Arising</p> <p>b) Membership Benefits – Aquatic Life – MacLean/Executive Director Discussion. Motion: Rob Bradbury will meet with Jeff Simpson to discuss this issue further.</p> <p>d) IFEH World Congress 2008 Bid – President Nic Losito was welcomed. Discussion. Nic Losito gave an overview of his activities to date. Rob Bradbury will write a letter to Diane to obtain support on setting up a booth and staffing it at the next IFEH meeting. A promotional CD is being investigated to promote Vancouver in this bid. The number needing to be produced would be approximately 50-60. Recommended having welcoming sound bites done in several languages. Nic Losito and Rob Bradbury will work together to develop strategies for the promotional CD and to meet with Diane to gain her support. A planning committee needs to be struck to work on the marketing component.</p> <p>Rob Bradbury will determine the timing of meetings in relation to the National Constitution and By-Law and the AGM. Motion: To organize a 2008 IFEH bid committee headed by the NEC President and Nic Losito and they be empowered to spend an additional 3000 to support the bid with the prior approval of the finance committee. Moved by Charlie Young, seconded by Victor Mah. All in favour. Carried.</p> <p>5. New Business</p> <p>a) In Memoriam</p> <ul style="list-style-type: none"> • All Presidents are to provide a list of names to the National President. <p>b) Review of 2000 AGM Minutes - President Motion to accept the minutes of the Minutes of April 11, 2000 66th Annual General Meeting. Moved by Claudia Kurzac, seconded by Charlie Young. All in favour. Carried.</p> <p>c) NEC Reports</p> <p>President - Report given. Motion to accept the report with corrections. Moved by Victor Mah, seconded by Claudia Kurzac. All in favour. Carried.</p> <p>Executive Director - Report was presented. Motion to accept the report as presented. Moved by Suzanne Lychowyd-Shaw and seconded by Charlie Young. All in favour. Carried.</p> <p>Immediate-Past President - No report.</p> <p>BC Branch President (Claudia K.) - Report was presented. Motion to accept the report as presented. Moved by Claudia Kurzac, second by</p>	<p style="text-align: center;">Rob Bradbury</p> <p style="text-align: center;">Rob Bradbury</p> <p style="text-align: center;">Rob Bradbury Nic Losito</p> <p style="text-align: center;">Branch Presidents</p>
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Victor Mah. Discussion. All in favour. Carried.

AB Branch President (Victor Mah) - Report was presented. Motion to accept the report as presented. Moved by Victor Mah, seconded by Suzanne Lychowyd-Shaw. All in favour. Carried.

NB Branch President (Scott Maclean) - Report was presented. **Motion to accept the report as presented. Moved by Scott MacLean, seconded by Claudia Kurzac. Discussion.** Rob Bradbury congratulated NB on their advancements in planning the 2002 conference. **All in favour. Carried.**

SK Branch President (Robin Galbraith for Rich Bader)

A verbal report was presented. **Motion to accept the receipt of the report as presented. Moved by Robin Galbraith, second by Charlie Young. Discussion. All in favour. Carried.**

ON Branch President (Suzanne Lychowyd-Shaw) - Report was presented. **Motion to accept the report as presented. Moved by Suzanne Lychowyd-Shaw, seconded by Charlie Young. Discussion. All in favour. Carried.**

MB Branch President (Tim Ness) - Deferred.

Finance Committee (Claudia Kurzac) - Report was presented. **Motion to accept the report as presented. Moved by Claudia Kurzac, second by Suzanne Lychowyd-Shaw. Discussion.** Charlie Young extended thanks to Claudia for all of her hard work in developing policies which have resulted in a more organized and transparent finance report. **All in favour. Carried.**

Nominations/Awards Committee (Tim Ness)

Life Member – nominee is Dean Seargent, submitted by Tim Ness, Bert Berard and Jim Drew. **Motion to accept Dean Seargent as the recipient of this award, moved by Robin Galbraith, second by Suzanne Lychowyd-Shaw. All in favour. Carried.**

Alex Cross Award – nominee is Mike Leblanc, submitted by Tim Ness and Stefane Gravelle. **Motion to accept Mike Leblanc as the recipient of this award, moved by Victor Mah, second by Claudia Kurzac. All in favour. Carried.**

President's Award – nominee is Charlie Young submitted by Rob Bradbury. **Motion to accept Charlie Young as the recipient of this award, moved by Claudia Kurzac, second by Victor Mah. All in favour. Carried.**

Membership Committee (Suzanne Lychowyd-Shaw) - Report was presented. **Motion to accept the report as presented. Moved by Suzanne Lychowyd-Shaw, second by Charlie Young. Discussion. All in favour. Carried.**

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Advocacy Committee - No report.

Constitution & By-Laws Committee (Charlie Young)

There is a need for the Constitution & By-laws to be reviewed and updated. It is also recommended that the organization structure be reviewed (deferred to item Z).

Chairman, Board of Certification (Rob Bradbury for Bernie Crisp) - The report was presented by Rob Bradbury. **Motion to accept the report as presented. Moved by Claudia Kurzac, second by Victor Mah. Discussion.** The date for meeting with the schools needs to be adjusted. Also, there was no indication as to the accreditation time frames granted to each academic body. There was a proposal within the report to increase the cost of the exam from \$450 to \$500. This needs to be approved through the NEC. The five resolutions passed at the 2000 AGM were reviewed. **All in favour. Carried.**

Board of Certification (Scott Maclean) - Deferred.

Motion to adjourn 12:20 p.m. Moved by Charlie Young, second by Claudia Kurzac. All in favour. Carried

Motion to reconvene at 1:45 p.m. by Charlie Young, second by Claudia Kurzac. All in favour. Carried.

Web Committee - Deferred.

Webmaster - Deferred.

Environmental Health Review - Deferred

Historian (Tim Roark) - Verbal report presented. Tim Roark is still collecting information and moving materials into storage. Progress on scanning information to store on CD's. Ontario books are a wealth of information. Tim Roark has encouraged Bill O'Donnell to share the books with National. The cost of transporting the books is an issue as well as the security of them. **Motion: To accept the report as presented. Moved by Victor Mah, second by Charlie Young. Discussion.** Investigate partnerships with various organizations/companies/foundations, etc. that may sponsor the transferring of information from ON Branch and National onto CD's. **Action: Rob Bradbury will approach NSF. All in favour. Carried.**

Environmental Health Foundation of Canada - Deferred.

d) Sabbatical Exchange (President) - A discussion with Nelson Fabian confirmed the two sabbaticals will occur in July 2002. Funding is being provided by NSF International and Underwriter Laboratories. Strategies in launching the exchange must be determined. Promoting this as a benefit to membership is key.

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<p>e) NEHA Conference, Atlanta Georgia (President) - Rob Bradbury is planning on attending. NEHA council is meeting Sat. June 30th to discuss the sabbatical.</p> <p>f) Participation in Silent Auction (President) - NEC will donate two golf shirts (one male and one female).</p> <p>g) Change in CIPHI Mailing Address (Executive Director) - Presidents to remind members of this change. A notice will also go on the website.</p> <p>h) Budget (Finance Chair/Executive Director) - Will be updated by the end of November 2001.</p> <p>i) Professional Contracts (Finance Chair/Executive Director) - The Executive Assistant's contract to be reviewed in November 2001.</p>	<p>Rob Bradbury</p>
<p>j) NSF Food Conference Partnership – 2003 (President) - If in southern Ontario (Toronto) commitment from City of Toronto Health Department is needed. Action: Rob Bradbury will meet and discuss this with Ron de Burger at the 2001 CIPHI National Conference and report back to the NEC.</p>	<p>Branch Presidents</p>
<p>k) Merchandising (Executive Director/Mah/MacLean) - Golf shirts will be sold at a cost of \$60.00 (short sleeved) and \$65.00 (long sleeved) after the conference for members. For non-members \$70.00 and \$75.00 respectively.</p>	<p>Claudia Kurzac</p>
<p>l) IFEH Membership Subscription (Executive Director) - Membership payment is outstanding for the year 2001. Action: Claudia Kurzac to ensure dues are paid – 194 Pounds Sterling = approximately \$426.80 Canadian. Rob will send a letter regarding inequities of membership.</p>	<p>Rob Bradbury</p>
<p>m) Future Conference Reports (MacLean/Mah) - Reminder that written financial reports as well as written conference reports on what worked and didn't work will be required. Discussion on the workings of the relationship with the NEC in hosting the conference should be included.</p> <p>n) Conference for Food Protection (President) - Deferred</p>	
<p>o) Financial Audit – 2001 (Executive Director) - To have a review of accounts to ensure proper processes are being followed and monies are being dealt with appropriately. Motion: To plan undertaking a financial audit for the year 2001 and to request the auditor to give an estimated cost on completing this task. Moved by Claudia Kurzac, second by Charlie Young. All in favour. Carried.</p>	<p>Claudia Kurzac</p>
<p>p) Saskatchewan Health Issues (Rich Bader) - Deferred.</p>	
<p>q) Partnership Initiative with EHFC (President) - Discussions to occur at the AGM of the foundation to determine partnership initiatives. Rob Bradbury asked for clarification on the status of monies owing from the sale of videos.</p>	

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<p>There seemed to be some misunderstanding as to the agreement previously made. Future partnership initiatives are to be clearly defined regarding how funding will be shared.</p> <p>r) CIPHI Domain Name Issues (Executive Director) - There are a few Branches that are still not registered (New Brunswick, Newfoundland and Saskatchewan). This has been a more difficult task than initially expected. Action: Branches that haven't registered the CIPHI domain name are to keep Rob Bradbury up to date as they become registered.</p> <p>s) Commission of Environmental Co-operation (President) - An invitation was received to attend a session in Mexico. The NEC will not be sending a delegate. Motion: To send a letter declining the invitation and to wish them good luck and that the NEC would like to be kept informed. Action: Rob Bradbury to write and send letter.</p> <p>-----</p>	<p>Rob Bradbury</p>
<p>t) Meeting with BOC - Joint NEC/BOC meeting:</p> <ul style="list-style-type: none"> - Introductions - Resolutions – Discussed five regulations made at AGM in 2000 to do with terms for the Sitting Members, term for Chair, Corresponding Members ..., Need to update BOC Administrative Policies to reflect terms. Suggestion to take BOCs concerns regarding the establishment of a three-year term under advisement. Clarification given to do with how the BOC and the NEC work together based on the Regulations. - Polices to be reviewed and approved by the BOC and passed on to the NEC shortly - Post Credential's – to be revisited. - Policy 4 – discussion on length of practicum (12 weeks), has not changed. - Length of Terms for Accreditation of schools – five year terms unless otherwise specified in approvals. There is a schedule now for when reviews are due. This will allow schools to budget for reviews. - Corresponding Members – reviewed list of current corresponding members and provincial representatives. Need to fill in the vacancies. Clarification on Provincial representative position. Discussed concerns regarding the lack of a variety of examiners including MHOs. John Blatherwick (MHO – sitting member BOC) stated that due to short notice it is sometimes difficult to be available. New guidelines with time-lines should solve this concern/problem. - Discussed concern with Ryerson students being ill-prepared. Could not comment on food premises regulations ... Ryerson is due for a review in 2002 and this concern will be addressed. Apparently the school is trying to refocus their program on Environmental Health instead of Occupational Health. - SIFC (Saskatchewan Indian Federated College) & NBCC (Bathurst) have asked for reviews of their programs. - Foreign Candidate update (Al Raven – sitting member BOC) <p>-----</p>	<p>Branches</p> <p>Rob Bradbury</p>

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NEC Post BOC Meeting

Proposal for fee increase from \$450.00 to \$500.00. **Motion to accept the increase in fees as proposed. Moved by Charlie Young, second by Suzanne Lychowyd-Shaw. Discussion. All in favour. Carried.**

- u) BOC Resolutions – 2000 AGM (Kurzac) - Discussed with the BOC in a face to face meeting. NEC will await their outcome to these issues.
- v) Review of BOC Administrative Policies (Kurzac) - Deferred.
- w) Continuing Education/Professional Development (President) - The NEC is awaiting a report from the BOC, Mr. Randy Ash. **Motion: That the National President and the BC Branch President or delegate be authorized to meet to discuss the issue. Moved by Charlie Young, second by Scott MacLean. All in favour. Carried.**

Motion to adjourn 5:30 p.m. To reconvene at 8:00 a.m. Saturday June 9th, 2001. Moved by Claudia Kurzac, second by Charlie Young.

Saturday June 9, 2001

Motion: To reconvene the meeting at 9:15 a.m. Moved by Claudia Kurzac, second by Suzanne Lychowyd-Shaw. All in favour. Carried.

Roll Call

Present: Rob Bradbury (National President/Exec. Director), Charlie Young (Imm. Past President), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Claudia Kurzac (BC), Tim Ness (MB), Rich Bader (SK), Scott MacLean (NB), Debra Losito (Exec. Assistant), Klaus Seeger (EHFC), Nic Losito (EHR)

Environmental Health Review (Nic Losito) - Report presented. **Motion: To accept the report as presented. Moved by Claudia Kurzac, second by Victor Mah. Discussion. All Branches need to participate by submitting articles. The editors may also consider reprinting some of the articles that have been printed in Provincial Newsletters. All in favour. Carried.**

- 4 h) General Liability Insurance/Bonding (Kurzac/Executive Director) **Motion: To remove this item from the table. Moved by Claudia Kurzac, second by Suzanne Lychowyd-Shaw. Discussion.** The cost for General Liability - \$1 million dollar coverage would cost \$1,000/year to be divided between the NEC, BOC, and the Branches. Bonding coverage would be solely for the 4-signing officers of the NEC. The cost for this would be \$500/year for \$50,000.

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Motion: To accept the BOC fee amendment for foreign students from \$500.00 to \$650.00. Moved by Tim Ness, second by Victor Mah. All in favour. Carried.

A request was made for the NEC to clarify to all PHI's/EHO's what the interpretation of C.P.H.I.(C).

- x) Executive Director Position – Future Directions (Kurzac) - Deferred
- y) CIPHI Conferencing – Future Directions (Executive Director) - Deferred
- z) CIPHI Organizational Review – Future Directions (Executive Director) - Deferred
- aa) Conference Long Term Sponsorships (Executive Director) - With the shift to a National push to support conferences the sponsorship should be considered as a National Sponsor and therefore these organizations should deal with a National rep. each year, or on the renewal date of their contract, to arrange for a new sponsorship contract. This would lessen the confusion from year to year in organizing and securing sponsorships.

Motion to adjourn 12:30 p.m. Moved by Charlie Young, second by Claudia Kurzac. All in favour. Carried

Motion to reconvene at 1:50 p.m., moved by Charlie Young, second by Claudia Kurzac. All in favour. Carried.

Present: Rob Bradbury (National President/Exec. Director), Charlie Young (Imm. Past President), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Claudia Kurzac (BC), Tim Ness (MB), Rich Bader (SK), Scott MacLean (NB)

Conference Long Term Sponsorships (con't) - **Motion: That the Executive Director pursue the establishment of long term contracts with corporate sponsorship for conferences. Moved by Claudia Kurzac, second by Scott MacLean. All in favour. Carried.**

bb) Appointment of Immediate Past President (President) - Mr. Charlie Young submitted his resignation from the NEC as Immediate Past President. Rob Bradbury, on behalf of the NEC, accepted this request. **Motion: To appoint Dean Sargent as Past President. Moved by Claudia Kurzac, second by Rich Bader.**

x) Executive Director Position – Future Directions (Kurzac) - **Motion: That there be a Constitutional amendment proposed for 2002 that no member of the NEC hold dual positions such as but not limited to the Executive Director, Exec. Secretary Treasurer. Exec. Assistant to the NEC, Secretary to the BOC, CIPHI Webmaster, or the Editor of the EHR. Moved by Claudia Kurzac, second by Victor Mah. All in favour.**

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<p>the EHFC.</p> <p>AGM Appointments - Chair of Resolution committee will be Rich Bader. Parliamentarian – Tim Roark, Sargent of Arms – Klaus Seeger. Klaus Seeger will assist Rich Bader as a Scrutineer. Moved by Charlie Young, second by Claudia Kurzac.</p> <p>7. Next Meeting Date - A Post Conference meeting will be held immediately following the AGM.</p> <p>Motion: That the meeting be adjourned. Moved by Claudia Kurzac, second by Charlie Young.</p> <p>Meeting adjourned: 3:45 p.m.</p>	
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