

**Canadian Institute of Public Health Inspectors  
National Executive Council “Pre-Conference Meeting”**

(Amended Minutes) June 21-22, 2003

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Scott MacLean (National President), Victor Mah, AB), Ken Cross (SK), Stefane Gravelle, MB, Tamela Carroll (NB), Claudia Kurzac (BC), Barry MacGregor (NS/PEI), Paul Noseworthy (NL), Rob Bradbury (Past President), Michael Duncan (ON), Debra Losito (Executive Assistant)</p> <p>Joint NEC/BOC meeting: Bernie Chrisp, John Blatherwick, David Carpenter (CDN Forces), Ann Thomas, Dan Richen, Peer Mikkelsen, Suzanne Lychowyd-Shaw, Andy Mormul (for Allen Atwell CDN Forces)</p> <p>Discussion lead by Bernie: Bernie passed around and read report on update for the BOC. Bernie asked Ann to speak on the Oral Exam Consistency which she is chairing. Discussion ensued. Concerns about inadequate practicums tied in with high failure rate. Board has just completed the third draft of a Practicum Guide which will be available on the website where employers will be referred to. This guide includes an evaluation that the student will complete after their practicum. Scott shared information about the Strategic Marketing Plan and mentioned Continuing Education as an important part of that. Members are extremely interested in this.</p> <p>BOC thanked for coming. Break.</p> <p>Suzanne shared an update expanding on the exam process and problems with it. Examiners will need to provide more complete information when a candidate fails, to assist with the Appeal process.</p> <p>2. APPROVAL OF AGENDA Additions to agenda: <b>Motion to approve amended Agenda, moved by Ken Cross, second by Claudia Kurzac. Call to Question. All in favour. Carried.</b></p> <p>3. APPROVAL OF MINUTES OF MAY 2 – 3, 2003: Bottom of page 2 – Mike was “intrigued” rather than concerned. Page 7 first paragraph, rather than ‘trying to deal with issues’ should read “trying to be member focused”, rather than ‘had been corresponding’ should be “advocacy is a priority with stakeholder agencies”. Page 6 - NS report, should read “Roy Romanow” instead of Romanoff, NB report - change to “small child associated with a daycare, die of E.coli”, Page 9 - SK report, change to “losing students to other provinces and the Federal Government.” Page 7 - should be “Rob suggested” rather than ‘mentioned’. Page 7 – “Scott will endorse letter to employer of non-certified PHI student in Ontario.” Page 9 – should read “attended focus group on Outbreak Investigation and Response Skills Enhancement Training Workshop proposal on April 22, 2003.” <b>Motion to accept minutes as amended, moved by Rob Bradbury, second</b></p>	

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**by Ken Cross. All in favour. Carried.**

**4. BUSINESS ARISING:**

- a) Strategic Marketing Plan (All) – Debra will send out action item list which should be easier to read than the pages of minutes. Debra handed out the new Business cards for the Executive members. Rob will put a condensed Executive Summary version of the marketing plan on the website after sending it out to the Executive for feedback. Scott will send a letter thanking Chris and Shawn for doing the marketing plan for CIPHI.
- b) Sabbatical Exchange (President/Past President) – Stacey Kelley has completed the exchange but has not submitted a report yet. Has presented to her provincial colleagues in her region. The candidates have until September 30, 2003 to submit their applications for the next exchange. They must sign the waiver of indemnity. They will be interviewed in Toronto.

Twinning Exchange - Denmark (Past President) – Documents are completed, waiver is signed. Claudia has received an application. Rob needs to talk to Steen Fougde first. Will be posted with Branches, on website and possibly in the E.H.R. Exchange would be for two weeks.

- c) Health Canada Contract (President/Mah) – Signed contract for Conference sponsorship. They will be setting up several computers at the conference so that people can have access to the website and take a look at their program.
- d) Bequests (Past President) – Brent will be getting back to Rob about whether we can send a tax receipt for donations.
- e) CIPHI Position Statement Non-Certified Personnel/Strategy (all) - Bequests (Past President): **Motion to present the position of hiring of non-CPHI(C) to the membership as a part of the Advocacy report, moved by Stefane Gravelle, second by Victor Mah. All in favour. Carried.**
- f) Environmental Health Week / CDN PHI Week 2004 Initiatives (all) – Feeling that Environmental Health Week sounds better and less self serving. Discussion ensued. Overall feeling was that we should keep the poster and the wording the way it was as it was clear. **January 5 – 11, 2004.** Victor will make changes and send the revised poster to the branch presidents.
- g) EHFC – award, fundraiser (Past President, Cross) – to be discussed further with the representatives.
- h) CIPHI Exhibit (All) – Debra to tell Mike to remove luggage tags from website. Cheque coming from NB branch for 12 golf shirts.
- i) PHI Resource Materials (Losito) – Debra passed around brochures received from AB Branch and powerpoint presentation from Ontario. Victor stated that the display is going to cost much more than \$1500 if we are to include photos. We will need to move quickly with deciding what we want to include in a folder for Environmental Health Week. Victor will

**4a. Debra Losito  
Rob Bradbury  
Scott MacLean**

**4b. Rob Bradbury**

**4f. Victor Mah**

**4h. Debra Losito**

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check into the costs for folders, displays and pamphlets. Blue as CIPHI's colour.

- j) Conference Guidelines Binder (Losito) – Debra passed out binders to each branch president. The appendices are samples of previous conferences. The binder is a work in progress as new versions of forms/pamphlets are regularly updated.
- k) Diner's Club Awards (Losito) – Aeroplan points are difficult to use for Executive living in Eastern Canada as these flights are limited in number and must be booked one year in advance. VISA gold has Air miles as does American Express. Avion (Royal Bank) has a method of collecting points that you can use for any airline. Debra will look into options other than the Diner's Club card since it is difficult to use the Aeroplan miles.

**4k. Debra Losito**

5. New Business

- a) Welcome Manitoba Branch President (President) – Scott presented Stefane with his president's pin.
- b) President's Report (President) – Scott passed around his report. **Move receipt of report by Scott MacLean, second by Ken Cross. All in favour. Carried.**
- c) Branch President's Reports: (Presented from East to West)

BC (Claudia Kurzac) – **Move acceptance of report, by Claudia Kurzac, second by Ken Cross.** Claudia presented report. Difficulty recruiting new branch executive members as one of the largest employers does not support participation in CIPHI activities/conferences. One councillor may be interested in taking over as president in a year or two. Happy to support the World Congress. Membership are very keen. **All in favour. Carried.**

AB (Victor Mah) – **Move acceptance of report, by Victor Mah, second by Claudia Kurzac.** Victor welcomed everyone to the Conference this year. **All in favour. Carried.**

SK (Ken Cross) – Ken presented report. Membership is increasing with more employers paying. Branch will subsidize a portion of the registration for their members who attend conferences. Interested in bidding for 2006 conference. **Move acceptance of report, by Ken Cross, second by Rob Bradbury. All in favour. Carried.**

MB (Stefane Gravelle) – Stefane presented his report. Losing five out of seven inspectors in the next two years. Very concerned. Employers ensure them that they will hire CERTIFIED public health inspectors. Large number of members work under Conservation. Plan to talk to the Minister about having these positions transferred back to Health. Membership rates increased this year. New Webmaster. **Move acceptance of report, by Stefane Gravelle, second by Tammy Carroll. All in favour. Carried.**

ON (Mike Duncan) – Mike passed out his report. **Move acceptance of**

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**report, by Mike Duncan, second by Rob Bradbury. All in favour. Carried.**

NB (Tamela Carroll) – Tammy presented her report. Concerned about shortages in PHI positions. **Move acceptance of report, by Tammy Carroll, second by Victor Mah. All in favour. Carried.**

NS (Barry MacGregor) – Leonard apologized for not having a report for Barry to present. Paul presented verbal report. **Move receipt of report, by Barry MacGregor, second by Paul Noseworthy. All in favour. Carried.**

NL (Paul Noseworthy) – Paul presented report. 15 % increase in membership. Will have many retirements soon. Would like to contribute to some portion of the cost share and would like National to send them a bill for this from now on. **Move acceptance of report, by Paul Noseworthy, second by Tammy Carroll. All in favour. Carried.**

d) Committee Reports

- i. Nominations/Awards – Passed out reports. There is another nomination for Alexander Officer award - Capital Health Authority of Alberta. Jim Hoskins has been nominated for Life member award.

**Motion to have Jim Hoskins receive the Life member award, moved by Victor Mah, second by Stefane Gravelle. All in favour. Carried.**

**Motion to have Dave Patterson as recipient posthumously, of the Alex Cross award, moved by Victor Mah, second by Stefane Gravelle.** Mike will receive the award on behalf of Dave Patterson as his wife could not attend. Mike will present the award to her at their convenience. Scott mentioned that he may be able to present the award in August (on his holiday to Toronto ON). **All in favour. Carried.**

**Motion to have Dr. Doug Powell and the Food Safety Network receive the 2003 Environmental Health Review award, moved by Stefane Gravelle, second by Victor Mah. All in favour. Carried.**

No nominations for Honorary membership. Two possibilities were considered. Criteria for awards need to be changed to reflect person(s) may receive this award. Rob will make this change and send to Debra for Mike LeBlanc.

**Motion to have Tim Ness receive President’s Award, moved by Victor, second by Stefane Gravelle. All in favour. Carried.**

**\* Victor is willing to continue producing awards for CIPHI**

**5d. Rob Bradbury  
Debra Losito**

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**whether he is on the Executive or not. \***

**Motion to have Grey-Bruce Health Unit be the recipient of the Alexander Officer Award, moved by Stefane Gravelle, second by Victor Mah. All in favour. Carried.**

**Motion to have Environmental Health Services of the Public Health Division of Capital Health be the recipient of the Alexander Officer Award, moved by Victor Mah, second by Stefane Gravelle. All in favour. Carried.**

**Move acceptance of Awards Committee report, by Victor Mah, second by Stefane Gravelle. All in favour. Carried.**

- ii. Finance (Kurzac) - **Move acceptance of report as circulated, by Claudia Kurzac, second by Victor Mah. Questions. All in favour. Carried.**
- iii. Membership (Duncan) - **Move acceptance of report, by Mike Duncan, second by Victor Mah. Questions. All in favour. Carried.**
- iv. Website (LeBlanc) – Stefane passed around reports. Mike LeBlanc apologized for not being able to make it. He estimates around \$1500 to revamp the website. **Move acceptance of report, by Stefane Gravelle, second by Tammy Carroll. Questions. All in favour. Carried.**
- v. Advocacy (all) - **Move receipt of verbal report, by Ken Cross, second by Claudia Kurzac. Questions. All in favour. Carried.**
- vi. Environmental Health Review (Losito) – Nick passed around and presented his report. **Move acceptance of report, by Nick Losito, second by Ken Cross. Questions. All in favour. Carried.**
- vii. Historian - **Move acceptance of report as received, by Rob Bradbury, second by Ken Cross. Questions. 40 years since “CIPHI” has been used as our name. All in favour. Carried.**
- viii. Environmental Health Foundation of Canada (Seeger) – Klaus presented his report. Fourteenth AGM held on July 30/02 in Fredericton NB. Two new trustees are Ken Cross and Michael Florian. Tim Roark is also a member at large. Looking at a Fundraising Lottery to raffle off two prints (Robert Bateman & John Horton). Plan to obtain a lottery permit. Working on CIPHI/EHFC Education Award, Donation Campaign, and other projects that include a Sewage video and a Groundwater video education program. They have received donations and will always welcome these to assist in new projects. **Move acceptance of report, by Klaus Seeger, second by Rob Bradbury. Questions. All in favour. Carried.**

Klaus Seeger, Ron de Burger and Tim Roark joined the meeting to

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share information about: Fundraising Lottery and Bursery Fund offered to members who have been members for five consecutive years or more.

ix. Conferences

- i) 2002 Fredericton – **Move receipt of previous verbal report, by Scott MacLean, second by Ken Cross. All in favour. Carried.**
- ii) 2003 Edmonton – **Move acceptance of report, by Victor Mah, second by Rob Bradbury. Discussion.** Victor suggested that all expenses be split even though CIPHI usually picks up conference costs through the National Office for courier, name tags, mailing etc. Encouraging members to sign up. **All in favour. Carried.**
- iii) 2004 Charlottetown – Mike Duffey and Senator Kirby are possible keynotes. Working on Speakers still. Bruce Morrison and Joe Bradley are Chairs. **Move acceptance of report, by Barry MacGregor, second by Mike Duncan. All in favour. Carried.**
- iv) 2005 Toronto – Ron de Burger is Chair. No report.

- e) Future Conference Direction, Conference Rate (All) – Victor felt that the levels of sponsorship worked well this year. Victor will reintroduce this at post-conference. **Motion to offer reduced conference registration rate (50%) to all Sitting members, Corresponding members and Members-at-Large of the BOC, by Claudia Kurzac, second by Barry MacGregor. Discussion. All in favour. Carried.**

Conferencing: Registration is to be carried out by National and there is no option for the Branch to take this over. Rob suggested talking with Ron deBurger and Suzanne Shaw at the next meeting to clarify this. Any feedback from the Conference committee will be passed along to the NEC. The NEC Conferencing Committee (past, present and future) will meet during the conference to deal with issues while they are fresh in the mind.

- f) CPHA – Are looking for an Executive Director. Carla Troy from Health Canada has been meeting with some of the committees. Scott will send a letter to Adrian Clarkson. Rob will contact Doug Quibell with Qatar to see if there may be any opportunities for sponsorship. Scott will contact Tim Roark to see what he knows about patron information about the Duke of Connaught or Lord Strathcona.
- g) Continuing Education (All) – Nurses are looking at a “Code of Practice”. Carla will give Scott a copy, possibly at this year’s conference. Recommendation that we enhance the CIPHI Code of Ethics and Standards of Practice.
- h) Executive Director/Executive Assistant (All) – Mike didn’t feel that now was a good time to look for a Strategic Planner. Claudia stated that we

**5f. Scott MacLean  
Rob Bradbury**

**5h. Claudia Kurzac**

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<p>do not know what we want this individual to do. Do not have a job description. Victor stated that they (Claudia &amp; Victor) could come up with some information for the next meeting in November. Felt that we cannot afford this when the minimum position would cost \$40,000.</p> <p>i) Presentation of Alex Cross Award (All) – done</p> <p>j) Willis Insurance, Membership benefits (All) – Tammy was concerned as Murray Lewis tried to contact Willis Insurance several times but nobody ever got back to him. Scott was contact Paul McFarlane regarding the issue with Murray Lewis. Debra will contact Corporate and Affiliate members to see if we can get more of their logos on the website.</p> <p>k) Resolutions – Ken is chair of the Resolutions &amp; Bylaws committee. Victor will pass these along to Ken.</p> <p>l) IFEH (President) – Nick has submitted a proposal which is supported by his employer to attend the IFEH World Congress. His employer would pay for the airfare. Nick mentioned that he has looked into current costs and felt that it may be less than \$1200. <b>Motion for CIPHI to financially support the bid for Nick Losito’s expenses for up to \$1200 for hotel accommodation to attend the World Congress in South Africa, moved by Claudia Kurzac, second by Barry MacGregor. All in favour. Carried.</b> Scott will inform IFEH of new representatives / contacts. Rob will step down as the IFEH representative.</p> <p>m) Honorariums (All) – <b>Motion to pay Tim Roark \$700 to make up for years missed, made out in two payments of \$350, moved by Claudia Kurzac, second by Rob Bradbury. All in favour. Carried.</b></p> <p>In Memorium: Len Heibert BC, Tom Hart SK, Bob Booth AB, Fred Hassen AB, Dave Patterson ON, Hugh Goodfellow (ON)</p> <p>Board of Certification Appointments: <b>Motion to put forward Tim Ness and Suzanne Lychowyd-Shaw as NEC reps to the Board of Certification, moved by Rob Bradbury, second by Ken Cross. All in favour. Carried.</b></p> <p>Sargeant-At-Arms: <b>Motion to appoint David Crowe, moved by Rob Bradbury, second by Victor Mah. All in favour. Carried.</b></p> <p>Parliamentarium: <b>Motion to appoint Ron deBurger, moved by Victor Mah, second by Claudia Kurzac. All in favour. Carried.</b></p> <p>Scrutineers: <b>Motion to appoint Ken Cross, Tammy Carroll, Paul Noseworthy and Mike Duncan, moved by Claudia, second by Victor. All in favour. Carried.</b></p> <p>Merchandise for Conference sales: Teddy Bears: \$25 at conference, \$30 post-conference (\$22.50 NEC) Golf Shirts: \$45 at conference, \$55 post-conference (\$33. NEC) Ball Caps: \$15 at conference, \$17.50 post-conference (\$10 NEC)</p>	<p><b>Victor Mah</b></p> <p><b>5j. Scott MacLean Debra Losito</b></p> <p><b>5l. Scott MacLean</b></p>
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<p>Other Business:</p> <p>6. Next meeting date – Thursday 9 a.m. post-conference.</p> <p><b>Motion to adjourn, moved by Rob Bradbury.</b></p>	
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