

# Canadian Institute of Public Health Inspectors

## National Executive Council Meeting

(Revised) Pre-Conference Minutes – June 26-27, 2004 (Charlottetown PEI)

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL:</p> <p>NEC - Phi Phan (AB), Ken Cross (SK), Stefane Gravelle (MB), Tamela Carroll (NB), Claudia Kurzac (BC), Leonard Gallant, (NS/PEI), Paul Noseworthy (NL), Rob Bradbury (Past President – Chairing meeting for Scott), Michael Duncan (ON), Debra Losito</p> <p>BOC – Bernie Chrisp (Chair), Al Raven (Sitting Member), David Carpenter (Sitting Member CDN Forces), Pam Scharfe (Corresponding Member ON), Peer Mikkelsen (Corresponding Member AB), Ann Thomas (Sitting Member), John Blatherwick (Sitting Member MHO), Suzanne Shaw (NEC Rep.), Tim Ness (NEC Rep.), Shawn Mitton (Corresponding Member BC), Jim Campbell (for Al Atwell, Member-at-Large CDN Forces)</p> <p>Regrets: Scott MacLean (National President)</p> <p>Guests: Carla Troy, Manager – Skills Enhancement for Health Surveillance (joined meeting on Saturday) Nick Losito (joined meeting on Sunday a.m.) Duncan Ellison (joined meeting on Sunday a.m.)</p> <p>Chair turned over to Bernie Chrisp. Bernie gave a report from the Board and an overview of yesterday’s meeting; update on schools. John Blatherwick expanded on the information by explaining all the hard work that the Board members have been doing. He also shared comments on changes to BCIT with the elimination of the four year program, name change to Ryerson University and comments on the First Nations University. Questions on PHI technicians: Rob mentioned that the NEC would be coming up with a position statement. Bernie stated that the BOC focuses on the Policies and at this time there is no policy that deals with PHI technicians. Pam shared comments on how we need to look at supporting and encouraging students first rather than worrying about PHI technicians. She stated that we need a strategic plan. Rob felt that we should set up a meeting with the BOC to look at this. Ann mentioned that we need to look at a contract to have someone pull together some information/research for the BOC. Pam shared information on plans for an examiner workshop at next year’s conference. She also mentioned that they are looking at hiring a facilitator. Discussion ensued.</p> <p>Carla arrived and the floor was turned over to her.</p> <p>Carla has joined the “Public Health Human Resource Joint Task Force” which is Federal, Provincial and Territorial. Have found that Skills Enhancement and Core Competencies work hand in hand with Core Competency normally coming</p>	



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<p>c) Advocacy Operational Guidelines (S. Gravelle): Reviewed CIPHI Operational Guidelines for Advocacy. A few changes were discussed. <b>Motion to approve “CIPHI Operational Guidelines for Advocacy” subject to a review and modification as necessary, moved by Paul Noseworthy, second by Mike Duncan. All in favour. Carried.</b></p> <p>d) Twinning Exchange Update (C. Kurzac): Claudia provided an update on how Jennifer is doing on the Twinning Exchange. Jennifer has been very busy but all is going well. Ken suggested that this should be announced through the media. Possible press release through the Advocacy committee or through the VCHA.</p> <p>e) Sabbatical Exchange Update (President): Phi will try to firm up the guidelines/structure and make changes to the submission requirements.</p> <p>f) Updating of CIPHI Constitution (P. Noseworthy, D. Losito): Minutes were reviewed from 1995 on for previous motions. Paul will contact Debra for previous motions and forward changes to dues to Debra.</p> <p>g) Qatar Mentorship Proposal (R. Bradbury): Proposal is ready and needs to be reviewed. External Relations committee will review the mentorship document.</p> <p>h) National Public Health Coalition (President): <b>Motion to table until the post-conference meeting, moved by Stefane Gravelle, second by Ken Cross. All in favour. Carried.</b></p> <p>i) Incoming National President (R. Bradbury): Rob announced Claudia as the next National President beginning with the Post-Conference meeting.</p> <p>j) Incoming BC Branch President (C. Kurzac): to be announced.</p> <p>k) Staffing CIPHI Conference 2004 Exhibit Booth/Display (R. Bradbury): \$25 Teddy Bears (\$22.50 NEC), \$30 Post-Conference, Golf Shirts \$45, 55 (Post-Conference), 33 (NEC), Ball Caps 15, 17.50 Post-Conference, 10 (NEC).</p> <p>l) Constitution &amp; Bylaws Change (P. Noseworthy): Changes will be sent to Debra. Stefane mentioned that Bylaw 7 needs to be reviewed to see if changes can be made. Discussed PHI technician concerns.</p> <p>5. New Business</p> <p>a) President’s Report (S. MacLean): Rob read Scott’s report. <b>Motion to accept report as presented, moved by Ken Cross, second by Claudia Kurzac. Questions. All in favour. Carried.</b></p> <p>b) Core Competencies (C. Troy – Health Canada): previously presented.</p> <p>c) BOC Chairman’s Report (B. Chrisp): previously presented.</p>	<p><b>4e) Phi Phan</b></p> <p><b>4f) Paul Noseworthy Debra Losito</b></p> <p><b>4g) Phi Phan</b></p> <p><b>4k) Branch Presidents</b></p> <p><b>4l) Paul Noseworthy Debra Losito</b></p>
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<p>d) NEC/BOC Meeting (President &amp; BOC Chairman): as above.</p> <p>e) Committee Reports (NEC Executive):</p> <ul style="list-style-type: none"> <li>- Finance (Claudia): Circulated finance report and income statement. Income statement will be brought to the AGM for the membership. Accountant has not completed the Year-End Financial Statement yet.</li> </ul> <p><b>Move acceptance of report, by Claudia Kurzac, second by Leonard Gallant. All in favour. Carried.</b></p> <p><b>Motion to contribute \$848.46 to CIPHI/EHFC bursery fund, moved by Claudia Kurzac, second by Tammy Carroll. All in favour. Carried.</b></p> <p><b>Motion to contribute \$30,000 to the GIC, moved by Claudia Kurzac, second by Paul Noseworthy. All in favour. Carried.</b></p> <p>Discussion on using direct deposit as another option besides payroll deduction. Appears to be too expensive and time consuming to set up and to make regular withdrawals.</p> <ul style="list-style-type: none"> <li>- Constitution &amp; Bylaws: Rob will announce at the AGM that the Resolutions need to be submitted by Monday noon to the CIPHI booth. Paul will pick them up at noon.</li> <li>- Awards Committee: (Phi Phan)</li> </ul> <p>Life Member award: <b>Move nomination of Leonard Gallant for Life member, by Phi Phan, second by Mike Duncan. All in favour. Carried.</b></p> <p>Alexander Officer Award: <b>Motion to award the Technical Advisory Committee on Safe Drinking (AB), by Phi Phan, second by Tammy Carroll. All in favour. Carried.</b></p> <p>President's Awards: <b>Move that Victor Mah be awarded the President's Award, by Phi Phan, second by Ken Cross. All in favour. Carried.</b></p> <p>Honorary Member Award: <b>Move that Carla Troy be awarded the Honorary Member's Award, by Phi Phan, second by Ken Cross. All in favour. Carried.</b></p> <ul style="list-style-type: none"> <li>- Advocacy Committee: (Stefane Gravelle)</li> </ul> <p><b>Move acceptance of report by Stefane Gravelle, second by Leonard Gallant. All in favour. Carried.</b> Stefane has drawn up a contract for the translator. NEC has informed Stefane to go ahead with having the contract signed.</p> <ul style="list-style-type: none"> <li>- Membership Committee: (Tamela Carroll)</li> </ul> <p><b>Move acceptance of report, by Tammy Carroll, second by Stefane Gravelle. Questions. All in favour. Carried.</b></p>	<p><b>5e) Claudia Kurzac</b></p> <p><b>Claudia Kurzac</b></p> <p><b>Rob Bradbury</b></p>
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- External Relations Committee: (Phi Phan)  
**Move acceptance of report, by Phi Phan, second by Tammy Carroll. All in favour. Carried.**

- Conference Committee: (Scott MacLean) – deferred to post-conference meeting.
- Representatives to E.H.F. – defer
- Strategic Marketing Committee (Mike Duncan):

**Move acceptance of report, by Mike Duncan, second by Ken Cross. All in favour. Carried.** Need changes to letterhead: First “L” should be lowercase in the French line. Change cannot be made without changing to a different font as both the capital and small “L”s look the same. Debra to send “letterhead” in blue to the NEC.

- Environmental Health Week Committee: (Ken Cross)  
Committee members have sent some recommendations to Ken for changes to the Poster. **Move acceptance of report, by Ken Cross, second by Leonard Gallant.** Questions. Some recommendations may be able to be implemented but not all. **All in favour. Carried.**

- f) Branch President & Immediate Past President’s Report:
- BC – **Move acceptance of report, by Claudia Kurzac, second by Paul Noseworthy.** Claudia shared update. Questions. **All in favour. Carried.**
  - AB – **Move acceptance of report, by Phi Phan, second by Tammy Carroll.** Phi shared update. Questions. **All in favour. Carried.**
  - SK – **Move acceptance of report, by Ken Cross, second by Paul Noseworthy.** Ken gave an update on Branch news. Questions. **All in favour. Carried.**
  - MB – **Move acceptance of report, by Stefane Gravelle, second by Ken Cross.** Stefane provided an overview of his Branch news. Many changes to newsletter and website. Have a communications network where they can contact their membership by e-mail but do not get spam. Questions. **All in favour. Carried.**
  - ON – **Move report is accepted as written, by Mike Duncan, second by Tammy Carroll.** Mike provided an update. Questions. **All in favour. Carried.**
  - NB – **Move acceptance of report, by Tammy Carroll, second by Ken Cross.** Tammy shared an update. Questions. **All in favour. Carried.**
  - NS/PEI – **Move acceptance of report, by Leonard Gallant, second by Ken Cross.** Leonard shared update. Thanked Conference Committee for their hard work. Questions. **All in favour. Carried.**
  - NL – **Move acceptance of report, by Paul Noseworthy, second by Ken Cross.** Paul shared an update. Questions. **All in favour. Carried.**

g) IFEH World Congress Update (N. Losito): Have chosen a venue. Westin Bayshore September 5 – 12, 2010. Melding of IFEH conference with

**Debra Losito**

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CIPHI's conference. They want equal recognition. Room rates will be between \$215 – 225 per night guaranteed. Could attract around 600 delegates. Will need to choose from three social events each night. Registration should be around \$599. **Move receipt of report, by Nick Losito, second by Claudia Kurzac. All in favour. Carried.**

- h) E.H.R. Report (N. Losito): Suggestion about mentioning to Speakers to send talks to E.H.R. Have received suggestions to do legal reviews, article reviews. Would like to see contributions from the schools annually. **Move receipt of report, by Nick Losito, second by Ken Cross. Questions. All in favour. Carried.**
- i) BOC Member's Report (T. Ness): previously presented.
- j) Webmaster's Report (M. LeBlanc): **Move acceptance of report, by Ken Cross, second by Stefane Gravelle. Questions. All in favour. Carried.** Committee to look at adding membership message to bottom of "Alert" messages going out by Mike LeBlanc.
- k) CIPHI Awards (P. Phan): previously presented.
- l) Conference 2004 Update (Joe Bradley): Conference Committee members provided an update. Problems with the wrong binders arriving but the company sent a quick courier to correct the problem. Conference is coming together well and the delegate count is close to the budgeted amount. There were less exhibitors than expected.
- m) Conference 2005 Update (M. Duncan): **Move acceptance of report as written, by Mike Duncan, second by Ken Cross.** Mike read the report. Registration fee will be \$650 (early bird). Discussion ensued. Great concern over increasing the registration rate by this much. **All in favour. Carried.**
- n) Conference 2006 Update (K. Cross): **Move acceptance of report, by Ken Cross, second by Stefane Gravelle. Questions. Discussion. All in favour. Carried.**

**Motion to provide SK \$5000 seed money, by Claudia Kurzac, second by Stefane Gravelle. Discussion. All in favour. Carried.**

- o) Conference 2007 – Bid (President/All): BC Branch would like to bid for 2007 for a venue to be determined in either Kelowna or Victoria.
- p) CPHA No Smoking Resolution (All): Rob read resolution from CPHA. Edmonton supports this resolution. Topic will be introduced at the AGM for feedback.
- q) CIPHI Display Booth (P. Phan): Phi explained how the booth was coming along. Phi will look into photos for the booth. Branches will contribute photos of both inspectors working and scenic high resolution pictures.
- r) Presentation Folders (P. Phan): Phi presented the draft forms. Comments back to Victor by July 15, 2004.
- s) Power Point Slides (P. Phan): Phi passed around draft slides. Comments to

**5n) Claudia Kurzac**

**5q, r & s) Branch Presidents**

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<p>Victor by July 15, 2004.</p> <p>t) Non Profit Registration (P. Noseworthy): Discussion around whether the Branches apply for non-profit status. Consensus that this must be done at the Branch level.</p> <p>u) Lil Zahara Award Creation (P. Phan): <b>Motion that the NEC recommends the EHFC develop the Lilli Anne Zahara award based on criteria of dedication, commitment, inspiration and leadership in the field of environmental health and offer an annual award, moved by Phi Phan, second by Leonard Gallant. Discussion. All in favour. Carried.</b></p> <p>v) Changing Face of Public Health (P. Phan): Suggestion that the institute use the phrase “environmental public health professionals” or “environmental public health services” for the purpose of simplifying who we are and what we do.</p> <p>w) EHFC Report (D. Ellison): Duncan shared an overview of his report. Working on a Strategic Plan. Duncan will be sending a letter to the Branches requesting donations. <b>Move acceptance of report, by Duncan Ellison, second by Ken Cross. All in favour. Carried.</b></p> <p>x) CWWA – CIPHI Partnership Agreement (D. Ellison, NEC Executive): Duncan shared report. Discussion on draft agreement. <b>Move acceptance of partnering agreement, by Claudia Kurzac, second by Leonard Gallant. All in favour. Carried.</b></p> <p>y) Possible Twinning with Ireland (R. Bradbury): Rob will contact Colym Smyth.</p> <p>z) UL &amp; NSF Update (President): No update.</p> <p>aa) IFEH Update (R. Bradbury): Mike Halls was informed of our new incoming president.</p> <p>bb) Correspondence (President): no update.</p> <p>cc) Historian (T. Roark): <b>Move acceptance of report, by Tim Roark, second by Ken Cross.</b> Tim shared an update. Tim recommends having old minutes scanned so that we have an electronic version. Questions. <b>All in favour. Carried.</b></p> <p><b>Move to authorize up to \$1000 for scanning the documents, by Claudia Kurzac, second by Stefane Gravelle. All in favour. Carried.</b></p> <p><b>Motion to provide the Historian with \$350 for 2003, moved by Claudia Kurzac, second by Stefane Gravelle. All in favour. Carried.</b></p> <p>6. Other Business:  (In Camera) <b>Motion for the National Executive to advise the Board of Certification of a concern that the Policies and Regulations are not being followed, and that there were members whose terms have lapsed, and to identify a successor for them as per the Bylaws &amp; Regulations. As one Board member is the Chair, whose term has expired, that the BOC provide a successor plan to be in place and have the Chair resign by December 31, 2004, by Leonard Gallant, second by Ken Cross. Question. All in favour. Carried.</b></p>	<p>5u) Claudia Kurzac</p> <p>5y) Rob Bradbury</p> <p>5cc) Claudia Kurzac</p> <p>6. Rob Bradbury</p>
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<p>7. Next meeting date – Post-Conference, Charlottetown</p> <p><b>Motion to adjourn by Ken Cross.</b></p>	
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