

MINUTES

Canadian Institute of Public Health Inspectors
National Executive Council
Kelowna, BC
June 15, 16 & 17, 2007

Item	Details	Action(s)
	Meeting called to order at 0830 by Claudia Kurzac (National President)	
1.00	Roll Call	
	<p><u>June 15</u> Present: Claudia Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC), Phi Phan (AB), Rick Sokolowski (MB), Adam Grant (ON), Josée Theriault (NB <i>for Gary O'Toole</i>), Doreen MacIntosh (NS/PEI), Rosalie Lydiate (NL <i>for Darryl Johnson</i>)</p> <p>Excused: Ken Cross (SK)</p> <p><u>June 16</u> Present: Claudia Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC), Phi Phan (AB), Ken Cross (SK), Rick Sokolowski (MB), Adam Grant (ON), Josée Theriault (NB), Doreen MacIntosh (NS/PEI), Rosalie Lydiate (NL), Peter Heywood, President-Elect ON Branch – Guest (ON)</p> <p><u>June 17</u> Present: Claudia Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC), Phi Phan (AB), Ken Cross (SK), Rick Sokolowski (MB), Adam Grant (ON), Josée Theriault (NB), Doreen MacIntosh (NS/PEI), Rosalie Lydiate (NL)</p> <p><u>June 20</u> Present: Claudia Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC), Phi Phan (AB), Ken Cross (SK), Rick Sokolowski (MB), Adam Grant (ON), Josée Theriault (NB), Doreen MacIntosh (NS/PEI), Rosalie Lydiate (NL)</p>	
2.00	Approval	
	Add legal review (verbal)	

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	Motion to adopt agenda as amended. <i>Moved A Grant. Seconded. Carried</i>	
3.00	Approval of Minutes from NEC Meeting, February 9/10, 2007 (Ottawa, ON)	
	Question regarding Item 5.7: What would the square footage of office space offered by CWWA? Clarify with Duncan. Motion to adopt minutes from NEC Meeting, February 9/10, 2007 as circulated. <i>Moved R Sokolowski. Seconded. All in favour. Carried.</i>	C Kurzac <ul style="list-style-type: none"> Clarify available square footage at CWWA office
4.00	Business Arising	
4.01	CIPHI Executive Director/Association Management (P Phan) <ul style="list-style-type: none"> Include generic job duties within the expected services Develop 1-page description for advertising For readability, organize duties under main headings Position is new and emerging, so wording should reflect expectations of position could change Include wording "Other duties as required" to satisfy the possible evolving nature of the position Aim for ED or Association Management to be in place by October/November 2007 Committee for review and development – C Kurzac, A Grant, R Sokolowski Make this project a priority 	P Phan <ul style="list-style-type: none"> Circulate RFP to others for review Completed and posted by September 2007
4.02	CIPHI Communications Plan (C Kurzac) <ul style="list-style-type: none"> Key informant interviews to be undertaken Workshop to be held at Rotary Centre for the Arts (421 Cawston) on Tuesday June 19/07 Scrapping web based survey idea Interested in getting results from Pan-Canadian Competencies survey, but a cost will be likely associated <ul style="list-style-type: none"> Claire Betker contacted 	All Try to attend workshop on Tuesday June 19/07
4.03	CIPHI Newsletter Editor (C Kurzac) <ul style="list-style-type: none"> Heather Richards (ON) has expressed an interest in taking over Will an honorarium to be provided? Should technological support (laptop & digital camera) be provided to this position? <ul style="list-style-type: none"> ON currently provides equipment and honorarium 	P Phan Circulate AB Benefits Policy to NEC P Phan, D Johnson, D MacIntosh, R Bradbury Develop policy

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	<p>which is stipulated for use towards cost of internet service</p> <ul style="list-style-type: none"> • Suggestion to develop national benefits plan for all National positions using AB template <p>Motion to develop National benefits policy. <i>Move R Bradbury. Seconded. All in favour. Carried.</i></p>	
4.04	<p>PHAC Contributions funding update (C Kurzac)</p> <ul style="list-style-type: none"> • PH history proposal included • All seven disciplines have applied • Waiting for response 	Ongoing
4.05	<p>Conference Planning Tick Sheet (K Cross)</p> <ul style="list-style-type: none"> • Formatted, but will be amended and circulated by K Cross/J Egeler • Peter Heywood, Suzie Shaw, Doreen MacIntosh to be consulted 	K Cross, J Egeler Revise and circulate
4.06	<p>Scope of Practice document (C Kurzac, R Bradbury, P Phan)</p> <ul style="list-style-type: none"> • Follow-up with Peter Wilmott by R Bradbury <ul style="list-style-type: none"> ○ agreed to use Discussion Paper as core to developing core competencies and continuing professional development ○ He has requested that he be able to review prior to posting • Moving to a working document framework <ul style="list-style-type: none"> ○ appendices for each Branch or a segment for each Branch to reflect regional differences ○ outline legislation in provinces and other organizations (FNIHB, CFIA, Health Canada, etc.) • Review by laypeople and/or focus group 	C Kurzac Write introduction / preamble to document
4.07	<p>Awards Policy (P Phan)</p> <ul style="list-style-type: none"> • Policies circulated • Only award that will be restricted to a single recipient will be Life Member Award • Multiple awards possible for all other awards at the discretion of the NEC <p>Motion to approve the National Awards Policy as amended. <i>Moved J Egeler. Seconded. All in favour. Carried.</i></p>	P Phan Revise template and distribute Committee Chairs Adapt existing policies to new format

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	<p>Motion to adopt policy template with suggested changes (remove watermark, remove address, add template, add approved date, revision/change management page and signatures).</p> <p><i>Moved J Egeler. Seconded. All in favour. Carried.</i></p>	
4.08	<p>Privacy Policy (R Lydiate for D Johnson)</p> <ul style="list-style-type: none"> Corporate members have access to membership list What is private information? Not name, address and phone number of an individual working for an organization. Suggest adding statement, "Make every reasonable attempt to protect information against loss or theft." Once complete suggestion to have legal review. To be approved at next NEC 	<p>All</p> <p>Send comments to D Johnson / R Lydiate</p>
4.09	<p>AEC Hosting Agreement (D MacIntosh, R Bradbury)</p> <ul style="list-style-type: none"> Not complete. Deferred to next NEC meeting. 	<p>R Bradbury, D MacIntosh</p> <p>Complete and distribute</p>
4.10	<p>CIPHI Trademark (C Kurzac)</p> <ul style="list-style-type: none"> To be framed and mounted Awaiting French copyright notice 	<p>Closed</p>
4.11	<p>CIPHI Database Project (A Grant)</p> <ul style="list-style-type: none"> Sitting idle until finances confirmed 2-3 months once 'go' given with testing phase 	<p>Ongoing</p>
4.12	<p>Retirees Advisory Committee Terms of Reference (C Kurzac)</p> <ul style="list-style-type: none"> Question of accountability Reluctant to remove PHAC Accountable to CIPHI as it's a CIPHI committee regardless of previous funding impetus of initial meetings Future financial support may be removed and will be responsibility of CIPHI Wordsmithing required 	<p>All</p> <p>Provide feedback to Claudia by July 31, 2007</p>
4.13	<p>Legal Opinion Regarding Certification (A Grant)</p> <ul style="list-style-type: none"> Several letters of patent and supplementary letters of patent (BOC, EHFC) exist Q: Letters of Patent showing transition from CPHA to CIPHI → go back through CPHA and ask for it or go back through Rob Elliott (original chair at time of takeover) Still waiting for several documents Who would have these documents? Check with Brian Hatten, Ron de Burger or Rob Elliott? 	<p>A Grant</p> <p>Follow-up with Ron de Burger</p> <p>C Kurzac</p> <p>Follow-up with CPHA, Brian Hatten</p> <p>R Bradbury</p>

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		Follow-up with Rob Elliott
4.14	<p>CIPHI/NEHA Sabbatical Exchange (C Kurzac)</p> <ul style="list-style-type: none"> Nelson Fabian and Jim Dingman to check on status 1 interested person thus far Send out notice concerning Twinning Exchange with Ireland and Denmark For other countries, CIPHI will facilitate, but will not be financially supporting any portion of exchange. 	<p>C Kurzac / J Theriault</p> <p>Speak with G O'Toole to publish/distribute notice for Ireland and Denmark</p>
4.15	<p>Pins for BOC/EHFC (C Kurzac)</p> <ul style="list-style-type: none"> BOC and EHFC supportive Design and colour chosen. <p>Motion to purchase 50 pins each for the Board of Certification and the Environmental Health Foundation of Canada, with a ceiling of up to \$800. <i>Motion R Bradbury. Seconded. All in favour. Carried.</i></p>	<p>P Phan</p> <p>Order pins and send to C Kurzac</p>
4.16	<p>CIPHI Business Cards</p> <ul style="list-style-type: none"> Delivered 	Closed
4.17	<p>Bow Valley College EPH Technician Needs Assessment</p> <ul style="list-style-type: none"> Janet Hyde joining NEC meeting on Saturday Teleconference recently held by steering committee Survey conducted in Alberta involving all health regions Administer needs assessment survey somewhere (SurveyMonkey) Message is 'this is not an option and will happen, so why not take control versus being run over'? This should be viewed as a stepping stone into the profession, not as a threat Committee is needed dependent on outcomes of report <p>Motion to create blue ribbon <i>ad hoc</i> committee to review and assess Environmental Public Health Technician issue. <i>Moved R Lydiate. Seconded. All in favour. Carried.</i></p>	<p>D Johnson / ON Branch / BOC invitee</p> <p>Review, assess and provide opinion to NEC regarding EPHT issue</p>
4.18	<p>Terms of Reference for CIPHI Committees (All)</p> <ul style="list-style-type: none"> Standing item 	<p>C Kurzac</p> <p>Send out listings of complete/incomplete Terms of References</p> <p>All</p>

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		Complete ToR for committees chaired
4.19	Terms & Conditions for use of CIPHI Graphics (P Phan) <ul style="list-style-type: none"> Review and send comments by July 31, 2007 	All Send comments to P Phan by July 31/07
4.20	BOC Board Structure (R Sokolowski) <ul style="list-style-type: none"> Discussion of BOC proposal and NEC counterproposal Sticking point is Branch representation Further discussion required → Deferred to BOC/NEC Meeting Regulation revision required <ul style="list-style-type: none"> Accountability framework and transparency Change of title to clarify process Roles, responsibilities and expectations Joint committee to work out the issues Issue with the phrase 'accreditation' 	NEC and BOC Appoint representatives to finalize board structure
5.00	New Business	
5.01	President's Report Motion to accept report. <i>Moved J Egeler. Seconded. All in favour. Carried.</i>	
5.02	Immediate Past President Motion to accept report. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i>	
5.03	NL Branch Motion to accept report. <i>Moved R Lydiate. Seconded. All in favour. Carried.</i>	
5.04	NS/PEI Branch Motion to accept report. <i>Moved D MacIntosh. Seconded. All in favour. Carried.</i>	
5.05	NB Branch Motion to accept report. <i>Moved J Theriault. Seconded. All in favour. Carried.</i>	
5.06	ON Branch Motion to accept report.	

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	Moved A Grant with amendment to 2 nd p, 1 st s (change to 2006). Seconded. All in favour. Carried.	
5.07	MB Branch Motion to accept report. Moved R Sokolowski. Seconded. All in favour. Carried.	
5.08	SK Branch Motion to accept report. Moved K Cross. Seconded. All in favour. Carried.	
5.09	AB Branch Motion to accept report. Moved P Phan. Seconded. All in favour. Carried.	
5.10	BC Branch Motion to accept report. Moved J Egeler. Seconded. All in favour. Carried.	
5.11	BOC Report (A Thomas) <ul style="list-style-type: none"> • Suggestion to move away from focusing on failing rate, instead focus on passing rate. • Nice to see a more comprehensive report for the BOC. • Project schedule is good Motion to accept report. Moved A Thomas. Seconded. All in favour. Carried.	
5.12	Nominations & Awards (P Phan) Alex Cross Award Motion to award Ken Christian the Alex Cross Award for 2007. Moved P Phan. Seconded. All in favour. Carried. Alexander Officer Award Motion to award Interior Health Authority the Alexander Officer Award for 2007. Moved P Phan. Seconded. All in favour. Carried. Environmental Health Review Award	

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	<p>Motion to award Dr. John Blatherwick the Environmental Health Review Award for 2007. <i>Moved P Phan. Seconded. All in favour. Carried.</i></p> <p>President's Award Motion to award Mike Duncan the President's Award for 2007. <i>Moved P Phan. Seconded. A Grant abstains. All in favour. Carried.</i></p> <p>Life Member Award Motion to award Charlie Young the Life Member Award for 2007. <i>Moved P Phan. Seconded. All in favour. Carried.</i></p> <p>Honourary Member Award Motion to put forward Dr. Perry Kendall for the Honourary Member Award for 2007 for ratification at the Annual General Meeting. <i>Moved P Phan. Seconded. All in favour. Carried.</i></p>	
5.13	<p>Finance (J Egeler)</p> <ul style="list-style-type: none"> • Audit still needs to be done for 2006. • Transition year between auditors • For 2006 GIC, suggest adding 'To be reported...' • Message: Financial statements will be audited and published in the E.H.R. <p>Motion to accept report with suggested changes. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i></p>	
5.14	<p>Budget (C Kurzac, J Egeler)</p> <ul style="list-style-type: none"> • Reliance on conference profits, but not enough from membership dues • Suggestion: show projected budget for 2007 and remove all other years to present to the AGM. <ul style="list-style-type: none"> ○ due to 2006 has not been completed (audited) <p>Multiple suggestions made and accepted. Report (with revisions) will be presented at AGM.</p>	<p>C Kurzac To update as per suggestions</p>
5.15	<p>Membership (J Theriault for G O'Toole)</p>	

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	<ul style="list-style-type: none"> Numbers may not accurate due to stragglers <p>Motion to accept report. <i>Moved J Theriault. Seconded. All in favour. Carried.</i></p>	
5.16	<p>Constitution & Bylaws (R Lydiate for D Johnson)</p> <ul style="list-style-type: none"> C Kurzac spoke to the work done by D Johnson, which has been greatly appreciated. Resolutions: <ul style="list-style-type: none"> Notice of Motion #2: Issue of Retirees and Students rates <ul style="list-style-type: none"> some disagreement on appropriateness of percentage increase Presentation at AGM required? <ul style="list-style-type: none"> Nope. <p>Motion to accept report. <i>Moved R Lydiate. Seconded. All in favour. Carried.</i></p>	
5.17	<p>Website (R Sokolowski)</p> <p>Motion to accept report. <i>Moved R Sokolowski. Seconded. All in favour. Carried.</i></p>	
5.18	<p>Advocacy (A Grant)</p> <p>Motion to accept report. <i>Moved A Grant. Seconded. All in favour. Carried.</i></p>	<p>A Grant Send out PHI-Driven events table to NEC by July 31, 2007</p>
5.19	<p>Environmental Health Review (D Losito)</p> <ul style="list-style-type: none"> Branch columns due regularly → Reminders required Add reminder to orientation for new NEC members <p>Motion to accept report. <i>Moved N Losito. Seconded. All in favour. Carried.</i></p>	
5.20	<p>Historian (T Roark)</p> <ul style="list-style-type: none"> Distributed compact disk "CIPHI: 1934 – 1973 Minutes" Next steps is to track down 1974 – Present <ul style="list-style-type: none"> NEC BOC E.H.R. Sanitarians Historical Information 	<p>All Review policy and adapt to template</p> <p>All Check with past officers</p>

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	<ul style="list-style-type: none"> • Software (Image Character Recognition Software) → EMat(?) • New people on committee helping with info collection • Policy distributed, "Records Mgmt Policy" • \$2500 from previous budget not all spent. Funds still available. • Hand-off between officers is problematic. <p>Motion to accept report. <i>Moved T Roark. Seconded. All in favour. Carried.</i></p> <p>Motion to maintain Tim Roark as CIPHI Historian. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i></p>	
5.21	<p>Environmental Health Foundation of Canada (D Ellison) <Discussed on June 17, 2007></p> <p>Motion to accept report. <i>Moved D Ellison. Seconded. All in favour. Carried.</i></p>	
5.22	<p>CIPHI Retirees Advisory Committee (L Gallant)</p> <ul style="list-style-type: none"> • Management survey conducted for necessity of retiree group • Survey known retirees → 120 individuals who have expressed interest in assisting in certain circumstances • PHAC prepare study to prepare for senior management to fund activities of G7 • prioritization of topics... see handouts from L Gallant <ul style="list-style-type: none"> ○ Retirees Advisory Committee ○ List of all Retirees ○ 1st Annual Report ○ Strategic Planning <p>Motion to accept report. <i>Moved L Gallant. Seconded. All in favour. Carried.</i></p>	
5.23	<p>IFEH 2010 World Congress (D Losito)</p> <ul style="list-style-type: none"> • Contingent to Dublin, Ireland • Great interest in the information booth concerning congress and employment possibilities • Brisbane 2008 → 8 to 10 delegates with CIPHI/VCH funding • Sponsorships to help pay for 'Canada Night' – possibilities include Mounties, road hockey, etc. • 600 expected delegates in 2010 	

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	<ul style="list-style-type: none"> • Bayshore (100% smokefree) → \$200 per night rate • Theme and logo chosen • www.ifeh2010.org website to be tweaked • Offer to represent CIPHI at Nairobi meeting by N Losito <p>Motion to accept report. <i>Moved N Losito. Seconded. All in favour. Carried.</i></p>	
5.24	<p>Twinning/Sabbatical Exchange (J Theriault for G O'Toole)</p> <ul style="list-style-type: none"> • No applications 	
	<p><<Agenda suspended @ 4:27PM, June 15>> <<Agenda resumed @ 1:00PM, June 16>></p>	
5.25	<p>AEC 2006 (K Cross)</p> <ul style="list-style-type: none"> • \$58,851.79 → 50% to NEC • Report available, but not included in compiled reports • Money lost due to lack of information concerning meals (over budget and underutilized). Important that is made clear that the deliverable of providing information in a timely manner is required of the contractor to avoid problems such as overestimation of costs. <p>Motion to accept report. <i>Moved K Cross. Seconded. All in favour. Carried.</i></p>	Closed.
5.26	<p>AEC 2007 (J Egeler)</p> <ul style="list-style-type: none"> • 303 full registrants • 28 daily • 36 exhibitors • \$100k sponsorship cash • Projecting 80k profit • All social events sold out • Social Night proceeds to be donated 50% Clean Water for Kids and 50% to local charity • Sold out before early bird deadline <p>Motion to receive verbal report. <i>Moved J Egeler. Seconded. Motion retracted due to provision of a written report.</i></p> <p>Motion to accept report. <i>Moved J Egeler. Seconded. All in favour. Carried.</i></p>	

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5.27	<p>AEC 2008 (R Lydiate for Johnson)</p> <ul style="list-style-type: none"> 5% profit of branch portion to charity >> make sure donation shows as liability Add capacity to guideline Information available on NL website. <p>Motion to accept report. <i>Moved R Lydiate. Seconded. All in favour. Carried.</i></p> <p>Motion to provide \$5000 as seed money to the Newfoundland and Labrador Branch for the Annual Education Conference 2008. <i>Moved J Egeler. Seconded. R Lydiate abstains. All in favour. Carried.</i></p>	<p>R Lydiate Check on hotel capacity</p>
5.28	<p>Honorarium for CIPHI Webmaster (C Kurzac)</p> <p>Motion to table until next NEC meeting. <i>Moved R Bradbury. Second A Grant. All in favour. Tabled.</i></p>	
5.29	<p>Code of Ethics on the Web (C Kurzac)</p> <ul style="list-style-type: none"> Only on the membership form currently. Want it fancy and on the web. Membership cards for next year to have Code of Ethics printed on front or back? Plastic cards a possibility? 	<p>P Phan Make the Code of Ethics 'fancy' and send to Mike LeBlanc for posting</p> <p>A Grant Explore getting printed on plastic cards</p>
5.30	<p>Promotions & Publications (R Sokolowski)</p> <ul style="list-style-type: none"> 8 items for sale <ul style="list-style-type: none"> card case for business cards = \$9.65 >> 10 reusable shopping bags 8.16 >> 10 golf balls 2.43 >> 10 per 3 travel mugs 11.15 >> 12 'wicking' tshirts (mens/womens) 34.00 >> 38 ladies microfleece 56.00 >> 60 mens microfleece 62.00 >> 65 >> 2 for 120 Refrigerator Thermometers <ul style="list-style-type: none"> tabled 	
5.31	<p>Canadian Executive Service Organization (C Kurzac)</p> <ul style="list-style-type: none"> Email sent out on behalf of CESO 	<p>Website Committee Policy development for</p>

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	<ul style="list-style-type: none"> Request for associated link on National Website. Put into contact with Len Gallant on behalf of CIPHI Retirees Advisory Committee There is a link section on the website (need policy to identify what is acceptable and what isn't) 	posting links/items C Kurzac Contact CESO for preamble and forward to Mike LeBlanc
5.32	CIPHI Historian Honorarium (C Kurzac) Motion to table until development of National Benefits Policy complete. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i>	
5.33	Honorarium for Newsletter Editor (C Kurzac) Motion to table until development of National Benefits Policy complete. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i>	
5.34	CIPHI Card Stationery (C Kurzac) <ul style="list-style-type: none"> Card, embossed seal used for thank you, recognition, condolence notes. Onion skin inserts for different occasions. Different inserts could be made for different occasions. Useable by all branches and National Need to agree on design Estimate \$500 ~ \$800 for total cost Samples to be circulated electronically Specific requirements are: 4.25x5.5 80lb + envelope 24lb + embossed <p>To be completed by July 15, 2007</p>	R Sokolowski Coordinate project J Egeler Get estimate in BC A Grant Get estimate in ON P Phan Get estimate in AB
5.35	AGM Preparation (All) <ul style="list-style-type: none"> Additions: EPH Week, Finance and Budget sheet Volunteers for scrutineers: Gord Stewart and Bryan Johnson Adam Grant, Rosalie Lydiate Sign-in form and membership form at registration desk Proxies to be given to K Cross and R Lydiate Announcements Sergeant-at-Arms: Lis Vallaster Parliamentarian: Shendra Brisdon Introductions Resolutions 	

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	<ul style="list-style-type: none"> In Memoriam... add Neil Lowry (ON), John Webb? (BC) 	
5.36	<p>CIPHI Booth & Silent Auction Donation (R Sokolowski)</p> <ul style="list-style-type: none"> Circulate schedule for booth Cathy will assist again <p>Motion to give an apparel item to Cathy Sokolowski on behalf of CIPHI for her contributions to the CIPHI booth. <i>Moved R Bradbury. Seconded. All in favour. Carried.</i></p>	
5.37	<p>President's Banquet tickets for spouses (K Cross)</p> <p>Motion to table. <i>Moved A Grant. Seconded. Tabled.</i></p>	
5.38	<p>CIPHI AEC Bids (C Kurzac)</p> <ul style="list-style-type: none"> 2011 - None 2012 - None 2013 – Celebratory year? Winnipeg to celebrate inception? 2014 - None 2015 - None Some interest from specific branches for upcoming AEC <ul style="list-style-type: none"> 2011/2012 – ON? 2013 – MB/SK? <p>1913 – Winnipeg (Association anniversary) 1934 – Regina (Conferencing anniversary)</p>	
5.39	<p>CWT Corporate Travel Financial Offer (A Grant)</p> <ul style="list-style-type: none"> Circulated twice Questions that have been raised have been answered All expenses applied to National credit card Q: Redemption of Airmiles? <ul style="list-style-type: none"> Extra fee involved? <p>Motion that CIPHI NEC, BOC, EHFC and Branches use Carlson Wagonlit as the preferred travel agent. <i>Moved A Grant. Seconded. Carried</i></p>	<p>A Grant Check on question raised</p>
5.40	<p>Community Health Nurses Association of Canada AGM (A Grant)</p> <ul style="list-style-type: none"> Looking to start advocacy group... suggestion to invite CHNAC to an upcoming CIPHI Advocacy meeting to explore possibilities 	<p>A Grant Write update and send to national newsletter</p>

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	<ul style="list-style-type: none"> Claire Betker is current president CHNAC and CIPHI furthest along with Core Competencies and discipline-specific competencies 	
5.41	<p>Healthy Indoors Partnership (C Kurzac)</p> <ul style="list-style-type: none"> Looking for reciprocal membership with rationale is that we have things in common and EHOs are part of their group. Group based out of Ontario. www.healthyindoors.com <p>Motion to provide for reciprocal membership to Healthy Indoors Partnership. <i>Moved R Bradbury. Seconded. All opposed. Defeated.</i></p>	C Kurzac Follow-up with HIP
5.42	<p>CIPHI representative for IFEH Council Meeting (C Kurzac) <<R Bradbury excused himself from room>></p> <ul style="list-style-type: none"> Need to assess all interested individuals without history and objectively. Financial advantages? <p>Motion to send R Bradbury to Kenya as representative of CIPHI. <i>Moved K Cross. Seconded. 2 for. 4 opposed. 2 abstain. Defeated.</i></p> <p>Motion to send C Kurzac to Kenya as representative of CIPHI. <i>Moved R Lydiate. Seconded. 7 for. 0 opposed. 1 abstains. Carried.</i></p> <p><<Bradbury returned to room>></p>	
5.43	<p>FNIHB EH Managers Meeting (C Kurzac)</p> <ul style="list-style-type: none"> Kurzac provided update on core competencies Suggested that a rep be added from the federal level for core competencies and discipline-specific competencies 	
5.44	<p>Meeting of 7 Health Disciplines (C Kurzac)</p> <ul style="list-style-type: none"> Bradbury and Kurzac attended meeting in Vancouver Brought all disciplines together. Only missing MHOs PHAC updated on Pan-Canadian Core Competencies Message from group is PHAC should do the meeting again with more time Health Promotion (no association) <ul style="list-style-type: none"> no clear definition 	

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	<ul style="list-style-type: none"> ○ challenge • Epidemiologists <ul style="list-style-type: none"> ○ mainly Ontario group ○ head of their association is a PHI (Jason Garay) • CIPHI • Oral Health (Dentists, Dental Hygiene, Dental Assistants) • CHNAC • Nutritionist/Dieticians 	
5.45	<p>Public Health Human Resources Enumeration Group (R Bradbury)</p> <ul style="list-style-type: none"> • Chaired by Dr. B. Emerson and R Wall. • How to enumerate the profession. FTE? • Struggle to define what public health was. Suggestion to use WHO definition • September 17, 2007 meeting in conjunction with CPHA conference • Terms of Reference done 	
5.46	<p>Honorarium for AGM Package Preparation (C Kurzac)</p> <ul style="list-style-type: none"> • Amber Murray has done a tremendous amount of work to compile AGM package • Previous year – gave golf shirt, \$100 gift card to restaurant <p>Motion to provide a CIPHI women’s fleece and a gift card for spa to Amber Murray.</p> <p><i>Moved R Bradbury. Seconded. All in favour. Carried.</i></p>	<p>C Kurzac</p> <p>To pick up and deliver gifts to Amber Murray</p>
5.47	<p>Committees and Appointments (C Kurzac)</p> <ul style="list-style-type: none"> • See handout provided by C Kurzac • Advocacy & Translation: M: Egeler/MacIntosh. Carried. • Conference Committee > Add Peter Heywood, delete Adam Grant • Constitution and Bylaws > Add Peter Heywood • Data Management > Delete Stefane Gravelle • EPH Week > Switch chair from Phi Phan to Jasmina Egeler • Merchandising > Delete Joanne Lum • CBU > Bruce Morrison appointed as rep <p>Motion to accept committee appointments as amended.</p> <p><i>Moved A Grant. Seconded. All in favour. Carried.</i></p>	

Item	Details	Action(s)
5.48	F/P/T Indoor Air Quality Committee (C Kurzac) <ul style="list-style-type: none"> Suggestion to refer to Advocacy Committee 	Advocacy Committee
5.49	Women in Leadership Foundation (C Kurzac) <ul style="list-style-type: none"> http://www.womeninleadership.ca/ Have requested to have Claudia as spotlight individual 	
5.50	Life Member award protocol (C Kurzac) <ul style="list-style-type: none"> protocol needed it is the highest award that we give honouring significant contributions over time... Late decision making is problematic Suggestion: booking/reserving room for life member recipient Consider offering to pay expenses for spouses, etc. Advocacy committee to make contacts with local media for spotlighting recipient Suggest cost sharing between the Branch and National <p>Motion to cost-share the expenses of Life Member Award recipients 50/50 between National and the hosting Branch. Expenses to include airfare, accommodations, banquet ticket and associated costs for transport to and from airport. <i>Moved R Bradbury. Seconded. Carried.</i></p>	P Phan, D Johnson, D MacIntosh, R Bradbury Form a committee to develop policy; also to interface with Conference Committee
5.51	Assisted Human Reproduction (C Kurzac) <ul style="list-style-type: none"> http://www.hc-sc.gc.ca/hl-vs/reprod/index_e.html looking a regulatory components of PHIs/EHOs development of licensing of facilities 	
5.52	TrainCan Forum (K Cross) <ul style="list-style-type: none"> Topic was the disconnect between PHIs/EHOs and industry One panel member was distinctly negative towards the field. 	
	Motion to adjourn. <i>Moved A Grant. Seconded. All in favour. Carried.</i> <<Adjourned @ 5:15pm, June 16>>	
	Next NEC Meeting... Wednesday June 20, 2007 @ After Awards Luncheon in Rm. 135 (Lakeside Suites)	