

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
 Pre-Conference Minutes July 27 - 28, 2002 (as amended)

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Ken Cross (SK), Tim Ness (MB), Scott MacLean (NB), Claudia Kurzac (BC), Michael Florian (NS), Paul Noseworthy (for Dion White NF/Lab), Dean Sargeant (Immediate Past President), Debra Losito (Exec. Asst.) Guests from BOC: Murray Lewis (Corresponding member), Peer Mikkelsen (Corresponding Member), John Blatherwick (Sitting Member), Al Raven (Sitting Member), Ann Thomas (Sitting Member), Yvonne Graff (Exam Coordinator SK), Pam Shaw (Exam Coordinator ON) REGRETS: Suzanne Lychowyd-Shaw</p> <p>Resolutions: Cut-off time 5:00 pm Monday, Dean to Chair. Appointments to BOC – ratify Sunday to take to AGM</p> <p>2. APPROVAL OF AGENDA: Payroll deduction (p), Marketing strategy – New Business (w) Motion to approve amended Agenda, moved by Claudia Kurzac, second by Michael Florian. Call to Question. All in favor. Carried.</p> <p>2. APPROVAL OF MINUTES OF APRIL 12/13 MEETING: Motion to table, moved by Tim Ness, second by Victor Mah. All in favor. Carried.</p> <p>May 2 - 3, 2002 – Motion to approve minutes, moved by Michael Florian, second by Claudia Kurzac. All in favor. Carried.</p> <p>4. <u>BUSINESS ARISING</u>:</p> <p>a) NEC/BOC Meeting (President) – Bernie Updated NEC on BOC meeting information from July 26, 2002. Need “Needs Assessment” from Branches. Has BC, AB, SK, ON to date. Exam dates have been changed to April & October, third Tuesday in each. Would like Branches to send their Exam Coordinators to meet with other Exam Coordinators to discuss and work through issues. The date is November 1 – 3, 2002 at the Blue Horizon Hotel in Vancouver BC. Credentialing – Rob to look after this since Randy stepped down from the BOC. Discussion on why NEC did not ratify previous sitting member position. There were concerns about his non-professional behavior.</p> <p>a) BOC Appeal Process (Kurzac/Shaw/MacLean) – Bernie shared update. Tightened up Appeal process. Chairman will contact Exam Coordinators, Examiners and the Appellant. The Chairman will also contact the Exam Coordinator and the Examiners if the decision is overturned.</p> <p>a) Financial Report/Budget (Kurzac/Executive Director) – Claudia presented Financials. Final GICs purchased to bring the total to \$50,000. Motion to accept report, moved by Claudia Kurzac, second by Ken Cross. All in favor. Carried. Thanks to Claudia for her time.</p>	<p>Rob Bradbury</p>

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<p>a) Membership Merchandising (Web) President – Promotional Items on sidebar of website. Mike LeBlanc will make this change if supported. Mike will look into the best way to place merchant information on the website in either html or pdf formats. Scott will look into setting up an ad hoc committee to do with Marketing.</p>	<p>Mike LeBlanc Scott MacLean</p>
<p>a) Sabbatical Exchange Update (Executive Director) – Our first nominee (Stacey Kelley) has met application requirements. Had an excellent candidate from Alberta who was interested but could not meet time-lines. Will meet with Stacey tonight to interview her. Need to discuss time-line. UL (in Canada) will fund all expenses for Stacey to get her there. NSF (USA) will fund all expenses for Stacey to return.</p>	
<p>a) IFEH World Congress Bid (President/Kurzac) – Rob shared update on Congress and where different support seemed to lie. Claudia felt it was a terrific experience. Motion to have IFEH hold a counsel meeting in 2003, moved by Dean Sargeant, second by Scott MacLean. All in favour. Carried.</p>	
<p>a) CIPHI Expense Policy (Kurzac) – Claudia suggested that we send this policy to the BOC along with the Exam Coordinators/Examiners.</p>	
<p>a) Liability Insurance/Bonding (Kurzac/Executive Director) – Claudia will be sending forms to each branch to assist with including their branch in the policy.</p>	<p>Claudia Kurzac</p>
<p>a) CIPHI Sponsorship Level (Executive Director) – Victor reconfirmed the need to standardize! Debra stated (Scott agreed) that all monies must come through CIPHI office to keep track of funds coming in. To discuss more at our post-conference meeting.</p>	
<p>a) Food Conference Partnership (NSF) 2003 (President) – Rob provided update.</p>	
<p>a) Customs Canada & Revenue Agency Update (Executive Director) – Brent Horn (Accountant) recommends that we pay GST owing and appeal the decision later. We will ask Brent to deal with Revenue Canada afterward to get the money back. Motion to pay outstanding balance owing, moved by Dean Sargeant, second by Victor Mah. Question. All in favor. Carried. Rob to phone Brent. Motion to have Rob continue discussion with Brent and put a ceiling of \$500, moved by Tim Ness, second by Ken Cross. All in favor. Carried.</p>	<p>Claudia Kurzac Rob Bradbury</p>
<p>a) BOC Policy Approval (President) – Motion to approve BOC policies effective July 27, 2002, moved by Tim Ness, second by Ken Cross. All in favor. Carried. “Amended sections” only to be sent to the NEC when changes occur.</p>	
<p>a) Skills Enhancement (Carla Troy, Health Canada) – Carla Troy to present from 10 a.m. – 2 p.m. tomorrow. Rob read letter to endorse program, for Carla.</p>	<p>Debra Losito</p>
<p>a) Staffing CIPHI Conference 2002 Exhibit Booth/Display (President) – Golf shirts \$45, Hats \$10. Victor to staff booth for Conference 2003 in conjunction with the CIPHI booth. CIPHI merchandise to be sold at CIPHI table sending VISA, MasterCard and Debit payments to the registration booth.</p>	
<p>a) Proposed Dues Increase AGM 2002 (President) – Suggestion for President to explain dues increase before the vote, and the allocation of the fees</p>	

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<p>between the Branches and CIPHI.</p> <ul style="list-style-type: none">a) Constitutional Change (Bonding) AGM 2002 (President) – to be announced at AGM.a) Payroll Deduction (Rob, Debra) - Motion to repay GST, overpaid by those who paid by payroll deduction, to NS/PEI branch, moved by Victor Mah, second by Scott MacLean. All in favor. Carried. <p>Scrutineers: Bernie Chrisp, Ken Cross, Tim Ness Sargeant-at-Arms - Murray Lewis Parliamentarian – Brian Hatton Resolutions Committee – Dean Sargeant</p> <p>Break for lunch.</p>	<p>Claudia Kurzac</p>
<hr/> <p>Carla Troy – Are looking at creating a Masters of Public Health Program, on-line. Carla expanded on their need for reviewing their materials and their desire to have CIPHI involved in this process with some financial benefits. Carla left so that the NEC could discuss her offer. Discussion ensued. Rob will discuss possibly \$10,000 per year as an offer. Can set up a link to their website from ours.</p> <p>5. New Business:</p> <ul style="list-style-type: none">a) President’s Report – Move acceptance of report by Tim Ness, second by Ken Cross. All in favor. Carried.a) Executive Director’s Report – Move acceptance by Tim Ness, second by Victor Mah. All in favor. Carried.a) Committee Reports:<ul style="list-style-type: none">i) Membership (Lychowyd-Shaw) – Move acceptance of report by Victor Mah, second by Tim Ness. All in favor. Carried. Suggestion that branch presidents could approach their employers, unions ... about mandatory membership.ii) Awards Committee –<ul style="list-style-type: none">➤ President Rob Bradbury step down as chair and Past President Dean Sargeant began to chair the meeting.➤ Alex Cross Award – Award to Domenic Losito. Move acceptance by Michael Florian, second by Victor Mah. All in favor. Carried.➤ Alexander Officer Award – 2 nominations:<ul style="list-style-type: none">➤ Workplace Health and Public Safety Programme – Health Canada➤ Capital Health Region Move acceptance by Claudia Kurzac, second by Ken Cross. All in favor. Carried.➤ Honorary Membership Award – Errol Borsky. Move acceptance by Ken Cross, second by Tim Ness. All in favor. Carried.➤ Environmental Health Review Award – no nomination	

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
 Pre-Conference Minutes July 27 - 28, 2002 (as amended)

<ul style="list-style-type: none"> ➤ President's Award – Richard Bader. Move acceptance by Rob Bradbury, second by Michael Florian. All in favor. Carried. ➤ Life Member Award – Murray William Lewis. Move acceptance by Rob Bradbury, second by Michael Florian. All in favor. Carried. Rob to develop nomination form for this award. ➤ Past President - Dean Sargeant concluded the Awards Committee reports and stepped down as chair and President Rob Bradbury began to chair the meeting. 	<p>Rob Bradbury</p>
<p>Advocacy Committee (Michael): no report BCIT (Claudia) – no report Concordia (Victor) – no report Ryerson (Klaus) – no report UCCB (Michael) - no report SIFC (Paul) – no report</p>	<p>Branch Presidents</p>
<p>BOC Report – Move acceptance of report by Ken Cross, second by Claudia Kurzac. All in favor. Carried.</p>	<p>Claudia Kurzac</p>
<p>Website Report - Move acceptance of report by Tim Ness, second by Dean Sargeant. All in favor. Carried.</p>	
<p>NEHA Liaison – Rob provided a verbal report.</p>	
<p>NSF – Possibility of a Food Conference.</p>	
<p>UL – Possible Water Conference.</p>	
<p>Historian's Report – Tim Roark would like to place the information on DVD. Rob suggested that we should seek a sponsor for this. Tim will go back to the minutes of 1984 from the Banff Conference of what Alex Cross intended to do with the \$500 donation he gave towards the Alex Cross Award. The Foundations Treasurer's Report was also submitted to be reviewed by the NEC. Move acceptance of report by Tim Roark, second by Scott MacLean. All in favor. Carried.</p>	<p>Tim Roark</p>
<p>d) Branch President & Immediate Past President's Report – NF/Lab Branch – Move acceptance of report by Paul Noseworthy, second by Michael Florian. All in favor. Carried.</p>	
<p>Motion to repay dues for 2003, moved by Tim Ness, second by Claudia Kurzac. All in favor. Carried.</p>	
<p>NB Branch – Move acceptance of report by Scott MacLean, second by Victor Mah. All in favor. Carried. There are two possible replacements for Scott as president. Election next week.</p>	<p>Debra Losito</p>
<p>NS/PEI Branch – Move acceptance of report by Michael Florian, second by Klaus Seeger. All in favor. Carried.</p>	
<p>ON Branch – Move acceptance of report by Klaus Seeger, second by Victor Mah. All in favor. Carried.</p>	
<p>MB Branch – Move acceptance of report by Tim Ness, second by Ken Cross. All in favor. Carried. Tim shared the thanks for conference help</p>	

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National Executive Council Meeting
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and how their members recognized Nationals help.

SK Branch – **Move acceptance of report by Ken Cross, second by Claudia Kurzac. All in favor. Carried.** Paul provided information from his report.

AB Branch – **Move acceptance of report by Victor Mah, second by Ken Cross. All in favor. Carried.**

BC Branch – **Move acceptance of report by Claudia Kurzac, second by Michael Florian. All in favor. Carried.** Claudia provided an update on the Branch.

Past President's report – no report.

e) E.H.R. Report – Nick Losito presented his report. **Moved acceptance of report by Nick Losito, second by Scott MacLean. All in favor. Carried.**

f) E.H.F.C. Report (K. Seeger) – New trustee – Shendra Brisdon. Charlie Young retired from foundation. New Initiative – appointed Honorary Chair - John Blatherwick. Shared pamphlets: “Chill Out” and “Food Safety at Home - You're in Control”. **Move acceptance of report by Klaus Seeger, second by Michael Florian. Question. All in favor. Carried.** Refer people to www.canfightbac.org

g) BOC Report (Bernie) – Bernie read report. **Move acceptance of report by Bernie Chrisp, second by Dean Sargeant. All in favor. Carried.**

h) CIPHI Awards (President/Ness) – to be discussed tomorrow.

i) Conference 2002 Update (MacLean) – 260 + registrants (160 Full), many sponsors and donations. **Move receipt of verbal report by Scott MacLean, second by Dean Sargeant. All in favor. Carried.**

j) Conference 2003 Update (Mah) – **Move receipt of verbal report by Victor Mah, second by Klaus Seeger. All in favor. Carried.**

k) Conference 2004 Bid (President) – no bid at this time.

l) CIPHI/EHFC Bursary (President) – EHFC will match the \$2500 donation that CIPHI is donating. Discussion on National donating a portion of Conference proceeds (from National's portion). Suggestion to use the Health Canada money to build up the Bursary fund. **Move that the NEC add \$4,300 to top off the fund to \$10,000, by Claudia Kurzac, second by Michael Florian. Discussion. All in favor. Carried. Motion to take 10% of NEC conference profits to put towards the bursary starting with 2001, moved by Victor Mah, second by Michael Florian. All in favor. Carried.**

Claudia Kurzac

Canadian Institute of Public Health Inspectors

National Executive Council Meeting

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<p>m) 2001 Financial Review/Statements (President/Kurzac) – Claudia presented financial report. Accountant’s report passed out to each Branch president. Audit to be completed for 2002. Motion to approve document as provided by MacCallum Horn, moved by Tim Ness, second by Dean Sargeant. All in favor. Carried.</p> <p>n) Health Canada Contract (Executive Director)</p> <p>o) Approval of CIPHI – Sabbatical Exchange Candidate (Executive Director) – will meet tonight with Stacey Kelley at 7:30 p.m. July 28, 2002, the committee met with Stacey to review her resume. The resume was circulated. Motion to approve Stacey Kelley as the successful candidate for the sabbatical exchange, by Tim Ness, second by Victor Mah. All in favor. Carried.</p> <p>p) Recognition of Successful CPHI (C) Candidates – Would like it placed on the website and in the E.H.R. Name and province where they sat the exam. Could enlarge for awards luncheon. Motion to create and post a list of names of successful candidates and the province where they wrote their exam, moved by Victor Mah, second by Scott MacLean. All in favor. Carried.</p> <p>q) Roy Romanow Report (Mah) – Victor to send a copy of his report to the Branches.</p> <p>r) Possible Twinning with Denmark (President/Kurzac) – Rob will contact them and bring back for information to the NEC. There are a few health authorities that are interested.</p> <p>s) IFEH Sustainability Indicators (President) – Would like feedback. www.ifeh.org Branch Presidents to provide feedback for our fall meeting.</p> <p>t) IFEH Participation (President) – 2004 Durban – South Africa, 2006 Ireland, 2008 Australia. The executive cautioned about the extent of our participation with IFEH but think it’s a good link. The NEC did not make any commitment about attendance of council meeting but it was stressed by Rob that CIPHI should be present at the World Congress Conferences.</p> <p>Motion to adjourn.</p> <p>u) Member Correspondence (President) – The financial statements are only printed in the EHR and it is only put to the membership once it has been approved. It was discussed to post unapproved minutes by the membership and then post the approved minutes once they have been approved by the membership at the AGM. Motion to post the AGM & National Executive Meeting minutes within 60 days, moved by Victor Mah, second by Michael Florian. All in favor. Carried.</p> <p>v) Appointments</p>	<p>Debra Losito Mike LeBlanc Conferences</p> <p>Victor Mah Rob Bradbury</p> <p>Branch Presidents</p> <p>Debra Losito Mike LeBlanc</p>
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<p>It was suggested that Suzie & Tim be appointed to the BOC.</p> <p>w) Endowment Fund NEC to continue look into setting up a fund.</p> <p>x) Marketing Strategies Presentation by Shawn A. Pettipas. shawnp@nbnet.nb.ca Motion to to obtain the services of Mr. Pettipas, moved by Michael Florian, second by Tim Ness. Mike did not think it was necessary to shop around for another person/company. Because the President will be located in New Brunswick and Mr. Pettipas is from New Brunswick it will be easier to communicate with him. 6 in favour. 2 opposed (Claudia Kurzac & Victor Mah). Ontario Branch not present to vote. Carried.</p> <p>y) BOC Exam Coordinators Motion to use the CIPHI cost sharing formula for the Branch Exam Coordinators to attend the BOC meetings, moved by Claudia Kurzac, second by Tim Ness. All in favor. Carried.</p> <p>z) Executive Director Discussion was about what the NEC wanted out of the Executive Director position. It was suggested that we talk with Mr. Pettipas to see if he will research information. Motion to form a committee to review the Executive Director position, moved by Claudia Kurzac, second by Victor Mah. All in favor. Carried.</p> <p>6. Other Business – none</p> <p>Meeting adjourned: 3:45 p.m.</p>	Claudia Kurzac
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