

MINUTES

National Executive Council

NEC Pre-Conference Meeting St. John's, NL

July 18 and 19, 2008

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by C Kurzac Kurzac (National President)	
1.00	Roll Call	
	<u>July 18</u>	
	Present: C Kurzac Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC President), Phi Phan (AB President), Ken Cross (SK President), Rick Sokolowski (MB President), Adam Grant (ON President), Gary O'Toole (NB President), Doreen MacIntosh (NS/PEI President), Darryl Johnson (NL President); Peter Heywood (Guest – ON President Elect)	
	Regrets: None.	
	<u>July 19</u>	
	Present: C Kurzac Kurzac (President), Robert Bradbury (National Past President), Jasmina Egeler (BC President), Phi Phan (AB President), Ken Cross (SK President), Rick Sokolowski (MB President), Adam Grant (ON President), Gary O'Toole (NB President), Doreen MacIntosh (NS/PEI President), Peter Heywood (Guest – ON President Elect)	
	Regrets: Darryl Johnson (NL)	
2.00	Approval of Agenda	
	Add 5.40 Honorariums (C KURZAC)	
	Add 5.41 Environmental Health Foundation (R BRADBURY)	
	Add 5.42 Climate change committee (G O'TOOLE)	
	MOTION: Motion to approve agenda as amended. <i>R BRADBURY/K CROSS. All in favour. Carried.</i>	

ITEM	DETAILS	ACTION ITEM(S)
3.00 Approval of Minutes		
3.01	NEC Meeting (February 22 and 23, 2008) – Winnipeg, MB <ul style="list-style-type: none">P PHAN has additions to make with amendments from A THOMAS <p>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. <i>R BRADBURY/P PHAN. All in favour. Carried.</i></p>	P PHAN to circulate amended minutes
4.00 Business Arising		
4.01	Website (P PHAN) <ul style="list-style-type: none">Not moving forward with services (P PHAN)Option to move to Cronus still existsAsk webmaster to fix position place (R BRADBURY) takes you to another site;Website content out of date, needs organization, refresh layout, look at linksNote Australian website eh.org.com (R BRADBURY)NEC needs to do a brainstorming session with the webmaster to review entire site; to be done in 2009R SOKOLOWSKI to touch base with M LEBLANC about position place, brainstorming session, look at content, other site ideas etc.	R SOKOLOWSKI to touch base with M LEBLANC about position place, brainstorm, look at content, other site ideas
4.02	Revised BOC Structure (C KURZAC) <ul style="list-style-type: none">On agenda for joint meeting, next dayAgreement with A THOMAS to revise; version not yet approved by NECP PHAN sent out revised version and has paper copy – copies to be made by P PHAN <p>Motion to table item and revisit later in day. <i>J EGELER/A GRANT. All in favour. Carried.</i></p> <p>Motion to un-table section 4.02. <i>K CROSS/D MACINTOSH. All in favour. Carried.</i></p> <ul style="list-style-type: none">Will wait until after conference and follow-up with a conference call when finalized structure is received from BOC	

ITEM	DETAILS	ACTION ITEM(S)
4.03	<p>Bow Valley College EPH Technician course update (C KURZAC, R BRADBURY)</p> <ul style="list-style-type: none"> • Piloting planned for fall of 2009 at Bow Valley College • Looking at curriculum; not believe program sufficient for PHI certification work (R BRADBURY) • CIPHI work to be done, to move things along: 'scope of practice' document to be finalized, 'scope of practice for tech position would be helpful (C KURZAC) • Liability concerns (R BRADBURY) • Technician not eligible for certification as a degree is required (C KURZAC) 	
4.04	<p>CIPHI National Newsletter (C KURZAC)</p> <ul style="list-style-type: none"> • Ad went out looking for a new editor; a few responses received (passed on to R SOKOLOWSKI and D MACINTOSH) • R BRADBURY proposes a newsletter release, such like that of Royal Environmental Institute of Scotland; taking a business approach, to stay connected to membership • An `Update Newsletter` to be launched at this AEC; one pager update (tidbits from NEC meeting, highlights from BOC, workshops etc) • J EGELER, R BRADBURY, P PHAN will lead newsletter - dry run for Tues Jul 22 	<p>P PHAN to lead and J EGELER and R BRADBURY to assist in creating targeted newsletter for distribution during conference</p>
4.05	<p>Scope of Practice document (D. JOHNSON)</p> <ul style="list-style-type: none"> • D JOHNSON to work on document, and provide "something" to A GRANT 	<p>D JOHNSON to draft preamble and send to A GRANT</p>
4.06	<p>CIPHI AEC hosting agreement (R BRADBURY/D MACINTOSH)</p> <ul style="list-style-type: none"> • Working on agreement, not yet finalized (R BRADBURY) 	<p>R BRADBURY and D MACINTOSH to draft agreement and distribute for NEC review</p>
4.07	<p>CIPHI Terms of Reference for all committees (C KURZAC)</p> <ul style="list-style-type: none"> • A reminder to NEC that terms of reference need to be developed for all committees. • C Kurzac will make a list of outstanding and forward 	<p>ALL to draft Terms of Reference for all standing committees</p> <p>C KURZAC to distribute listing of current and missing Terms of References to NEC</p>

ITEM	DETAILS	ACTION ITEM(S)
4.08	<p>CIPHI Code of Ethics on the web (P PHAN)</p> <ul style="list-style-type: none"> • Done and sent to M LEBLANC (P PHAN); not yet put up on website • Added to list of what to ask Mike • Discussed possibility of 'code of ethics' to be added to back of certification cards • Discussion on reviewing membership cards • Wallet cards to be discussed with BOC • Discussion on certification wallet card vs. membership card and where to include code of ethics • Code of ethics dry mounted as a way to brand CIPHI • To stay in line with branding, must also address business cards • G O'TOOLE to lead project • C Kurzac to work with G O'TOOLE to address: types of packages to be given out to corporate and affiliates; to see where BOC is at 	<p>G O'TOOLE to lead project to source printing equipment and supplies for permanent membership cards</p>
4.09	<p>CIPHI Card stationery (A GRANT)</p> <ul style="list-style-type: none"> • Use of Seal or Logo on stationary (A GRANT) • NEC in agreement of using `Seal` • A GRANT proceeding with use of vector file 	<p>A GRANT to procure CIPHI stationery</p>
4.10	<p>CIPHI Sabbatical exchange (G O'TOOLE/R BRADBURY)</p> <ul style="list-style-type: none"> • Discussions about sabbatical agreements (R BRADBURY) • Need to find a sponsor for an exchange where the funding comes straight to CIPHI; • NSF is no longer a sponsor for the NEHA/CIPHI sabbatical • Drop word `exchange` and use only term ``sabbatical`` • R BRADBURY and C KURZAC to approach UL as sole provider to fund the CIPHI sabbatical • Next step, an Agreement of Terms 	<p>R BRADBURY and C KURZAC to approach UL as sole provider</p>
4.11	<p>Parliamentarian for AGM (J EGELER)</p> <ul style="list-style-type: none"> • J EGELER attempted to get one from NL... location too small • C KURZAC has asked for a volunteer from CRAC. B Hatton to be parliamentarian. • Next year will try to get a professional for Alberta AEC. 	

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4.12	<p>People to People Citizen Ambassador program (C KURZAC)</p> <ul style="list-style-type: none"> No response from person (Shaffer) emailed; C KURZAC to follow-up with phone call 	<p>C KURZAC to follow-up with PPC Ambassador program</p>
4.13	<p>EPH Ethics workshop (C KURZAC)</p> <ul style="list-style-type: none"> P PHAN sent out draft RFP, waited for instructions and no response NEC discussed who will perform workshop; R BRADBURY willing to lead RFP out; someone needed to develop the course; CIPHI to keep control <p>Motion to table until next day. <i>J EGELER/G O'TOOLE. All in favour. Carried.</i></p> <p>Motion to un-table 4.13 <i>A GRANT/G O'TOOLE. All in favour. Carried.</i></p> <ul style="list-style-type: none"> R BRADBURY will lead project Looking to Universities for RFP... posting RFP for 01Aug, closing date 31Aug, R BRADBURY name on it...P PHAN to send draft out 	<p>R BRADBURY will lead project</p> <p>P PHAN to send draft out</p>
4.14	<p>Position Place ad increase (R BRADBURY)</p> <ul style="list-style-type: none"> R BRADBURY raised the need to revise the information on the position place site which includes costs, posting days etc Tentative document for consideration...R BRADBURY NEC agrees to post on site Photocopies to be made of draft and passed to NEC for final approval; include any amendments and/corrections; NEC to revisit next day Look at providing value added for those using the service by how many Ad hits <p>Item tabled to next day once NEC reviews</p> <p>Motion to un-table <i>J EGELER/R SOKOLOWSKI. All in favour. Carried.</i></p> <ul style="list-style-type: none"> R BRADBURY will incorporate changes and forward to M LEBLANC and office (i.e. adding graphic...) Discussion of need for a back-up for posting on web; to be discussed with MPS and M LEBLANC; R SOKOLOWSKI to talk to M LEBLANC and C KURZAC to speak with MPS 	<p>R SOKOLOWSKI to talk to M LEBLANC and C KURZAC to speak with MPS</p>
<p>5.00 New Business</p>		

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5.1	National President's report (Kurzac) Motion to accept President's report <i>R BRADBURY/K CROSS.</i> <ul style="list-style-type: none">• See AGM package... 'In Memoriam' section needs names added since last AGM (i.e. BC, MB, ON, NS, SK)• Lack of Executive leadership in CIPHI is major pitfall... doubtful that CIPHI can grow as is with volunteer executive leadership• To move CIPHI forward, recognize challenges of Executive leadership• No further discussion <p><i>All in favour. Carried.</i></p>	
5.2	Immediate Past President's report (R BRADBURY) Motion to accept Past President's report <i>R BRADBURY/R SOKOLOWSKI.</i> <ul style="list-style-type: none">• Overview of report provided by R BRADBURY• No further discussion <p><i>All in favour. Carried.</i></p>	
5.3	BC Branch report (J EGELER) Motion to accept BC Branch report <i>J EGELER/G O'TOOLE.</i> <ul style="list-style-type: none">• Overview of report provided by J EGELER• No further discussion <p><i>All in favour. Carried.</i></p>	
5.4	AB Branch report (P PHAN) Motion to accept AB Branch report <i>P PHAN/R SOKOLOWSKI</i> <ul style="list-style-type: none">• Overview of report provided by P PHAN• Working on partnerships in AB... RHAs will provide huge opportunity for single employer (R BRADBURY)... moving people around province with no cost to employer (R BRADBURY) <p><i>All in favour. Carried.</i></p>	
5.5	SK Branch report (K CROSS)	

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	<p>Motion to accept SK Branch report K CROSS/D MACINTOSH</p> <ul style="list-style-type: none">• Overview of report provided by K CROSS• No further discussion <p><i>All in favour. Carried.</i></p>	
5.6	<p>MB Branch report (R SOKOLOWSKI)</p> <p>Motion to accept MB Branch report R SOKOLOWSKI/K CROSS</p> <ul style="list-style-type: none">• Overview of report provided by R SOKOLOWSKI• No further discussion <p><i>All in favour. Carried.</i></p>	
5.7	<p>ON Branch report (A GRANT)</p> <p>Motion to accept ON Branch report A GRANT/R SOKOLOWSKI</p> <ul style="list-style-type: none">• Overview of report provided by A GRANT• New protocols for programs on public health... revenue neutral... National Collaborating Centre-EH working on drinking water issues• No further discussion <p><i>All in favour. Carried.</i></p>	
5.8	<p>NB Branch report (G O'TOOLE)</p> <p>Motion to accept NB Branch report G O'TOOLE/P PHAN</p> <ul style="list-style-type: none">• Overview of report provided by G O'TOOLE• Language issues for branch• Nominee for life member -Mark Allan unable to attend conference• No further discussion <p><i>All in favour. Carried.</i></p>	
5.9	<p>NS/PEI Branch report (D MACINTOSH)</p> <p>Motion to accept NS/PEI Branch report D MACINTOSH/K CROSS</p> <ul style="list-style-type: none">• Overview of report provided by D MACINTOSH	

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	<ul style="list-style-type: none">• Visiting many schools in particular, high-schools... biggest challenge is keeping members involved• May be last AGM for D MACINTOSH• No further discussion <p><i>All in favour. Carried.</i></p>	
5.10	<p>NL Branch report (D JOHNSON)</p> <p>Motion to accept NL Branch report R BRADBURY/ D MACINTOSH</p> <ul style="list-style-type: none">• No further discussion <p><i>All in favour. Carried.</i></p> <ul style="list-style-type: none">• Darryl returns to meeting and provides Overview of report• Rob suggests including electronic signature for reports in AGM package	
5.11	<p>Chair, Board of Certification report (A THOMAS)</p> <p>Motion to accept Board of Certification report A THOMAS/K CROSS</p> <ul style="list-style-type: none">• Concerned with disclaimer about appeals• Added a table... listed activities over the years... information added to website• Question from R BRADBURY (p26) regarding candidate table... A THOMAS clarifies about repeat candidates• R BRADBURY questions if stats available on how many people access the mock oral guidelines for exam...R SOKOLOWSKI will ask the CIPHI webmaster if this is possible• BOC did not finalize decision on wallet cards... A THOMAS showed a draft with use of blue... BOC open to ideas from NEC regarding branding strategies• No further questions or comments <p><i>All in favour. Carried.</i></p> <ul style="list-style-type: none">• Other updates from A THOMAS... implementation of refund policy and charging for repeating oral exams... admin policy allows for a review of fees	
5.12	<p>Awards committee report (P PHAN)</p> <ul style="list-style-type: none">• Award notice• Note that both the Honorary Award and Life Member Award need approval	

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	<ul style="list-style-type: none"> at AGM Alex Cross Award, Adam Grant - Nominated by Klaus Seeger and second Elaine Reddick 	
	<p>Motion to accept 2008 award <i>P PHAN/K CROSS. All in favour. Carried.</i></p> <ul style="list-style-type: none"> Alex Cross Award, 2nd nomination to Mark Allan - Nominated by Gary O'Toole and second Nina Van Der Pluijm <ul style="list-style-type: none"> Mark Allan also nominated for <i>Life Membership</i> award 	
	<p>Motion to receive nomination, move receipt of Alex Cross Award to the Life Membership Award <i>P PHAN/R SOKOLOWSKI. All in favour. Carried.</i></p> <ul style="list-style-type: none"> Alexander Officer Award, to Paul Beach and Chis Sambol - Nominated by Sherrie Cleaves and second Jonathan Buma <ul style="list-style-type: none"> Application form incomplete, no supporting documentation Alexander Officer Award, to the Health Protection Branch of the NB Department of Health's Office of the Chief Medical Health Officer, and to the Technical Advisory Committee NB - Nominated by Nina Van Der Pluijm and second Gary O'Toole 	
	<p>Motion to accept 2008 award <i>P PHAN/R BRADBURY. All in favour. Carried.</i></p> <ul style="list-style-type: none"> Alexander Officer Award, 2nd nomination to the Technical Advisory Committee on Public Health and the Oil & Gas Industry - Nominated by Merry Turtiak and second Doug Everett 	
	<p>Motion to accept 2008 award <i>P PHAN/R BRADBURY. All in favour. Carried.</i></p> <ul style="list-style-type: none"> Environmental Health Review Award, to John R Stirling - Nominated by C Kurzac and second Robert Bradbury 	
	<p>Motion to accept 2008 award <i>P PHAN/A GRANT. All in favour. Carried.</i></p> <ul style="list-style-type: none"> President's Award, to Tamela Carroll – Nominated by Gary O'Toole and second Ken Cross <ul style="list-style-type: none"> No supporting documentation 	
	<p>Motion for acceptance of 2008 award provided receipt of supporting documentation by nominator <i>P PHAN/J EGELER. All in favour. Carried.</i></p> <ul style="list-style-type: none"> President's Award, 2nd nomination to Mr. Cal Morgan - Nominated by Darryl Johnson and second Douglas Howse <ul style="list-style-type: none"> No supporting documentation 	
	<p>Motion for acceptance of 2008 award <i>P PHAN/K CROSS. All in favour. Carried.</i></p> <ul style="list-style-type: none"> Honorary Membership Award, to Dr. Gerry Predy - Nominated by William Hohn and second Nelson Fok 	

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	<p>Motion of approval for acceptance at AGM of 2008 award <i>P PHAN/G O'TOOLE. All in favour. Carried.</i></p> <ul style="list-style-type: none">Life Membership Award, to Mark Allan - Nominated by Scott Maclean and second Tamela Carroll	
	<p>Motion of approval for acceptance at AGM of 2008 award <i>P PHAN/R BRADBURY. All in favour. Carried.</i></p>	
5.13	<p>Finance report (J EGELER)</p> <p>Motion to accept Finance report <i>J EGELER/ P PHAN</i></p> <ul style="list-style-type: none">Note error to expense tally figure2006 bookkeeping to be addressed and finalized (C KURZAC)2007 graphs of time spent at MPS... delay due to entering coding costsR BRADBURY comments to include a 'Note to reader' that certain items not included (i.e. GIC)R BRADBURY notes revision needed "Less branch rebates" section is an expenseFinancial information on the project as per contract... projections per quarter... check then generated as per finances spent... under spent for first fiscal year (C KURZAC)Note budget provisions for costs of translation, as per language requirementsNo further questions. <p><i>All in favour. Carried.</i></p>	
5.14	<p>Budget report (EGELER)</p> <p>Motion to receive Budget report <i>J EGELER/G O'TOOLE</i></p> <ul style="list-style-type: none">Competency budget already provided... AGM budget to be looked at with finance committeeInterim report not entirely accurate... missing information... not all expenses reported (e.g. visa expenses) <p><i>All in favour. Carried.</i></p>	
5.15	<p>Membership report (G O'TOOLE)</p> <p>Motion to accept Membership report <i>G O'TOOLE/J EGELER</i></p>	

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	<ul style="list-style-type: none"> Reported in same period as that of previous year... recognizes that it's best to report on previous year, as opposed to reporting current year Regarding `drop in retired members` ... ``down 26`` <p><i>All in favour. Carried.</i></p>	
5.16	<p>Constitution & By-laws report (D JOHNSON)</p> <p>Motion to accept Constitution and Bylaws report D JOHNSON/K CROSS</p> <ul style="list-style-type: none"> The Winnipeg workshop on the constitution review generated 13 notices of motion. Sets the ground work for the future direction of CIPHI. Thanks to D JOHNSON for updating constitution Proposed changes forwarded to senators and no responses (A GRANT) C KURZAC has not received any responses either P HEYWOOD assisted A GRANT in reviewing the constitution and doing the ground work for the Winnipeg meeting. Thank you to P HEYWOOD. <p><i>All in favour. Carried.</i></p>	
5.17	<p>Website report (M LEBLANC)</p> <p>Motion to accept Website report R BRADBURY/R SOKOLOWSKI. <i>All in favour. Carried.</i></p>	
5.18	<p>Environmental Health Review report</p> <p>Motion to accept Environmental Health Review report P PHAN/A GRANT</p> <ul style="list-style-type: none"> Discussion on issues with the editorial and it's use as an inappropriate forum for personal issues and other ongoing issues... how to address Letter to be sent regarding insurance Business case to be made for moving forward in 2010 following the end of the current contract. G O'TOOLE, C KURZAC, A GRANT and R SOKOLOWSKI to lead business case – feasibility, research, plan etc Discussion surrounding releasing journal electronically vs. hardcopy Note on BOC changes that fees need approval by NEC (R BRADBURY) No further discussion <p><i>8 in favour, 3 opposed (Phi et al). Carried.</i></p>	<p>G O'TOOLE, C KURZAC, A GRANT and R SOKOLOWSKI to lead business case – feasibility, research, plan etc</p>
5.19	<p>Historian report (T ROARK)</p> <p>Motion to accept Historian report J EGELER/R SOKOLOWSKI. <i>All in favour. Carried.</i></p>	

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5.20	Environmental Health Foundation report (K CROSS) Motion to accept Environmental Health Foundation report <i>K CROSS/P PHAN</i> <ul style="list-style-type: none">• Comment by R BRADBURY, concerned that the Foundation's website is out of date• No further questions <i>All in favour. Carried.</i>	
5.21	CIPHI Retirees Advisory committee report (L GALLANT) Motion to accept CIPHI Retirees Advisory Committee report <i>G O'TOOLE/K CROSS</i> <ul style="list-style-type: none">• Comment by R BRADBURY regarding the mentoring: there are perhaps union issues that need to be clarified; It was noted that there are clear pension rules in each province that govern retirees• No further discussion <i>All in favour. Carried.</i>	
5.22	IFEH 2010 World Congress report (C KURZAC) Motion to accept IFEH 2010 World Congress report <i>R BRADBURY/J EGELER</i> <ul style="list-style-type: none">• Donation to silent auction of a registration for 2010 (J EGELER)• Proposal to be presented to A GRANT regarding conference registration package (J EGELER)• Comment by R BRADBURY, need an interim financial statement for next NEC meeting• No further discussion <i>All in favour. Carried.</i>	
5.23	CIPHI AEC 2007 (J EGELER) Motion to accept CIPHI AEC 2007 report <i>J EGELER/G O'TOOLE. All in favour. Carried.</i>	
5.24	CIPHI AEC 2008 (D JOHNSON) Motion to accept CIPHI AEC 2008 report <i>R SOKOLOWSKI/R BRADBURY. All in favour. Carried.</i>	
5.25	CIPHI AEC 2009 (R BRADBURY)	

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	<p>Motion to accept CIPHI AEC 2009 report <i>R BRADBURY/R SOKOLOWSKI</i></p> <ul style="list-style-type: none">• Abstracts have gone out... wine and cheese event... pub night... looking for sponsors... hoping for large military presence• How continue to add value to all exhibitors... first exhibitor signed• No further discussion <p><i>All in favour. Carried.</i></p>	
5.26	<p>Resolutions (P HEYWOOD)</p> <ul style="list-style-type: none">• No resolutions to date...members will be reminded Monday morning to hand-in any resolutions at the CIPHI booth.	
5.27	<p>Advocacy (A GRANT)</p> <p>Motion to accept Advocacy report <i>A GRANT/R SOKOLOWSKI</i></p> <ul style="list-style-type: none">• Note there are appendices to the report• No further discussion <p><i>All in favour. Carried.</i></p>	
5.28	<p>Data management project (A GRANT)</p> <p>Motion to accept data management project report <i>A GRANT/ K CROSS</i></p> <ul style="list-style-type: none">• A GRANT reported on the development work to date; log-on `dashboard` ... renewals, reminders, payments, update personal information, career section, membership summary etc• Stage of fine tuning fields... few slow-downs... coming along well• Added fields suggested by membership• Still to be determined, how to launch, roll-out date• Current certificate members will be automatically entered to database• Will be able to move forward once banking information is completed... additional month or so after... policies and procedures to be developed which will include money aspect... money will be forwarded to National bank account... secure site• Awaiting on conference registration part, BOC information etc• Amendment to report to indicate ``fall 2007``• No further discussion <p><i>All in favour. Carried.</i></p>	

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5.29	<p>CIPHI CPC project (C KURZAC)</p> <p>Motion to accept report <i>R BRADBURY/R SOKOLOWSKI. All in favour. Carried.</i></p>	
5.30	<p>CIPHI CPC project manager update (C KURZAC)</p> <ul style="list-style-type: none"> • RFP closed on 11th, received 4 proposals, gave an extension to one • Proposals passed on to NEC for viewing • C KURZAC wants to move forward and finalize selection by end of July • C KURZAC to pass along electronic version; conference call with selection committee to discuss ranking • C KURZAC to find 4th member of selection committee, potentially from Working Group <p>Motion to for President, R BRADBURY and another member to review proposals <i>R BRADBURY/K CROSS. All in favour. Carried.</i></p>	
5.31	<p>Nominations (R BRADBURY)</p> <ul style="list-style-type: none"> • Nomination report read aloud (R BRADBURY)... NEC congratulates A GRANT elected by acclamation • Constitution review meeting needed (C KURZAC) <ul style="list-style-type: none"> ○ What to do when president is incapacitated ○ Updates not included in constitution: Kelowna updates from 2006, Winnipeg 2001 updates ○ Website has 2006 version • Adam has draft Feb 2008 version, to be changed to `revised 2006` 	<p>D Johnson to provide a current version of the constitution to the NEC and the</p>
5.32	<p>CIPHI AEC bids (C KURZAC)</p> <ul style="list-style-type: none"> • Branch made Motion to move along in fall/Sept 08 (D MACINTOSH) <p>Motion to accept 2011 AEC, to be hosted by NS/PEI branch subject submission of bid guideline <i>R BRADBURY/A GRANT. All in favour. Carried.</i></p> <p>Motion to accept 2013 AEC, to be hosted by MB branch, subject to submission of bid guideline <i>K CROSS/R BRADBURY. All in favour. Carried.</i></p>	
5.33	<p>CIPHI newsletter editor (C KURZAC)</p> <ul style="list-style-type: none"> • Already discussed – REMOVE section 	

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5.34	<p>Legal opinion on amending notices of motion at AGM (C KURZAC)</p> <ul style="list-style-type: none"> Was not included in AGM package; to be addressed via presentation/verbal Motion once made belongs to AGM; proxy holders trust vote, signing over to someone gives their okay – as per legal standpoint Re- looking at wording for proxy holder amendments; include a disclaimer to clean up language used (R BRADBURY) Include statement of ‘onus of responsibility’ for proxy (A GRANT) C KURZAC to draft an updated proxy and circulate 	<p>C KURZAC to draft an updated proxy and circulate</p>
5.35	<p>NEC representatives to the BOC (C KURZAC)</p> <ul style="list-style-type: none"> 3 year term, terms of office; option to reappoint individuals already there Emailed for expressions of interest on appointment; 2 names have come forward (K CROSS and N VAN DER PLUIJM); as well, A GRANT has also received 3 interested people (S BOURNE, E SERWOTKA, and ?) 5 people in total are interested in position; 2 positions available for appointment K CROSS leaves room so as to avoid conflict of interest NEC discusses needs, roles and responsibilities of a representative; maintaining communication, keeping everyone in the loop; workload challenges; looking at new structure and need for regional flavour NEC discusses interested candidates; reviewing terms of reference with each Official process should be put in place to review with each candidate (J EGELER) <p>Motion to put forward Nina Van Der Pluijm (employer from New Brunswick, bilingual) and Eric Serwotka (employer from Ontario), subject to membership A GRANT/J EGELER. All in favour. <i>Carried.</i></p>	
5.36	<p>Request to twin with Ugandan EH association (C KURZAC)</p> <ul style="list-style-type: none"> Ugandan request to twin with CIPHI; already partnered with Wales Purpose to help support developing countries, with expertise and financial support Leadership and guidance of the IFEH; merging nations (R BRADBURY) Board of IFEH suggesting opportunities for Canada in the Americas i.e. South Exploring Americas as a double benefit - broadening horizons, sharing expertise - NEC to use resources in areas that are not currently supported Moving forward, look to twinning in Latin America, South or Central (R BRADBURY) C KURZAC to decline Ugandan request 	<p>C KURZAC to decline Ugandan request</p>
5.37	<p>IFEH Council meetings & world congress update (C KURZAC, R</p>	

ITEM	DETAILS	ACTION ITEM(S)
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BRADBURY, J EGELER)

- C KURZAC updates on meeting: news on C SMYTH finishing term... R BRADBURY elected as president select... round table informative, exciting discussions and debates
- Zimbabwe non-existent, funds put aside for when things calm down... Germanys' strategic penny funding idea... Credentialing ideas internationally is in the works.
- R BRADBURY updates on strategic planning... board of directors published newsletter for a mechanism of accepting foreign workers credentials, certifications to be recognized internationally... Federations' low budget may pose difficulties in planning
- R BRADBURY discussed opportunity to engage federal and provincial government such like that of Australian association... food for thought
- C KURZAC adds thought of a CIPHI name change, that could be launched in 2013... what are the goals of the association
- R BRADBURY adds that a name change may be needed for membership numbers

5.38 AGM preparation- (ALL)

- Parliamentarian:
 - Brian Hatten
 - Will need an updated constitution
- Scrutineers:
 - Two needed
 - To be revisited and decided Mon 21Jul08
- Proxies Validation:
 - By J EGELER, G O'TOOLE and R SOKOLOWSKI
- Sargeant-at-arms:
 - One individual needed
 - To be revisited and decided Mon 21Jul08

5.39 CIPHI Booth (R SOKOLOWSKI)

- Discussion of booth set-up and merchandise (R SOKOLOWSKI)
- No credit cards or debit accepted this year; only cash or check
- Use of volunteers for registration (D JOHNSON)
- What to do with left-over merchandise... liquidation, reducing prices... divvying remaining up to branches
- Presentation of business card holder will be made at banquet
- R SOKOLOWSKI raises thought of providing set amount to host province each year - to purchase their own merchandise
- R SOKOLOWSKI to prepare and provide schedule of individuals manning the booth

ITEM	DETAILS	ACTION ITEM(S)
5.40	Safe Drinking Water Foundation (C KURZAC) <ul style="list-style-type: none">SDWF group that wants CIPHI to partner; and to provide answer this weekendAgenda to promote safe drinking water; believes that CIPHI should endorse groupNEC decision to defer at this time; CIPHI does not have any policies on joining or endorsing NGOs or NFP (not for profit) organizations	
5.41	Honorariums Motion to approve Webmaster, Special Projects and Historian as per the Policy <i>R BRADBURY/G O'TOOLE. All in favour. Carried.</i>	
5.42	Environmental Health Foundation (R BRADBURY) <ul style="list-style-type: none">Request for NEC to ratify 'Notice of Motion', proposing an amendment to regulationsNEC will provide feedback to the wording in Motion at upcoming AGM	
5.43	Climate change committee (G O'TOOLE) <ul style="list-style-type: none">Will be meeting (J EGELER)... Need for CIPHI to set bar	
6.00	Other <ul style="list-style-type: none">None.	
7.00	Adjournment MOTION: Motion to adjourn on July 18, 2008. <i>D JOHNSON/R BRADBURY. All in favour. Carried.</i> Rob thanks everyone as this will be last meeting... thanks to C KURZAC and best of luck to A GRANT MOTION: Motion to adjourn on July 19, 2008. <i>R BRADBURY/A GRANT. All in favour. Carried.</i>	

Approved January 2009