

BC Branch CIPHI Executive Council Meeting

MINUTES

August 16, 2011 from 08:35 to 09:35

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
	<p>Attendees: Keir Cordner, Gary Tam, Sabrina Sandhu, Isher Deol, Cole Diplock, Paul Markey, Jeremy Chow, Jasmina Egeler, Greg Baytalan, Juliana Gola, Rory Beise</p> <p>Guests:</p> <p>Regrets: Sarah MacDougall, Crystal Brown, Grace MacIver</p>		All
2.00	Approval of Agenda		
	<p>Add – N/A</p> <p>Delete – N/A</p> <p>MOTION: motion to approve agenda as circulated</p> <p><i>Moved. Seconded. All in favour. Carried</i></p>		All
3.00	Approval of Minutes – Jun. 21, 2011		
	<p>Add – N/A</p> <p>Delete – N/A</p> <p>MOTION: motion to approve minutes from June 21, 2011 as circulated</p> <p><i>Moved. Seconded. All in favour. Carried</i></p>		All
4.00	Old Business		
4.01	<p>Environmental Public Health Week – update</p> <ul style="list-style-type: none"> • Proposal has been made to move EPHW to the Fall (September) • Survey will be sent from National to members regarding the date change • Plans are also in place for January, if the date change proposal is not approved 		K. Cordner
4.02	<p>Letters to Retirees – update</p> <ul style="list-style-type: none"> • Current letters to retirees are up-to-date 		J. Gola

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	<ul style="list-style-type: none"> There is currently no letter template for deceased members. K Cordner has CIPHI embossed cards with inserts that can be used 		
4.03	<p>Website Committee – update</p> <ul style="list-style-type: none"> Education workshop poster has been uploaded to the website Website is reviewed monthly for dated content 		G. Tam
5.00	New Business		
5.01	<p>BC Annual Education workshops – update on progress; Sierra Leone Project – potential fundraising opportunity at workshops – ideas</p> <ul style="list-style-type: none"> Proposed agenda/content has been forwarded and has been shared with the workshop committee Venues have been selected. Final confirmation is required for the venue in Kelowna Education workshop information has been sent out to members Virox has been secured as a workshop sponsor. G MacIver is working on securing further sponsorship Workshops will include fundraising for the Sierra Leone Project. Send fundraising ideas to the workshop committee 		P.Markey/C. Brown
5.02	<p>Membership Drive 2011 – new initiatives, survey results, what's next</p> <ul style="list-style-type: none"> Currently the BC Branch has 152 regular members To promote the Branch have face-to-face discussions with staff who are not members or who have let their membership lapse Education workshops can be used to promote membership. Possibly have the National President speak to attendees as well <ul style="list-style-type: none"> K Cordner to develop a checklist to ensure consistent promotional information is provided at each venue Any comments/suggestions – send to the membership committee 		C. Brown/G.Baytalan
5.03	<p>BC Branch BOC representative appointment – presently vacant following departure of G. Stewart</p>		K. Cordner

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	<p>– process for filling vacancy</p> <ul style="list-style-type: none"> • G Stewart is now the BOC Chair • BC BOC rep position is vacated and needs to be filled immediately • The process for filling the vacancy will be similar to the process used to fill the exam coordinator position. This will allow for transparency and open the position to all who are interested • Vacancy will be advertised/posted in the BC Page and through email from the President • S Sandhu will work on the posting/advertisement – Deadline of August 30, 2011 <ul style="list-style-type: none"> ○ J Egeler will search past BC Pages for advertisement/posting ○ K Cordner will send BOC regulations to assist in developing the advertisement/posting 		
5.04	<p>AGM 2011 – preparations, motion, reports</p> <ul style="list-style-type: none"> • Reports have been received and will be sent out to members 30 days prior to the AGM • Notice of Motion to completely remove By-Law #2 was sent out – met the deadline of 60 days prior to the AGM <ul style="list-style-type: none"> ○ Some comments have been received regarding the complete removal By-Law #2. Comments will be reviewed and considered. • Meeting venue has been booked – after the education workshop located in Surrey • AGM will also include the achievements/activities of the Branch in the past year • Travel expense reimbursement is available for Executives who travel to the AGM 		K.Cordner
5.05	<p>Awards Committee – Awards Nominations for AGM – Member of the Year, Honorary Member, Alex Nilsson Award, etc. – solicit membership – messaging</p> <ul style="list-style-type: none"> • AGM is a time to recognize the achievements/contributions of Branch Members • If you have any colleagues that you would like to acknowledge, put forth a nomination 		G.MacIver/K.Cordner

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5.06	<p>Promotions/Advocacy – media promotions update, liaison with Ministries, strengthening ties with BCIT program/students, liaison with Unions</p> <p>Media</p> <ul style="list-style-type: none"> • Publishing of articles will be delayed for one year, until the financial standing of the Branch improves. The cost of publishing articles was not factored in to the budget this year, but will be in the budget for next year <p>Ministry</p> <ul style="list-style-type: none"> • K Cordner is working on drafting a letter to the Ministry to have the CPC and CIPHI credential recognized <p>BCIT</p> <ul style="list-style-type: none"> • Annually an Executive member presents at BCIT to discuss what CIPHI is and what they do for the organization. G Tam will be presenting on October 12, 2011. If you have any ideas/topics you would like presented, contact G Tam • Christmas Luncheon will be mentioned to the students. Generally falls on the first Wednesday of December. <ul style="list-style-type: none"> ○ BCIT instructor has asked for the proposed date of the Christmas Luncheon to ensure there is no conflict with the exam schedule <p>Unions</p> <ul style="list-style-type: none"> • Need to develop a co-ordinated and collaborated approach when holding discussions with the Union 		G.Tam
5.07	<p>Centennial Committee – update on activities – membership</p> <ul style="list-style-type: none"> • A committee chair is still required • There has been interest expressed by members to be on the Centennial Committee • Work done by the BC Branch should mirror the work done by National • National plans to have a Beaver Mascot travel across the country for photo opportunities 		G.Tam

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	<ul style="list-style-type: none"> • A mosaic banner is also being planned to show both historic and current members – continuity of the Branch • G Tam to set up an initial teleconference for interested committee members • If you are interested in participating in the committee, contact K Cordner 		
	<p>Sewerage Updates</p> <ul style="list-style-type: none"> • No updates on the investigation of BCOSSA • Ministry has sent proposals for work to be done on the SPM. Ministry sent information to selected individuals. <ul style="list-style-type: none"> ○ Concern over the amendment of Appendix F – sewage leakage levels 		<p>G.Baytalan</p>
	<p>Adjournment at 09:35 Hours</p>		
	<p>Next Meeting Sept 20 2011</p>		

Approved