

**BC Branch CIPHI Executive Committee Meeting
Tuesday June 21, 2005**

Minutes

Present:

Caroline Alexander, Steve Chong, Kuljeet Chattha, Nigel Headley, Tara Hluchy, Joanne Lum, Shawn Parhar, Denis Semail, Gord Stewart

Regrets: Lynn Richards, Keir Cordner, Salima Kassam, Roopy Khatkar, Neil Nabata, Lis Vallaster

1. Approval of Minutes – June 21, 2005

- *Motion to approve minutes moved by Tara Hluchy. Seconded by Joanne Lum. Motion carried.*

2. Old Business

(a) Branch Website Redesign

Content Development:

So far the re-design is going along well. Designer is on time and first draft should be complete by next week. No negative comments on re-design so far. Steve drafted the content to be put on the site, and will be forwarding for further comment from Website Committee.

(b) CIPHI Honourary Member – Dr. Perry Kendall

- National recognition would be better for Dr. Perry Kendall. Tim to draft motion to be presented at AGM in Toronto to approve Dr. Kendall as a National Honourary Member.

(c) Professionalism Resolution

- Professional Resolution to be presented at AGM in Toronto. This is the second draft. The only thing to change is the timeline as to when to make it mandatory. NEC to review document to make timeline consistent with strategic planning.

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3. Committees

(a) Education

- 2006 Planning Update: Brent and Salima are co-chairs of committee. July will be the time to start planning. Salima not available to comment.

(b) Membership

- Lis's work plan was circulated. Lis not available to comment.

(c) Constitution Review

- Lynn not available to comment. Wording of Constitution requires review. Committee may need extra help on it. Let Steve know if interested.

(d) Awards

- Neil not available to comment. Letter received from BCIT stating that Darren Molder is the recipient of John A. Stringer Award. A \$900 cheque from BC Branch CIPHI was presented to him by Jas at the awards ceremony.

(e) Sewerage Regulation

- Keir not available to comment. Work determining course equivalencies between BCIT and ASTTBC required.

(f) Health Act Renewal Project

- Gord commented that the final edit has been completed. Dr. Emerson to follow up with Steve for additional input from Branch to re-write Health Act. A few emails received expressing gratitude of how well written the final document was.

4. New Business

(a) Committee Progress Reports

- Committee Progress Report templates were sent out to the committee chairs to track work that is being done. A tool was needed for the Chair to create timelines, and to appoint and assign tasks to committee members. Joanne and Lis have completed the work plan. Still expecting the work plan from the Education committee in the coming months, and other committees to decide long and short-term goals/plans.

(b) 2006 Annual Education Conference

Bursaries

- Number of bursaries that the Branch would sponsor needed to be determined. AEC fees went up this year (\$650) for the conference in Toronto. BC Branch covers full early bird registration. Members are awarded 1 point with each year registered with BC Branch. There is a policy and criteria to assess each application. Successful recipients must submit a 500-word report before reimbursed.
- *Motion to set aside \$4000 for sponsoring of Annual Education Conference bursaries motioned by Denis. Seconded by Joanne Lum. All in favor. Motion carried.*
- Steve and Nigel to assess applicants. Steve to send out an email to membership advising of bursary availability.

Silent Auction & Wine and Cheese Donations

- Considering donating (\$200 cheque) towards Annual Education Conference's wine and cheese, and also, to purchase an item around \$200 for silent auction which has been the historical level of contribution from the Branch.

- *Motion for \$200 towards silent auction and \$200 for wine and cheese moved by Caroline. Seconded by Tara. All in favour. Motion carried.*

Summer Meeting Schedule

- Executive meetings in July or August will not to be held - unless it's an emergency teleconference. Otherwise, any important information will be sent out through email only for months of July and August. No objections to this. Will meet again in September.

5. Roundtable

- BC Branch President's Softball Tournament is go – Richmond has 8 players confirmed; Fraser has 8; Vancouver has >10.
- *Motion to adjourn moved by Denis Semail. All in favour. Motion carried.*