

CIPHI – NL Branch
Executive Meeting
(Teleconference)
Minutes – December 8, 2009
2:00 -3:30 PM

Attendance: Chris Hart (President), Terry Battcock (Vice-President), Darryl Johnson (Past-President), Karen Hann (Secretary/Treasurer), Sharon Williams (East Councillor), Sara Timpa (Central Councillor), Nita MacLean (West Councillor)

Regrets: None

1.0 Call to Order

2.0 Approval of Agenda

NM moved to accept the agenda as presented, seconded by ST. Motion carried.

3.0 Approval of Minutes

TB moved to accept the minutes of November 19, 2007 as written, seconded by DJ. Motion carried.

4.0 New Business

4.1 Committee Chairperson(s)

- 4.1.1 Education Committee – Darryl Johnson
- 4.1.2 Membership Committee – Sara Timpa
- 4.1.3 Nomination Committee – Pat Murray
- 4.1.4 Means & Ways Committee – Terry Battcock

Action – KH to email survey to ST.

Action – ST to develop draft membership package by next meeting.

Action – TB send email to Pat Murray to request participation as nomination committee chairperson.

4.2 Ancillary Positions

All were in favour of Douglas Howse and Calvin Morgan continuing in their roles as Webmaster and BOC Exam Coordinator respectively.

CH indicated that the NL Branch BOC member position is currently vacant on the national website. DJ stated that the reason is because the Branch has not been attending the required meetings due to the costs. The BOC regulations require two (2) face-to-face meetings per year.

CH also indicated that there is a requirement under the newly approved Council of Professional Experience (CoPE) Regulations for the branch to appoint a member to CoPE. There is a requirement for one (1) annual face-to-face meeting for members of CoPE.

It was agreed that our participation on the BOC and CoPE would be discussed under President/Branch Rep. Travel.

Action – CH to send email to Cal Morgan and Douglas Howse to request their continued service

4.3 Strategic Plan

There was a motion to draft a strategic plan by CH. Seconded by DJ. Motion carried.

Action – CH will provide rough draft by January 31st, 2010.

Action - All members should forward suggestions to CH.

4.4 President/Branch Rep. Travel

DJ indicated the importance of the president to attend national events such as the AEC and NEC meetings. DJ motioned to support travel for CH to attend these functions. KH seconded it. Motion carried.

CH indicated that there is an NEC meeting in Edmonton tentatively scheduled for April.

The cost of Branch Reps attending the BOC (2 per year) and CoPE meetings (1 per year) was discussed with concerns raised with respect to costs. All agreed to postpone, the decision of how we will proceed until next meeting.

ST suggested we look into Videoconferencing as a means to attend the mandatory BOC/CoPE meetings.

Action – CH will provide information on trip and cost for April NEC as soon as date/location has been confirmed by the NEC.

Action – CH to check with the NEC on alternatives to face-to-face meetings.

4.5 Memorial Award

No nominations received since first year. CH suggested another award that would acknowledge performance excellence of practicing EHO's. It was agreed to hold off on additional awards for now and concentrate on promoting the Memorial Award.

Action - DJ will send Memorial Award Terms of Reference.

4.6 Continuing Professional Competencies Project (CPC)

CH indicated that the CPC reference guide is nearing completion. This document includes the Standards of Practice and Code of Ethics, Competencies for Ongoing Development and the Professional Development Model.

CH stated that the CPC program will be launched on January 1, 2010.

CH provided the basics of the Professional Development Model and suggested that members learn more by reading the document on the national website and by attending the December 11 CHNET fireside chat being presented by Phi Phan, CPC Coordinator.

DJ indicated that there will be an on-line business centre for members to log their professional development hours.

DJ & CH will be attending a "CPC Champion" training session with the idea of bringing this information back to CIPHI (c) holders and employers.

Action – DJ to forward document for professional development

4.7 Website

DH has updated website and requested photos and info on 2007 conference. CH indicated that the NEC is discussing the possibility of standardizing the branch websites. They are looking for feedback from the branches. It was agreed we will not commit until we know further details such as cost.

4.8 EPHW 2010

January 18-24, 2010 is Environmental Public Health Week. CH has mailed letters to Ministers Kennedy and O'Brien requesting EPHW week be proclaimed. There has been no response to date. DJ indicated that Douglas Howse will have an EPHW display in the lobby of the Confederation Building. CH will set up a booth at the Random Square Mall in Clarendville. KH will look into booth for Corner Brook area. Other means of promoting this week were discussed.

Action – CH to send out details of general liability insurance (required by malls when setting up booth)

Action – All executive get posters up to make public aware.

4.9 Open Discussion

All agreed to send thank-you letters to former executive and sponsors from branch conference, including GS, HCS and NCCEH.

The motion from the NEC to bill us for costs incurred by the NCCEH to send a branch member to 2009 AEC was discussed. It was agreed to follow DJ's recommendations as per his email to Adam Grant of December 1, 2009.

Action – KH to draft thank-you letters to former executive and sponsorships for conference.

Action – CH to state our position on the NEC motion during the upcoming Dec 18 NEC teleconference.

5.0 Next Meeting/Adjournment

Tentative schedule for next meeting is late January. CH will email exact dates.