

Minutes

**CIPHI – NL BRANCH
Executive Meeting
(Teleconference)
March 10, 2010**

ATTENDANCE: Chris Hart (President), Terry Battcock (Vice-President), Darryl Johnson (Past-President), Sara Timpa (Central Councillor), Sharon Williams (Eastern Councillor) **Regrets:** Karen Hann (Secretary/Treasurer, Nita Maclean (Western Councillor)

1.0 Call to Order

2.0 Approval of Agenda

Committee Updates deferred

3.0 Approval of Minutes of December 8, 2009

DJ moved to accept the minutes, TB seconded. Motion carried.

Action: CH to forward to Doug H. to post on the website.

4.0 New Business

4.1 Branch Reps (BOC/CoPE)

- Council of Professional Experience (CoPE) – DJ is the rep on this committee. First conference call was on March 9, 2010. Consultant has been hired. There are 14 task categories. DJ has been assigned to two of these categories- 1.0 Auditing Group and 2. Course Evaluation Group.
- BOC – Cal Morgan will continue as rep.
- Nomination – Pat Murray will continue as rep.
- Webmaster – Doug Howse will continue as rep.
- Action: CH advised that it is better for the Branch to attend the NEC meetings rather than BOC at this time.

4.2 CPC Update

- CPC was launched on January 1st/2010. Champions in this province are DJ, CH, TB, SW.
- It is recommended that all Branch Executive members familiarize themselves with the CPC Program Reference Guide and CPC Q&A's interview with Phi Phan, in order to adequately address questions from the membership.
- There are tools available online to help log hours. CH recommended downloading tool to desktop for easy access.
- Discussion around the CPC province wide presentation – still in planning stages.
- Action: CH to circulate Q/A from Phi Phan. CH has extra books if needed.

4.3 President Travel

- Strategic Planning Meeting April 30-May 1/10 Vancouver, BC
- SW motioned for CH, Branch President to attend meeting, seconded by TB.

4.4 NCCEH

- The organization is interested in being a sponsor for the fall conference

Action:

- CH to advise DH to put their NCCEH logo as a link from our site.
- CH drafted thank-you letters for sponsorship
- CH to draft letters for EHO to attend IFEH World Conference.

4.4 Strategic Plan

- Draft is good and will be sent to general membership.

4.5 6th Annual Branch Fall Education Conference

- Need 18 presenters. DJ to chair committee.

4.6 Membership Communications

- **Newsletter** – Field Notes – Editor SW, will be for Members only and will be electronic. First edition to be released by late May, early June. Items to include will be Vice-President Note, regional information, and BOC Update.
- **CIPHI Cards** – blank cards, CH has them. To be given out for milestones and special events.
Action: Forward to CH suggested milestones and special events warranting a card.

4.7 Website Updates

- Memorial award/call for nomination to be posted.
- Letters to be posted/selected on a case by case basis.

4.8 Environmental Health Review

- March 31st is the deadline for quarterly update. Members to forward info to CH for inclusion.

4.9 Booth at Provincial Conference

- Branch to have a booth at the provincial conference.

5.0 Open Discussion

- The Quebec branch has recently been reestablished as a branch within the CIPHI family. Motion by DJ to forward \$500 to QUE Branch as a 'thank you' for their startup and reestablishment of their branch, seconded by ST.
- Alberta Branch did a calendar for EPHW with pictures. It was very good and highlighted various EPH program areas. It was agreed that we would explore doing a similar calendar for EPHW 2011.
- Financial
 - DJ and DH signed off the Conference Account and funds are to be transferred to Branch regular account.
 - DJ no longer has signing authority on regular account.

6.0 **Next Meeting:** tentatively set for week of May 31-June 4/10. CH to confirm