

# CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Newfoundland and Labrador Branch  
2004 ANNUAL GENERAL MEETING

St. John's

Minutes - January 25, 2005

**Attendance:** Paul Noseworthy, Chris Hart, Douglas Howse, Darryl Johnson, Cal Morgan, Pat Murray, Brian Moores, Gwen Elliott, Sharon Williams

## **Agenda Items:**

Call to Order The meeting was called to order by PN at 8:00 p.m.

### 1.0 **Approval of Agenda**

- The listed new business items were removed from the agenda, as these items were discussed in front of all present during the executive meeting prior to the AGM.
- PN added "President's Travel" to the new business items.
- Agenda was approved as modified.

### 2.0 **Review of AGM Minutes (October 27, 2003)**

- The minutes from October 27, 2003 were reviewed.
- Membership Requirement for EHO's - D J asked the group if newly hired EHOs are now required to be CIPHI members. Recently advertised positions do not indicate this requirement.  
ACTION: DJ to inquire about this.
- Motion by SW to accept minutes as read. CH seconded the motion.

### 3.0 **Business Arising**

#### 3.1 **President's Report**

- PN provided a president's report including highlights of the branch, a report from NEC, and a brief summary of the National Conference in PEI. The report was accepted as written.

#### 3.2 **Treasurer's Report**

- DH provided a report of the branch's account and spending from January 1, 2004 to December 31, 2004. The opening balance was \$4318.48 and the year end balance was \$4778.56. Supplementary reports from the golf tournament and educational conference were also provided.
- SW moved to accept the treasurer's report as written. CH seconded the motion.

### 3.2.1 Fundraising Report

- Fundraising this year included the golf tournament, and the sale of caps and T-shirts.
- DJ suggested that we send a reminder that caps and shirts are available for purchase.  
ACTION: CH to send an e-mail reminder regarding these items.

### 3.3 Membership / Recruitment

- There were 19 paid members from Newfoundland and Labrador in 2004.
- CH suggested that we provide a free cap and shirt to any new paid members in the coming year. The potential merit of this offer was questioned, but it was agreed that we would try this for 2005.  
ACTION: CH to include this information in his e-mail message of 3.2.1

### 3.4 Board of Certification Report

- CM reported that a total of 3 students were examined in 2004, one in April and two in October. Two of these students were successful in their exams and are now working in the province. The unsuccessful student will make another attempt for certification.

### 3.5 Website Report

- DH reported that Mike LeBlanc is seeking permission from the Canadian Internet Registration Authority (CIRA) to change our branch domain name to [www.ciphi.nl.ca](http://www.ciphi.nl.ca) instead of the current [www.ciphi-nf.ca](http://www.ciphi-nf.ca). This modification would bring our address more in line with those of the other branches.
- CH noted that there are some photos on our website which are unavailable.  
ACTION: DH to check for broken links on the website.

## 4.0 **New Business**

### 4.1 President's Travel

- PN reported that he had recently been notified of an NEC meeting in March. He purchased a ticket, on short notice, to take advantage of early bird rates. He asked the group if he should continue attending all of the NEC meetings, with the branch covering up to half of his expenses. There was some discussion regarding past practices. CM related that during his time as president, he often traveled at his own expense, on behalf of the branch. DJ reminded PN that he should consult with the executive before agreeing to attend NEC meetings, and purchasing plane tickets. It was agreed by the group that, considering that the branch is no longer receiving 100% of the membership fees, we are no longer obliged to send the president to all NEC meetings. The branch will continue to send the president to the pre and post conference meetings.

ACTION: PN to notify NEC that will not attend the March meeting, unless they offer to

pay all of his travel costs. PN will either cancel or change his ticket (with the branch to cover the cancellation or change fees).

5.0 Next AGM and Election of Officers

- PN suggested that the next branch AGM and election of officers should be held in conjunction with the educational conference in the Fall of 2005.

PN moved to adjourn. DJ seconded the motion.

Meeting adjourned at 9:30 p.m.

Submitted,

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Douglas Howse C.P.H.I.(C)  
Secretary / Treasurer, NL Branch  
January 25, 2005