

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
Newfoundland and Labrador Branch Inc.
Branch Executive Meeting

MINUTES 2001-03-21

In Attendance: Calvin Morgan (Pres), Dion White (V-P), Stephen Barbour(Sec/Tres), Bob Savoury (Rep-Avalon), Paul Noseworthy (Rep-Eastern), Douglas House(Webmaster, Rep-Central), Brian Moores(Rep-Western), Sharon Hopkins(Rep-Labrador), Patrick Murray (Past President)

AGENDA ITEMS

Call to Order

1) Minutes of March 2000

- Meeting commenced at 7:30 PM. Motion by Dion to adopt minutes as submitted; seconded by Paul. Motion carried.

2) Business Arising

2.1 Purpose

- AGM: Presently the Executive is not elected. Discussion ensued over the legitimacy of the executive to represent the interests of the EHO's/PHI's within the province. It was agreed that the executive needed to be made legitimate via holding an AGM. There was some discussion over combining the AGM with an educational conference, but this was decided against for the time being, in order to focus on organization of the Branch.
- Dion will be responsible for planning the AGM, election of officers, and social (if one is planned). All agreed to assist Dion where possible in planning / brainstorming for the AGM.
- Pat took on the position of Chairman of Election and will mail out ballots.
- A motion by Dion to conduct the AGM via teleconference in early June due to difficulty in arranging for all parties to be in the one place at the one time (ie. Physical distances). Seconded by Paul. Motion carried.
- Cal will send to Dion the benefits package (including information on professional liability insurance) for the AGM and membership drive.
- All agreed that executive positions will be open to all persons having the CPHI(C) designation. However, should they be elected, they must have membership in the Institute.
- Bob to speak at the In-service regarding liability insurance.
- Changes to the Branch constitution were discussed over reducing the number of regional councillors from 5 to 3 (ie. Eastern, Central, & Western/Labrador). This item was previously discussed (see minutes Branch Executive Meeting 11 March 1998), and must be amended at only the AGM and by 3/4ths majority. Notice of Motion to amend by-laws must be sent to the Secretary at least 60 days prior to

the meeting at which the amendment is proposed. The Secretary-Treasurer shall mail a copy of the proposed amendment to every member of the Branch 30 days prior to the AGM.

3) New Business

3.1 Annual General Meeting (AGM)

- discussed during Business Arising.

3.2 Membership

- Membership to date for 2001 is 9 regular (7 from NFLD, 2 from Que.). This is down from 18 regular for 2000 (13 from NFLD, 5 from Que.) and 1 student (from Que.). It was noticed that many members do not send in their dues until later in the year. Members should be reminded that rights and privileges under the Institute become suspended until paid, if dues are not received before the end of the fiscal year.

3.3/3.4 Promotion/Advocacy

- All agreed that promotion and advocacy of the Institute was critical.
- Darryl Johnson indicated that he was interested in renewing his membership with the Branch and could provide direction in promotion for the Institute. Cal motioned that Darryl be made Chair for the Promotion Committee. Seconded by Stephen. Motion Carried. Decision will be carried back to Darryl for discussion.
- All agreed that we should be more motivated in getting the message out in terms of promotion and advocacy. However, any opportunities for these activities should be sent to the Executive (and Darryl) for approval first. High profile holidays such as Thanksgiving and Christmas were identified as good opportunities to make ourselves better known.

3.5 Communications

- Doug will continue as Webmaster. Website still under development, but Doug is getting great help from Mike LeBlanc, National Webmaster. Current site is free (<http://cipinf.aloak.ca>) and online, but not active.
- Doug is investigating getting our own domain name for us (ie. www.ciphi.nf.ca) but it costs \$20/year. All agreed that this was an acceptable cost.
- For content to the site, Cal will write a welcome and a history of the Branch. The site will also include the Professional Practice definition. Doug will add links to related sites and add to the current layout of the site.

3.6 Professional Practice Survey

- Discussion over the professional practice survey is still on going. Cal indicated that the Provincial Medical Officers of Health and Community Health Boards were still in support of EHO's/PHI's returning to Health. Cal circulated a letter from the Minister of Health in reply to the follow up letter sent by the Branch President, suggesting that, "It might be useful for your Branch to further examine the responses to the survey questions to attempt to determine if other factors may

be contributing to the feelings of the respondents”. It was generally agreed that a fresh survey should be conducted either by possibly the NPHA or by the Health Boards to reduce any bias that may have been previously present (real or otherwise) by the Branch conducting the survey. Cal will investigate.

3.7 Bursary/Recruitment

- Concern over lack of student inspectors in the system was expressed. Cal to write Minister of Health/Government Services and Lands about these concerns and to advocate for a bursary program and student inspector positions.

3.8 Finances

3.8.1 Account Report

- Stephen reported that the Branch has improved it’s financial state from \$0.00 in March 2000 to a balance of \$1827.97 in March 2001. A beginning, but far from healthy.

3.8.2 Conference Invoice

- Cal informed the Executive of an invoice from the NEC for an approximate sum of \$700.00 for participating at the 2000 National Conference in Vancouver. There was some confusion over the matter, however Cal said he would look into it, as some expenses were not taken into account and the NEC is well aware of our current financial situation.

3.8.3 Conference 2001

- The Branch Executive decided that it is in no financial condition to send the President to the 2001 National Conference in Winnipeg. Cal will see if external funding is available (ie. Via Health and Community Services Eastern). If funding can be provided Cal will attend.

4) Other

4.1 Liability Insurance

- The Branch now pays an annual fee proportional to the rest of the Institute for professional liability insurance. This policy is for \$2,000,000.00 liability and covers anyone representing CIPHI as long as they do so within the scope of the constitution and by-laws.

5) Next Meeting

- Next meeting will be the AGM (date pending).

6) Motion to Adjourn

- Motion to adjourn by Cal. Seconded by Bob. Carried. Meeting adjourned at 9:30 PM

Respectfully Submitted,
Stephen Barbour, CPHI(C)
Secretary/Treasurer, NF/Lab. Branch (Acting)