

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Newfoundland and Labrador Branch

GENERAL MEETING

Minutes - June 19, 2003

Attendance: Chris Hart, Darryl Johnson, Gwen Elliott, Dion White, Paul Noseworthy, Douglas Howse, Stella Kyritsis

Agenda Items:

Call to Order The meeting was called to order by PN at 7:10 p.m.

1.0 Review of Minutes (June 12, 2002)

- The minutes from June 12, 2002 were reviewed.
- GE raised the issue of mandatory branch membership for all Environmental Health Officers (EHO's) in the province. DJ suggested contacting the Dept. of GSL to request amending the job description of EHO's. GE made the motion for DJ to e-mail Bill MacKenzie in this regard. DJ seconded the motion.
- DJ suggested that future meetings of the CIPHI branch could be arranged by teleconference through the Dept. of HCS.
- Motion by PN to accept minutes as read. DW seconded the motion.

2.0 Business Arising

2.1 Financial Report

- DH reported that the current account balance is \$3939.61. It was noted that this year's membership rebates are now equal to 25% of the fee, which is currently \$100. This is a reduction from the previous two years when the NEC provided the full fee directly to the branch.

2.2 National Conference Representation / Funding / Silent Auction

- PN will be representing the branch at the National Conference in Edmonton.
- Confirmation has been received from the Dept. of GSL that they will donate \$1000 towards the cost of sending a representative again this year, as they did in 2002.
- PN has purchased a local print and some wine to donate to the silent auction.

2.3 Membership

- DH reported that there are now 15 paid members, plus two new members who recently sent in their applications. We have also received membership rebates from five CPHI's from Quebec, where there is no formal CIPHI branch.
- Several names were mentioned as good prospects for membership.

2.4 Proposed Constitutional Change

- The proposed constitutional change to reduce the number of regional counselors cannot be voted on until the AGM.
- DJ suggested that we have a teleconference available for those who are not able to attend the AGM in person.

2.5 Next AGM / Social Event / Election

- It was proposed that the branch organize a one-day educational session in the fall of 2003, and that we request funding from the Dept's of GSL and HCS. We could also invite other health professionals to attend the session, for a fee.
- DH suggested that a committee be formed to organize the event. DJ proposed that DH find members to make up the committee, and that letters should be sent to the departments as soon as possible to request the funding. PN offered his support in this endeavor.

2.6 Liability Insurance

- PN reported that the liability insurance that we pay for only covers branch members who are doing work for the branch. It does not cover activities of CPHI's in their usual field work.

3.0 **New Business**

3.1 Board of Certification Update

- Five applicants were successful in obtaining their CPHI certification in the fall 2002 exam: Penny Goulding, Suzanne Penney, Irwin Carpenter, Chris Hart, and Crystal Vallis.
- PN offered his congratulations to the newly certified inspectors on behalf of the branch.
- GE suggested for the branch to offer a mock oral board for future applicants.

3.2 Update from the Regions

- No updates from the regions were offered at the meeting.

3.3 Plan for the Future of the Branch

- DW raised the concern about the decentralization of CPHI work. PN reported that Alberta is addressing this issue by amending their provincial legislation to prevent CPHI work from being done by anyone other than a certified inspector.

3.4 Welcome of Newly Certified Inspectors

- PN offered a welcome to all newly certified inspectors, and encouraged them to get

involved with the branch.

3.5 'NF' to 'NL' : Branch Name Change?

- The change of provincial abbreviation to NL is considered to be automatic, and does not affect our branch title, which already includes Labrador. All future correspondence from NEC should be appropriately noted with the new provincial designation.

3.6 Ideas for Branch Funding

- GE suggested several initiatives that could bring in extra funds for the branch: the sale of thermometers (purchased at bulk rates), offering Food Safe courses, and the sale of tickets for free membership.

DW moved to adjourn, with DH to second the motion.

Meeting adjourned at 9:15 p.m.

ACTION ITEMS:

1. DJ to e-mail Bill MacKenzie regarding the amendment of the EHO job description to make CIPHI membership as a requirement for the job.
2. All members to encourage non-members to join.
3. DH to contact specific members of the branch to form an organizing committee for the fall educational session and AGM.
4. DH to draft a letter to both the Dept. of HCS and GSL to request funding for the fall educational session.
5. PN to pick up contact, and ordering information regarding thermometers and test strips, while he is at the national conference.

Submitted,

Douglas Howse C.P.H.I.(C)
Secretary / Treasurer, NL Branch
June 20, 2003