

Date	Time
November 21, 2012	12:00 - 13:00

Attendees:	Regrets	Guests
Cameron Weighill (Chair), Cathy Egan, Caroline Kuate, Lori Holmes, Patrick Doyle, Raymond Ramdayal (minutes)	Kate Beath, Tony Makrostergios, John Cannan, Ken Diplock	Jessica Morris, Tim Roark

Agenda Item	Discussion	Action
1 Welcomes and Introductions	Start: 12:11 p.m. (Quorum established) Introduction of new members	
2 Approval of Agenda	No additions Move: C. Kuate Second: L. Holmes Approved	
3 Review and Approval of Previous Minutes	Move: P. Doyle Second: C. Kuate Approved	

<p>4 Review and Approval of Electronic Motions</p>	<p>C. Weighill reviewed electronic motions</p> <p>C. Weighill initiated discussion on how we can make things easier in the future</p> <p>P. Doyle suggested that we extend the voting time on electronic motions</p> <p>Concerns were raised regarding access to email while in the field. As such, some members of OBEC do not have an opportunity to comment/vote on motions during the day</p> <p>C. Kuate suggested that we attend to one motion at a time</p> <p>OBEC were reminded that they can add a personal email address to the contact list so that they can access emails from home</p> <p>C. Egan suggested that we utilize Doodle for motions</p> <p>C. Weighill advised that OBEC executives may vote during discussion period, however, direct your email to C. Weighill in confidence to not influence/interfere with discussion</p>	<p>Action Item: (Nov 22) Forward change of email addresses (if applicable) to K. Beath</p> <p>Action Item: (Nov 22) C. Weighill will use Doodle for next electronic motion</p>
<p>5 Standing Items</p>	<p>Items Brought Forward</p>	
<p>5.1 Strategic Plan</p>	<ul style="list-style-type: none"> • OBEC Engagement and expectations (C. Weighill) <p>C. Weighill spoke generally on OBEC expectations and the importance of notifying him if you are unable to complete a task or meet a deadline</p> <ul style="list-style-type: none"> • Decision Matrix (C. Weighill) <p>DEFERRED</p>	<p>Action Item (Oct 22) All OBEC to review the Strategic Plan and determine areas of interest for next teleconference -- Ongoing</p>

<p>5.2 Finance</p>	<ul style="list-style-type: none"> • Transfer of financial services (Kate) DEFERRED • Electronic Expense form (Cameron) DEFERRED • HST (Cameron) DEFERRED 	<p>Action Item: (Oct 22) Kate to provide the OBEC with update and list of recommendations for transfer of services and timelines by Nov 21</p>
<p>5.3 Membership Support and Engagement</p>	<ul style="list-style-type: none"> • CIPHI Awards (J. Cannan) DEFERRED • CIPHI Calendars and Pins (J. Cannan) DEFERRED • Website (C. Weighill) DEFERRED • Webmaster and Software (C. Weighill/C. Kuate) DEFERRED <p>J. Morris (joined teleconference at 12:30 p.m.)</p> <p>J. Morris presented survey</p> <p>General discussion regarding the survey</p> <p>J. Morris advised that the Facebook CIPHI site is under construction</p>	<p>Action Item (Oct 22) Jessica to draft of list of questions for a recruitment tool and forward it to the OBEC for comment by November 21.-- Complete</p> <p>Action Item: (Nov 22) All OBEC to review survey and provide comments to J. Morris (copied to OBEC members) by Dec.12/12</p>
<p>5.4 Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<ul style="list-style-type: none"> • ASPHIO Update (C. Weighill) DEFERRED • Public Health Workforce Study (C. Eagan) DEFERRED 	<p>Action Item: (Oct 22) Cathy Egan to provide OBEC and update on OPHA: Public Health Workforce study and provide recommendation by November 21.</p>

5.5 Advocacy and Policies	<ul style="list-style-type: none"> Policy Priorities (C. Weighill) DEFERRED 	Action Item: (Oct 22) Ken to draft a list of policies that need to be update and/or created by November 21
5.6 Professional Development	<ul style="list-style-type: none"> Media Workshop (R. Ramdayal) DEFERRED Needs Assessment (R. Ramdayal) DEFERRED 	Action Item: (Oct 22) Raymond report back to the OBEC with regard to feasibility and timeline for a professional development needs assessment by November 21
5.7 COPE Update	No update	
5.8 BOC Update	No update	
5.9 Workgroup Updates	<ul style="list-style-type: none"> New Chair Food Safety (T. Makrostergios) DEFERRED Food Safety Committee positions (T. Makrostergios) DEFERRED Environmental Health Working Group Chair (C. Weighill) DEFERRED Next Workgroups (C. Weighill) DEFERRED 	

5.10 Conferences/Workshops	<ul style="list-style-type: none"> • 2013 Conference (C. Weighill) <ul style="list-style-type: none"> ○ AGM <p style="text-align: center;">DEFERRED</p> <ul style="list-style-type: none"> • 2015 Conference (C. Weighill) <p style="text-align: center;">DEFERRED</p> • CD Conference (L. Imbiscuso) <p style="text-align: center;">DEFERRED</p> 	<p>Action item (Oct 22) Lucie to forward to Cameron break even analysis for the conference and potential costs and deadline for cancelling conference if there is low registration by October 31. -- Expired</p>
5.11		
6 Other Business		
6.1 Support for baseball	<ul style="list-style-type: none"> • Contact with planning committee (C. Weighill) <p style="text-align: center;">DEFERRED</p> 	
6.2 Teleconferences		
6.3 Face to Face Meeting	<p>Set for December 1, 2012 9:00 a.m. to 4:00 p.m. 465 Davis Drive, 2nd Floor Newmarket, Ontario</p> <p>February 22-23 (C. Weighill) <p style="text-align: center;">DEFERRED</p> </p>	<p>Action Item: (Oct 22) All OBEC to forward Kate accommodation request by December 19</p>

6.4 Branch Historian	<p>Creation of Branch Historian</p> <p>T. Roark (joined teleconference at 12:30 p.m.)</p> <p>General discussion on the Historical Committee</p> <p>T. Roark suggested that each Branch recruit their own Historian</p> <p>T. Roark provided a document outlining the recommended duties and responsibilities of the Branch Historian</p> <p>OBEC to consider</p>	
6.5	Meeting adjourned 12:56 p.m.	
7 Next Meetings		
7.1 Teleconference	<ul style="list-style-type: none"> • October 22, 2012 → John Cannan • November 21, 2012 → Raymond Ramdayal • December 19, 2012 → Kate Beath • January 22, 2013 → Patrick Doyle • February 20, 2013 → Cathy Egan • March 20, 2013 → Lori Holmes • April 17, 2013 → Caroline Kuate • May 22, 2012 → Tony Makrostergios • June 12, 2012 → Ken Diplock 	
7.2 Face to Face	<ul style="list-style-type: none"> • February 22-23 in Newmarket ON 	