

Date	Time
October 22, 2012	12:00 - 13:30

Attendees:	Regrets	Guests
Cameron Weighill, Tony Makrostergios, , John Cannan, Raymond Ramdayal, Caroline Kuate, Lori Holmes, Patrick Doyle	Kate Beath, Cathy Egan, Ken Diplock	Ken Gorman, Jessica Morris, Lucie Imbiscuso

Agenda Item	Discussion	Action
1 Welcomes and Introductions		
2 Approval of Agenda		
3 Review and Approval of Previous Minutes	July 24, 2012 Minutes Defer	
4 Review and Approval of Electronic Motions	Cameron explained the process for electronic motions	
5 Standing Items	Items Brought Forward	
5.1 Strategic Plan	Cameron discussed next steps for assign councillor portfolios and indicated that there are 4 portfolios and 6 councillors. We will have to double up on some portfolios	Action Item (Oct 22) All OBEC to review the Strategic Plan and determine areas of interest for next teleconference
5.2 Finance	Tony Cam and Kate reviewed the proposals for bookkeeping. MPS was slightly higher in cost but had better available services. It was determined that they would be the best choice. Kate will get some basic bookkeeping duties transferred to MPS.	Action Item: (Oct 22) Kate to provide the OBEC with update and list of recommendations for transfer of services and timelines by Nov 21 Action Item (Oct 22) Cameron to send an electronic motion to transfer booking Services to MPS by October 31.

<p>5.3 Membership Support and Engagement</p>	<p>Jessica Morris gave us an update on the Membership Engagement committee's</p> <p>Jessica was seeking guidance with regard to direction for committee.</p> <p>Cameron indicated that a recruitment tool for volunteers needed to a priority and survey Monkey is one possible tool.</p> <p>There was some discussion on CIPH and social media. There are 2 CIPHI Ontario profiles created in social media. Carolyn had some issue with the profiles and Cameron mentioned there are some rules when using CIPHI registered names and logos. Profiles will be reviewed and one will be deleted while the other is posted "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.</p> <p>Action Item (Oct 22) Jessica to stop construction of a Facebook CIPHI site and post "Under Construction" until and comprehensive strategy for social media is complete.</p>
<p>5.4 Strategic Communications and Partnerships</p>	<ul style="list-style-type: none"> • Cameron indicated that CIPHI had been approached by OPHA to participate in Public Health Workforce study. • Cameron indicated if CIPHI was interested in participating that this may be something that they need to partner with ASPHIO 	<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>
<p>5.5 Advocacy and Policies</p>	<p>This is a new portfolio and polices will be a priority over the next 6 to 8 months to move forward on policy aspects. Ken will take the lead on policy aspects.</p>	<p>Action Item: (Oct 22) Ken to draft a list of policies that need to be update and/or created by November 21</p>

<p>5.6 Professional Development</p>	<p>Raymond is the current councillor for this portfolio.</p> <p>Raymond gave an update on the media workshop which is being held on Monday November 12, 2012. Jim Chan from Toronto Public Health and Robert Cribb from the Toronto Star will be presenting the media workshop.</p>	<p>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</p>
<p>5.7 COPE Update</p>	<p>Ken Gorman updated the executive by informing us that if we desired we could make a motion to re-appoint him as the COPE representative. He had no objection to this re-appointment. Ken mentioned there is a process to this re-nomination that has to be followed. The term is for 3 years and can have 2 consecutive terms.</p> <p>COPE is currently in the process of reviewing their process around approvals of course.</p> <p>COPE is also investing barriers to participating in the CPC Program and will be surveying members.</p>	<p>Motion: (Oct 22) That the OBEC re-appoint Ken Gorman as CIPHI (O) branch representative to COPE for a second 3 year term. . Moved by Raymond R. Seconded by Tony. Motion carried.</p> <p>Action Item: (Oct 22) Cameron to contact COPE to endorse Ken as our representative</p> <p>Action Item: (Oct 22) Ken Gorman to forward to Cameron a description of the roles and responsibilities of COPE Branch Representative.</p>
<p>5.8 BOC Update</p>	<p>No Updated at this item</p>	

<p>5.9 Workgroup Updates</p>	<p>There are 4 food safety volunteer positions currently open. Position descriptions were sent to all councillors for review. Please provide comments to Tony by Wednesday at the latest. Tony will take the lead in recruitment. A letter of interest will be used to supply notice of intent to apply for a position. If there are a lot of applicants for a position then a resume may be considered.</p> <p>Volunteer opportunities to be forwarded to Jessica Morris</p>	<p>Action Item: (Oct 22) All OBEC to forward Tony M comments on positions by October 24</p> <p>Action Item: (Oct 22) Cameron to forward positions to Jessica M for comments.</p> <p>Action Item: (Oct 22) Tony to lead recruitment provide a short list of candidates and his recommendations by November 21</p>
<p>5.10 Conferences</p>	<p>Lucie Imbiscuso informed us about the CD conference which is scheduled for Nov 15, 2012 at the Holiday Inn Suites in Markham. So far there are 30 people registered.</p> <p>CIPHI National is handling the Mastercard and Visa registrations while Lucie is handling registrations made by cheque.</p> <p>Concerns with regard to financial viability of conference discussed.</p> <p>It is expected that there will have to be 100 delegates to break even.</p> <p>Lucie suggested that the Conference cannot be cancelled at this point as it would be more expensive to cancel due to financial obligations then to proceed and not break even.</p> <p>A side meeting will be arranged between Ken, Cameron, Tony and Lucie to discuss the conference</p> <p>Raymond made a recommendation that in the future that the OBEC setup financial practices to ensure events are fiscally solvent</p>	<p>Action item (Oct 22) Lucie to forward a budget for CD Conference to Cameron by October 31</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.</p>
<p>5.11</p>		

6 New Business		
6.1 Support for baseball	<p>CIPHI was asked for financial support for the 2013 Annual PHI Softball Tournament in Durham. It was mentioned that ON Branch usually donates to the tournament</p>	<p>Action Item: (Oct 22) Cameron to email Kate to determine about donated in the past after teleconference</p> <p>Action Item (Oct 22) Cameron for forward electronic motion to support tournament after amount determined.</p>
6.2 Teleconferences	<p>A list of teleconferences dates are attached to the agenda.</p> <p>The person listed after the date is to take minutes during that meeting. Minutes can be in point form.</p> <p>Any action items should have a date as some items may have to be carried over to future meetings. Action items also need to be assigned to an individual, a group or all (entire executive)</p>	
6.3 Face to Face Meeting	<p>Cameron mentioned that Kate is sure there are enough funds to have a face to face meeting sometime in the new year. Tentative date for the meeting is Feb 22-23, 2013.</p> <p>It is recommended that the meeting be moved to Newmarket as this is closer for most of the new executive than Kitchener.</p>	<p>Action Item: (Oct 22) Cameron will find hotel close to the meeting site and forward it to Kate by November 21.</p> <p>Action Item: (Oct 22) All OBEC to forward Kate accommodation request by December 19</p>
7 Next Meetings		

<p>7.1 Teleconference</p>	<ul style="list-style-type: none"> • October 22, 2012 → John Cannan • November 21, 2012 → Ken Diplock • 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 → Raymond Ramdayal
<p>7.2 Face to Face</p>	<ul style="list-style-type: none"> • February 22-23 in Newmarket

