

Date	Time	Location
August 13, 2013	12:00 – 1:00	Teleconference
Attendees:	Regrets	Guests
Cameron Weighill (Chair), Caroline Kuate, Ken Diplock, Tony Makrostergios, Raymond Ramdayal, Lori Holmes, John Cannan	Cathy Egan, Kate Beath, Patrick Doyle	N/A

Minutes	Timekeeper
Lori Holmes	

Agenda Item	Discussion	Action
1. Welcomes and Introductions		
2. Approval of Agenda	<ul style="list-style-type: none"> Ray requested section 6.6 to be moved up so he can speak to his section as he needs to log off by 12:30pm. 	Approved by L. Holmes
3. Review and Approval of Previous Minutes	<ul style="list-style-type: none"> July minutes- Deferred approval pending addition of electronic motions to them. 	Action Item: (August 13): C . Weighill to add electronic motions to July Minutes and forward minutes for approval at next teleconference
4. Review and Approval of Electronic Motions	<ul style="list-style-type: none"> No electronic motions. 	Action Item: (July 4): J. Cannan to post Historian Position to Listserve Completed
5. Standing Items	Items Brought Forward	

<p>5.1. Strategic Plan</p>	<ul style="list-style-type: none"> ○ Now that that the new executive member has been acclaimed; Cam would like OBEC to have a ½ day meeting at the conference. ○ Eric Devine is the new executive member and will be taking over the communications and partnership portfolio from Caroline and Cathy. ○ Caroline would like to know if the meeting would be a good time to make the transition. Suggested that she can start transition process now; however she needs Eric's contact info. Any outstanding issues can be discussed at the face-to-face meeting in September. ○ John to congratulate Eric on behalf of OBEC and find out if he will be attending the conference in September to attend meeting and the AGM) 	<ul style="list-style-type: none"> ○ Action Item: (August 13): C . Weighill to forward Eric's contact info to Caroline.
<p>5.2. Finance</p>	<ul style="list-style-type: none"> ● Update: Finance responsibilities have been transferred to Tony and Cam for the next 4 months while Kate is taking some time off due to the birth of her baby. ● If any approvals are needed or an OBEC member has questions please forward them to Tony/Cam ● Kate is going to try to attend AGM. ● Ray also inquired as to whether or not money was allotted for a speaker gift. 	<ul style="list-style-type: none"> ● Action Item (May 22) Finance committee to complete policy for accessing bursary account ● ● Action Item: (August 13): C . Weighill to forward financial statements for first 6 months to OBEC members. ● Action Item: (August 13): R. Ramdayal to report back on the beach webinar numbers for the ● ● Action Item: (August 13): R. Ramdaya to email into the finance department at national to determine if they received the invoice from the webinar company

<p>5.3. Membership Support and Engagement</p>	<ul style="list-style-type: none"> • Have lost the chair of the membership committee. Will need to recruit in the fall for new members. • Volunteer Recruitment Survey Update <ul style="list-style-type: none"> ○ As requested by Cam, committee has been in the process of developing policies and procedures for the use, upkeep and release of the membership engagement and volunteer information. ○ In Fall 2013 hope to complete P&Ps and move tool forward for release early winter. ○ The following P&Ps are being created and final drafts completed: <ul style="list-style-type: none"> i) Database P&P ii) Volunteer Recruitment P&P iii) Volunteer Terms of Reference • Historian Update <ul style="list-style-type: none"> ○ Received two expression of interests for position of chair. However one applicant was late in their submission. ○ Agreed that late applicant can be involved in the group as they are a valued member and will provide a lot of support to the new historian – Grant Lafontaine, Simcoe Muskoka District Health Unit. 	<ul style="list-style-type: none"> • Action Item: (August 13): L. Holmes - Membership engagement and volunteer recruitment tool to be released by end of December 2013.
<p>5.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<ul style="list-style-type: none"> • OPHA (Cathy) 	

<p>5.5. Advocacy and Policies</p>	<p>Regulated Profession Working Group</p> <ul style="list-style-type: none"> Received 4 applications for the committee; haven't received a chair application as of yet. Cam will speak to the applicants to see if one of them would put name forward for the chair position. If there is no volunteer will need to repost position. <p>By-law changes</p> <ul style="list-style-type: none"> Will be found in the AGM packet. Most of the proposed changes deal with wording changes and restructuring the sections. <ul style="list-style-type: none"> Remove onus on the Secretary-Treasurer (change of duties the Secretary-Treasurer to more of an overseer) Ballot box – wording changes to that to “secured” ballot box allows flexibility from conference to conference (i.e. utilize Election’s Canada ballot box) Cameron changed wording re: National office to “service provider of the national office” for finance related issues 	<ul style="list-style-type: none"> Action Item: (August 13): C. Weighill to speak to RPWG applicants re: chair position within the next week.
<p>5.6. Professional Development</p>	<ul style="list-style-type: none"> There have been two requests for workshops: <ul style="list-style-type: none"> Public Health media Enforcement Toronto Public Service week is occurring the same time as EPHW, TPS is going to get the word out about EPHW via large banners across the city in conjunction with TPSW. Received a city of TO proclamation. Reached out to local media (CBC, CP24 – breakfast); currently being considered to have live coverage at the event. In talks with Ontario Science Center for their space, but Ray made a plea and they are considering providing some exhibit space for EPHW. 	<ul style="list-style-type: none">
<p>5.7. COPE Update</p>		<p>Deferred</p>
<p>5.8. BOC Update</p>		<p>Deferred</p>
<p>5.9. Workgroup Updates</p>		<p>Deferred:</p> <ul style="list-style-type: none"> Infectious Disease Working Group Membership Engagement Working Group Food Safety Working Group

<p>5.10. Conferences</p>	<p>2013 Conference</p> <ul style="list-style-type: none"> • 200 delegates have registered for this year's conference. • Expecting a total of 165 delegates/day; York region still has not registered its staff therefore Cam is expecting approx. total number of delegates to be around 230-250. • Will have partnered with OPHA for webinar capacity during the conference: <ul style="list-style-type: none"> ○ One keynote speaker and 3 session blocks will be provided via webinar. • Planning committee ran into an issue regarding monies coming from MOHLTC; said would provide monies however they cannot provide any. Committee is scrambling to make up \$10,000 however committee is confident they will reach the \$20,000 profit mark. • Cam noted that the committee is hoping for some revenue with webinars and tradeshow components of the conference; still looking for rebate from GST • Will not be the same profits as was seen from last year's conference. • Cam: is hoping that the historical materials from the National conference we be present at the Ontario conference and available for TPH to use during EPHW celebrations. • Note: Ken has the Ontario branch history book. 	
	<p>2014 Conference</p> <ul style="list-style-type: none"> • Will be in Toronto at the Hyatt on King Street from Oct 5 -8th 2014 • They need \$1000 of seed money to do the deposit; no other funds required for a while; Tony has the deposit schedule • Motion made for the OBEC to approve \$1000 seed money to TPH to secure venue -Approved by John, seconded by Tony • Money is required by the end of August early September (it is due upon signing of the contract),next sum of money not required till April 2014 • Tony reported that there is currently no budget set as of right now; several conference chairs are away on vacation. • Cam noted that initial amount can be provided, for any additional seed money we need o follow conference templates and budget before more money given. • Tony informed OBEC that he has asked them to set up bank account. 	

	<p>2015 Conference – Joint National & Provincial</p> <ul style="list-style-type: none"> • Ottawa; in the process of setting up bank acct • Tony has received preliminary documentation and approval from NEC • Therefore in the process of providing them their first chunk of seed money to get started • Conference will be held at the Westin downtown, Sept 2015 	
6. Other Business		
<p>6.1. AGM</p>	<p>AGM Reports</p> <ul style="list-style-type: none"> • All have been sent to Kate. <p>AGM Structure</p> <ul style="list-style-type: none"> • Have 1.5hrs allocated; one additional stream going against the AGM; trying to drive member attendance to attend • One of the items Cam would like to focus on during a portion of the AGM is to determine how can we engage our membership. • Would like to use part of the AGM to find out what we -OBEC want to focus on in 2014. • Feel that an open forum is important to engage members and this will allow for good discussion and thoughts about what would be good to focus on next year. • AGM could start off with an “engagement” section and then move on to the formalities of the AGM; Ken suggested that it may be better to keep the formal AGM first and allocate other items after the resolutions section. • Nomination coming in for recipient of the Dissemination of EPH information award; recieved one form Helen Doyle (Kevin Haley) • Currently Jim Chan has been nominated for the award above, but John feels he would be better suited to be nominated for the Award of Excellence (Jim Chan) 	<p>Action Item: (August 13): C . Weighill to discuss AGM process with Tony/Lori as this is their first AGM.</p>
7. Next Meetings		

<p>7.1. Teleconferences and Minutes</p>	<ul style="list-style-type: none"> • October 22, 2012 → John Cannan • November 21, 2012 → Raymond Ramdayal • December 19, 2012 → Cathy Egan • January 22, 2013 → Kate Beath • February 20, 2013 → Cancelled • March 20, 2013 → Caroline Kuate • April 17, 2013 → Ken Diplock • May 22, 2012 → Tony Makrostergios • June 12, 2012 → Patrick Doyle 	
<p>7.2 Face-to-Face</p>	<ul style="list-style-type: none"> • Fall 2013 • OBEC to have impromptu meeting during the Branch conference. Time and Date to be determined at the conference. 	<p>Action Item: (August 13): C . Weighill to let OBEC members know at the conference meeting date and time.</p>
<p>7.3 Adjournment</p>	<ul style="list-style-type: none"> • Next meeting to be set up at the conference; Cam will use doodle poll to created teleconference schedule for the remainder of 2013 and for 2014. 	<p>Action Item: (August 13): C . Weighill to send out doodle polls to group for teleconference scheduling.</p> <ul style="list-style-type: none"> • Meeting adjourned by Tony, seconded by John.