

Date	Time	Location
December 17, 2013	12:30– 2:00	Teleconference

Attendees:	Regrets	Guests
Cameron Weighill (Chair), Patrick Doyle, Raymond Ramdayal, Lori Holmes, Eric Devine,	Kate Beath, Tony Makrostergios, Ken Diplock, Chris Munn	Norraine Schofield

Minutes	Timekeeper
Eric Devine	

1. Agenda Item	Discussion	Action
2. Welcomes and Introductions		
3. Approval of Agenda		Moved by L. Holmes Seconded by P. Doyle
4. Review and Approval of Previous Minutes		Moved by P. Doyle Seconded by R. Ramdayal

5. Review and Approval of Electronic Motions	N/A	
6. Standing Items	Items Brought Forward	
6.1. Strategic Plan	<p>Action item completed: L. Holmes forwarded email to K. Diplock. Re: executive highlight 2013 strategic focuses from February Meeting.</p> <p>Action Item completed: Everyone is to review the strategic objectives we were assigned and provide an update at the next teleconference.</p>	
6.2. Finance	<ul style="list-style-type: none"> • Project lists and coding- Some line items will be changed from expense codes to project codes • Budgeting • Cameron confirmed OBEC-related travel is reimbursed at \$0.40/Km 	<p>Action Item (May 22): Finance committee to complete policy for accessing bursary account.</p> <p>Action Item (October 29): K. Diplock and T. Makrostergios will provide MPS with a list of accounting coding charges by November 22, 2013.</p> <p>Action Item (Dec 3): Revenue projections for next year.</p> <p>Action Item (December 17) : All councilors review portfolio plans for next year's activities completed by January 20, 2014</p>
6.3. Membership Support and Engagement	No updates	<p>Action Item Revised to (Dec 3): Lori Holmes - Membership engagement and volunteer recruitment tool to be released by Jan 17, 2014.</p>

<p>6.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<p>Action item completed: R. Ramdayal contacted webmaster to update contact information to E. Devine</p> <p>Action Item completed: E. Devine arranged that the conference presentations were posted on the CIPHI website.</p>	<p>Action Item (December 17): C . Weighill to speak to E. Devine regarding this portfolio on December 19</p>
<p>6.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> • Day Nurseries Act Advocacy (Patrick/Cameron) • Regulated Professions Working Group: Cameron provided a summary of discussions via email 	<p>Action Item (December 17): C. Weighill to forward P. Doyle email address of ASPHIO president by January 20, 2014.</p> <p>Action Item (December 17): P. Doyle to forward Infectious Disease Working Group terms of reference to all councilors by January 20, 2014</p>
<p>6.6. Professional Development</p>	<ul style="list-style-type: none"> • Professional Development Class 2 Meat. Changes to Meat Regulation will increase role of PHIs. MOHLTC will provide training to PHIs re: Class 2 products in the new year 	<p>Action Item (Dec 4): R. Ramdayal to contact P. Heywood RE: ASPHIO's work to determine if a joint needs assessment could be done.</p>

6.7. COPE Update	Action Item removed: K. Gorman (ON COPE rep) to be invited to December 17 teleconference to discuss COPE role and succession planning. C. Weighill will continue discussions	
6.8. BOC Update	<p>Action Item completed: C. Weighill and N. Schofield to provide OBEC with outlines of job duties and budget implications for 2 vs 1 role.</p> <p>N. Schofield did not support splitting BOC Rep/Exam Coordinator into 2 positions</p> <p>R. Ramdayal moved to accept N. Schofield's December 10 report on the proposal to split BOC Rep/Exam Coordinator</p> <p>Seconded by L. Holmes</p>	Action Item (December 17): N. Schofield to provide executive summary of roles and responsibilities including time commitments of the combined position of BOC Rep/Exam Coordinator by June, 2014
6.9. Workgroup Updates	<p>Action Item completed: M. Maracle contacted MOHLTC regarding the fact that CIPHI was not consulted during the process.</p> <ul style="list-style-type: none"> • Infectious Disease Working Group • Membership Engagement Working Group • Food Safety Working Group • Regulated Profession Working Group 	
6.10. Conferences	No updates, deferred to January 20, 2014	

7. Other Business

7.1. Storage locker	No updates	Action Item (Dec 3): K. Diplock to follow-up with K. Beath RE storage locker fees and contract.
8. Next Meetings		
8.1. Teleconference	<ul style="list-style-type: none"> • Ontario Branch Executive Teleconference 12:00 – 13:30 / Minutes • December 3, 2013/ Ken Diplock • December 17th 2013 / Eric Devine • January 20, 2014 / Kate Beath • March 25, 2014 / Tony Makrostergios • May 22, 2014 / Lori Holmes • June 17, 2014 / Raymond Ramdayal • July 22, 2014 / Ken Diplock • August 18, 2014 / Eric Devine • September 23, 2014/ Kate Beath 	
9. Face-to-Face	February 7 th and 8 th / Kate Beath	
10. Adjournment	P. Doyle motioned to adjourn Seconded by R. Ramdayal	