

Date	Time	Location
May 22 2013	12:00 – 1:00	Teleconference

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

Minutes	Timekeeper
Tony Makrostergios	12:12 – 1:03

1. Agenda Item	Discussion	Action
2. Welcomes and Introductions		
3. Approval of Agenda	Ken Diplock motion to approve agenda as amended, Tony Makrostergios second.	
4. Review and Approval of Previous Minutes	Approval of April 17th, 2013 minutes were deferred	Action Item: (June 12) Ken Diplock to adjust 6.6 Professional Development.

<p>5. Review and Approval of Electronic Motions</p>	<ul style="list-style-type: none"> Motion: To approve the CIPHI Ontario Branch 2013 Budget. Moved by: K. Beath Seconded by T. Makrostergios - Carried 	<p>Action Item: (May 22) Kate Beath to forward information to MPS.</p> <p>Electronic motion</p> <p>The discussion occurred from April 20th at 1:17 pm till April 22nd at 8:00 pm.</p> <p>Voting opened at 8:01 pm on April 22nd and closed at 8:00 pm on April 24th.</p>
<p>6. Standing Items</p>		
<p>6.1. Strategic Plan</p>	<p>Items Brought Forward</p> <ul style="list-style-type: none"> Operational Plans <p>Executive members to examine their portfolios and ensure they are meeting the goals set out in strategic planning session.</p> <p>Discussion made that Cameron will connect with each councilor for one-to-one updates and identify any supports they may need.</p>	<p>Action Item: (May 22) Cameron to setup doodle poll for executive to sign up for dates to discuss portfolio</p> <p>Action Item (April 20th). C. Weighill to reminder to OBEC members re operational plans. Complete</p> <p>Action Item (May 17): K. Diplock to send draft Committee TOR to OBEC. Complete</p> <p>Action Items (Feb 22): P&P on dropbox – OBEC update existing P&P as they are and discuss at April 17, 2013 teleconference. Complete</p>

<p>6.2. Finance</p>	<ul style="list-style-type: none"> • First Quarter Update <p>Finance committee discussed the need for a policy or process about accessing the bursary fund and what can it be used for.</p> <p>Currently running a deficit. We will postpone request from EHFC to release funds.</p> <p>Decided all donation requests will be reviewed at end of year and released if budget can accommodate. Will be done through the process of motions.</p>	<p>Action Item: (May 22): Finance committee to complete policy for accessing bursary account.</p> <p>Action Item: (April 17): Finance committee to add \$1000 budget line for Historian. And place in operational budget. Complete</p> <p>Action Item (April 17): Finance Committee to complete the 2013 budget and circulate to OBEC for approval. Complete</p>
<p>6.3. Membership Support and Engagement</p>	<ul style="list-style-type: none"> • Volunteer Recruitment Survey Update -Policy required on how to utilize the survey and will be highlighted at AGM • Historian Update • Infectious Disease Update -3 people have expressed interest to join the Infectious Disease Working Group. 	<p>Action Item (May 22): Jessica Morris to provide Historian Update</p> <p>Action Item (May 22): Lori H and John C to recommend people for Infectious Disease Working Group based on applications.</p> <p>Action Item (April 19): L. Holmes to circulate Branch Historian job description to OBEC. Outstanding</p> <p>Action Item (May 01): Membership engagement and volunteer recruitment tool to be released by end of April 2013. Outstanding</p>

<p>6.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<ul style="list-style-type: none"> • Webmaster Update <ul style="list-style-type: none"> - Caroline is working closely with new webmaster to ensure he understands the site, what we require and what his role will be. • Ryerson Advisory Council Meeting – no update 	<p>Action Item (May 22): Cameron to follow up with Thomas T. regarding Ryerson Advisory Council update.</p> <p>Action Item (April 19): C. Kuate to contact newly appointed webmaster to outline roles and responsibilities. Complete</p> <p>Action Item (May 01): C. Weighill to set up meeting with ASPHIO, MOHLTC and CIPHI to discuss next steps on regulated profession discussion Complete</p>
<p>6.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> • Regulation 566 - Advocacy <ul style="list-style-type: none"> - Discussion with MOHLTC took place and decided that it is best to advocate to alter Regulation 566. This regulation is used to define a Public Health Inspector, and CIPHI(O) wants to add that it would be a requirement of the PHI to include participating in a discipline specific competency program. - Develop a joint ASPHIO, CIPHI strategy committee which will consist of: 3 CIPHI, 3 ASPHIO and a Chair from the CIPHI Executive. - Cameron will use Haines Report and ALPHA Public Health Renewal documents to help build case. 	<p>Action Item (May 28): Ken D to develop draft project charter and scope document.</p> <p>Action Item (May 22): John C and Lori H, to draft chair position description.</p>
<p>6.6. Professional Development</p>	<ul style="list-style-type: none"> • Beach Modeling Webinar 	<p>Action Item: (May 01) R. Ramdayal to circulate Beach Modeling webinar information. Deferred</p>
<p>6.7. COPE Update</p>	<p>No Update</p>	
<p>6.8. BOC Update</p>	<p>No Update</p>	

6.9. Workgroup Updates		Action Item: J. Yan (Food Safety Chair) to liaise with OPHA to help facilitate the hosting of the Chinese national delegates. Complete
6.10. Conferences	<ul style="list-style-type: none"> • 2013 Conference -Cameron Provided update on conference in Vaughan • 2014 Conference -Possibly will be held in Toronto • 2015 Conference -No update, will be held in Ottawa joint NEC 	
7. Other Business		
7.1. In memorial	<p>Alan Stiver</p> <ul style="list-style-type: none"> • Environmental Health suffered a personal and professional loss in the passing of Allan Stiver on April 1 at the young age of 48. A memorial was held in Scarborough on April 13 to celebrate his life. Environmental Health will be planning recognition in the near future to celebrate and remember Allan's 24 years of dedicated public health service. Allan graduated from Ryerson University in 1989 with a degree in Environmental Public Health. He was hired as a public health inspector by the Health Department on Aug. 20, 2001. Allan previously worked as a public health inspector in the City of Scarborough, City of North York and the amalgamated Toronto Public Health prior to joining Durham Region 	Action Item (May 22): L. Holmes / J. Cannan to include name in list of members to be remembered at AGM. Outstanding
8. Next Meetings		

8.1. Teleconference	<p>October 22, 2012 → John Cannan</p> <p>November 21, 2012 → Raymond Ramdayal</p> <p>December 19, 2012 → Cathy Egan</p> <p>January 22, 2013 → Kate Beath</p> <p>February 20, 2013 → Cancelled</p> <p>March 20, 2013 → Caroline Kuate</p> <p>April 17, 2013 → Ken Diplock</p> <p>May 22, 2012 → Tony Makrostergios</p> <p>June 12, 2012 → Patrick Doyle</p>	
9. Face-to-Face	Fall 2013	
10. Adjournment	1:03pm. Motion to adjourn. Moved by Kate B. Second: Ken D. Carried.	