

Date	Time	Location
April 17, 2013	12:00 – 1:00	

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

Minutes	Timekeeper
Ken Diplock	

1. Agenda Item	Discussion	Action
2. Welcomes and Introductions	Meeting Start: 12:05pm.	
3. Approval of Agenda	Motion: Approve agenda. Moved: L. Holmes, Second: J. Cannan. - Carried	
4. Review and Approval of Previous Minutes		Deferred to Next Meeting – May 22, 2013.

<p>5. Review and Approval of Electronic Motions</p>	<p>Motion: That CIPHI (O) use \$13,000 of 2012 CIPHI(O) profits to establish a bursary account to fund CIPHI awards and bursaries. Moved: K. Beath, Seconded: K. Diplock - Carried</p> <p>Motion: That the CIPHI(O) appoint Christopher Chan as webmaster for the branch website (www.ciphi.on.ca) Moved by C. Kuate and Seconded by C. Egan . - Carried</p>	<p>Read into Record.</p> <p>Read into Record.</p>
<p>6. Standing Items</p>	<p>Items Brought Forward</p>	
<p>6.1. Strategic Plan</p>	<p>Operational Plans – to be discussed at next teleconference.</p>	<p>Action Item (April 20th). C. Weighill to reminder to OBEC members re operational plans.</p> <p>Action Item (May 17): K. Diplock to send draft Committee TOR to OBEC.</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.</p>
<p>6.2. Finance</p>	<p>CIPHI Budget</p> <ul style="list-style-type: none"> • OBEC created a bursary account. All awards and special endowments to be paid out of bursary accounts. • OBEC member funding for National 	<p>Action Item: (April 17): Finance committee to add \$1000 budget line for Historian.</p> <p>Action Item (April 17): Finance Committee to complete the 2013 budget and circulate to OBEC for approval.</p>

<p>6.3. Membership Support and Engagement</p>	<ul style="list-style-type: none"> • CD committee Chair • Branch Historian 	<p>Action Item (April 19): L. Holmes to circulate Branch Historian job description to OBEC.</p> <p>Action Item: L Holmes and J. Cannan to post CD committee chair volunteer opportunities on CIPHI Ontario Listserv – COMPLETED</p> <p>Action Item (May 01): Membership engagement and volunteer recruitment tool to be released by end of April 2013.</p>
<p>6.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<ul style="list-style-type: none"> • Webmaster 	<p>Action Item (April 19): C. Kuate to contact newly appointed webmaster to outline roles and responsibilities.</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</p>
<p>6.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> • Work continues to update policies and procedures. 	

6.6. Professional Development	R. Ramdayal and committee have been working and an Engineering Firm to offer a risk communication workshop via webinar. This is a new approach for CIPHI Ontario and is an attempt to reach a broader audience.	Action Item: (May 01) R. Ramdayal to circulate Risk Communication workshop.
6.7. COPE Update	No Update	
6.8. BOC Update	No Update	
6.9. Workgroup Updates	<p>CD Committee: L. Imbiscuso stepped down as chair of committee.</p> <p>OPHA – hosting Chinese food safety delegates in the coming months and looking for support from CIPHI.</p>	<p>Action Item: Thank you card and gift presented to L. Imbiscuso recognizing her work and leadership with the CD committee and contribution to the profession.</p> <p>Action Item: J. Yan (Food Safety Chair) to liaise with OPHA to help facilitate the hosting of the Chinese national delegates.</p>
6.10. Conferences	<p>Updates provided. Registration for 2013 Ontario conference has started. Early bird deadline set for 3rd week of June. Program at a glance will be ready for June 01, 2013.</p> <p>NEC accepted Ottawa's bid to host the 2015 National AEC. Tentative dates set as Sept 14-16, 2015 downtown Ottawa.</p>	
7. Other Business		
7.1.	No Update	
8. Next Meetings		

<p>9. Teleconference</p>	<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>	
<p>10. Face-to-Face</p>	<p>Fall 2013</p>	
<p>11. Adjournment</p>	<p>1:00pm. Motion to adjourn. Moved by K. Diplock. Second: L. Holmes. Carried.</p>	