

## Ontario Branch Executive Council Minutes

<b>Date:</b>	July 22, 2014	<b>Time:</b>	12:00 – 1:30 pm.
<b>Location:</b>	Teleconference		
<b>Attendees:</b>	Cameron Weighill (Chair), Patrick Doyle , Eric Devine, , Tony Makrostergios, Raymond Ramdayal, Lori Holmes, Rachel McArthur (Guest) Chris Munn (Guest)		
<b>Regrets:</b>	Kate Beath		
<b>Chair:</b>	Cameron Weighill	<b>Recorder:</b>	Tony Makrostergios

Agenda Items:	Discussion	Action Item
<b>1. Welcome and Introductions</b>		
<b>2. Approval of Agenda</b>	<b>Move:</b> Lori Holmes <b>Second:</b> Raymond Ramdayal	<b>Action Item:</b> Approved
<b>3. Review and Approval of Previous Minutes</b>	<ul style="list-style-type: none"> <li>• February 21- 22,2014  <b>Move:</b> Lori Holmes  <b>Second:</b> Patrick Doyle</li> <li>• March 24, 2014 --  <b>Move:</b> Tony Makrostergios  <b>Second:</b> Lori Holmes</li> <li>• April 30, 2014 – Deferred to next teleconference</li> <li>• May 17, 2014 – Deferred to next teleconference</li> </ul>	<b>Action Item:</b> February and March minutes were approved.
<b>4. Review and Approval of Electronic Motions</b>	<b>Motion:</b> That the Ontario branch Executive committee award the 2014 National Conference bursary to Grant Lafontaine . Moved by L. Holmes Seconded by T. Makrostergios -- Carried	<b>Action Item:</b> Completed
5. Standing Agenda Items	Discussion	Action Item
<b>5.1. Strategic Plan</b>		
<b>5.2. Finance</b>	<ul style="list-style-type: none"> <li>• January to June</li> </ul>	<b>Action item (July 22):</b> C. Weighill to draft cost sharing formula into formal

	<p>Tony Makrostergios provided update on finances and current path follows approved budget.</p> <ul style="list-style-type: none"> <li>• Cost sharing formula – discussion to standardize the hosting health unit’s incentive to receive complimentary registrations at next Ontario branch conferences.</li> <li>• Expense claims</li> </ul>	<p>document to include in future conference planning.</p> <p><b>Action item (July 22):</b> T. Makrostergios to contact NEC to determine where and how they calculated current expense rates for meals and mileage.</p>
<p><b>5.3. Membership Support and Engagement</b></p>	<p><b>Food Safety Committee Members:</b> Positions have been filled by Danny Martin and Theresa Warren.</p> <p><b>MSE Councillor Position:</b> L. Holmes has completed the job descriptions for councillor position and circulated to OBEC</p> <p><b>Volunteer Recruitment Strategy:</b> The develop of the strategy is still ongoing and L. Holmes hopes to be able to provide update by next teleconference</p> <p><b>IDWG Membership:</b> Positions filled by Roxana Nassiri and Susan Sutherland</p> <p><b>EPHW –</b> We are waiting for the NEC to develop the theme and posters for dissemination to branches. EPHW will now fall under the Advocacy portfolio.</p>	<p><b>Action item (May 24):</b> C. Weighill / T. Makrostergios to create Job description for presidents track by next teleconference – <b>Complete</b></p> <p><b>Action item (May 24):</b> P. Doyle and L. Holmes to create Job descriptions for Advocacy and membership councillor positions by next teleconference - <b>Complete</b></p> <p><b>Action item (May 24):</b> L. Holmes to recruit an additional member to the membership committee. – <b>In Process</b></p> <p><b>Action item (May 24):</b> L. Holmes review and revise current application process for CIPHI awards and bursaries - <b>Complete</b></p> <p><b>Action item (July 22):</b> Lori Holmes to create standardized template for all volunteer positions</p>
<p><b>5.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b></p>	<p>. Eric Devine gave a brief Website update which included adjusting the character limit on people requesting a subscription to the list serve. Eric also indicated he is receiving a lot of emails regarding how individuals can receive the CPHI(C) credential.</p> <p>OPHA – the rate of the constituent society has decreased back to what it was last year ~2000 dollars. ASPHIO and CIPHI will discuss if they feel that a joint membership will do again or if we revert back to having 2 memberships. Chris Munn’s recommendation is to have 2 memberships. The OPHA Fall Forum participation will be led by Patrick Doyle</p>	<p><b>Action item:</b> E. Devine will follow-up to verify specific needs of City of Hamilton Librarian – <b>Complete</b></p> <p><b>Action item (July 22):</b> Eric Devine to post the award nomination online.</p> <p><b>Action item (July 22):</b> Cameron Weighill to send award nomination information through list serve.</p>

	The award nominations shall be made clearer on the website and be sent out through list serve.	
<b>5.5. Advocacy and Policies</b>	<ul style="list-style-type: none"> <li>• Past president</li> <li>• Electronic voting</li> </ul>	<p>Action item (May 24): ALL OBEC to review position paper and provide comments by June 5th. – <b>Complete</b></p> <p><b>Action item:</b> P. Doyle to email chair of IDWG for update on position letter for Day Advocacy Letter. – <b>Complete</b></p>
<b>5.6. Professional Development</b>		
<b>5.7. NEC Update</b>	<ul style="list-style-type: none"> <li>• Disclosure of membership status</li> </ul>	<b>Action item (May 24):</b> C. Weighill to have L. Holmes grant access to membership lists - <b>Complete</b>
<b>5.8. COPE Update</b>		
<b>5.9. BOC Update</b>		
<b>5.10 Working Group Updates</b>	<ul style="list-style-type: none"> <li>• Regulated Profession working group has completed the final draft for submission to the Ministry regarding amending Regulation 557.</li> <li>• The IDWG has conducted a survey regarding what members feel they are needing regarding education around infection control / PSS. In discussions with TPH the IDWG would like to secure \$3500 to create a video regarding infection control.</li> </ul>	<p><b>Action item (July 22):</b> Kate Beath and Tony Makrostergios to examine budget to determine if branch can afford this video.</p> <p><b>Action item (July 22):</b> IDWG to provide a budget breakdown of the \$3500</p> <p><b>Action item (July 22):</b> IDWG to do environmental scan to determine what other videos if any have been created and their associated costs.</p>
<b>5.11 Conference Updates</b>	<ul style="list-style-type: none"> <li>• 2014 Conference <ul style="list-style-type: none"> <li>○ Webinars</li> </ul> </li> <li>• 2015 Conference</li> <li>• 2016 Conference</li> </ul>	<p><b>Action item (May 24):</b> T. Makrostergios and C. Weighill to draft letter with regard to lack of payment to send to individual discussed by next teleconference - deferred</p> <p><b>Action item (May 24):</b> T. Makrostergios to set teleconference 2014 conference committee to discuss sponsorship. - <b>Complete</b></p> <p><b>Action item (May 24):</b> T. Makrostergios to have communicate to Ottawa chair to send email to Gary</p>

		O'Toole with regard to payment schedule – <b>Complete</b>  <b>Action item (July 22):</b> Tony Makrostergios, Raymond Ramdayal, Eric Devine and Cameron Weighill to setup teleconference to discuss webinars at 2014 Conference.
<b>5.12 Branch Historian</b>		
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>
<b>6.1 AGM</b>	<ul style="list-style-type: none"> <li>• Timeline</li> <li>• Draft of reports must be completed and circulated to the OBEC by July 22</li> <li>• Final copies to be sent to Secretary Treasure by July 29<sup>th</sup>.</li> <li>• 60 days before - August 6, 2014 -- send out email with positions available (pres-elect, 2 councillors) and nomination forms</li> <li>• 45 days before - August 21, 2014 -- All proposed bylaw changes must be submitted to Sec-Treasure</li> <li>• 30 days before - September 6, 2014 -- Nominations Committee shall prepare a ballot with the names given on the original slate, together with the names of the additional nominees, in alphabetical order</li> <li>• 15 days before - September 21, 2014 -- ballots sent out to members</li> <li>• Regulated Profession Working Group presentation</li> <li>• Webinar AGM</li> </ul>	<b>Action item: (April 30th)</b> all OBEC members to send report o K. Beath by middle of July – in progress
<b>7 Next Meetings</b>		
<b>7.1 Teleconference</b>	Ontario Branch Executive Teleconference 12:30 – 2:00 Date/ Recorder <ul style="list-style-type: none"> <li>• August 18, 2014 / Eric Devine</li> </ul>	

	<ul style="list-style-type: none"> <li>September 23, 2014/ Kate Beath</li> </ul>	
<b>7.2 Face-to-Face</b>	<ul style="list-style-type: none"> <li>To Be determined</li> </ul>	
<b>8 Adjournment</b>	<p>Motion: Tony Makrostergios</p> <p>Second: Lori Holmes</p>	Motion Carried