

## Ontario Branch Executive Council Minutes

<b>Date:</b>	May 14. 2014	<b>Time:</b>	12:30 – 2:00pm.
<b>Location:</b>	Teleconference		
<b>Attendees:</b>	Cameron Weighill (Chair), Patrick Doyle, , Lori Holmes, Eric Devine, , Tony Makrostergios, Raymond Ramdayal Kate Beath		
<b>Regrets:</b>	Kate Beath		
<b>Chair:</b>	Tony Makrostergios,	<b>Recorder:</b>	Cameron Weighill

Agenda Items:	Discussion	Action Item
<b>1. Welcome and Introductions</b>	As a result of L. Holmes exception work at reviewing the website C. Weighill has agreed to take minutes on her behalf and differs chair of the meeting to T. Makrostergios	
<b>2. Approval of Agenda</b>	Approval of Agenda Moved by L. Homes seconded by P. Doyle -- carried	
<b>3. Review and Approval of Previous Minutes</b>	<ul style="list-style-type: none"> <li>• February 21- 22,2014 Differed</li> <li>• March 24, 2014 -- Differed</li> <li>• April 30, 2014 -- Differed</li> </ul>	
<b>4. Review and Approval of Electronic Motions</b>	No electronic motions	
5. Standing Agenda Items	Discussion	Action Item
<b>5.1. Strategic Plan</b>	Discussed strategic planning ends in 2014. Discussion deferred to the fall at to next Strategic planning cycle	
<b>5.2. Finance</b>	<p>Discussion profit sharing formula for conference. The finance committee recommends adopting the following profit sharing formula.</p> <p>The first \$20,000 of profit is retained by the branch. For every \$1000 of profit above \$20,000 a complimentary registration will be offered to the hosting organization to a maximum of 10 registration.</p>	<b>Action item (May 24):</b> C. Weighill to provide flow chart new conference cost sharing formula by next teleconference

<p><b>5.3. Membership Support and Engagement</b></p>	<p>L. Holmes updated the group on the next steps with the membership engagement tool.</p> <p>L. Holmes provided a brief overview award and indicated that she would like change the format to split the application process so it will be one application for each award</p> <p>L. Holmes discussed the possibility of changing the provisions of memberships via lottery to more of contest via the use of a short essay.</p> <p>L. Holmes indicated that the Membership Committee feels that the Committee requires additional members to bring up to a total of 5</p>	<p><b>Action item (May 24):</b> C. Weighill / T. Makrostergios to create Job description for presidents track by next teleconference</p> <p><b>Action item (May 24):</b> P. Doyle and L. Holmes to create Job descriptions for Advocacy and membership councilor positions by next teleconference</p> <p><b>Action item (May 24):</b> L. Holmes to recruit an additional member to the membership committee.</p> <p><b>Action item (May 24):</b> L. Holmes review and revise current application process for CIPHI awards and bursaries</p>
<p><b>5.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b></p>	<p>E. Devine thanked OBEC members for the review of the website. He continues to work with the webmaster to make the identified changes before migrating to the new operating system</p> <p>C. Weighill attended the ASPHIO Conference and provided a presentation on CPC participation. The ASPHIO executive is switching to Eastern Ontario with Atul Jain as the new president.</p>	
<p><b>5.5. Advocacy and Policies</b></p>	<p>C. Weighill communicated that the OBEC review of the Regulated Profession Working Group position paper must be a priority for OBEC members.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action item (May 24):</b> ALL OBEC to review position paper and provide comments by June 5<sup>th</sup>.</p>
<p><b>5.6. Professional Development</b></p>	<p>R. Ramdayal communicated that the ASPHIO/CIPHI sponsored University of Guelph research project (Prioritizing Competencies in the Environmental Public Health Labour Force) is moving forward with the development of a</p>	

	survey	
<b>5.7. NEC Update</b>	<p>C. Weighill communicated that NEC is discussing changing its privacy policy to allow disclosure of membership list and possibly CPC participation information</p> <p>The NEC is conducting a number of revisions to the MSC membership report to add additional member contact fields</p>	<b>Action item (May 24):</b> C. Weighill to have L. Holmes grant access to membership lists
<b>5.8. COPE Update</b>	<p>C. Weighill communicated that Ontario has the lowest CPC participation rate in Canada and that increasing participation needs to be a priority this fall. Cameron will be engaging COPE and ASPHIO on steps to enhance participation. It is important in light of the current work of the RPWG that we dramatically increase CPC participation rates.</p>	
<b>5.9. BOC Update</b>	<p>Lake Superior State University has been granted conditional accreditation by BOC and will start accepting students next fall</p>	
<b>5.10 Working Group Updates</b>	<p>Food Safety Working Group recruiting new members</p> <p>IDWG Working Group currently recruiting new members</p>	
<b>5.11 Conference Updates</b>	<p>OBEC discussed the 2013 Conference outstanding payment. It was decided to classify it as a bad debit and place restriction on the individual from attending any further CIPHI events in Ontario</p> <p>Registration for the 2014 Conference has begun. Conference committee has requested help from CIPHI to recruit sponsors</p> <p>T. Makrostergios communicated that 2015 Conference committee is needing additional seed money from the NEC. He also indicated that the committee is currently drafting letters for politicians</p>	<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</p> <p><b>Action item (May 24):</b> T. Makrostergios to set teleconference 2014 conference committee to discuss sponsorship.</p> <p><b>Action item (May 24):</b> T. Makrostergios to have communicate to Ottawa chair to send email to Gary O'Toole with regard to payment schedule</p>

	to attend conference  The 2016 Conference committee has secured a venue and will be approaching	
<b>5.12 Branch Historian</b>	No update that this time	
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>
<b>6.1 Storage Locker</b>	T. Makrostergios, G. Lafontaine, and Eric Devine will be moving the storage locker to its new location with weekend.	<b>Action item (May 24):</b> R. Ramdayal to purchase a combination lock for storage locker to allow OBEC easier access to storage locker.
<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>• May 22, 2014 / Lori Holmes</li> <li>• June 17, 2014 / Tony. Makrostergios</li> <li>• July 22, 2014 / ??</li> <li>• August 18, 2014 / Eric Devine</li> <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>	Moved by K. Beath and Seconded by R. Ramdayal - Carried	