

## Ontario Branch Executive Council Minutes

<b>Date:</b>	November 20, 2014	<b>Time:</b>	12:00 – 1:15 pm.
<b>Location:</b>	Teleconference		
<b>Attendees:</b>	Tony Makrostergios (Chair), Cameron Weighill, Patrick Doyle , , Raymond Ramdayal, Kate Beath, Rachael McArthur, Lori Holmes,		
<b>Regrets:</b>	Eric Devine		
<b>Chair:</b>	Tony Makrostergios	<b>Recorder:</b>	Cameron Weighill

Agenda Items:	Discussion	Action Item
<b>1. Welcome and Introductions</b>		
<b>2. Approval of Agenda</b>		<b>Motion:</b> To approve the agenda <b>Moved:</b> R. Ramdayal <b>Seconded:</b> L. Holmes <b>Carried</b>
<b>3. Review and Approval of Previous Minutes</b>	<ul style="list-style-type: none"> <li>October 22, 2014</li> </ul>	<b>Motion:</b> To approve October 22, 2014 minutes <b>Motion:</b> L. Holmes <b>Seconded:</b> P. Doyle
<b>4. Review and Approval of Electronic Motions</b>	<b>Motion:</b> To award two Ryerson Graduates – Joshua Pries and Luckrezia Awuor the James Powell Award. <b>Moved:</b> Lori Holmes <b>Seconded:</b> Kate Beath  <b>Motion Carried</b>	
5. Standing Agenda Items	Discussion	Action Item
<b>5.1. Strategic Plan</b>		Deferred
<b>5.2. Finance</b>	The OBEC discussed adopting National Joint Council Appendix C	<b>Action Item (October 22):</b> C. Weighill together with P. Doyle,

	<p>for Meal allowances (<a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a3-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a3-eng.php</a>) It was discussed that NEC is currently using this as their standard. C. Weighill indicated that meals represent a small portion of the budget the increase would have minimal impact of overall budget. He does not recommend the adoption of the mileage standard at this point.</p> <p>C. Weighill indicated that Toronto Public Health is estimating roughly \$40,000 in profit for this years conference.</p>	<p>will develop a branch operating procedure regarding conference planning. To report back by November 30, 2014.</p> <p><b>Action Item (October 22):</b> C. Weighill to send link to website of what NEC uses. Will revisit this at the next teleconference. - <b>Complete</b></p> <p><b>Action Item (October 22):</b> Beath to add R. Ramdayal to the Finance Committee. - <b>Complete</b></p> <p><b>Motion:</b> Beginning January 1, 2015 the Ontario Branch will adopt the National Joint Council Appendix C for Meal allowances.</p> <p>Moved by: C. Weighill Seconded by: L. Holmes <b>Carried</b></p> <p><b>Action Item (November 20):</b> C. Weighill to contract office to provide them with appendix C to update expense claim</p>
<p><b>5.3. Membership Support and Engagement</b></p>	<p>There was an error in James Powell award plaque and a cheque.</p> <p>Lori will post chair of membership engagement workgroup in the new year</p> <p>Individual having difficulties with using listserv digest. OBEC may need communicate to members how to different methods of delivery works.</p>	<p><b>Action item (July 22):</b> Lori Holmes to create standardized template for all volunteer positions – <b>Complete</b></p>
<p><b>5.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b></p>	<p>OPHA opened for business October 14th at their new location at:</p>	<p><b>Action item (July 22):</b> Eric Devine to post the award nomination online.</p> <p><b>Action Item (October 22) (ALL):</b> If</p>

	<p>Ontario Public Health Association 44 Victoria St, Suite 502 Toronto, ON M5C 1Y2 416 367-3313 <a href="http://www.opha.on.ca">www.opha.on.ca</a></p> <p><u>Leadership Centre and Survey</u></p> <p>A leadership development survey has been circulated to CIPHI Ontario members and it will help inform work on the OPHA leadership centre. Some of the results were featured at the OPHA Fall Forum 2014 – Taking The Lead on November 12, 2014. I'll circulate the results when I get them.</p> <p><u>Fall Forum and Lean Sigma Training</u></p> <p>The Fall Forum was very successful. I'll provide details at the next OBEC teleconference. The Lean Sigma white and yellow belt sessions were sold out. OPHA is developing a wait list to see whether they'll offer future sessions.</p>	<p>you wish to change your picture, please forward to E. Devine – <b>Deferred to as face to face</b></p> <p><b>Action Item (October 22) (ALL):</b> All councillors are to go through your portfolio again and send any additions/revisions, etc. to E. Devine. We are aiming to complete migrating the website by the next teleconference. – <b>Complete</b></p> <p><b>Action Item (October 22): R.</b> Ramdayal will try to attend the next ASPHIO meeting to provide the CIPHI (ON Br) update.</p>
<p><b>5.5. Advocacy and Policies</b></p>	<p>Patrick Doyle discussed need for standards for CIPHI(C) credential</p>	<p><b>Action Item (October 22): P.</b> Doyle, L. Holmes and E. Devine to draft a "What we do" brochure.</p> <p><b>Action Item (October 22): T.</b> Makrostergios will connect with Toni D'Etorre from the Steering Committee in Ottawa. Will discuss sending a mail blast to key politicians. - <b>Completed</b></p> <p><b>Action Item (November 20): P.</b> Doyle develop to advocate piece for proper use of credential CIPHI(C)</p>
<p><b>5.6. Professional Development</b></p>	<p>Rachel discussed enjoying the OPHA fall forum. Rachel will be exploring</p>	<p><b>Action Item (October 22): R.</b> Ramdayal will connect with R.</p>

	webinars for 2015	McArthur regarding the transition of the professional development portfolio. - <b>Complete</b>
<b>5.7. NEC Update</b>	Tony and Raymond will be attending a face to face NEC meeting in January. It was discussed whether a motion was required for Raymond to attend. C. Weighill indicated that is part of the job description of the president-elect role and thus motion is not needed. It just needs to be incorporated into the budget	
<b>5.8. COPE Update</b>		Deferred
<b>5.9. BOC Update</b>		
<b>5.10 Working Group Updates</b>	<p>Food Safety – Acknowledged in PHO Home Canning document.</p> <p>OBEC discussed the need for start the EHWG</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> <p><b>Action Item (November 20):</b> Lori to create TOR and job description for Environmental Health Working Group by January teleconference.</p>
<b>5.11 Conference Updates</b>	<p>Tony reviewed the provincial and national conference for the next few years.</p> <ul style="list-style-type: none"> <li>• 2015 Conference - Ottawa</li> <li>• 2016 National Conference – Edmonton</li> <li>• 2016 Provincial Conference – Niagara</li> <li>• 2017 Conference - Regina</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 (October 22):</b> C. Weighill to send Toronto report - <b>Complete</b></p>
<b>5.12 Branch Historian</b>	November 29, 2014 organizing storage locker.	
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>

<p><b>6.1 Mailbox</b></p>	<p>Kate - We currently do not have mailbox in Westwood.</p>	<p><b>Action Item (November 20):</b> K. to update templates with email address</p> <p><b>Action Item (November 20):</b> P. Doyle contact MOHLTC and PHO with new address</p> <p><b>Action Item (November 20):</b> T. Mak to send something out the listserv with new address</p>
<p><b>6.2 Gmail/Centralized Files f</b></p>	<p>Tony discussed the potential move to Gmail</p>	<p>.</p>
<p><b>7 Next Meetings</b></p>		
<p><b>7.1 Teleconference</b></p>	<p>Ontario Branch Executive Teleconference 12:30 – 2:00 Date/ Recorder</p> <ul style="list-style-type: none"> <li>• December 18, 2014 / Kate Beath</li> <li>• January 15, 2015 / Eric Devine</li> <li>• February 20-21, 2015 / Patrick Doyle</li> <li>• March 19, 2015 / Lori Holmes</li> <li>• April 16, 2015 / Rachael McArthur</li> <li>• May 21, 2015 / Raymond Ramdayal</li> <li>• June 18, 2015 / Cameron Weighill</li> <li>• July 16, 2015 / Eric Devine</li> <li>• August 20, 2015 / Pat Doyle</li> <li>• September AGM / Kate Beath</li> <li>• October 15, 2015 / TBD</li> <li>• November 19, 2015 / TBD</li> <li>• December 17, 2015 / TBD</li> </ul>	
<p><b>7.2 Face-to-Face</b></p>	<ul style="list-style-type: none"> <li>• February 20-21, 2015</li> </ul>	
<p><b>8 Adjournment</b></p>		<p>Motion to adjourn: Lori Seconded: Raymond</p>