

## Ontario Branch Executive Council Minutes

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

Agenda Items:	Discussion	Action Item
1. Welcome and Introductions		Welcome to all including our new PD Councillor Rachael McArthur.
2. Approval of Agenda		Motion to approve: C. Weighill Seconded: K. Beath
3. Review and Approval of Previous Minutes	<ul style="list-style-type: none"> <li>August 19, 2014</li> <li>AGM 2014</li> </ul>	August 19, 2014 Motion: T. Makrostergios Seconded: K. Beath Abstain: C. Weighill <b>ACTION:</b> E. Devine to post on website <b>ACTION:</b> K. Beath to forward AGM 2014 minutes to rest of executive. Approval will be at next AGM.
4. Review and Approval of Electronic Motions	<b>Motion:</b> Appoint Rachael McArthur to the position of councillor for the professional development portfolio for the period of one year ending at the next Annual General Meeting in Ottawa. <b>Moved:</b> Kate Beath <b>Secunder:</b> Raymond Ramdayal	

	<p><b>Motion:</b> To provide the hosting health unit (Niagara) seed money in the amount of \$21,250.00, for the 2016 Ontario CIPHI Educational Conference. \$10,000 to be released immediately and 11,250 to be released after profits from the 2014 CIPHI Conference hosted by Toronto Public Health are collected.</p> <p><b>Moved:</b> Tony Makrostergios <b>Seconder:</b> Kate Beath</p> <p><b>Motion:</b> The OBEC award Thomas Pelletier as the recipient for the Dave Patterson Memorial Board of Certification Bursary.</p> <p><b>Moved:</b> Lori Holmes <b>Seconder:</b> Tony Makrostergios</p> <p><b>Motion:</b> The OBEC award Norine Schofield as the recipients for the Award of Merit for Outstanding Achievement in Public Health In Ontario</p> <p><b>Moved:</b> Lori Holmes <b>Seconder:</b> Tony Makrostergios</p> <p><b>Motion:</b> The OBEC award Bev Middleton as the recipients for the Award of Merit for Outstanding Achievement in Public Health In Ontario.</p> <p><b>Moved:</b> Lori Holmes <b>Seconder:</b> Tony Makrostergios</p> <p><b>Motion:</b> The OBEC award Toronto Public Health as the recipient for the Ontario Health Unit Hosting Award.</p> <p><b>Moved:</b> Lori Holmes <b>Seconder:</b> Tony Makrostergios</p>	
<b>5. Standing Agenda Items</b>	<b>Discussion</b>	<b>Action Item</b>
<b>5.1. Strategic Plan</b>		Deferred
<b>5.2. Finance</b>		<p><b>Action item (July 22):</b> C. Weighill to draft cost sharing formula into formal document to include in future conference planning. - <b>COMPLETE</b></p> <p><b>Action Item (October 22):</b> C. Weighill together with P. Doyle, will develop a branch operating procedure regarding conference</p>

		<p>planning. To report back by November 30, 2014.</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. - <b>COMPLETE</b></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.</p> <p><b>Action Item (October 22):</b> Beath to add R. Ramdayal to the Finance Committee.</p>
<b>5.3. Membership Support and Engagement</b>		<p><b>Action item (July 22):</b> Lori Holmes to create standardized template for all volunteer positions – <b>Deferred.</b></p>
<b>5.4. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b>		<p><b>Action item (July 22):</b> Eric Devine to post the award nomination online.</p> <p>Website needs to be updated.</p> <p><b>Action Item (October 22) (ALL):</b> If you wish to change your picture, please forward to E. Devine.</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.</p> <p><b>Action Item (October 22):</b> R. Ramdayal will try to attend the next ASPHIO meeting to provide the CIPHI (ON Br) update.</p>
<b>5.5. Advocacy and Policies</b>	P. Doyle provided update:	

	EPHW went better than expected. Received letter from Premier's office. Spoke about creating a stronger volunteer pool	<p><b>Action Item (October 22):</b> P. Doyle, L. Holmes and E. Devine to draft a "What we do" brochure.</p> <p><b>Action Item (October 22):</b> T. Makrostergios will connect with Toni D'Etorre from the Steering Committee in Ottawa. Will discuss sending a mail blast to key politicians.</p>
<b>5.6. Professional Development</b>		<b>Action Item (October 22):</b> R. Ramdayal will connect with R. McArthur regarding the transition of the professional development portfolio.
<b>5.7. NEC Update</b>	Face to face coming up in January 2015.	
<b>5.8. COPE Update</b>		Deferred
<b>5.9. BOC Update</b>	Discussed re-appointing Chair for another term.	
<b>5.10 Working Group Updates</b>	IDWG wanted to create a YouTube video at a cost of \$3,500.00. Executive decided that it will not be done for 2014. The executive will look at this again in 2015.	<p><b>Action item (July 22):</b> Kate Beath and Tony Makrostergios to examine budget to determine if branch can afford this video. – <b>COMPLETE</b></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 - 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</p>

5.12 Branch Historian	R. Ramdayal will be going to storage locker with Branch Historian to organize and build shelves in November.	
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>
6.1 AGM	<p>AGM Update</p> <p>Positive feedback regarding the new format.</p> <p>E. Devine expressed concern that not enough lead up time was provided to Councillors to prepare the AGM slide. General discussion. It was decided we will speak further to this issue at our next face to face meeting</p>	
6.2 Mesothelioma Website	E. Devine advised that he received an email from Gillian Davis who would like to partner with us. Her company would like to pay to post information on mesothelioma on our website.	<b>Action Item (October 22)</b> . Devine to circulate further information.
<b>7 Next Meetings</b>		
7.1 Teleconference	<p>Ontario Branch Executive Teleconference 12:30 – 2:00</p> <p>Date/ Recorder</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Next teleconference is on Thursday, November 20, 2014.
7.2 Face-to-Face	<ul style="list-style-type: none"> <li>• To Be determined</li> </ul>	
<b>8 Adjournment</b>	1:20 p.m.	<p>Motion to adjourn: P. Doyle</p> <p>Seconded: K. Beath</p>