

## Ontario Branch Executive Council



## Minutes

<b>Date:</b>	June 23, 2016	<b>Time:</b>	12:00 – 1:00 pm.
<b>Location:</b>	Teleconference		
<b>Attendees:</b>	Raymond Ramdayal, Lori Holmes, Tamika Latibeaudiere, Rachael McArthur, Eric Devine, Michelle Marcus		
<b>Invited:</b>			
<b>Regrets:</b>	Norine Schofield, Tony Makrostergios, Kate Beath, Grant Lafontaine, Henry Chong		
<b>Chair:</b>	Raymond Ramdayal	<b>Recorder:</b>	Lori Holmes

Agenda Items:	Discussion	Action Item
1. <b>Welcome and Introductions</b>	Meeting Commenced: 12:05pm	
2. <b>Approval of Agenda</b>	<b>Approved</b> <b>Moved:</b> Tamika L. <b>Seconded:</b> Lori H.	<b>Action item (June 23):</b> Chair to send agenda to all attendees/invited persons prior to teleconference.
3. <b>Review and Approval of Previous Minutes</b>	<b>Moved:</b> Tamika <b>Seconded:</b> Lori	<b>Standing Action Item:</b> Eric Devine to post minutes to the website.
4. <b>Review and Approval of Electronic Motions</b>	None.	<b>Action item:</b> L. Holmes to send list of student membership winners to E. Devine for posting on the website. <b>COMPLETE.</b>

5. Standing Agenda Items	Discussion	Action Item
<p>5.1. COPE Update</p>	<p>All the audits for the year have been completed (10% of regular membership). Group is currently completing the final report for the year.</p> <p>CoPE submitted two documents to the NEC for feedback and review: Continuing Professional Competencies Program Remediation Strategy and Continuing Professional Competencies Professional Development Remediation Model - Non Compliance with Professional Development Requirements.</p> <p>Concerns have been raised by members who have been audited in consecutive years. Michelle M. explained that audits are randomly generated. CoPE is currently looking into the system to determine whether or not a past years' submission can be re-opened. Michelle M. explained to the group that the auditing process is not an arduous task for the member as the CoPE rep is responsible for reviewing the entries submitted by the member.</p> <p>Rachael M -Question regarding inclusion of PDHs for the new ONCore professional development program. Currently there are a few HUs across the province who have piloted the program (Durham, Peel, SMDHU). And staff involved would like to include their participation within their PDH allotments. Rachael M sent an email to CoPE several months ago about this to determine if they have heard about the course and if they have approved it for PDHs.</p>	<p><b>Action item:</b> R. McArthur to contact CoPE to find out about the automatic reply message - <b>COMPLETE</b></p> <p><b>Action item (June 23):</b> Rachael M. to reforward email to CoPE and Michelle M.</p> <p><b>Action item (June 23):</b> Michelle M. to follow up on Rachael M.'s behalf re: inclusion of ONCore for PDH accrual.</p>

	Discussion re: "PHI Rounds." Eric D. provided a heads up to Michelle M. re: submission of presentations for PDH approval. Michelle M explained that since the "PHI Rounds" are similar to PHO Grand Rounds," generally each webinar would receive 1 PDH. However if there is a change to the format, then a re-submission of the abstract/presentation content might be required.	
<b>5.2. BOC Update</b>	None.	
<b>5.3. Strategic Plan</b>	Raymond R. would like the group to fill out the doodle poll in order to determine a time for the group to discuss the current strategic plan. The current strat plan was completed in 2011 and was in effect until 2014. Group feels strongly that it is important to review the plan in light of the changes to the OBEC structure and portfolios over the last few years. There is an executive summary available which outlines the strategic imperatives well. Raymond R. will chair this meeting, but would appreciate active participation from OBEC during the discussion.	<p><b>Action item:</b> R. Ramdayal to send a doodle request for potential dates to OBEC – <b>COMPLETE.</b></p> <p><b>Action item (June 23):</b> Councillors to take the time to review the strat plan in detail prior to the meeting.</p>
<b>5.4. Branch Historian</b>	Deferred	<p><b>Action Item:</b> R. Ramdayal and G. Lafontaine to speak with storage locker management for long-term lease options. - <b>OUTSTANDING</b></p> <p><b>Action Item (Dec 17):</b> G. Lafontaine to scan historical documents from the storage locker - <b>ONGOING</b></p> <p><b>Action item (Feb 19):</b> G. Lafontaine to call the Royal Ontario Museum to discuss proper preservation, etc. - <b>ONGOING</b></p> <p><b>Action item (Feb 19):</b> G. Lafontaine and L. Holmes to work on creating an electronic inventory of all items in the storage locker. - <b>ONGOING</b></p>
<b>5.5. Finance</b>	Accountant has finalized 2015 statement and it is being submitted (deadline is June 30th). A call out for the elections needs to go out soon (must be completed 60 days	<b>Action item (June 23):</b> Kate B. to email working group chairs re: annual report for AGM package.

	<p>prior to the annual AGM). Positions up for election this year: President Elect, two councillors (membership, professional development). Kate B. would like the councillors to be aware that the AGM package will need to be assembled and will need keep in mind they need to start preparing reports for submission.</p>	
<p><b>5.6. Membership Support and Engagement</b></p>	<p>Lori H. has received selection of new IDWG members via the current chair and will be notifying all successful and unsuccessful applicants. This call out was the most successful in 2016.</p> <p>Awards and bursary notifications will be going out shortly for the 2016 conference and BOC seasons.</p>	<p><b>Action Item:</b> L. Holmes to send E. Devine TOR for Chair, Communications WG for review and posting. – <b>COMPLETE</b></p> <p><b>Action Item (May 26):</b> T. Makrostergios to connect with Kier at National Conference re: presentation for inputting pdhs. <b>DEFERRED</b></p> <p><b>Action item (June 23):</b></p> <p>Lori H. to facilitate sending out award and bursary notifications.</p>
<p><b>5.7. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b></p>	<p>Eric D. discussed the website and feels that the website should be launched by Monday June 27th. He has currently received little response from the group re: feedback on the draft website. Eric D suggested that it would be beneficial to have someone continually provide maintenance support to the website so amendments can be made quickly.</p> <p>If any OBEC member has any feedback, we need to keep in mind that any substantive changes will halt launch of the website. Any large changes can be addressed following the release.</p> <p>Communications Working Group: This working group needs to be developed as soon as possible in order to provide support to Eric and other areas of the communication’s portfolio.</p> <p>Rachael M. spoke to Anthony Habjan (NPH) and he will be the point of contact re: forwarding presentations to Rachael once</p>	<p><b>Action Item (May 26):</b> R. Ramdayal to send position description TOR to OBEC. <b>-COMPLETE</b></p> <p><b>Action Item:</b> Request for OBEC have one last review and email E. Devine any concerns that will be forwarded to Mindspin. E. Devine to provide hyperlink to OBEC - <b>COMPLETE</b></p> <p><b>Action Item (Feb 20):</b> R. McArthur to contact A. Habjan to get the contact</p>

	<p>they are received.</p> <p>There have been delays with the launch of “PHI Rounds” because of TOPHC. Eric D felt it was important to start professional development opportunities in the Fall. Eric D can help facilitate/help Rachael M. with a call for abstracts as soon as possible so we can begin to promote PHI rounds.</p> <p>Raymond R. attended a meeting at Conestoga College on June 7 th on behalf of Tony M. The new public health program is full with a waitlist, and during the meeting the group was briefed on the the co-op program. There is Interest in expanding the role of EPHP.</p>	<p>person for the presenter slide decks for the AEC to ensure that we get a copy of them. – <b>COMPLETE.</b></p> <p><b>Action Item (June 23):</b> E. Devine and R. McArthur to teleconference with PHO to finalize the dates and topics of PHI Rounds - <b>DEFERRED</b></p> <p><b>Action (June 23):</b> Eric D. to complete a call for abstracts for PHI Rounds.</p>
5.8. <b>Advocacy and Policies</b>	Deferred	<b>Action Item (May 26):</b> T. Latibeaudiere to send letter in response to the letter from Dr. Hoskins to OBEC for review prior to sending it out.
5.9. <b>Professional Development</b>	Deferred	<b>Action item (Dec 17):</b> Rachael M to contact Ottawa Public Health and source missing presentations. Once found, presentations to be uploaded to Google drive - <b>ONGOING</b>
5.10. <b>NEC Update</b>	Deferred	<b>Action Item (May 26):</b> T. Makrostergios to send out volunteer coordinator position to OBEC.
5.11 <b>Working Group Updates</b>	Deferred	<b>Action Item (Feb 20):</b> L. Holmes to email working group chairs and schedule dates and times.- <b>OUTSTANDING</b>
5.12 <b>Conference Updates</b>	Deferred	<b>Action Item:</b> R. Ramdayal to find location for 2017 and 2018 Provincial Conference. <b>Ongoing</b>
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>
6.1 <b>By-Laws</b>	Tony will summarize proposed by-law	<b>DEFERRED</b>

	changes and send to OBEC for review	
<b>7 Next Meetings</b>		
<b>7.1 Teleconference</b>	<p>Ontario Branch Executive Teleconference 12:00 – 1:30</p> <p>Date/ Recorder</p> <ul style="list-style-type: none"> <li>● June 16, 2016 / Meeting Post-poned</li> <li>● July 21, 2016 / Eric Devine</li> <li>● August 18, 2016 / Ray Ramdayal</li> <li>● September 15, 2016 / Lori Holmes</li> <li>● October AGM / Kate Beath</li> </ul>	
<b>8 Adjournment</b>	<p><b>Motion to adjourn</b> Eric Devine</p> <p><b>Seconded by</b> Rachael McArthur</p>	