

Ontario Branch Executive Council Minutes

Date:	October 20, 2016	Time:	12:00 – 1:30 pm.
Location:	Teleconference		
Attendees:	Raymond Ramdayal (RR), John Cannan (JC), Tony Makrostergios (TM), Lori Holmes (LH), Rachael McArthur(RM), Eric Devine (ED), Tamika Latibeaudiere-Palmer (TL)		
Invited:	Grant Lafontaine(GL), Michelle Marcus(MM)		
Regrets:	Kate Beath(KB), Norine Schofield(NS),		
Chair:	Raymond Ramdayal	Recorder:	Eric Devine

	Agenda Items:	Discussion	Action Item
1.	Welcome and Introductions	Call started at 12:06 and adjourned at 13:36	
2.	Approval of Agenda	Moved: TL Seconded: LH	
3.	Review and Approval of Previous Minutes from September 2016	Moved: LH Seconded: TM	Standing Action Item: ED to post minutes to the website.
4.	Review and Approval of Electronic Motions 4.1 Motion: To provide \$10,000 seed money to Peel Public Health for the 2017 CIPHI Ontario AEC	Moved: JC Seconded: LH	Action (Oct. 20, 2016): TM to review electronic motions with RR Action (Oct. 20, 2016): RR to contact Peel Public Health about motion, setting up a bank account, and using the correct conference forms
	Standing Agenda Items	Discussion	Action Item
5.1	COPE Update	MM stated the CoPE PDH seminar series will be broadcast and advertised in BC. MM advised a legal background would be beneficial in a new CoPE Rep	Action item: RR to advise NEC of current CoPE replacement recruitment. COMPLETE Action: Revised: Lori will do a new call-out. (To be sent by September 16, 2016 . Deadline Sept 23). COMPLETE Action item (Sept 15): MM to send TM the link for the PDH webinar by September 23, 2016. COMPLETE Action Item (Sept 15): KB to send OBEC and include MM a copy of the AGM slide deck from 2015 by September 16, 2016.

		<p>COMPLETE</p> <p>Action Item (Oct. 20): LH to circulate CV's from CoPE applicants by October 21, 2016. OBEC to review and provide feedback by Oct. 28</p>
5.2	BOC Update	Deferred
5.3	Strategic Plan	<p>RR asked that OBEC review the Strat Plan for future discussion</p> <p>Action item (June 23): OBEC to take the time to review the strat plan in detail prior to the meeting. ONGOING</p>
5.4	Branch Historian	<p>GL provided an update:</p> <p>Storage locker contract issues with price were discussed.</p> <p>GL advised priority of digitizing film archives before they degrade</p> <p>GL has been unsuccessful in contacting the ROM but will continue to pursue.</p> <p>Action Item: RR and GL to speak with storage locker management for long-term lease options. - COMPLETE</p> <p>Action Item (Dec 17): GL to scan historical documents from the storage locker - ONGOING</p> <p>Action item (Feb 19): GL to call the Royal Ontario Museum to discuss proper preservation, etc. - ONGOING</p> <p>Action item (Feb 19): GL and LH to work on creating an electronic inventory of all items in the storage locker. – ONGOING</p> <p>Action item (Aug 18): GL to bring all of the office material to Tony's office. COMPLETE</p>
5.5	Finance	<p>No updates</p> <p>Discussion re: Working group face to face meetings. Value in scheduling during the AEC?</p> <p>Action item (June 23): KB to email working group chairs re: annual report for AGM package. COMPLETE.</p> <p>Action Item (July21): KB to send link to OBEC for financial statements in Google drive. COMPLETE.</p> <p>Action Item (Oct 20): KB to circulate detailed financial report to ED to post to the website</p>
5.6	Membership Support and Engagement	<p>LH provided an update:</p> <p>James Powell Award selected</p> <p>Swag procurement is in process.</p> <p>Action item (June 23): LH to facilitate sending out award and bursary notifications. COMPLETE.</p> <p>Action item (Aug 18): Will send out link to G: drive with nominees info. COMPLETE.</p>

		Action (Oct 20): LH to submit award recipient to NEC for allocation
5.7	<p>Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p> <p>ED provided an update:</p> <p>Some photos on the website Contact us page are pixelated or missing</p> <p>The Communications Working Group will meet shortly for the first time. Members include Jeanine Middleton, Brandon Krupa, and Rafael Barros. A chair has not yet been selected</p> <p>Hamilton Public Health (HPH) provided a new presentation and it is posted to our YouTube channel and it has been approved by HPH.</p> <p>HPH webinar was well attended and received by membership and stakeholders</p> <p>JC requested outstanding items OBN, AEC material, 2017 membership form, president past president, CoPE</p> <p>Slide decks from the conference were discussed</p> <p>ED proposed a congratulations card to new BOC successful candidates be signed and mailed to welcome new members to the profession. This would need to be coordinated with BOC to obtain the pass list and mailing addresses.</p>	<p>Action Item (July 21): ED to review CWG callout and send to LH for review and posting to list serve. COMPLETE.</p> <p>Action (Oct 20): LH to provide Niagara</p> <p>Action (Oct 20): TM to create a google drive access account for AEC presentation repository. TM to contact Anthony H to populate the folder.</p> <p>Action (Oct20): ED requested RR, TM, JC submit high resolution photos to ED for posting to the website.</p> <p>Action (Oct 20): ED to send JC list of CWG members</p> <p>Action (Oct 20): TM and RR to provide an update for their new positions to be published in the upcoming OBN</p>
5.8	<p>Advocacy and Policies</p> <p>TL provided an update:</p> <p>Environmental Public Health Week 2016 - Innovation Beyond Inspection ran from September 26-30, 2016. CIPHI ON sent tweets highlighting the official poster and other key messages created by EPHW Steering Committee. CIPHI National sent an official message to all members via the listserv</p> <p>TL requested RR digital signature to finalize</p>	<p>Action Item (Sept 15): TL to send revised letter to the MOHLTC to TM with highlighted changes by September 16, 2016. COMPLETE</p> <p>Action Item (Oct 20): RR to provide signature to TL for formal letters</p> <p>Action Item: TL email to K Downey to forward to ASPHIO listserve. OUTSTANDING</p> <p>Action Item (July 21): TL to send EPHW materials to LH and ED for dissemination</p>

	the letter to the Minister.	COMPLETE.	
5.9	<p>Professional Development</p> <p>RM provided an update:</p> <p>RM received needs assessment results from PHO and will review. 551 surveys returned</p> <p>PHO webinar series was well received and participant numbers are good.</p> <p>From AGM, PHO indicated a forum for knowledge exchange with an educational component</p>	<p>Action Item (July 21): RM to contact Ontario PH schools for content for PHI Grand Rounds COMPLETE.</p> <p>Action Item (Sept 15): RM to send TM the letter that will be circulated for the Needs Assessment survey. COMPLETE</p> <p>Action Item (Sept 15): RM to email LH the advertisement for the Needs Assessment survey to print and mail to Anthony at Niagara. COMPLETE</p> <p>Action Item (Sept 15): RM to look at possible webinar software options for the AGM. COMPLETE</p> <p>Action (Oct 20): RM to circulate needs assessment results OBEC to review survey results and provide feedback to RM on what analyses OBEC wants done by PHO</p>	
5.10.	NEC Update	No updates	
5.11	Working Group Updates	<p>Action Item (Feb 20): LH to email working group chairs and schedule dates and times.- ONGOING</p>	
5.12	<p>Conference Updates</p> <p>Request for Seed Money (Peel)</p> <p>5.13 Motion: To approve the revised agenda to move 5.12 to 4.1</p>	<p>Moved : LH</p> <p>Seconded: TM</p>	
	Other Business	Discussion	Action Item
6.1	IDWG – (Document for discussion Kate B.)	<p>Action Item (Sept 15): TM to send out rewording of the proposed changes to the by-laws OBEC September 19, 2016. COMPLETE</p>	
6.2	Posting To ListServ	<p>RR, JC to connect with TM to learn how to use the email managing system</p> <p>Action item (Aug 18): TM to circulate the NEC policy on use of the listserv for review and discussion OUTSTANDING</p>	

6.3	Curling Bonspiel		
	Next Meetings		
7.1	Teleconference		
	Adjournment	Motion to adjourn by: JC Seconded by: TM	