

Ontario Branch Executive Council Minutes

Date:	September 15, 2016	Time:	12:00 – 1:30 pm.
Location:	Teleconference		
Attendees:	Raymond Ramdayal (RR), Lori Holmes (LH), Rachael McArthur(RM), Tony Makrostergios(TM), Kate Beath(KB), Tamika Latibeaudiere (TL), Michelle Marcus (MM)		
Invited:	Norine Schofield(NS), Grant Lafontaine(GL), Henry Chong(HC), Michelle Marcus(MM)		
Regrets:	Eric Devine (ED), Norine Schofield (NS), Grant Lafontaine (GL), Henry Chong (HC)		
Chair:	Tony Makrostergios	Recorder:	Rachael McArthur

Agenda Items:	Discussion	Action Item
1. Welcome and Introductions	Meeting Commenced:	
2. Approval of Agenda	Moved: Raymond Ramdayal Seconded: Tamika Latibeaudiere	
3. Review and Approval of Previous Minutes from August 2016	Moved: Seconded:	Standing Action Item: ED to post minutes to the website. Deferred
4. Review and Approval of Electronic Motions	Nothing to review and approve.	
Standing Agenda Items	Discussion	Action Item
5.1. COPE Update	OnCore course modules have been approved and will be advertised at the upcoming conference in Niagara. November 22, 2016 Keir is going to be doing another PDH entry webinar.	Action item: RR to advise NEC of current CoPE replacement recruitment. Action: Revised: Lori will do a new call-out. (To be sent by September 16, 2016 . Deadline Sept 23) Action item (Sept 15): MM to send TM the link for the PDH webinar by September 23, 2016. Action Item (Sept 15): KB to send OBEC and include MM a copy of the AGM slide deck from 2015 by September 16, 2016.
5.2. BOC Update	No update.	
5.3. Strategic Plan	We will defer on discussing the strategic plan until the new Executive has formed at the next AGM. And ad hoc meeting may take place in Niagara Falls during the conference.	Action item (June 23): OBEC to take the time to review the strat plan in detail prior to the meeting. ONGOING

5.4. Branch Historian		<p>Action Item: RR and GL to speak with storage locker management for long-term lease options. - ONGOING</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Action Item (Dec 17): GL to scan historical documents from the storage locker - ONGOING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.</p>
5.5. Finance	Reminder that AGM reports and slides are to be sent to KB by September 18, 2016. OBEC to create a new slide to send to KB and not use the one in the Google drive.	<p>Action item (June 23): KB to email working group chairs re: annual report for AGM package. COMPLETE.</p> <p>Action Item (July 21): KB to send link to OBEC for financial statements in Google drive COMPLETE.</p>
5.6. Membership Support and Engagement	<p>Notified recipients of all the awards this year.</p> <p>Communications WG members have been selected and notified.</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>
5.7. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)	Deferred.	<p>Action Item (July 21): ED to review CWG callout and send to LH for review and posting to list serve. COMPLETE.</p>
5.8. Advocacy and Policies	<p>Contacting various mayor's offices throughout Ontario to get proclamations for EPHW.</p> <p>Member from the RPWG wants OBEC to provide direction for their group and what the next steps would be. OBEC recognizes and appreciates the hard work this group has done. At this time, they have met their mandate. For now, we will sunset the group until we may need their assistance in the future.</p> <p>OPHA Fall forum wants to charge for the booth this year. Historically, we have not been charged and therefore have not budgeted for that this year. RM and LH to</p>	<p>Action Item (Sept 15): TL to send revised letter to the MOHLTC to TM with highlighted changes by September 16, 2016.</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 COMPLETE.</p>

		bring any swag and banner to the conference for TL.	
5.9	Professional Development	Needs assessment survey is finished and will open September 26 – October 14. Will need to send out via listserv and post on the website. A letter from MOHLTC and CIPHI ON Branch needs to be signed by TM. There were about 8 abstracts submitted for the PHI Seminar Series. The first webinar will take place next Wednesday. Hoping to find some good presentations at the upcoming conference that we can use for webinars in late 2017. The AGM needs to be available via webinar. Niagara can do this, but we need the software and computer.	Action Item(July 21): RM to contact Ontario PH schools for content for PHI Grand Rounds COMPLETE . Action Item (Sept 15): RM to send TM the letter that will be circulated for the Needs Assessment survey. Action Item (Sept 15): RM to email LH the advertisement for the Needs Assessment survey to print and mail to Anthony at Niagara. Action Item (Sept 15): RM to look at possible webinar software options for the AGM.
5.10.	NEC Update	Getting ready for the upcoming meeting in Edmonton.	
5.11	Working Group Updates	No update.	Action Item (Feb 20): LH to email working group chairs and schedule dates and times.- ONGOING
5.12	Conference Updates	We are passed the breakeven point for the Niagara conference. BC will be hosting 2017 conference. Dates to be confirmed. Ontario conference host confirmed for 2017.	
	Other Business	Discussion	Action Item
6.1	By-Laws	Spoke with a member who was concerned with the proposed changes to the by-laws as the tasks may be lost.	Action Item (Sept 15): TM to send out rewording of the proposed changes to the by-laws OBEC September 19, 2016.
6.2	Posting To ListServ	Tony gets a lot of requests. Tony posts anything that is good for the Branch. There are times when it is difficult to screen what is appropriate to distribute and what is not. NEC has a police in this regard on how to use the listserv	Action item (Aug 18): TM to circulate the NEC policy on use of the listserv for review and discussion OUTSTANDING
6.3	PHO Request	TM has been working with PHO to help evaluate their website that PHIs use. PHO would like 3 PHIs to be involved in a focus group of their proposed changes. Focus group meeting Friday September 23, 2016 9-	

	12PM. TM to try and find volunteers.	
Next Meetings		
7.1 Teleconference	Ontario Branch Executive Teleconference 12:00 – 1:30 Date/ Recorder <ul style="list-style-type: none"> ● September 15, 2016 / Rachael Macarthur ● October AGM / Kate Beath 	
Adjournment	Motion to adjourn by: Rachael McArthur Seconded by: Kate Beath	