

## Ontario Branch Executive Council Minutes

<b>Date:</b>	January 19, 2017	<b>Time:</b>	12:00 – 1:30 pm.
<b>Location:</b>	Teleconference		
<b>Attendees:</b>	Raymond Ramdayal (RR), John Cannan (JC), Rachael McArthur(RM), Eric Devine (ED), Lori Holmes (LH), Kate Beath (KB), Tamika Latibeaudiere Palmer (TL), Michelle Marcus (MM)		
<b>Invited:</b>			
<b>Regrets:</b>	Tony Makrostergios (TM), Norine Schofield(NS), Grant Lafontaine(GL),		
<b>Chair:</b>	Raymond Ramdayal	<b>Recorder:</b>	John Cannan

Agenda Items:	Discussion	Action Item
<b>1. Welcome and Introductions</b>	Meeting began at 12:00	
<b>2. Approval of Agenda</b>	<b>Moved: LH</b> <b>Seconded: ED</b>	Change Lori's initials on agenda and last month's minutes.
<b>3. Review and Approval of Previous Minutes from November 2016</b>	<b>Moved: JC</b> <b>Seconded: LH</b>	<b>Standing Action Item:</b> ED to post minutes to the website.
<b>4. Review and Approval of Electronic Motions</b>	LH gave an update on electronic motion. Beth Driscoll is the new CoPE chair. A letter was sent to both applicants.	
5. Standing Agenda Items	Discussion	Action Item
<b>5.1. COPE Update</b>	MM gave an update on CoPE. A request to enter Professional Development hours was tweeted. The CIPHI series webinars are worth 1 PDH for each 1 hour webinar. 10% of members are audited for PDHs. If members fails to meet PDH requirement then e-mail sent notifying of failure.	<b>Action Item (Dec 15):</b> OBEC to review CoPE applications and provide feedback to LH so a candidate can be selected and notified. LH circulated the original email on Nov 4 for reference. <b>Complete.</b>
<b>5.2. BOC Update</b>	Deferred.	
<b>5.3. Strategic Plan</b>	RR mentioned all OBEC members to read the strat plan and focus on their portfolios. Members are to e-mail RR with any issues with the strat plan.	<b>Action item (June 23):</b> OBEC to take the time to review the strat plan in detail prior to the meeting. - <b>ONGOING</b>
<b>5.4. Branch Historian</b>	Deferred.	<b>Action Item (Dec 17):</b> GL to scan historical documents from the storage locker - <b>ONGOING</b>  <b>Action item (Feb 19):</b> GL to call the Royal Ontario Museum to discuss proper

		<p>preservation, etc. - <b>ONGOING</b></p> <p><b>Action item (Feb 19):</b> GL and LH to work on creating an electronic inventory of all items in the storage locker. – <b>ONGOING</b></p>
<b>5.5. Finance</b>	KB gave update on finances. Make sure portfolio budget is ready for face to face meeting on Feb 10, 2017.	
<b>5.6. Membership Support and Engagement</b>	<p>LH mentioned the free memberships draws which are held at Career Day. As there are 2 schools for PH then we need to increase the number of free memberships to 6 (three for each school). A motion was made and carried to increase the number of memberships to 6. Moved by LH and seconded by ED.</p> <p>Several questions to LH about Career Fair.</p>	
<b>5.7. Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</b>	<p>ED discussed need to send out congratulatory card to all those that passed their BOC exam. Cards to be signed by ED for past BOCs. Wording to be developed for cards. President, pres-elect and communication councillor to have cards for future use.</p> <p>Communication WG need a teleconference number so they can track their expense with teleconferences instead of using the OBEC TC number.</p> <p>ED would like to have 4 editions of the OBN per year.</p> <p>Members of WG Raphael and Jeanine would like to be co-chairs. Brandon also expressed an interest.</p> <p>Discussed Ontario Assoc. of Communicators in Public Health. No one in OBEC or Communication WG knew of this group.</p>	<p><b>Action Item (November 21, 2016):</b> RR to request list of successful BOC candidates from NS or Garth AMENDED Dec 15: JC to contact NEC and request the list and forward to ED. <b>COMPLETE</b></p> <p><b>Action Item (November 21, 2016):</b> RR to go to storage locker to retrieve the cards and provide to ED. <b>OUTSTANDING</b></p> <p><b>Action Item (November 21, 2016):</b> ED to draft wording to successful BOC candidates for RR. <b>OUTSTANDING</b></p> <p><b>Action Item (November 21, 2016):</b> RR to connect ED with interested member. <b>COMPLETE</b></p> <p><b>Action Item (November 21, 2016):</b> RR to check if Chris Chan can have full access to CIPHI Ont. Google drive. <b>ONGOING</b></p> <p><b>Action Item: (Jan 19, 2017):</b> Wording to be developed for BOC congratulatory cards.</p> <p><b>Action Item (Jan 19, 2017):</b> Kate to get a teleconference number for the Communication WG for budget tracking purposes.</p>
<b>5.8. Advocacy and Policies</b>	TL gave update. A member has contacted OBEC about erosion of work at their PHU. (See item 6.4). There was a teleconference on Mon Jan 16, 2017 about advocacy of issue.	<p><b>Action Item (Jan 19, 2017):</b> TL to develop a decision rubric for volunteer (executive and committee) positions for OBEC and Working Group Chairs to use when selecting candidates.</p>

	TL had a question for OBEC: is there a decision process for OBEC and WG chairs to use when selecting volunteers.	
<b>5.9. Professional Development</b>	RM mentioned that she needs feedback about infographics by Jan 20 <sup>th</sup> . A working group for Professional Development needs to be developed.	<b>Action Item (November 21, 2016):</b> RM to send speaker profile to ED for posting on Professional Development webpage. <b>UPDATED:</b> RM to provide ED pdf content of speakers and webinar schedule for posting to the website. <b>COMPLETE</b>
<b>5.10. NEC Update</b>	Deferred to OBEC face to face (F2F)	
<b>5.11 Working Group Updates</b>	Face to face for working Groups (WG) should be at the annual conference. Budgets for WGs need to be completed for OBEC F2F meeting. Also need an up-to-date list of members. Ensure members of WG are CIPHI members and have current PDHs. Minutes for WGs need to be sent to ED for posting on the website.	<b>Action Item (Feb 20):</b> LH to email working group chairs and schedule dates and times. <b>ONGOING</b>
<b>5.12 Conference Updates</b>		<b>Action Item (Jan 19, 2017):</b> President-elect is tasked to find a host for 2018 conference. <b>ONGOING</b>
<b>6 Other Business</b>	<b>Discussion</b>	<b>Action Item</b>
<b>6.1 IDWG – (Document for discussion Kate B.)</b>		<b>Action Item (November 21, 2016):</b> RR to discuss at OBEC Face-to-Face February 2017. <b>ONGOING</b>
<b>6.2 Posting To ListServ</b>	This item is to be deleted from further agendas.	<b>Action Item (Jan 19, 2017):</b> Delete from agenda.
<b>6.3 Curling Bonspiel</b>	Location and hotel accommodations discussed. OBEC members encouraged to attend. Bonspiel on Feb 25, 2017.	
<b>6.4 Open discussion</b>	In camera discussion re: Grey Bruce PHU & hiring of food tech. Hiring is for after-hours coverage.	
<b>7 Next Meetings</b>		
<b>7.1 Teleconference</b>	Ontario Branch Executive Teleconference 12:00 – 1:30 Date/ Recorder <ul style="list-style-type: none"> <li>Mar 16/ ??</li> </ul>	
<b>7.2 Adjournment</b>	<b>Motion to adjourn by:</b> JC <b>Seconded by:</b> LH	