

Ontario Branch Executive Council Minutes

Date:	March 16, 2017	Time:	12:00 – 1:30 pm.
Location:	Teleconference		
Attendees:	John Cannan (JC), Eric Devine (ED), Lori Holmes (LM), Tamika Latibeaudiere Palmer (TL), Beth Driscoll (BD), Kate Beath (KB),		
Invited:			
Regrets:	Tony Makrotergios (TM), Michelle Marcus (MM), Rachael McArthur(RM)		
Chair:	Raymond Ramdayal (RR)	Recorder:	Lori Holmes (LH)

	Agenda Items:	Discussion	Action Item
1.	Welcome and Introductions	Welcome to Beth D. as this is her first OBEC meeting!	12:03pm Teleconference commences.
2.	Approval of Agenda	Moved: John C. Seconded: Eric D. Addition of 7.5 -7.7 discussion points.	Action item: RR Correct Lori H initials on the agenda.
3.	Review and Approval of Previous Minutes from December 2016	Moved: Seconded:	Standing Action Item: ED to post minutes to the website.
4.	Face to Face Minutes	Kate B. would prefer to have OBEC track changes via the Google drive. Do not “save” the document or hit “save as.” This will create an additional document.	Action Item: RR to speak to KB on how she would like OBEC to making amendments/revisions to face to face meeting. Complete.
5.	Review and Approval of Electronic Motions	Electronic vote for subsidizing food and beverages for the Pubs with PHIs night (a partnership between Ontario Branch and the Ryerson SoPHE Course Union). Moved by: Kate B Seconded by: Eric D. Motion was passed unanimously via email on March 9, 2017.	
	Standing Agenda Items	Discussion	Action Item
6.1.	COPE Update	<ul style="list-style-type: none"> The 2017 CoPE audit process has been launched and will occur over the next 6 weeks. Auditees have not been notified as of yet. Selection process: To ensure members are not selected to often (e.g. selected in consecutive years via random selection), CoPE will be reviewing their processes and changes will be implemented in 2018. Beth D. suggested that if OBEC is familiar with individuals who have been audited in the last few years, please share names with Beth/Michelle. Ray R. felt that should OBEC be approached by members 	Action Item (Feb 10): MM to discuss randomness of audit selection with Chair and rest of CoPE.

	<p>regarding this, we can have the individual speak to Beth/Michelle directly rather than be a conduit for information.</p> <ul style="list-style-type: none"> • Beth D. feels it would be beneficial to have access to this information (repeat auditees) to inform future processes to ensure selection remains random but is also equitable. • Eric D. has received Michelle’s update from the face to face meeting for inclusion in the OBN. • New “CoPE Corner” newsletter has been developed for each branch (targeted content). Intent of this newsletter is to keep members apprised of the need to complete PDHs regularly (not wait until January 31st) and other relevant information. • Kier Corder sent out targeted messaging re: completing PDHs to Ray March 9. It was felt this could be included in the OBN. 	<p>Action Item (March 16): Ray R. to forward Kier C. email to Eric D. Completed.</p>
6.2 BOC Update	<ul style="list-style-type: none"> • Deferred. • OBEC review of Ontario BOC rep position description. • Discussion re: splitting the current branch rep/exam coordinator position. OBEC would like some additional information from Norine S. • At this time OBEC recommends extending Norine S. term for another few months while OBEC can receive further information from Norine S. and not interrupt current planning for April and October BOC exams. • Eric D. question about receiving a report about the BOC exam (budget, number of examiners, candidates, problems). Ray R. noted that this information is shared nationally and is available during the NEC AGM. Budgets are passed nationally for the BOC. Eric. D. inquired as to the whether or not each respective branch can provide input into the BOC budget for Ontario. 	<p>Action Item (Feb 10): NS to connect with Tony Amalfa regarding number of practicum sponsored students who sat the boards and number who passed. Outstanding.</p> <p>Action Item (Feb 10): RR and Tony Amalfa to connect and determine what sort of update will be provided by the MOHLTC regarding the 2015 PHI Practicum Evaluation. Outstanding</p> <p>Action Item (Feb 10): OBEC to review Expression of Interest for Ontario BOC rep by March 15, 2017. Deferred Pending further discussion. Deferred pending further consultation with Norine S.</p> <p>Action Item (Feb 10): OBEC to discuss NS proposal to stay on as exam coordinator until a new individual can be trained. Ongoing.</p> <p>Action Item (Feb 10): ED to review the websites and create a list of all discrepancies between the two so they</p>

6.3 Strategic Plan	<ul style="list-style-type: none"> • Great discussion at the face to face meeting. • Presentation provided by Ray R. allowed executive to refocus on various items. • Recommendation to remove Strategic Plan as a standing item. • Ray R. suggested that this could be revisited in John C. tenure as president. 	<p>may be removed.</p> <p>Action item (June 23): OBEC to take the time to review the strategic plan in detail prior to the meeting. Complete.</p>
6.4 Branch Historian	<ul style="list-style-type: none"> • Deferred. 	<p>Action Item (Feb 10): GL to contact Wendy Pons regarding a historical booth and potential theme for the booth at the conference.</p> <p>Action Item (Feb 10): GL to send out email to Hus requesting any historical items or artifacts be sent to CIPHI Ontario for archiving.</p> <p>Action Item (Feb 10): GL to investigate the cost of a professional company scanning and formatting historical documents in a pdf.</p> <p>Action Item (Dec 17/2016): GL to scan historical documents from the storage locker. ONGOING</p> <p>Action item (Feb 19/2016): GL to call the Royal Ontario Museum to discuss proper preservation, etc. ONGOING</p> <p>Action item (Feb 19/2016): GL and LH to work on creating an electronic inventory of all items in the storage locker. ONGOING</p>

<p>6.5 Finance</p>	<p>1) Motion to move \$10,281 into the Complimentary Registration/Awards Fund to bring the total to \$13,000. Moved: Kate B. Seconded: Lori H.</p> <p>2) Motion to provide the Environmental Health Foundation of Canada with \$1000 annually with the stipulation that the money be used to award two individuals (\$500 each) and be awarded as a memorial award sponsored by CIPHI Ontario. CIPHI Ontario will determine annually who the award is honouring. Moved: Kate B. Seconded: John C.</p> <p>3) Motion to move \$2500 (\$1000 for Guelph Food Safety Seminar Series, \$1000 for Environmental Health Foundation of Canada Award, \$300 for the Curling Bonspiel and \$200 for the Baseball tournament) out of our operating budget and include it as a non-operating budget expense. Moved: Kate B. Seconded: John C.</p> <p>Rationale: These awards and/or sponsorships/donations are intended to be provided to the aforementioned groups annually and therefore are a constant expense for the branch similar to those incurred by the Complimentary Registration/Awards Fund.</p> <p>Mileage rate on expense forms need to be updated to reflect the reimbursement rate currently provided by National (51 cents per km). Discussion re: whether or not CIPHI ON mileage rate should reflect that of the CRA rate (currently at 54 cents per km) or National's. Note: CRA rate is applied per province. Allows for fluctuations in market value.</p>	<p>Action Item (Feb 10): KB to send out motions regarding the new memorial awards, movement of donations and sponsorship funds and the money for the complimentary registration and awards fund. Complete.</p> <p>Action Item: Ray R. to add this as an agenda item to NEC's upcoming teleconference. He will also determine what other branches are providing in terms of mileage reimbursement. Find out history re: NEC's rate decision. Would like to achieve consistency (as much as possible across the branches).</p>
<p>6.6 Membership Support and Engagement</p>	<p>Lori H. provided an update regarding meeting with working group chairs. An email has been sent to chairs with a couple of dates the end of March. She will discuss revision of TOR, member descriptions and working group membership turnover.</p>	<p>Action Item (Feb 10): OBEC to share with Steve Rebellato what percentage of ASPHIO members are also CIPHI Ontario members.</p> <p>Action item: Ray R. will connect with S. Rebellato to get a list of active members of ASPHIO and send to Lori.</p>

	<p>Free Membership: Lori H. reiterated that she would like the provision of free memberships to be revisited in 2018. It is understood that the BOC has revoked this for newly certified PHIs, however that does not mean CIPHI ON branch cannot still provide free memberships. She also reminded OBEC, that other professional organizations and affiliates (OPHA) provide free membership draws.</p>	<p>Action Item (Feb 10): RM to email LH the Student Union Exec Member contact information. Outstanding.</p> <p>Action Item (Feb 11): LH to develop a definition of “Member in Good Standing” and forward it to RR to send to NEC for consideration. Outstanding.</p> <p>Revision: LH to provide definition to OBEC week of April 17th for discussion at April Teleconference.</p> <p>Action Item (Feb 11): LH to circulate a template version of generic ToR for working groups and the chairs will have to create an addendum of specific requirements for their working group. Outstanding pending teleconference.</p> <p>Action Item (Feb 11): LH and TL to create a CIPHI ON work plan template by March 16, 2017. Outstanding.</p> <p>Action Item (Feb 11): RR to check with other branches to see if they have student reps on their executive. And if they do, is it clearly delineated as to what their role is. Outstanding.</p> <p>Action Item (Feb 11): LH to connect with Norine Schofield to ensure that she provides any pertinent documents to OBEC to be put onto the Google drive. Outstanding.</p> <p>Action Item (Feb 11): KB to send out contact sheet to OBEC members to fill out. Outstanding.</p>
6.7 Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)	<ul style="list-style-type: none"> • Communications working group met this morning and are slightly behind publishing of the OBN. OBEC will be receiving the draft document soon from Jeannine. Eric D. is requesting that OBEC review OBN once it is received as the group would like to distribute the spring edition next week. • Business cards: OBEC to look at the different options and provide feedback to Kate, Ray R. will speak to NEC re: use of business cards. 	<p>Action Item (November 21, 2016): 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. Complete.</p> <p>Action Item (November 21, 2016): RR to go to storage locker to retrieve the cards and provide to ED. Complete.</p> <p>Action Item (November 21, 2016): ED to draft wording to successful BOC candidates for RR. Complete.</p> <p>Action Item (November 21, 2016): RR to connect ED with interested member. Complete.</p> <p>Action Item (November 21, 2016): RR to</p>

		<p>enabled access to CIPHI ON webmaster for Google drive Access.</p> <p>Action Item (Feb 10): ED to look into the best way to incorporate ASPHIO into CIPHI Ontario Website. Outstanding</p> <p>Action Item (Feb 11): KB and TL to contact printing companies regarding costs related to different styles and types of cards as well as business cards. Outstanding</p>
6.8 Advocacy and Policies	<ul style="list-style-type: none"> • Following Face to face meeting Tamika L. presented SWAT analysis to Membership working group. Group is working on a survey to be released in the spring (re: perks members would like to see). Will look at dovetailing campaign with release of the survey. • Go Animate Video: Tamika L. is looking into whether or not this platform can be used to get messaging out to members. • Fall Forum steering committee is up and running. Tamika L. is currently the branch rep. The steering committee is in the beginning stages of developing agenda and misc. content related to the fall forum. She explained that the forum will focus on the “public” in public health. Will be exploring how the public perceives public health. Once more solid information is obtained (by next meeting in April) an update will be provided to OBEC. • EPHW: Tamika has currently not received any information regarding this event. • Last week email was received from a mesothelioma advocacy group (group of lawyers) requesting information to be placed on website. Ray R. noted that there is currently a link from the Ontario Branch website for the group. Currently under “Resources – Healthy Environments.” OBEC felt that we should not be endorsing groups of this nature on our website. 	<p>Action Item (November 21, 2016): TL to send hard copy letter to recipients. Complete.</p> <p>Action Item (Feb 11): TL to connect with the membership working group chair regarding collaboration on a campaign. Complete.</p> <p>Action Item: ED. to have link removed.</p>
6.9 Professional Development	Deferred.	<p>Action Item (November 21, 2016): RM to send speaker profile to ED for posting on Professional Development webpage.</p> <p>UPDATED: RM to provide ED pdf content of speakers and webinar schedule for</p>

		<p>posting to the website. OUTSTANDING</p> <p>Action Item (Feb 11): RM to fix infographic and circulate to OBEC for review and comment. Complete.</p> <p>Action Item (Feb 11): RM to compile the raw data for Professional Development opportunities to be sent out with the Needs Assessment infographic. Outstanding.</p> <p>Action Item (Feb 11): CIPHI ON to provide list of top 10 desired items for PHO to put into an app. Outstanding.</p>
6.10.	NEC Update / President Update	<ul style="list-style-type: none"> Ray R. was invited to a lunch meeting with Tony Amalfa (MOHLTC) to discuss future collaboration with CIPHI ON. Ray will be discussing this further with Tony A.
	6.11 Working Group Updates	<ul style="list-style-type: none"> None at this time. <p>Action Item (Feb 20): LH to email working group chairs and schedule dates and times. Complete.</p>
	6.12 Conference Updates	<p>2017 Ontario Branch Educational Conference – Peel Region (October 1st – 4th, 2017)</p> <ul style="list-style-type: none"> Lori and Ray to attend teleconference with Peel re: AGM, Awards and President’s Banquet planning. Shain Mergulhao recently sent email to Lori H. and Ray R. with potential dates for the teleconference. <p>2017 National Annual Educational Conference – Richmond B.C. (November 5th – 8th, 2017)</p> <ul style="list-style-type: none"> Ray R. expected to receive more information at the NEC teleconference tomorrow.

7 Other Business	Discussion	Action Item
7.1 IDWG – (Document for discussion Kate B.)		Action Item (November 21, 2016): RR to discuss at OBEC Face-to-Face February 2017. Complete.
7.2 Donation to EHFC	<ul style="list-style-type: none"> Lori will follow up. 	Action Item (Feb 10): Amendment LH to follow-up with Tim Roark regarding request for a donation.
7.3 2017 Softball Tournament	<ul style="list-style-type: none"> OBEC discussed that there may need to be a shift in this social event due to lack of interest in hosting. Although many PHUs would like this event to go on, we need volunteers to run the event. Lori H. provided a brief synopsis of general requirements to host the event which included, but not limited to: venue, hospitality night (food, beverages, and transportation), accommodations, and caterer (Saturday), First Aid (e.g. St. John Ambulance). Lori H. also explained that in the past a company had been acquired for a small fee to run the tournament, which worked out very well. Recommendation was made for OBEC to reach out to colleagues to determine if there is interest in hosting the event and an email will be sent out via the list serve. It is important to recognize that if we do not have uptake, we may need to look at an alternate social event. 	<p>Action item: LH to send baseball planning info to JC, KB and RR.</p> <p>Action Item: LH to send information to RR for posting to the listserv re: 2017 baseball tourney.</p>
7.4 Open discussion	<ul style="list-style-type: none"> Discussion and the face to face meeting re: PHU and PHI vs. food tech roles. Feel that information gathering is still required and will be planned. 	Action Item (Dec 15): All OBEC to gather information and report back. Complete.
7.5 Pubs with PHIs	<ul style="list-style-type: none"> Ray R. reported that the Pubs with PHI event at Ryerson Ram in the Rye was very successful. There was a good turnout with staff, students and various PHUs. There was representation from associate directors, PHIs, and Eco Lab. Venue was great. SoPHE did a great job facilitating and partnering with CIPHI. There were gift cards given away by SoPHE during a trivia game. Swag was also provided by both CIPHI and SoPHE. Due to the success of the recent event, there is plan of organizing another event in the near future. Ray R. received feedback from two individuals from Halton region who were interested in 	Action Item: Ray R. during his upcoming PAC meeting with Conestoga will suggest organizing a similar networking opportunity with Conestoga students.

	<p>organizing an even as they would like to expand the event to other areas.</p> <ul style="list-style-type: none"> • Kate B. also received feedback re: extending opportunity to Conestoga so more southwestern PHUs could attend. 	
7.6	<p>Speaking Engagement w/ Ryerson University</p> <ul style="list-style-type: none"> • Ray R. has been invited to speak at Ian Johnsons Health Admin class. • Ian is looking for CIPHI to provide information via lecture re: CIPHI as a professional association, discuss connections with partnering agencies, our history, structure, strategic plan, mission and goal statement etc. • The lecture will be held on March 21st from 12-1pm. 	<p>Action Item: If anyone from OBEC is looking to attend the lecture with Ray R. please send him an email by the end of the week.</p>
7.7	<p>Curling Debrief</p> <ul style="list-style-type: none"> • Lori H. suggested that to assist future volunteers, it would be helpful for a package to be put together by past organizers which includes (but not limited to): budget statement, venue requirements, challenges, and successes. This would assist PHUs who have never hosted before to know what is required of them. Providing a budget will also ensure there is transparency. • OBEC will think more about how we can support new volunteers for social events and will revisit this during another teleconference. 	
Next Meetings		
8.1	<p>Teleconference</p> <p>Ontario Branch Executive Teleconference 12:00 – 1:30 Date/ Recorder</p> <ul style="list-style-type: none"> • April 20, 2017 / Tamika L. 	
	<p>Adjournment</p> <p>Motion to adjourn by: John C. Seconded by: Tamika L.</p>	2:04pm