

**CIPHI Manitoba Branch**  
**Minutes**  
**Holiday Inn Airport West,**  
**Feb 15<sup>th</sup> 2011**

**In attendance:** Greg Stevenson, Darcy Chrisp, Stephen Hancock, Stephen Yeo, Carmen Cross, Stéfane Gravelle, Ali Rana, Dana Gallant.

**Regrets:** Shaun Miles, Natalie Fontaine, Melanie Cyrenne.

1. **Call to order** 5:16pm
2. **Reading and Approval from Previous Minutes.** Dec 13, 2010  
Motion to approve by Stéphane, seconded by Greg. All Approved.  
Motion carried.
3. **Correspondence Received and Read.**  
Mike Leblanc received notice from the companies office, we need to renew our incorporated status.  
Action Item: Mike to renew our corporation status
4. **Business from Minutes or Correspondence.**  
Executive to think of theme ideas; proceed with theme from last meeting:  
“Closing in on a Century of Health Protection.”  
For Speakers Action Items refer to 5. a. iii.  
For Social Action Items refer to 5. a. v.  
Sean has purchased software to use for the Branch’s accounting needs.  
Action Item: Shaun still to send \$200 honorariums to Andreas and Carmen  
Action Item: Darcy to check with Shaun that the honorariums are paid in full prior to next meeting.
5. **New Business**
  - a. **2011 Educational Conference**
    - i. **Theme** is “Closing in on a Century of Health Protection”
    - ii. **Conference budget**  
Darcy circulated 2011 preliminary conference budget  
Motion to approve by Stephen Hancock, seconded by Ali, all approved and motion carried.
    - iii. **Speakers & Topics:**  
Dana has not spoken with Greg Blank, as likely out of the country. Dr. Coppock and Tony Mak both have agreed to present. Both Dr. McDonald and Nelson Fok have agreed to present twice.  
Darcy has received Doug Powell’s contact information from Mike Leblanc, but has not contacted Dr. Terry Galloway, and has not heard

back from Robbin Lindsay. NCCEH has agreed to speak and are willing to do two spots. Dave Funk from housing authority has agreed to Present. Dr. Margaret Fast is interested in being involved and being a speaker. Shaun is absent, therefore no word about possible speakers from the Feds on drinking water issues. Dr. Plourd confirmed to speak about Haiti. Rob Sabo & MLCC are not able to present due to staffing shortage. National Defense has many personnel on deployment so they cannot commit, however they interested in having about 90 technicians come to the conference in 2013.

Economically it is best to fly on Tuesday to Thursday and we pay for the speakers' flights, a one night hotel stay and a lunch.

Action Item: Natalie, Ali and Dana confirm with speakers and find out what day works best for them.

Action Item: Stéfane to create draft agenda for conference

Action item Stéfane to touch base with Dr. Fast and confirm if she will be attending

Action item: Celine Nadal Winnipeg micro

Action item Stéfane to put together rough agenda draft

Action: Ali talk to Nelson topics, endocrine disruptors and pharmaceuticals in surface water, incorporating evidence based practice

Action Item: upon speaker confirmation, send times and topics to Stéfane

iv. **Sponsors/Exhibitors**

Stéfane spoke with NCCEMT who are not presenting but are interested in being a sponsor.

Stephen Hancock distributed sponsorship package, and sponsorship will include a full years worth of ads in the placard.

Platinum Sponsorship Level = &1350 plus, Gold = \$1100 plus, Silver = \$850 plus, Bronze = \$600 plus

Steve budgeted for most sponsors choosing the silver level.

Room floor plan: Manitoba room = 17 exhibitors. We can possibly fit twenty in the room; goal = 18.

Action item: Stephen Hancock, Stephen Yeo and Ali to finalize the sponsorship list, and to mail out the sponsorship packages by the end of the month.

Action Item: Darcy to confirm with Christina at NCCEH

v. **Social Event for Presidents Banquet**

Greg has not spoken to the magician

Action item: Darcy to talk to Chris Kehler about hiring a magician

Action item: Dana to look for a nerd

Action item: Ali to speak with DJ friend about DJing at president's banquet

**Wine and Cheese Event**

Action item Darcy to check with Rick Sokolowski for where he got wine

Action item: Greg to check with New Bothwell cheese as a sponsor

### **Golf Tournament**

Eric Friesen is looking at having the tournament at Assiniboine Golf Course. We will notify sponsors that if they want to come to the tournament they can pay the CIPHI member price but have to donate a gift

### **25 year Member Pins**

Possibly Eligible: James Dean, Steve Kamm, Rob MacKinnon Glen Jorundson, possibly Kathy wood. Eric Friesen may have already got a pin.

Action item Stéfane is to check win those people

Designated photographer for conference - Carmen Cross

vi. **Registration**

Dana will be responsible for the registration duties, Stephen Yeo will assist.

vii. **Silent Auction**

Take any profits and donate to the drinking water well in Sierra Leone that CIPHI National has been raising funds for. National has a goal of \$10,000.

Greg Stevenson will be looking after the auction

viii. **Promotional Items**

Require a give-away bag again this year, for collecting info at conference. 70-80 items, 1 to 2 dollars tops. We had bags donated last year. Otherwise \$500 budget

Action item: Dana and Carmen to look through Shippam & Associates catalogue & brainstorm ideas

Action item: Darcy to copy Dana and Carmen on online catalogue

ix. **Printing Costs**

We could reduce costs and use a flash drive to provide conference presentations and speaker bios, etc. and then provide small info sheets, however this may result in lost advertising revenue from the typical info binder.

Action item: Darcy to check with Melanie as to where binders were printed in the past

Action item: Darcy to check with Andreas Oertel to see if he would prepare binder template again.

e. **Branch Awards**

Most branches have a Member of the Year award. The award is usually named after someone of note.

Action item: Executive to brainstorm who is deserving, how to do nominations, awarding, and basic criteria for the next meeting

f. **Branch 2011 Operating Budget**

Darcy distributed budget. Shaun put the national conference revenue in this

budget and it shall be removed. We will incur expenses for that national conf and we may have to run a deficit next two years.

Action item: all members are to review budget for accuracy and completeness for next months meeting

**g. Branch Representation at 2011 National Conference**

Rough budget for one person to attend including exhibitor costs, registration costs

Flight = \$600, Room for 4 nights = \$796, Exhibitor Costs = \$3000

Total cost = \$6000. (Worst case scenario)

CoPE usually contributes financially, and they may pay for all or half of the flight.

Action item Stéphane to speak with Victor Maw to determine last display creation

Motion to approve for Julie to attend Stéphane second Greg motion carried

Action item Darcy to let Julie know she has been approved to attend 2011 national

**h. Exhibitor Booth and Backdrop for 2013**

See above

Action Item: Stéphane to help Julie with displays

**i. Environmental Public Health Week**

Potentially change date

Action Item: Darcy to get back to the National Executive that we have no opposition to changing the date.

**6. Next Meeting**

March 14<sup>th</sup>, 2011 noon teleconference

**7. Adjournment**

Motion to adjourn made by Stephen Hancock, seconded by Stéphane Gravelle. All approved, and motion carried.