

***CIPHI Manitoba Branch
Minutes***

***April 11, 2011
Teleconference
12:00 - 1:00 pm***

In Attendance: Darcy Chrisp, Greg Stevenson, Ali Rana, Shaun Miles, Stephen Yeo, Stefane Gravelle, Stephen Hancock, Dana Gallant

Absent: Melanie Cyrenne, Natalie Fontaine

1. Call Meeting to Order 12:04

2. Reading and Approval of Previous Meeting's Minutes
Motion to approve made by Shaun, seconded by Ali, all approved, motion passed.

3. Correspondence Received and Read
 - a. Financial support for 2011 National AEC
We received letter of request to support Halifax National Conference this July. Usually we donate \$200 dollars for the Wine and Cheese event at the National AEC.
Stefane makes motion to approve a \$200 dollar donation to the 2011 National Conference in Halifax, seconded by Greg, all in favor, motion carried.
Action: Shaun to forward \$200 donation to Halifax AEC

 - b. Shaun sent WRHA updated contacts for banking info to pay for conference registrations as per their request.

 - c. Request for Silent Auction item for 2011 National AEC
We have received a request to donate items for the 2011 National Conference's silent auction. Normally we donate an item with a value of approximately \$200. Motion to purchase an item made by Shaun, seconded by Stefane, all in favor, motion passed.
Action: Darcy to purchase an item to donate to the Halifax AEC

4. Business Arising from Minutes or Correspondence

Darcy has spoken with NCCEH and Karen on topics and presentation times.
Karen's topic will be about extreme weather and health effects.
Ali spoke with Tony Mak, who will be forwarding on more information.
Stefane contacted Dr. Fast, who will get back to him on the topic.

Greg renegotiated with Anders the Magician and we received a lowered price of \$1700. The magician does a pre-show before the meal, and a 45 min to an hour show after the meal. He received really good reviews from MB Conservation staff that have seen at his show. The magician will want background info on people, and who is approachable for his act. Magician requires 50% payment up front.

Action item: Greg to get Anders to send invoice/contract, and arrange with Shaun Miles to send cheque.

Ali's friend has agreed to do the DJing for the banquet, but does not have his work schedule yet. He will do the show if he is available; otherwise he has friends who can DJ for us at the price we want.

Greg has not heard yet from Natalie whether or not the hotel will allow outside food such as cheese to be brought in.

Action item: Natalie to check with hotel if we can bring in outside food.

Action item: Dana to email the executive list of potential promotional items

Branch award criteria has been created and circulated

Branch 2011 conference budget has been corrected.

Action Item: Shaun to circulate the revised 2011 budget

5. New Business

a. 2011 Educational Conference

i. Conference Schedule & Registration Form

Prices are the same for registration and extra tickets as last year. Stef wanted to know what topic the Building inspector will be speaking on.

Action Item: Dana to speak with Martin for the title of his presentation.

Tony will be sending Ali his bio and agency affiliation soon. Steve has sent an email to Pinchin Environmental to find out who will be speaking and request bio/abstract. August 15th will be the cut off for early bird registration.

ii. Sponsors/Exhibitors

Stephen Hancock sent Shaun some cheques from sponsors. 3 confirmed sponsors/exhibitors to date and about 3 or 4 companies have verbally committed to so far.

iii. Social Event for Presidents Banquet

Action Item: Greg to obtain magician's promotional info for our conference binder and forward to Andreas

Action Item: Greg to contact Eric about where planning is with the golf tournament.

Action Item: Natalie & Steve to check with the hotel and find out the menus for lunches, president's banquet, and coffee breaks.

iv. Registration

Nothing to report

v. Silent Auction

A general email should be sent out to all members asking for donations, etc for silent auction items as we get closer to the date.

vi. Promotional Items

Action Item: Dana will send out an email of all possible promotion items to the executive

vii. Conference Binder

Action item: Darcy to contact Melanie to find out who will be putting together the conference binder.

b. 25 Year Pin Recipients

Stefane has a list of eligible members that he will be contacting. We should include any northern Ontario members who are eligible for their pins upon conference registration contact.

c. Placing approved minutes on Branch Website. National CIPHI Executive have done this for more transparency.

Motion to approve the posting of CIPHI Manitoba Branch Meeting Minutes starting Jan 2011 on the CIPHI Website. Motion to approve by Greg, Ali seconded, all in favor, motion passed.

Action Item: Darcy to send the 2011 minutes to Carmen for posting on branch website

d. Branch Member of the Year Award – Darcy

i. Frequency of Presentation

The award will be presented every 2 years, and we will change the name so that it is not the member of the year award.

ii. Where to present (AGM vs. Pres Banquet)

The presentation will occur at the presidents banquet as it is easier to organize, creates more ceremony, and celebration.

iii. Record keeping

The branch historian will keep a record of past recipients and the list will also be maintained on our website.

iv. Plaque or Trophy Design

This years award will be a home-made wood plaque to be made by Stefane.

6. Next Meeting: May 16, 2011

7. Adjournment: motion to adjourn made by Greg, seconded by Stephen Yeo, all approved, motion passed at 12:56.