

**CIPHI Manitoba Branch
Minutes**

June 13th, 2011

In Attendance: Darcy Chrisp, Ali Rana, Natalie Fontaine, Shaun Miles, Stephen Hancock, Dana Gallant, Greg Stevenson, Stéfane Gravelle

Regrets: Melanie Cyrenne, Stephen Yeo

1. Call Meeting to Order 12:05

2. Approval of Agenda

Motion to approve the agenda by Stephen Hancock, seconded by Shaun, all in favor, motion passed.

3. Reading and Approval of Previous Meeting's Minutes

Motion to approve the May 16, 2011 minutes by Greg, seconded by Ali, all in favor, motion passed.

Action Item: Darcy to send minutes to Carmen to post on website

4. Correspondence Received and Read

Nothing to Report.

Action Item: Darcy to Confirm with Albert Atamanchuk attendance at conference in September.

5. Business Arising from Minutes or Correspondence

We are scrapping the idea to bring in outside food for the 2011 Wine and Cheese event.

Dana will hold off on sending out list of promo items, until stock of 2013 conference items is determined following the 2011 national convention.

Ali has not received the DJ's invoice.

Action Item: Ali to follow this up with the DJ.

Darcy sent the 2011 budget to Carmen for posting on the website.

6. New Business

a. 2011 Educational Conference

i. Conference Schedule & Registration Form

Schedule and form is mostly complete except for Nelson Fok's request to speak twice on the Thursday.

Action Item: Dana to check with Building Inspector who is scheduled to speak on Thursday and see if he can switch to Nelson's spot on Friday instead.

Federal PHI's can all attend a workshop, not a conference as management has rules for conferences.

Action Item Stéphane to create a package with everything called a conference to a workshop and send to Darcy to forward to Rick Orto.

ii. Sponsors/Exhibitors

Applications are slowly coming in, however the numbers appear to be down from 2009. There are many pending sponsors/exhibitors and if everyone commits we may reach our goal of 17-18 sponsors.

iii. Social Event for Presidents Banquet

Entertainment is set, nothing to report.

Action Item: Darcy to check with Melanie for logo for the wine bottles.

iv. Registration

Nothing to Report.

v. Silent Auction

Nothing to Report.

vi. Promotional Items

Delay until after national conference is complete.

vii. Conference Binder

Bio-abstract and photo required for all speakers, send it to Stef

Action Item: Stef to send out list of which speakers still need bios, etc

b. 25 Year Pin Recipients'

We Have 2 eligible recipients confirmed: Glen Jorundson & James Dean. Steve Kamm, Marvin Roberts, Lindsey Hoffmeister, Kathy Woods, Eric Friesen, Rob McKinnon may also be eligible.

Action Item: Natalie to send Stef a City of Winnipeg PHI phone list so he can discuss with employees working for the City.

c. Branch Distinguished Member Award Nomination Form.

We have approved the award, now require a nomination form.

Action Item: Darcy is creating the form with a tentative release date in June 2011.

d. City and Provincial amalgamation

The transfer of PHI's from the City of Winnipeg to Manitoba Health has been officially announced, and the transfer will occur over a 3 year period.

7. Next Meeting: July 18, 2011

8. Adjournment: 12:39

Motion to adjourn by Stephen Hancock, seconded by Greg, all approved, motion passed.