

**CIPHI Manitoba Branch
Agenda**

*Nov 7, 2011
12:00 - 1:00 pm*

In Attendance: Stephen Hancock, Darcy Chrisp, Greg Stevenson, Melanie Cyrenne, Stephen Yeo, Natalie Lowdon

Regrets: Ali Rana, Shaun Miles, Stéfane Gravelle, Dana Gallant

1. **Call Meeting to Order 12:08**
2. **Approval of Agenda**
3. **Reading and Approval of Previous Meeting's Minutes.** Motion to approve by Stephen Hancock, seconded by Greg Stevenson, all approved, motion carried.
4. **Correspondence Received and Read:** Letter received from Al Adamanchuk in appreciation of the conference and the 50 Year Membership Award he received.
5. **Business Arising from Minutes or Correspondence:** Nothing to address.
6. New Business
 - a. **2011 Educational Conference**
 - i. **Conference Review/Feedback**
 - Lots of positive feedback received via the survey.
 - Main criticism from feedback and during the conference was the temperature of the venue being too cold.
 - These suggestions will be considered for future venue selections.
 - ii. **Final Budget** – The conference profits will be around \$11,000.
 - b. **Branch Conference Planning Guide**

Darcy suggested that we compile a Planning Guide to assist future Branch Executives in preparing to plan a larger conference such as we just had. Executive agrees that this would be a good idea. Each individual that was responsible for a portion of the conference will contribute their expertise and suggestions for improvement. Darcy will then compile into one document.

A.I.: Darcy to send out email to identify who will be responsible to submit contributions to the guide.
 - c. **EPHW Representative**

Melanie has stepped down from this role. Ali Rana has agreed to take on this responsibility for 2012. Greg will offer assistance as needed.
 - d. **2012 Educational Workshop/Seminar**
 - A one day workshop will be planned for 2012.
 - Melanie suggested the Viscount Gort as a possible venue.

- Suggested dates are June 13, 14 & 15 for workshop and AGM. Provincial staff meeting could be held in conjunction with the workshop.
- Branch elections will take place in 2012.
- Stephen Hancock has agreed to be the Chair for this workshop.
- No sponsors for workshop; however Melanie would like to see CIPHI lanyards made up and given out at the workshop.
- January meeting will commence planning for 2012 educational workshop.
- Stephen H. suggested that we prepare for at least 60-80 attendees.

A.I.: Darcy to check with Mike Leblanc regarding the proposed dates for the provincial meeting.

A.I.: Natalie to check with the Viscount regarding the proposed dates (for 60 – 80 delegates).

e. Changes to Branch By-laws

i. Addition of Advocacy Committee

To be formalized as a separate committee.

ii. Role and Duties of Webmaster

To be formally established.

iii. Past Presidents Responsibilities re: AGM package prep

Also, amend the Branch Secretary Duties to include compiling all branch documents and forwarding them to branch historian.

A.I.: Darcy to convene a meeting with the By-Law Committee to prepare the necessary changes to the By-Laws.

7. Next Meeting: January 16th, 2012 @ noon hour.

8. Adjournment

Melanie made the motion; seconded by Natalie; all approved, motion carried.