

**CIPHI Manitoba Branch  
Minutes**

**March 11, 2013  
12:00 - 1:00 pm**

In Attendance: Darcy Chrisp, Stéfane Gravelle, Rhea Leftko, Dana Gallant, Greg Stevenson, Shaun Miles

Regrets: Ali Rana, Stephen Yeo, Kathleen Martin

1. **Call Meeting to Order** 12:05pm
2. **Approval of Agenda:** by Greg, seconded by Rhea, all approved and motion carried.
3. **Reading and Approval of Previous Meeting's Minutes:** By Stéfane, seconded by Rhea, all approved, motion carried.
4. **Correspondence Received and Read:** Shaun received donations for the conference wine and cheese social event from New Brunswick branch for \$250, and \$500 from the Alberta branch.
5. **Business Arising from Minutes or Correspondence:** Request for nominations has gone out for the distinguished member award and life membership award.
6. **New Business**
  - a) **2013 National Conference Update:** 50 delegates registered so far, CIPHI clothing is available at cost if delegates are volunteering.
  - b) **BOC Rep & Exam Coordinator for 2013-2016:** Karen Leewing's term is expiring, and has expressed interest to do it again. Motion to extend Karen in this position until 2016 made by Stefane, seconded by Greg, all approved and motion carried.

**Action item Darcy to let Karen know she has been reappointed.**

- c) **Distinguished Member Award:** April Gravelle was nominated by Lori Roberts, seconded by Rhea Lefko via completed form. Stéfane has removed himself from the branch executive vote. Motion to approve April Gravelle for the award by Greg, seconded by Dana, all in favor and motion carried. Stéfane will make the plaque, and will expense the materials.

**Action Item: Darcy to get the decal made.**

- d) **Life Membership Award:** Bernie Chrisp was nominated by Walter Keryluk, seconded by Stéfane. Darcy removed himself from the branch executive vote. Motion to approve nomination by Rhea seconded by Greg, all in favor and motion carried.

**Action item Darcy to let CIPHI awards committee know about the nomination.**

- e) **“This is Public Health” Initiative:** Not much work has been done as all are busy with the upcoming conference. Work will resume after the national conference is over.

- f) **Branch Terms of Reference:** We currently only have terms for awards and assistance for attendance of national conferences.

**Action item: Darcy to circulate the Alberta terms of reference to the executive. Chairs of all committees to review, modify for our Branch and we will discuss at the next branch meeting.**

- g) **Rob Mancini’s Request for funding for NEHA conference:** Rob has asked for \$300 to assist in traveling to this conference. Defer decision to after the national conference to determine finances.

**Action Item: Darcy to check other branches for a term of reference for payment for conference attendance.**

7. **Good & Welfare:** Melanie had a baby girl, as well as Natalie had her baby. Card has been sent to Melanie.

**Action Item: Dana to send Natalie a card**

**Action Item: Stéfane to find email about Natalie’s baby and send to executive.**

8. **Next Meeting:** Monday May 13, 2013 at noon

9. **Adjournment:** Motion to adjourn by Greg, seconded by Rhea, closed at 12:35pm