

**CIPHI Manitoba Branch
Agenda**

September 9, 2013

In Attendance: Shaun Miles, Darcy Chrisp, Stefane Gravelle, Rhea Lefko, Kathleen Martin, Ali Rana, Greg Stevenson, Stephen Yeo

Regrets: Dana Gallant

1. **Call Meeting to Order:** 12:05PM
2. **Approval of Agenda:** Motion to approve by Rhea, seconded Greg, all approved and motion carried.

Additions:

Rob Mancini request for funding for attending NEHA conference
CIPHI 100 Poster distribution to branch members

3. **Reading and Approval of Previous Meeting's Minutes:** Motion to approve by Shaun, seconded by Ali, all approved and motion carried.
4. **Correspondence Received and Read:**
EHFC sent a letter requesting a donation for 2013 (item 6(b) on the agenda).
5. **Business Arising from Minutes or Correspondence:**
Darcy sent TOR templates to Exec to revise
Darcy contacted other branches regarding benefits for branch executive and very few have any formal benefits at this time.

6. New Business

a) 2013 National Conference Debrief

- We made ~ \$ 40-45 thousand for our branch. Final numbers should be complete once the account at the national office is officially closed.
- Conference was a huge success thanks to the efforts of our branch members.

b) Environmental Health Foundation of Canada 2013 Donation Request

- Motion to donate 400 dollars for 2013 by Greg, seconded by Kathleen, all approved and motion carried.

- **Action Item:** Shaun to send cheque to EHFC.

c) Environmental Public Health Week (EPHW) Poster Distribution

- **Action Item:** Darcy to ask every member to post 1 poster in their community in a high traffic area.

- **Action Item:** Rhea and Darcy to work on press release

d) EPHW CIPHI Video Contest

- Need to compile a mailing list for MB Schools to get the word out to the staff
- **Action Item:** Darcy & Greg to help Rhea create an e mail list
- **Action Item:** Spam teachers with personal e mail.

e) CIPHI Laptop

- The CIPHI laptop is not performing very well and will have to be replaced. We will wait until there is a need to purchase one.
- **Action Item:** Stefane to archive data and try reformatting the current computer.

f) Placard Editor

- Kathleen Martin has taken over as editor of the placard from Andreas Oertel

g) Placard Updates with respect to new staff and departmental initiatives

- Kathleen to include departmental updates from MB Health and FNIBH in future editions of the Placard. No concerns raised regarding doing this.

h) Members of Distinction Booklet

- Centenary Committee has purchased several booklets for distribution to branches at a cost of \$5 per booklet.
- Branch agreed to cover the cost based on demand.
- **Action Item:** Darcy to circulate a message to the branch membership to solicit interest in these booklets with a deadline of Oct 1st.

i) Branch Terms of Reference

- Have received quite a few TOR drafts since last meeting
- **Action Item:** Darcy to send out a reminder for remainder of branch TOR's

j) 2014 Branch Seminar and Elections

- **Action Item:** Educational Committee to have a meeting to book a date and location for sometime in April or May.

k) Request for Financial Assistance from Rob Mancini re: attendance at NEHA conference.

- Funding for the conference that Rob Mancini attended in the U.S. in July:
- The majority of the costs were covered by his employer; He is requesting funding to help offset the out of pocket costs that he incurred. Approx \$300.
- No formal policy in place for these types of requests.
- **Action Item:** Education committee to draft a policy for conference funding requests that are not CIPHI related.

l) CIPHI100 Poster Distribution to Branch Members

- Offer each member the opportunity to order a poster of their choice paid by the branch.

- Action Item: Darcy to e mail branch members to solicit interest with a deadline of Oct 1st.

7. Good & Welfare

- Ali Rana had a baby girl

8. Next Meeting

Monday November 18, 2013. Noon teleconference.

- 9. Adjournment:** Motion to adjourn by Greg, seconded by Stefane, all approved and motion carried. 1:00 PM