

Minutes

#	Item	Notes	Lead
1	Welcome & Roll Call		Kathleen Martin
		Present: Kathleen Martin (President), Darcy Chrisp (Past President), Rhea Lefko (Treasurer), Kiran Sidhu (Councillor), Anitta Sundarampillai (Councillor), Monique Nguyen (Councillor), Kiran Brar (Councillor) Regrets: Victoria Ly (Secretary), Tyler Hebb (Councillor), Absent: A. Rana (Vice-President)	12:04
2.0	Approval of Agenda		Kathleen Martin
		Motion: Motion to approve the agenda as submitted by R. Lefko Second: A. Sundarampillai Favour: All in Favour	
3.0	Approval of April 28, 2014 Executive Meeting Minutes		Kathleen Martin
		Motion: Motion to approve the Minutes as submitted by K. Sidhu Second: R. Lefko Favour: All in Favour	
4.0	Correspondence Received and Read		
		No correspondences to note received.	
5.0	Business Arising from April 28, 2014 Meeting		
5.1	Contact Information - List of contact information will be forwarded, respond with any corrections.		
5.2	Website – Executive Profiles - Continue to submit profiles to be uploaded on the website.		
5.3	AEC Donation Request - Donation for the welcome reception to be processed and donations ideas for silent auction discussed.		
5.4	Media – Twitter & Facebook		

	- Agreed to launch for EPH Week – September 22-26 th (4 th week of September)	
5.5	MB Health Support re: Food Regulation - Appears that there is no longer the need for support	
5.6	Food Challenge Action Item: K. Martin to re-email contact and determine if there is a collaboration or involvement that CIPHI can have with the next Food Challenge.	
6.0	New Business	
6.1	Storage space - Currently using space at Booth Office (MB Health). R. Lefko and K. Martin cleaned out the space, inventoried items, and returned items. Critical to keep the items to a minimum and organized. The bulk of storage is historical items and conference related items (i.e. technical). Items in storage at the moment are items that need to be kept. In the future there may be opportunity for historical storage elsewhere (S. Gravelle has 3-4 boxes in his office). The historical items do not necessarily need to be stored in Winnipeg, however conference related items it is best to keep in Winnipeg as that is the location of events.	Kathleen Martin
6.2	Education & Training - Set dates for Fall 2015 Conference. - Decided to obtain the dates from Ontario Branch conference as their event is in September and work around it for ours. Action Item: K. Martin to confirm dates and have discussion via email.	
6.3	Video Contest - R. Lefko agreed to be the main contact this year again. Emphasized the need to get the message out more. Executive members urged to touch base with at least one school. Feedback from teachers noted that documents were too wordy and need to be more enticing. There is significant overlap with curriculum objectives – sciences, health, media, art. Announcement of contest for EPH Week. Release sooner so that teachers can start planning. Action Item: R. Lefko to circulate the document from last year to executive for review and input. Documents need to be re-vamped.	
6.4	EPH Week – September 22 – 26th - Ideas to be brainstormed amongst the executive and membership for events that can be held. During EPH Week 2014 plan on launching Tweeter and Facebook account, and announce the 2nd Annual Video Contest.	

	<ul style="list-style-type: none"> - K. Martin brought forward idea / suggestion to recognise / honour members by organizing cakes for offices. Given that there are several rural offices a gift card to perhaps Tim Hortons would be provided as a cake for a single person office (or 2-3 person office) is not practical. Preliminary thoughts are 2-4 offices in Winnipeg, Brandon, Selkirk, Dauphin. Important to announce to all members (some not MB Health or Health Canada – military, MB Conservation). Will require assistance of executive members and supervisors of MB Health and Health Canada. - D. Chrisp discussed advocating for the larger municipalities to Proclaim EPH Week. Template of the proclamation has been already drafted. K. Martin noted letter to be drafted and sent to Minister. - R. Lefko suggested getting suckers with our logo on it for giving out to the public. And mentioned that during that week public events should be done to be more “in the eye.” <p>Action Item: K. Sidhu has a contact with grocery store that might be able to get a discount on cakes. Action Item: K. Martin to find draft proclamation letter and make contact with NP who had NP week proclaimed last year.</p>	
6.5	Financial Support to attend AEC K. Leewing and P. Masterton – R. Mancini? Action Item: R. Lefko to send cheques K. Leewing and P. Masterton	
7.0	Good & Welfare	
	<p>Jennifer Hughes: Baby boy Malcolm Hughes Action Items:</p> <ul style="list-style-type: none"> - M. Nguyen to obtain photo - V. Ly to send congratulatory card <p>New Health Canada staff: Saad Jalili Action Item: Obtain information and add to next Placard.</p>	
8.0	Next Meeting	
	August 18 th , 2014 at noon	
9.0	Adjournment	
	Have a safe and happy summer!	12:51