

Date	Location/Time
December 01, 2012	Newmarket, ON / 09:00 - 16:00

Attendees:	Regrets	Guests
Cameron Weighill (Chair), Cathy Egan, Caroline Kuate, Tony Makrostergios , John Cannan Patrick Doyle (minutes), Raymond Ramdayal	Kate Beath, Ken Diplock, Lori Holmes	

Agenda Item	Discussion	Action
1 Welcomes and Introductions	Cameron welcomed those who attended.	
2 Approval of Agenda	Move: J. Cannan Second: T. Makrostergios Approved	
3 Review and Approval of Previous Minutes	Deferred to next teleconference.	
4 Review and Approval of Electronic Motions	There were no electronic motions.	Action Item: (Nov 22) Forward change of email addresses (if applicable) to K. Beath Action Item: (Nov 22) C. Weighill will use Doodle for next electronic motion
5 Standing Items	Items Brought Forward	

<p>5.1 Strategic Plan</p>	<p>Cameron provided the OBEC a quick review of the strategic plan. There was a lot of burn out with loss of administrative procedures and some volunteers doing more than others. The plan is to move the councillor to a more administrative role while continuing to emphasize positions to volunteer members.</p> <p>Cameron noted the organization is half way through the strategic plan process and is continued with the prioritizing of the next stages over 2 years. To continue with this Cameron indicated many CIPHI emails are programmed based and emails in the future will reflect those newly created positions which will assist on maintaining continuity. This will be done as soon as possible. Cameron thanked all councillors for the hard, dedicated work. Cameron noted that if any councillor leaving wanted to continue in the process; they can run in future elections. Decision Matrix: The OBEC discussed the decision matrix while looking at the weighing of categories.</p> <p>The OBEC set the following strategic objectives as priorities over next 3 to 12 months: a) <i>Professional Development</i> Promote CPC Program b) <i>Membership</i>: promote existing benefits and to engage new and existing members with the main goal of 100% membership c) <i>Structure</i>: develop committee structure and function d) <i>Communication</i>: creating strategic framework for reporting to who and by who e) <i>Partnerships</i>: strengthen relationship with CIPHI and ASPHIO f) <i>Volunteer</i>: develop process for volunteer opportunities g) <i>Funding</i>: after 6 months review of MPS viability and to update membership as needed.</p> <p>The group agreed over the next 3 months the top priority is developing a framework regarding: a) Role of councillors b) Who reports to whom? c) Policy and procedures d) Review of old policy and procedures as well as discarding out of date P&P's e) Engage existing members as well as future volunteer projects/committees/students</p>	<p>Action Item (Oct 22) All OBEC to review the Strategic Plan and determine areas of interest for next teleconference -- Complete</p> <p>Action Item (Dec 1): OBEC members are to review current CIPHI email and provide recommendation, if required, of new emails that new portfolios by December 19</p> <p>Motion: (Dec 1) The OBEC appoint the following individuals to the following portfolios:</p> <ol style="list-style-type: none"> 1) J. Cannan and L. Holmes to Membership/Strategic Engagement 2) P. Doyle to Advocacy & Policy 3) R. Ramdayal Professional Development, 4) C. Kuate and C. Egan to Strategic Communications/Partnership. <p>Moved by T. Makrostergios Seconded by J. Cannan -- Carried</p>
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<p>5.2 Finance</p>	<p>OBEC reviewed and approved the new electronic expense form. All expenses after December 1, 2012 are to be forwarded on new expense form to MPS</p> <p>All mail is now forwarded to MPS. Credit Card information has been transferred to MPS. Banking system is still being worked on, which will give MPS signing authority.</p> <p>Cameron provided OBEC update on the requirement of CIPHI to collect HST on memberships. Depending on geographic area CIPHI must now charge local taxes on any items sold.</p> <p>.Discussion – Funding. Tony noted the Exec. needs to ensure funding for executive activities does not deter companies who may be in competition from supplying funding but there can be no favouritism in decision making</p> <p>Cameron was not sure if the OBEC can solicit corporate sponsorships since NEC already does this</p> <p>Tony and Cameron both agreed that while stable funding is important exploring new funding streams will not be a priority for 2013.</p> <p>Discussion – Operational Budget: Cameron noted there needs to be work done on operational budgeting to enable long term planning. Tony also noted when committees have structure in place; it will be easier for budgetary planning by all groups. Tony acknowledged Kate Beath’s dedication to keeping records and budgets. Cameron suggested that to enhance transparency the OBEC may want to consider a finance committee with the treasurer as the lead. This will help minimize/eliminate budget confusion. Tony noted the hiring of MPS will assist in maintaining transparency and keeping accurate up-to-date documentation.</p>	<p>Action Item: (Oct 22) Kate to provide the OBEC with update and list of recommendations for transfer of services and timelines by Nov 21</p> <p>Action Item (Dec 1): C. Weighill to determine if receipts can be scanned and emailed in rather than mailing the original copies.</p> <p>Action Item (Dec 1): C. Weighill to place discussion of MPS on the agenda for February face-to-face meeting.</p> <p>Action Item (Dec 1): C. Weighill to place operational budgeting on the agenda for February 2013 face-to-face meeting.</p> <p>MOTION: That OBEC approve the new electronic the new expense form. Moved by: J. Cannan. Seconded by T. Makrostergios. -- Carried</p>
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<p>5.3 Membership Support and Engagement</p>	<p>Cameron spoke of allowing members to participating à future OBEC teleconference meetings, though for the short term our agenda will be packed and he does not think there will be sufficient item. John made mention that individuals should be allowed to submit questions or issues which could be added to minutes for OBEC discussion with follow-up to questioning member. Caroline noted it is a good step towards decentralizing CIPHI from just in the Toronto Area allowing individuals throughout the province, feel as though they can be a part of some decision making. Cameron spoke on thanking volunteers by posting their names to the website help establish a strong networking system. Tony thought a project could be undertaken by developing a power point presentation or You-Tube time piece which shows what CIPHI is and what it is there to do. Cameron thought it wouldn't be difficult to accomplish and John said it could be something played at staff meetings with some kind of questions and response system in place. Cameron noted this being a good idea and would like to see this addressed/development in first quarter of 2013. It would help engage involvement. Raymond noted this was a great stepping stone as there are more people willing to participate in the Eastern Regions.</p> <p>John noted that 2013 calendars and pins are still being sent out. There are 21 ret. members and 62 reg. members still to receive the package. John noted the high cost in mailing items. Cameron made mention the cost can be as much as \$500 to \$600. Cameron asked that a letter and a calendar be sent to the OMOH, as well as Prov. Gov't MoH.</p> <p>Cameron spoke on website space for posting of OBEC minutes; however the current software is out of date. Sandy Stevenson will send quote out for software upgrade. The new website should include a list of all volunteers to each committee as well as the leads on committees.</p>	<p>Action Item: (Nov 22) All OBEC to review survey and provide comments to J. Morris (copied to OBEC members) by Dec.12/12</p> <p>Action item (Dec 1): C. Egan and C. Kuate to draft an letter to be used to send out with the calendars to OMOH and other VIPs by Dec 31.</p> <p>Action item (Dec 1): J. Cannan to provide OBEC the costs of mailing calendars to retired and student members by Dec 31.</p>
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<p>5.4 Strategic Communications and Partnerships (ASPHIO, MOHLTC, PHO, OPHA)</p>	<p>Cathy noted that the cost of membership to OPHA Constituent Society has increased from \$1000 to \$4000 and there is no real indication what the increases are for.</p> <p>Ryerson Program Advisory: Cameron noted the meeting was productive with some new ideas being incorporated into the program. There still are some concerns regarding the Board of Certification and the Ryerson's new curriculum will be circulated for comments in January of 2013.</p> <p>Stanier Institute Opinion Paper: This contest will be run by Cathy for one more year. It is open to anyone in Canada. Cathy noted this could be run by the NEC.</p>	<p>Action Item: (Oct 22) C.Egan to provide OBEC and update on OPHA: Public Health Workforce study and provide recommendation by November 21.</p> <p>Action Item (Dec 1): C. Egan to investigate the possibility of partnering with ASPHIO as a single OPHA Constituent Society.</p> <p>Action Item (Dec 1) C. Weighill to discuss Stanier Institute Opinion at NEC Teleconference in Spring 2013</p>
<p>5.5 Advocacy and Policies</p>	<p>Cameron indicated that many of the current OBEC policies are out of date and need revising. Cameron noted the CIPHI(O) by-laws will be reviewed during the February 2013 Face-to-Face changes recommended for next AGM.</p> <p>Cathy made note that it's a good refresher for all members to periodically review the by-laws</p>	<p>Action Item: (Oct 22) K. Dilock to draft a list of policies that need to be update and/or created by November 21</p> <p>Action Item (Dec 1): C. Weighill to place policy and by-law review on the agenda for the February face-to face meeting</p>
<p>5.6 Professional Development</p>		<p>Action Item: (Oct 22) Raymond report back to the OBEC with regard to feasibility and timeline for a professional development needs assessment by November 21</p>
<p>5.7 COPE Update</p>	<p>No Update</p>	

5.8	BOC Update	No Update	
5.9	Workgroup Updates	<p>Estimates of size of current CIPHI Committees are Food (8), Communicable Disease (5) Professional Development (10) Health Environment Membership Engagement (4) Health Promotion (4) Communication (3)</p> <p>The key item noted is in letting committees know they can engage OBEC. Tony recommends a letter be sent to members indicating there are changes occurring in the structure of these committees. Committee members at www.ciphi.ca. Compiled in portfolio is the formal mechanism of removal from a committee. Many committees are 1 year in term.</p> <p>Discussion - Professional Development Working Groups Food, Communicable Disease, Healthy Environments – all are stand alone committees reporting to Exec. on quarterly basis. Portfolio Working Groups – quarterly meetings when required.</p>	<p>Action Item (Dec 1): Tony will draft a letter (email form) for committee members to let know of changes. Included in email will be what the goal of these changes and to engage members' assistance and possibly developing a focus group to discuss.</p> <p>Action item (Dec 1): OBEC member to review their portfolio and determine if there are any responsibilities that can be delegated to an individual outside of the OBEC.</p> <p>Action Item (Dec 1): John to provide list of all working group members by Dec 31</p>
5.10			
5.11			
6	Other Business		
6.1			
6.2			
6.3			
6.4	MPH Student Research	Tony Makrostergios introduced information regarding Brenda Armstrong. Brenda Armstrong is completing her Master's in Public Health from University of Waterloo. She is being mentored by Ken Diplock.	<p>Action Item (Dec 1): T. Makrostergios to provide more information to OBEC via email.</p> <p>Action Item (Dec 1): C. Weighill, after have had time to review that material will circulate a motion to endorse the project by Dec 5</p>
6.5			
7	Next Meetings		

7.1 Teleconference	<ul style="list-style-type: none"> • October 22, 2012 → John Cannan • November 21, 2012 → Raymond Ramdayal • December 19, 2012 → Kate Beath • January 22, 2013 → Patrick Doyle • February 20, 2013 → Cathy Egan • March 20, 2013 → Lori Holmes • April 17, 2013 → Caroline Kuate • May 22, 2012 → Tony Makrostergios • June 12, 2012 → Ken Diplock
7.2 Face to Face	<ul style="list-style-type: none"> • February 22-23 in Newmarket ON

