

**CIPHI SASKATCHEWAN BRANCH**  
**Annual General Meeting**  
**October 18, 2005**  
**Travelodge - Regina**

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Call to order 7:05 PM 29 Members, 16 non-members

Regrets Ron Belak

Welcome from Ken Cross

- Intro of Councilors
- Acknowledgements of Past Presidents Doug Terry, Richard Bader
- Introduction of all Members at tables
- Thank you to Louis Corkery and Tim Macaulay

**1.0 Parliamentarian**

- 1.1 Mike Hayduk named
- 1.2 Moved by Doug Terry, 2<sup>nd</sup>

**2.0 Approval of Agenda**

- 2.1 Moved by Russell Scott , 2<sup>nd</sup> by Ken Startup

**3.0 Approval of Minutes - 2004 AGM Minutes**

- 3.1 Moved by Terry Gibson, 2<sup>nd</sup> by Jackie Treen

**4.0 Reports**

4.1 President's Report

- 4.1.1 Ken corrected his report to read Oct. 18, 2005
- 4.1.2 Ken thanked his Council Members for all their hard work and dedication
- 4.1.3 Ken thanked his Employer, Grant Paulson and wife for standing behind him in order to do his work as President
- 4.1.4 Highlights for 2005 as President - see report
- 4.1.5 Reminder to Members that Ken is representing Sask. Members on both the BOC and NEC
- 4.1.6 Moved by Ken, 2<sup>nd</sup> by Paul Silvester

4.2 Secretary Treasurer's Report

- 4.2.1 Report given by Ken Cross on behalf of Ron Belak
- 4.2.2 Any questions on report can be forwarded to Ron Belak for follow-up
- 4.2.3 Moved by Ken Cross, 2<sup>nd</sup> by Gilbert Combres
- 4.2.4 Russell Scott thanked Ron for doing a good job with the books

4.3 Auditor's Report

- 4.3.1 Given by Ken Cross
- 4.3.2 Moved by Ken Cross, 2<sup>nd</sup> by Ryan Philipation

- 4.4(i) Corresponding Member to the Board of Certification Report
- 4.4(i)(a) New position this year for Ryan Philipation (Position serves as link between the BOC and Sask. Executive and it's Members)
  - 4.4(i)(b) Duties to be assigned by Executive at upcoming meetings.
  - 4.4(i)(c) 2005 BOC meeting in Toronto working on standardizing the certification process (banking of questions for orals to be used by examiners)
  - 4.4(i)(d) BOC recently updated guidelines for exam coordinators and examiners
  - 4.4(i)(e) Any questions thought of for examiners to use with orals should be forwarded to Yvonne Graff by Oct. 25, 2005
  - 4.4(i)(f) Report moved by Ryan, 2<sup>nd</sup> by Jackie Treen
- 4.4(ii) Exam Coordinator - Yvonne Graff
- 4.4(ii)(a) April 19, 2005 4 candidates sat the orals in Prince Albert, all passed
  - 4.4(ii)(b) Oct. 18, 2005 6 candidates sat the orals in Regina
  - 4.4(ii)(c) Yvonne reminded examiners that they need to have full support from their employer and supervisor to have their name on examiners list
  - 4.4(ii)(d) Exam dates are every 3<sup>rd</sup> Tues. of April and Oct.
  - 4.4(ii)(e) Reminder to examiners that they are not permitted to make copies of reports to have on their files as they belong to the BOC
  - 4.4(ii)(f) Moved by Yvonne Graff, 2<sup>nd</sup> by Dwayne Djkwowich
- 4.5 Sale of Code Books / Thermometers and Test strips
- 4.5.1 Report given by Ken Cross
  - 4.5.2 Good stock on hand, 200 code books 400 plus on order, 200 plus thermometers
  - 4.5.3 Now have test strips (Quat. and Chlorine) \$10 dollars per package
  - 4.5.4 Question Gilbert Combres on turn around time for books ordered. Sent out within the week
  - 4.5.5 Moved by Ken, 2<sup>nd</sup> by Doug Terry
- 4.6 Committee Reports
- 4.6.1 Educational Chair Report - Ryan Philipation
- Spoke on setting up two educational workshops this past year
  - PFRA workshop on water systems and supplies in Feb. of this year with 20 candidates
  - This Oct. 17-21 2005 In-Service for Members
  - These In-Sservices are making money for our Branch
  - By 2007 Ryan wants to see this as an annual event which would involve sponsorship from business and organizations. (Members can forward suggested topics they want to hear at an In-Service to Ryan at any time)
  - Moved by Ryan, 2<sup>nd</sup> by Terry Gibson

#### 4.6.2 Marketing/ Merchandising Report - Mike McCann

- Mike spoke on ordering of merchandise for Members to purchase
- Cost breakdown detailed below:

Item	Cost (Members)	Cost (Non Members)
Hat	\$15	\$17
T-Shirts	\$12	\$15
Long Sleeve Shirts	\$15	\$18
Golf Shirts	\$40	\$45
Mugs	\$15	\$18
Stickers	\$2	\$3
Test Strips	\$10	\$12

- Mike thanked Roger for posting all items on the website
- Reminder to Members of the 2005-2006 NHL Hockey pool-your picks are due October. 20, 2005
- Moved by Mike, 2<sup>nd</sup> by Terry Gibson

#### 4.6.3 Communications Chair Report - Dwayne Liebelt

- Feedback from Members on how well the pamphlets is moving in the Health Regions
- Reminder to all Regions that there are more pamphlets available through the Branch on What is a Public Health Inspector and Starting a Career in Environmental Health
- FNUC has already asked for more pamphlets
- Gilbert Combres asked to receive some of the pamphlets
- Moved by Dwayne, 2<sup>nd</sup> by Jackie Treen

#### 4.6.4 First Nations University Correspondent Report - Mike McCann

- PHI's will hear Dr. Shauna Hudson speak tomorrow about the 4-year program in Regina
- Mike spoke to the numbers enrolled in the program and the future number of graduates expected from the program in the future
- Total 11 grads to date, 5 of which are at this meeting
- Moved by Mike, 2<sup>nd</sup> by Terry Gibson

#### 4.6.5 Operational Coordinator Report - Travis Philipation

- Travis spoke of role of Coordinator; he has worked on new terms of reference, sheet for Executive Committee's duties, ongoing updates to the CIPHI binders and some policy development
- Move Travis, 2<sup>nd</sup> Roger Piatt

#### 4.6.6 Secretary / Treasurer's Report - Ron Belak

- See minutes under 4.2 under Reports

#### 4.6.7 Newsletter Report - Jackie Treen

- 2 copies of electronic Newsletter now out, positive feedback from Members
- Jackie also sits on the National Newsletter Committee
- Thank you to Kelsey Trail for providing a PHI summary for the Newsletter
- Next issue will be Dec. 2005
- Always looking for articles of PHI information, send to Jackie
- Jackie wanting Regions to submit information about PHI's for each Newsletter
- Moved by Jackie, 2<sup>nd</sup> by Doug Terry

#### 4.6.8 Website Report - Roger Piatt

- Between January 1 2005 and October 18, 2005 website has seen 173,047 hits
- > 50 % from the U.S. and other countries such as Sweden, Britain, South Africa, Finland, Poland and European Union
- Most hits have been on Mondays or Fridays
- 24,067 pages (1.44gigabytes) of information has been downloaded from the website by 3268 unique visitors
- Moved by Roger, 2<sup>nd</sup> by Paul Silvester

### 5.0 New Business

#### 5.1 Canadian Council Health Sciences Association (CCHSA) and Canadian Public Health Association (CPHA) presentation by Terry Gibson

- 5.1.1 Terry spoke on how being a Member of CIPHI goes towards being recognized by other agencies
- 5.1.2 PHI's are contributing to many national committees
- 5.1.3 PHI involvement recognized in accreditation, skills enhancement
- 5.1.4 Question Verna Law : When would our input be put into the accreditation standard?  
Answer: By fall of 2006
- 5.1.5 Question Treena Abdellatif: Were any other PHI's asked for input?  
Answer: Only Victor Mah from Alta. and Terry Gibson
- 5.1.6 Ken Cross spoke of a mandatory membership to CIPHI; this is a push from CPHA

#### 5.2 Membership Dues Increase for 2006-Ryan Philipation

- 5.2.1 June 2004 NEC put forth increase from \$115.00 to \$125.00
- 5.2.2 National to get \$75.00 and \$45.00 would go back to the Branch. The money goes to helping with Branch expenses like travel, website maintenance and promotional items and supplies
- 5.2.3 The increase would be across Canada, National is wanting to standardize the amount, some memberships are already higher than \$125.00
- 5.2.4 Question Russell Scott What dictates how much we can keep?  
Answer: National sets the percentage.

### 5.3 2005 AEC Toronto - Ken Cross

- 5.3.1 Funding for Branch Members was set aside for this conference
- 5.3.2 Those attended included Ryan Philipation, Dwayne Djkowich, Travis Philipation, Rob Schuba, Ken Cross, Yvonne Graff
- 5.3.3 SK Branch sent delegate package to show at 2005
- 5.3.4 Rob and Dwayne personally went to all booths while there and have committed to getting 3 gold sponsors to our conference
  
- 5.3.5 Awards handed out included:
  - **Alex Cross Award** to **Victor Mah** for his newsletter, projects to the NEC
  - **Life Member Award** to **Klaus Seeger** for 25 years of being a Member, and his outstanding services to CIPHI and Environmental Health Foundation
  - **President's Award** to **Robert Bradbury** for his leadership as Past President and his effort to strengthen partnerships with private and public organizations
  - **Alexander Officer Award** to the Saskatchewan Health Provincial West Nile Virus Program and **Phil Curry** for their dedication to protecting Public Health by corvid collection and assessing risk to human health
  
- 5.3.6 Motions brought forth by SK Branch at Post Conference NEC meeting: to involve students still going to schools more with National Conferences, with this they would be able to take part in the President's Dinner. Students to be charged 50 % of conference registration and receive full delegate privileges.
- 5.3.7 Move by Ken, 2<sup>nd</sup> by Mike Hayduk

### 5.4 2006 AEC Regina - Rob Schuba

- 5.4.1 Rob thanked his employer to attend conference in Toronto
- 5.4.2 2006 Timeline getting closer and the finer details of the conference
- 5.4.3 Rob would like to see 1 meeting per month until the conference starts
- 5.4.4 Committee meeting with FNUC to secure some funding to have their students attend the NEC
- 5.4.5 Moved Rob, 2<sup>nd</sup> by Terry Gibson

### 5.5 Environmental Public Health Week 2006-Ken Cross

- 5.5.1 New posters out now, Jan. 2-8, 2006
- 5.5.2 Members are to take back to Region to post
- 5.5.3 Sask. Health Minister recognizes week with a letter
- 5.5.4 Environmental Public Health Week Guide sent out with posters.

### 5.6 Honorariums

- 5.6.1 Ken moved that honorariums stay the same as previous years. Pres. \$150.00, Newsletter \$125.00, Secretary \$200.00, Website \$125.00, Roger Piatt declined the honorarium
- 5.6.2 2<sup>nd</sup> by Mike Hayduk

## 5.7 Saskatchewan Public Health Association Membership

- 5.7.1 Ken brought forth that for an extra 7 dollars we can also get membership with CPHA
- 5.7.2 Yvonne Graff moved that the Branch pay the extra fees to become a Member of both SPHA and CPHA, 2<sup>nd</sup> by Paul Sylvester
  
- 5.7.3 Terry Gibson will take this information back to SPHA to try and get SPHA to become a Corporate Member of CIPHI. Terry also mentioned that Members should take a look at the SPHA website for more information on what their organization does.

## 5.8 Appointment of Branch Examiners

- 5.8.1 Ken mentioned that there should be a broad spectrum of examiners from the province to avoid having any contact with any of the candidates being examined.
- 5.8.2 Employer has to be behind you
- 5.8.3 Examiner has to be a Member in good standing for minimum of 5 years
- 5.8.4 Cary-Engle Carter nominated Treena Abdellatif
- 5.8.5 Roger Piatt withdrew his name from the list
- 5.8.6 Rest of names from last year let their names stand, they include: Dwayne Djkowich, Terry Gibson, Howard Masters, Verna Law, Tom Shaw, Yvonne Graff, Paul Ross, Ian Harrison, Rob Schuba, Morag Lyon, John Prince
- 5.8.7 Ken moved nominations cease, 2nd Russell Scott

## 5.9 Elections

- 5.9.1 There are 3 positions up for election this year; President and 2 Councilor term positions
  - 5.9.2 First election for Councilor. Mike let his name stand as Councilor.
  - 5.9.3 Moved by Ryan Philipation, 2nd by Jackie Treen
  - 5.9.4 Second election for Councilor. Dwayne is stepping down.
  - 5.9.5 Verna Law nominated Jon Gaudry
  - 5.9.6 Doug Terry moved nominations cease, 2<sup>nd</sup> by Paul Sylvester
  - 5.9.7 Third election for President. Ken is letting his name stand.
  - 5.9.8 Ryan Philipation moved nominations cease, 2nd by Terry Gibson
- Election Results:** Mike McCann – Councilor  
Jon Gaudry – Councilor  
Ken Cross - President

## Draws to Members

- Organizing Binder-Joan Reiter, Health Canada
- CIPHI Hat-James Taylor
- CIPHI Golf Shirt-Athen Gazdewich

## 6.0 Adjournment