



## APHEO

### Association of Public Health Epidemiologists in Ontario

*"To advance and promote the discipline and professional practice of epidemiology in Ontario public health units."*

[www.apheo.ca](http://www.apheo.ca)

<b>APHEO Executive Transition Meeting</b>	<b>Date:</b>	March 5, 2015	<b>Chair:</b>	Gillian Alton
	<b>Time:</b>	1:30am – 3:30pm	<b>Recorder:</b>	Vidya Sunil
	<b>Call in details</b>	1.866.261.6767 Participant Code: 3022753#		
<b>Past and Present Executive</b>				Attendance
<b>President</b>	Gillian Alton	Oxford County Public Health	✓	
<b>Vice-President</b>	Lise Trotz-Williams	Wellington-Dufferin-Guelph Public Health	Regrets	
<b>Secretary</b>	Vidya Sunil	Haliburton, Kawartha, Pine Ridge District Health Unit	✓	
<b>Treasurer</b>	Kelty Hillier	Hamilton Public Health Services	✓	
<b>OCCHA Rep. &amp; Member at Large</b>	John Barbaro	Simcoe Muskoka District Health Unit	✓	
<b>OPHA Rep. &amp; Member at Large</b>	Emma Tucker	Halton Region Public Health	✓	
<b>aPHa Representative</b>	Celine Butler	Timiskaming Health Unit	✓	
<b>Past President</b>	Cameron McDermaid	Ottawa Public Health	✓	

	Agenda Item	Key Discussion Points	Conclusion or Action Items
1.0	Approval of agenda/additions	<ul style="list-style-type: none"> <li>Approved, no additions</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
2.0	Approval of Minutes (Jan. 29th)	<ul style="list-style-type: none"> <li>Approved, no changes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>3.0</b>	<b>Standing Business</b>		
3.1	President's Report (GA)	<ul style="list-style-type: none"> <li>GA looking in to NHS Data and advocacy for additional supplementary data sets, no progress to report yet</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.2	VP Report (LTW)	<ul style="list-style-type: none"> <li>LTW not in attendance. Postponed to the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.3	Membership/secretary report (VS)	<ul style="list-style-type: none"> <li>The membership numbers similar to the ones reported for Jan 2015. A few new full and affiliate members awaiting payment. A state of flux expected over the next few months as new members join and we sift through member renewals etc.</li> </ul>	<ul style="list-style-type: none"> <li>VS to send reminder to the membership about fee payment for 2015</li> </ul>
3.4	Financial report (KH)	<ul style="list-style-type: none"> <li>KH have access to the account now</li> <li>Conference 2015: received a couple of sponsorship payments so far from CCI Research, Cognizant MD, and UWO. PHO will also sponsor us (they have not yet sent the money).</li> <li>Received an invoice from Brick host for \$677.44 which payment is made. It is slightly higher than the amount budgeted (\$500).</li> <li>Bank statements cannot be switched to online statements, unless APHEO starts a new account. So the decision was made to scan each statement for saving and shred the paper copies.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.5	alpha report (CB)	<ul style="list-style-type: none"> <li>Last meeting on Feb 27<sup>th</sup></li> <li>No updates pertaining to APHEO. Conference in June (7, 8 and 9<sup>th</sup>) in Ottawa</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>4.0</b>	<b>Action Items from previous meeting(s)</b>		
4.1	2013 APHEO annual report (CM)	<ul style="list-style-type: none"> <li>Work in Progress</li> <li>CM would be soliciting input from stakeholders in a couple of weeks</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
4.2	Confersense contract(GA)	<ul style="list-style-type: none"> <li>GA to speak with Chuck to discuss the contract with respect to 2016 workshop , to negotiate on the price</li> </ul>	<ul style="list-style-type: none"> <li>GA to report back at the next meeting</li> </ul>
4.3	Planning ahead for 2016 Strategic Planning (GA/All)	<ul style="list-style-type: none"> <li>CM suggested looking at previous Strategic planning documents.</li> <li>It would be good to collate information to state the course of APHEO activities as a start for planning for 2016.</li> <li>CA will work on a template to share with the exec members at the May meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
4.4	2015 APHEO	<ul style="list-style-type: none"> <li>Status update: Based on the last meeting, the idea of having a separate award</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	Agenda Item	Key Discussion Points	Conclusion or Action Items
	Conference/Elaine Hector/ Additional APHEO Award (GA/Kelty)	<p>for a student award of high quality that didn't meet the inclusion criteria of the EH award, was discussed with the conference committee and approved.</p> <ul style="list-style-type: none"> <li>GA had sent out information to the faculty and students at various universities.</li> <li>The review committee for abstracts would meet next week to review and select abstracts.</li> <li>Plan to release conference program by early April.</li> <li>TD Award nomination committee has been set up and is well on track.</li> </ul>	
4.5	OPHA Membership (ET)	<ul style="list-style-type: none"> <li>ET shared a slide deck from the members with respect to the type of membership OPHA offers.</li> <li>Consensus among group members for a Constituent Society Membership. The fees would be \$2000/yr.</li> <li>ET would attend all the quarterly meetings in TO .KH and CB agreed on being a backup for ET.</li> <li>The 5 individual membership would be GA, ET (designate for the board), KH,CB and VS</li> <li>This should be communicated with the APHEO members</li> </ul>	<ul style="list-style-type: none"> <li>ET to contact OPHA regarding APHEO decision and do further process with respect to the membership.</li> <li>ET to draft an email to be send to APHEO members with respect to the decision. GA to review the email content</li> <li>Emma to send the email to the list serve</li> </ul>
4.6	GM presentations	<ul style="list-style-type: none"> <li>Undecided</li> <li>The day for GM needs to be finalized before approaching potential presenters</li> <li>Website would be up and running end of April/beginning of May, so that would be a potential topic of presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Cam to ask Prof. about presenting at spring APHEO GM</li> <li>LTW to approach website committee presenting new website</li> <li>VS to send out doodle poll for the spring GM to</li> </ul>

	Agenda Item	Key Discussion Points	Conclusion or Action Items
			Exec
7.0	<b>Next Meetings / Adjournment</b>		
<b>Next Meeting: TBD</b>	<ul style="list-style-type: none"> <li>• Next Meeting: April 2nd, 2015 @ 130pm via Teleconference</li> </ul>		

DRAFT