



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

APHEO Executive Meeting	Date:	June 4, 2015	Chair:	Gillian Alton
	Time:	1:30am – 3:30pm	Recorder:	Vidya Sunil
	Call in details	1.866.261.6767 Participant Code: 3022753#		
Past and Present Executive				Attendance
President	Gillian Alton	Oxford County Public Health	Attendance	
Vice-President	Lise Trotz-Williams	Wellington-Dufferin-Guelph Public Health	✓	
Secretary	Vidya Sunil	Haliburton, Kawartha, Pine Ridge District Health Unit	✓	
Treasurer	Kelty Hillier	Hamilton Public Health Services	✓	
OCCHA Rep. & Member at Large	John Barbaro	Simcoe Muskoka District Health Unit	✓	
OPHA Rep. & Member at Large	Emma Tucker	Halton Region Public Health	Regrets	
aPHa Representative	Celine Butler	Timiskaming Health Unit	✓	
Past President	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"> Approved, with an addition of item 5.3 Core indicators 	<ul style="list-style-type: none">
2.0	Approval of Minutes (Mar 5th)	<ul style="list-style-type: none"> Approved with minor edits 	<ul style="list-style-type: none">
3.0	Standing Business		
3.1	President's Report (GA)	<ul style="list-style-type: none"> No major updates 	<ul style="list-style-type: none">
3.2	VP Report (LTW)	<ul style="list-style-type: none"> LTW provided website updates. <ol style="list-style-type: none"> Final invoice including annual membership fee received from Lifeline (forwarded to Gillian, Cam, Kelty and yourself) Still ongoing work on fixing identified bugs Core Indicator design finalized and approved by CIWG yesterday, just awaiting a few final tweaks from the design team, expect work to move forward shortly on migration. Training to be arranged with CIWG and identified subgroup members once migration complete. Awaiting quotes from Lifeline on some additional work not included in original contract. The Working Group will review these once received and bring forward recommendations to Exec if we feel they are worth implementing. Some of these items include: <ol style="list-style-type: none"> Data Sources template for CI (only included Indicator template in original contract) Having the jobs form automatically fill in the jobs table and automatically expire on a certain date Having the workgroups functionality of linking multiple webpages to the workgroup so that all workgroup members can edit the webpage. (ideally with an approval process where the admin approves changes on the LIVE pages, while drafts wouldn't need that approval process). Creating a membership category to address non-APHEO members who need access to workgroups or forums but do not need full membership privileges (e.g. 	<ul style="list-style-type: none"> Kelty to confirm whether our contract is done with Brick Host. Also get a confirmation in writing with respect to the final invoice

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		<p>RRFSS forum members, BORN workgroup members).</p> <ul style="list-style-type: none"> • LTW to send updates as email to the members. • Work in progress with respect to extracting historical list-serve documents. All contents in the old site would eventually migrate to the new site • Brickhost had sent an invoice for \$677 in March, would be the last invoice. • Policies and procedures nearly halfway through 	
3.3	Membership/secretary report (VS)	<ul style="list-style-type: none"> • 345 members in total: 108 Full members and 237 affiliate members 	•
3.4	Financial report (KH)	<ul style="list-style-type: none"> • All up to date. 	•
3.5	alPHa report (CB)	<ul style="list-style-type: none"> • No updates 	•
4.0	Action Items from previous meeting(s)		
4.1	2013 APHEO annual report (CM)	<ul style="list-style-type: none"> • Work in progress. Intending of completing the report and send to printing mid june 	•
4.2	Confersense contract(GA)	<ul style="list-style-type: none"> • GA not discussed with Chuck yet. Will update the group in next meeting. 	<ul style="list-style-type: none"> • GA to provide an update
4.3	Planning ahead for 2016 Strategic Planning (GA/All)	<ul style="list-style-type: none"> • Carry over to next meeting 	•
4.4	2015 Conference	<ul style="list-style-type: none"> • 80 people registered so far, some are students and a few for one day sessions. \$7500 over budget due to AV quote. • Members discussed about suggestions to decrease the cost for future conferences. <ul style="list-style-type: none"> ○ AV seems to be the reason for increase in cost. ○ Remove social dinner in future ○ Have conference every 3 years instead of 2 years. ○ Formal debrief on the issues pointed out from workshop and conference and provide recommendations for future exec. ○ Look in to options like survey/focus group to seek opinion from the membership with respect to conference. Also look in to option 	<ul style="list-style-type: none"> • Have Conference/works hop as a standing item in the agenda
4.5	OPHA Membership (ET)	<ul style="list-style-type: none"> • Deferred OPHA updates 	<ul style="list-style-type: none"> • Move the OPHA updates in to Standing business items

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5.0	New Business		
5.1	ICES-derived cohort data accessibility (JB, GA)	<ul style="list-style-type: none"> No updates from Doug Manuel, CM to send an email to Doug for updates 	<ul style="list-style-type: none">
5.2	Alpha Resolution	<ul style="list-style-type: none"> CB discussed about the resolutions to be voted this time. APHEO decided that we would be an observer this time. 	<ul style="list-style-type: none">
5.3	Core Indicators	<ul style="list-style-type: none"> Core Indicator group had received PHAC funding and a laptop to work a few years before. Laptop was housed in Durham Region HU and has been donated as of May 2015 after consultation with CM and GA. 	<ul style="list-style-type: none">
6.0	Other Business		
6.1		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
7.0	Next Meetings / Adjournment		
<p>Next Meeting: July 2nd, 1.30 to 3.30pm</p>			