



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:	Sept 03, 2015	Chair:	Lise Trotz-Williams
	Time:	1:30am – 3:30pm	Recorder:	Vidya Sunil
	Call in details	1.866.261.6767 Participant Code: 3022753#		
Past and Present Executive				Attendance
President				
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		Regrets
OPHA Rep. & Member at Large	Emma Tucker	Halton Region Public Health		✓
aPHa Representative				✓
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 items 5.2 Upcoming GM 	<ul style="list-style-type: none">
2.0	Approval of Minutes (Mar 5th)	<ul style="list-style-type: none"> Approved as is 	<ul style="list-style-type: none">
3.0	Standing Business		
3.1	President's Report (GA)	<ul style="list-style-type: none"> . 	<ul style="list-style-type: none"> GA will discuss with LTW about taking up President role in the interim. GA will not be doing this, as not an exec member now. GA to follow up with ET.
3.2	VP Report (LTW)	<ul style="list-style-type: none"> Migration of archives to the new website was supported by the Exec. Will not include any attachment in the email threads. 	<ul style="list-style-type: none">
3.3	Membership/secretary report (VS)	<ul style="list-style-type: none"> 108 full members and 187 affiliates. 	<ul style="list-style-type: none"> Will contact KH
3.4	Financial report (KH)	<ul style="list-style-type: none"> Nothing to update 	<ul style="list-style-type: none">
3.5	alPHa report (CB)	<ul style="list-style-type: none"> Deferred 	<ul style="list-style-type: none"> CB to inquire with the board to see whether they would need an Epi in a management position as APHEO rep
3.6	OPHA report (ET)	<ul style="list-style-type: none"> Online vote on income guarantee. Next meeting during fall forum 	<ul style="list-style-type: none"> VS to add this item to the GM agenda for Sept
4.0	Action Items from previous meeting(s)		
4.1	2013 APHEO annual report (CM)	<ul style="list-style-type: none"> 2013 report is complete. 2014 report is work in progress almost final. The group discussed about having a uniform template for subgroups to send their final report. 	<ul style="list-style-type: none"> Lise to put together a template

	Agenda Item	Key Discussion Points	Conclusion or Action Items
4.2	Confersense contract(GA)	Will be obtaining confersense services for 2016 workshop as per the contract..	•
4.3	Planning ahead for 2016 Strategic Planning (GA/All)	<ul style="list-style-type: none"> • Previously a spread sheet was used and was found very extensive. Planning for the process in the Exec Agenda , previously has struck a committee to organize it. An RFP process was done previously but might not be feasible now. • Can APHEO afford to this every 3 yrs Vs 6 yrs need to be further discussed? Decided to move 4.3 as standing business item. 	<ul style="list-style-type: none"> • Cam to send an orientation document to the Exec.
5.0	New Business		
5.1	ICES-derived cohort data accessibility	<ul style="list-style-type: none"> • Doug Manual can be invited as a speaker for Workshop 2016. 	•
5.2	GM teleconference lines	<ul style="list-style-type: none"> • Teleconference line: Exec decided to use the current Exec teleconference line for GM as Ministry will not provide in kind support for using their lines. 	•
5.3	APHEO workshop planning 2016	<ul style="list-style-type: none"> • Total 6 members have responded. KH to take a support role as a member from the previous conference planning committee to help out the new committee initially in planning. 	•
5.4	Membership survey on workshop and conferences	<ul style="list-style-type: none"> • Responses will be forwarded to the planning committee • 42 responses so far 	<ul style="list-style-type: none"> • Reminder to be send with link to the survey
5.5	APHEO Exec 2016 Nomination	<ul style="list-style-type: none"> • Call for Nomination went out. 	<ul style="list-style-type: none"> • CM to send a reminder to the membership
5.6	APHEO historic documents	<ul style="list-style-type: none"> • APHEO Exec historic documents with Emma, Exec decided to purge most documents except insurance related and legal. ET to hand over all the doc to the President/VP of the new committee. Exec made a decision to make an electronic copy of all necessary docs and save it on the website. 	•
6.0	Other Business		
		•	•
7.0	Next Meetings / Adjournment		
Next Meeting: Nov 5 , 1.30 to 3.30pm			