

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

July 31, 2019

Meeting Date: June 26, 2019, 2:00 P.M to 4:00 P.M.

Teleconference Line: 1-877-941-7889 | ID: 5191394

Distribution

Executive Committee			Attendance
President	Stanley Ing	Chatham Kent Public Health Unit	✓
Vice-President	Jessica Deming	Region of Waterloo Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Lydia Cheng	Peel Public Health	✓
Member at Large	Jordan Robson	Algoma Public Health	✓
alPHA Representative	Emma Tucker	Halton Region Public Health	x
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Vidya Sunil	HKPR District Health Unit	x

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 14:00 	
2.0	Approval of Agenda	Moved by Jessica Seconded by Jordan Approved
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Consent Agenda	Moved by Suzanne Seconded by Jessica Approved
4.1	<i>President Updates/Announcements</i> Updates Monthly Updates to Membership	

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4.2	OPHA/aIPHa Updates Updates	Action: Suzanne to follow up about Constituent Society Membership Fee exceptions
4.3	Previous Meeting Minutes Minutes	
4.4	Updates from Committees and Workgroups Updates	
4.5	2019 Strategic Priorities Updates on Strategic Priorities	
4.6	2019 Provincial Budget and Public Health Modernization Documents and Materials Related to 2019 Provincial Budget Documents and Materials Related to 2019 Provincial Budget	
4.7	Quarterly updates from WG Chairs Q2 Update <ul style="list-style-type: none"> ● New template seemed easier to fill out. 	Action: Ainslie to save as a PDF for inclusion in Monthly Update from President
5.0	Actions from Last Meeting - For Information Only - Please add your completed actions <ul style="list-style-type: none"> ● Ainslie added “Our Story...” and Records Management to 4.4: Committee & Workgroup updates ● Stanley sent update about GoToMeeting to workgroup chairs (Ainslie to draft) ● Jordan worked with Website committee to replace public facing Exec emails with direct to Contact us form ● Stanley included link to conference website in presidents update 	
6.0	Committee and Workgroup Reports	
6.1	Conference/Workshop Planning Committee	
6.1.1	<ul style="list-style-type: none"> ● Group met to review abstract submissions, around 17 submissions to date. ● Potentially having no posters ● Increasing meeting frequency ● Early registration mid August ● Draft program end of August ● Social event may be at escape room complex ● No Terry Delmore award for 2019 ● Working on confirming keynote speakers ● No sponsorship (yet) ● Still need a volunteer for chair/MC for the conference <p>AGM</p> <ul style="list-style-type: none"> ● Began brainstorming: <ul style="list-style-type: none"> ○ Epi Competency Assessment 	

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	<ul style="list-style-type: none"> ○ PHESC (or during conference) ○ NCCDH - Racial Equity in Public Health (or during conference) ● Teleconference options: is GoToMeeting an option? ● Likely at end of second day, to be confirmed depending on content <ul style="list-style-type: none"> ○ If epi competency activity is undertaken, prefer to have at end of first day. 	
6.1.2	<p>OPHA Fall Forum Update</p> <ul style="list-style-type: none"> ● Not seeing as many submissions at expected <ul style="list-style-type: none"> ○ Potentially related to funding issues at health units 	
6.2	<i>Finance Committee</i>	
6.2.1	Statement of Operations: Jan 1 - Jun 30, 2019	Moved by Ainslie Seconded by Jordan Approved
7.0	Standing Business	
7.1	<p><i>2019 Provincial Budget and Public Health Modernization</i></p> <p>Epidemiology Capacity Assessment for Ontario. Planning Document Project Charter</p>	
8.0	New Business	
8.1	<p><i>GoToMeeting</i></p> <p>Update sent to Workgroup and Committee chairs Vesta account to close August 1</p> <ul style="list-style-type: none"> ● Concerns were raised around booking conflicting meetings with recurring meetings <ul style="list-style-type: none"> ○ Resolution: Look before you Book ● Lydia will confirm Vesta account closing. ● Tableau PD session booked using GoToMeeting - good opportunity for feedback 	
9.0	Policy Management - No Update P&P Work plan	
10.0	Meeting Evaluation/Overall Evaluation <ul style="list-style-type: none"> ● Good discussion and actions regarding conference/programming. 	
11.0	Call for Social Media Content related to Executive Meetings <ul style="list-style-type: none"> ● OPHA Fall Forum call for abstracts <ul style="list-style-type: none"> ○ See OPHA post: 	

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	<p style="text-align: center;">https://twitter.com/OPHA_Ontario/status/1154387643981082625</p> <ul style="list-style-type: none"> ● Ontario Health Teams - moving into next stage of applications ● TOPHC - later in August, or September (after APHEO deadline) 	
<p>12.0</p>	<p>Next Meeting August 29, 2019 - 1:00 PM to 3:00 PM</p> <ul style="list-style-type: none"> ● Vidya & Jessica unable to attend ● Reschedule to Sept 3, 2-4. <p>Possibility of rescheduling September meeting?</p> <ul style="list-style-type: none"> ● Reschedule to Sept 25, 2-4 	<p>Action: Ainslie to send updated meetings</p>
<p>13.0</p>	<p>Adjournment of Meeting Meeting adjourned at 15:00</p>	