

**Association of Public Health Epidemiologists in Ontario**  
Executive Meeting - Minutes

# September 4, 2019

Meeting Date: September 4, 2019, 10:00 AM to 12:00 PM.

Teleconference Line: 1-877-941-7889 | ID: 864061

## Distribution

Executive Committee			Attendance
<b>President</b>	Stanley Ing	Chatham Kent Public Health Unit	✓
<b>Vice-President</b>	Jessica Deming	Region of Waterloo Public Health	✓
<b>Secretary</b>	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
<b>Treasurer</b>	Lydia Cheng	Peel Public Health	✓
<b>Member at Large</b>	Jordan Robson	Algoma Public Health	✓
<b>a1PHA Representative</b>	Emma Tucker	Halton Region Public Health	✓
<b>OPHA Representative</b>	Suzanne De Haney	Eastern Ontario Health Unit	✓
<b>Past President</b>	Vidya Sunil	HKPR District Health Unit	✓

## Minutes

Item	Agenda Item	Conclusion or Action
1.0	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Called to order at 10:02</li> </ul>	
2.0	<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Added 8.2</li> </ul>	Moved by Emma Seconded by Jessica Approved
3.0	<b>Declaration of Conflict of Interests</b> <ul style="list-style-type: none"> <li>None declared</li> </ul>	
4.0	<b>Consent Agenda</b>	Moved by Emma Seconded by Lydia Approved
4.1	<i>President Updates/Announcements</i> <a href="#">Updates</a> <a href="#">Monthly Updates to Membership</a>	

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4.2	OPHA/aIPHa Updates <a href="#">Updates</a>	
4.3	Previous Meeting Minutes <a href="#">Minutes</a>	
4.4	Updates from Committees and Workgroups <a href="#">Updates</a>	
4.5	2019 Strategic Priorities <a href="#">Updates on Strategic Priorities</a>	
4.6	2019 Provincial Budget and Public Health Modernization Documents and Materials Related to 2019 Provincial Budget <a href="#">Documents and Materials Related to 2019 Provincial Budget</a>	
5.0	<b>Actions from Last Meeting - For Information Only - Please add your completed actions</b> <ul style="list-style-type: none"> <li>● <a href="#">Q2 workgroup update</a> saved as PDF</li> <li>● <b>Suzanne</b> to follow up about Constituent Society Membership Fee exceptions <ul style="list-style-type: none"> <li>○ For follow up next year</li> </ul> </li> <li>● <b>Ainslie</b> to send updated meetings</li> </ul>	
6.0	<b>Committee and Workgroup Reports</b>	
6.1	<i>Conference/Workshop Planning Committee</i>	
6.1.1	<ul style="list-style-type: none"> <li>● See 4.4</li> <li>● Continuing to seek sponsors and keynote speakers</li> <li>● Chair/MC to be determined at next Conference/Workshop Planning Committee meeting</li> </ul>	Action: <b>Stanley</b> to reach out to potential keynote speaker (Rick G.)
6.2	<i>Finance Committee</i>	
6.2.1	Statement of Operations: <a href="#">Jan 1 - Jul 31, 2019</a>	Moved by Stanley Seconded by Ainslie Approved
7.0	<b>Standing Business</b>	
7.1	2019 Provincial Budget and Public Health Modernization  Epidemiology Capacity Assessment for Ontario. <a href="#">Planning Document</a> <a href="#">Project Charter</a> <ul style="list-style-type: none"> <li>● Currently defining who is being counted</li> </ul>	
8.0	<b>New Business</b>	

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8.1	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>● AGM proposed for Tuesday PM (~30 mins) <ul style="list-style-type: none"> <li>○ If possible, move earlier in the conference</li> <li>○ Conference planning committee to discuss fitting AGM in with CI and Speed networking events in the afternoon of the first day</li> </ul> </li> <li>● Webinar/web conference possible</li> <li>● Include consultation on epi capacity?</li> </ul> <p><a href="#">2018 AGM Minutes</a> <a href="#">2018 General Meetings Page</a></p> <ul style="list-style-type: none"> <li>● 2019 agenda <ul style="list-style-type: none"> <li>○ Announce 2020 executive</li> <li>○ Follow same format as 2018</li> </ul> </li> </ul>	Action: <b>Stanley</b> to draft AGM agenda
8.2	<p><i>Nominations Committee Update</i></p> <ul style="list-style-type: none"> <li>● Call for nominations going out soon</li> <li>● Current Exec members to email Vidya if they want to continue in current position or move to other Exec position by September 18</li> <li>● May need to review constitution next year</li> </ul>	Action: <b>ALL</b> to email Vidya about 2020 Exec
9.0	<p><b>Policy Management - No Update</b></p> <p><a href="#">P&amp;P Work plan</a></p> <ul style="list-style-type: none"> <li>● Propose to retire 3.1 Project Manager P&amp;P, and incorporate relevant portions into 3.2 Work Group P&amp;P</li> <li>● Expand scope of 3.2 to more broadly cover how APHEO Work Groups and Committees run</li> <li>● There will need to be a membership vote about retiring this policy. Include in policy survey with comments about how it was incorporated into 3.2</li> <li>● Policy will remain archived, could be revived at a later time if necessary</li> <li>● Next steps are revising 3.2 and the conflict of interest policy</li> <li>● Vidya &amp; Stanley will support Jessica in revising 3.2.</li> </ul> <p><a href="#">Contracting of Services P&amp;P</a></p> <ul style="list-style-type: none"> <li>● Addressed comments</li> </ul>	<p>Motion to approve Contracting of Services P&amp;P Moved by Vidya Seconded by Lydia Approved</p> <p>Motion to retire 3.1 Project Manager P&amp;P Moved by Vidya Seconded by Jordan Approved</p> <p>Action: <b>Jessica</b> to work on 3.2 and conflict of interest policy and bring back to Exec</p>
10.0	<p><b>Meeting Evaluation/Overall Evaluation</b></p> <ul style="list-style-type: none"> <li>● No comments</li> </ul>	
11.0	<p><b>Call for Social Media Content related to Executive Meetings</b></p> <ul style="list-style-type: none"> <li>● Will post about AGM when scheduled</li> <li>● Continue posting about Conference</li> <li>● Remind users to use conference hashtag</li> <li>● Post about which Exec members will be attending. Consider including photo</li> <li>● Post on LinkedIn about Conference too</li> <li>● Include photos from 2018 conference. Ask Jasantha if she has photos.</li> </ul>	
12.0	<p><b>Next Meeting</b> Wednesday, Sept 25 at 2-4pm.</p>	

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	Emma unable to attend.	
<b>13.0</b>	<b>Adjournment of Meeting</b> Meeting adjourned at 11:05	