

CHES SCISS

Canadian Healthcare
Engineering Society

MARITIME CHAPTER



Société canadienne d'ingénierie
des services de santé

CHAPITRE MARITIME

Annual General Meeting Minutes – May 4, 2021, 10:00 am (AST)

Conference Call

Attendance

Name	Init.	Representing / Position	Present	Absent
Helen Comeau	HC	Chair	X	
Robert Barss	RB	Immediate Past Chair	X	
Robert Barss	RB	Executive Vice Chair	X	
Ken Morrissey	KM	NS Vice Chair	X	
Andrew Bradley	AB	NB Vice Chair	X	
Gordon Jackson	GJ	Treasurer	X	
Dave Bligh	DB	Secretary		X
Kerry Fraser	KF	Associate Membership		X

Standing Items

1.0	Call to Order - (H. Comeau) HC called the meeting to order at 10:05 am
2.0	CHES National Update (K. Butler for R. Hollis) 2.1. Full steam ahead for National conference. This will be a virtual event only. The program is ready to be sent out. Registration is open. This is an excellent opportunity for CHES Maritime members who don't normally get an opportunity to attend the National Conference. Go to CHES.org for links to the program, registration, etc. 2.2. There are still a few days left to submit proposals for 2022 webinars and CHES Maritime members are encouraged to do so.
3.0	Declaration of Conflict of Interest - None
4.0	Additions to Agenda - Under new business: Chair Report & Vice Chair Report

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5.0	<p>Approval of Minutes of May 6, 2019</p> <ul style="list-style-type: none"> - Approved by RB. Seconded by AB.
6.0	<p>Finance Report (G. Jackson)</p> <ul style="list-style-type: none"> 6.1. There has been little activity over the past year 6.2. Roughly \$2000.00 less in the bank since the first of the year 6.3. Main expenditures were the bursary to Pat LeBlanc and the President's Award Ceremony but were reimbursed for the majority by CHES National 6.4. There is a credit of \$1000.00 from the Eddy Group which is a result of them paying twice for this last conference but rather than reimbursing them they have offered to credit it towards a future conference 6.5. Approximately \$1000.00 was spent on webinar fees 6.6. This financial report approved by GJ. Seconded by AB.
7.0	<p>Membership Update (G. Jackson)</p> <ul style="list-style-type: none"> 7.1. Current Maritime membership for 2021 stands at 116, down from 130 for 2020 7.2. Nationally, memberships are down about 15% mainly because many members renew just prior to their Local Chapter conferences that haven't taken place. Numbers are decent considering. 7.3. There has been a significant increase from DOH in N.S. which has helped the National membership count 7.4. The numbers provided in this update are current as of March 2021
8.0	<p>Committee and Representative Reports.</p>
8.1	<p>Chair Report (H. Comeau)</p> <ul style="list-style-type: none"> 8.1.1. Report is on the website 8.1.2. Little activity to report 8.1.3. Fall ED Day in Truro, N.S. was cancelled 8.1.4. Spring Conference (May 2021) has been cancelled 8.1.5. The President's Award was accepted on September 24, 2021 face to face in Moncton following COVID Protocols
8.2	<p>Vice Chair Report (R. Barss)</p> <ul style="list-style-type: none"> 8.2.1. Report is on the web site 8.2.2. Maritime Chapter is following the National Board's lead by maintaining the Executive with the exception of the secretary position until next year's Spring Conference 8.2.3. Request for nominations will be issued in early January for

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	<p>Executive Vice Chair, Treasurer, Secretary and Vice Chairs for NB, NS and PEI; hoping for enthusiastic participation</p> <p>8.2.4. The National Conference which was originally scheduled to be held in Halifax in 2020 was postponed to 2021 and has since been cancelled will be held September 6-10, 2024</p> <p>8.2.5. All venues have been rebooked; fortunately, the venues will hold our deposits for 2024 with no penalty if necessary</p> <p>8.2.6. Optimistically, a Spring Conference is being planned for May 1-3, 2022 in Moncton. Booking is almost complete for the Delta Hotel</p> <p>8.2.7. Depending on the COVID situation, a Fall Education Day will be held in November</p> <p>8.2.8. PER PAACHE Bursary will be online shortly. Closing date for submissions is June 30, 2021</p>
8.3	<p>Communications Committee (R. Barss)</p> <p>8.3.1. Updates are online</p> <p>8.3.2. NHFEW will be held in October as usual</p> <p>8.3.3. An action plan is being developed for better use of social media</p> <p>8.3.4. An Accessibility policy has been developed</p> <p>8.3.5. Journal-Print revenues and E-News revenues are up</p> <p>8.3.6. Quebec Chapter has been asked to review the existing print language information on the website and provide feedback</p> <p>8.3.7. The draft budget for 2021 was reviewed and approved and submitted to the Board for approval</p>
8.4	<p>Membership Committee (G. Jackson)</p> <p>8.4.1. Report is online</p> <p>8.4.2. The Membership Recognition Program which was scheduled to be launched in 2020 will now be launched during the 2021 National Virtual Conference. Recognition of members will begin with the 20 year mark and proceed in 5 year increments</p> <p>8.4.3. Arthur Buse will replace Gord as Committee Chair and Gord will Assume the Vice Chair Role</p> <p>8.4.4. Membership Survey results: 79 member responses were received, compiled and sent to the National Executive. It was also sent to the Professional Development Committee as a number of questions were specific to the PD Committee. Overall, the majority of</p>

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	<p>responses were positive.</p> <p>8.4.5. The Wayne McLellan, Hans Burgers, & President's Awards: awaiting submissions which will be reviewed this summer</p> <p>8.4.6. President's Award Scoring revision – Attending committee meetings at the National Conference has been removed from this scoring criteria as not all members are able to attend. Also Donna suggests a zoom meeting in lieu of in person attendance is acceptable for scoring</p> <p>8.4.7. Maritime Chapter membership down 15% from 2019</p> <p>8.4.8. Review of membership policies and Terms of Reference is complete</p> <p>8.4.9. CHES 2021 Virtual Conference: Promotions to members and external groups. The Maritime Chapter Executive has approved a subsidy of 50% off the registration fee to members if enrolled by July 31st. Contact information for the Construction, Architects and Engineering Associations has been sent to the National Office so conference promotional material can be sent to the Associations of NB, NS and PEI. Donna suggested sending an E-Blast to Maritime members regarding the 50% subsidy for the conference. Robert, Donna, Kate and Gord to meet separately to discuss content of E-Blast. Donna also suggested that the Maritime Chapter send one invoice rather than one for every member registered.</p>
8.5	<p>Partnership and Advocacy (A. Bradley)</p> <p>8.5.1. Still trying to establish a foothold with Accreditation Canada for Auditing, however, little progress has been made</p> <p>8.5.2. We now have a candidate to sit on the Review Board for CSA Z 317.1 (Plumbing Installations in Healthcare Facilities)</p> <p>8.5.3. Expression of interest has been released for a candidate to sit on the Review Board for the CSA Z 32-15 (Electrical Safety & Essential Systems in Healthcare Facilities)</p>
8.6	<p>Professional Development Committee (R. Barss)</p> <p>8.6.1. Report can be found on the website</p> <p>8.6.2. Medical Gas Standard CSA 2A396.1 now requires a qualified Medical Gas Operator for all Healthcare facilities with medical gas services. To obtain this certification, training is required. The training</p>

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	<p>is a 2-day virtual course. The link to the program is available on the report for any individual wishing to obtain this qualification. CANHCC has not progressed much due to the Pandemic however work continues to keep this course going. Discussions have been had with local Construction Associations regarding hosting once we're back to "in person" meetings or it may be done virtually.</p> <p>8.6.3. For the CCHFM Certification Program, the Self-Assessment Exam has been completed with some questions deleted and some added. Updates were made by Mohawk College with direction from the Advisory Council. The Maritime Chapter is offering financial incentives to those wishing to take the self-assessment and challenge the Certification Program. Any members that qualify are strongly urged to do so. Details are on the website.</p> <p>8.6.4. The webinar series is complete for 2021 and the link is on the report with a list of upcoming webinars. CHES Maritime will pay the cost. It is recommended that members book the series for the year.</p>
9.0	New Business
9.1	<p>National Conference September 28-29, 2024 (K. Butler)</p> <p>9.1.1. The Education Programs are clustered around lunch time in the Central Time Zone so members from Coast to Coast will be able to partake. All the information is available online. Many of the abstracts were carried forward from the program that was developed for the Halifax Conference as well as others that were submitted</p> <p>9.1.2. There will be a Virtual Exhibit Hall. Basically, sponsorships are being sold rather than booths & we have received more than anticipated. We have 34 sponsors registered. We were hoping for 20 in the Silver category but have only 11 to date; There is still time prior to the conference and Silver sponsorship is still being promoted.</p>
9.2	<p>CHES Maritime Conference May 1-3, 2022 (R. Barss)</p> <p>9.2.1. Planning will begin soon</p> <p>9.2.2. All venues are almost booked and if cancellations are necessary there will be no penalty fees</p>
9.3	<p>National Conference 2020 – Halifax (R. Barss)</p> <p>9.3.1. The postponed National Conference from last year (2020) is</p>

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	rescheduled for 2024 in Halifax 9.3.2. All venues are booked including the Halifax Convention Centre 9.3.3. The Opening Reception will be held at Pier 21
9.4	Fall Education Day/AGM (R. Barss) 9.4.1. Typically planning begins in August. A decision will be made at that time whether to proceed pending COVID status
9.5	Per Paache Bursary (R. Barss) 9.5.1. Request for applications will be going out shortly. Submissions will be accepted until the end of June
9.6	President's Award 9.6.1. For this year (2021) Donna is waiting for the Chapters to submit so nothing has been finalized 9.6.2. Helen has completed the draft of the spread sheet for the Award and will be sending it out to the Maritime Executive for review. It will be sent to Donna shortly upon approval
10.0	Next Annual General Meeting – May 2, 2022 - To be held at the Spring Maritime Conference next year
11.0	Adjournment - Adjournment 10:47am. Motioned by RB and seconded by AB

These minutes are considered true and accurate of all the items discussed. Notice of discrepancies, errors or omissions must be brought to the attention of the Secretary within fourteen days (14) of issuing of the minutes, or the minutes will be accepted as written.