



NEWFOUNDLAND AND LABRADOR BRANCH

CANADIAN SOCIETY OF HOSPITAL PHARMACISTS

Vision 2006: A revitalized Society, the influential voice for hospital pharmacy, inspiring and supporting our members

ANNUAL GENERAL MEETING

HOTEL GANDER

30 Sep 05

8:45-9:45 pm

Present:

Linda Hensman
Mike LeBlanc
Kristi Parmiter
Ted Dawe
Rick Abbott

Leslie Phillips
Debbie Kelly (Arrived 9:03 pm)
Jeff Legere (Apotex - Observer)
Randy Hughes (Pharmaceutical Partners
of Canada)

1.0 Call to Order /Adoption of minutes for Semi-Annual Meeting

Linda Hensman called the meeting to order at 8:56 pm. Minutes of the Semi-annual meeting dated 11 May 05 were adopted following a motion by Kristi Parmiter which was seconded by Mike LeBlanc.

2.0 New Business

2.1 Executive Committee Reports

2.1.1 President's Report

Linda Hensman presented highlights of her report including the following:

- a. Moira Wilson's (National Office) visit during May/05 was successful despite many challenges including poor weather, the arrival of a new baby for Mike, and the sudden passing of a pharmacy student which prohibited Linda from accompanying Kristi on the visit. Linda thanked Kristi for her contributions to the success of this event. The success of the CE event held in Gander by Karen LeDrew was also acknowledged.
- b. Branch Committees continue to be very active and contribute significantly to the Branch's operations and success.
- c. The Job Shadowing Program was initiated last year and was successful. Elizabeth Reelis will continue to ensure its success this year.
- d. Following a meeting with PANL representatives earlier today, CSHP is happy to report to its members that our recommendations regarding the operations and structure of the Joint Committee have been accepted by PANL and an agreement regarding financial support has been reached. Linda Hensman acknowledged the Branch's appreciation for support from PANL.

- e. Linda confirmed that she was concluding her 2 year term as Branch President. She thanked everyone for their continued support over her tenure with a special thank-you to Lisa Bishop for her many contributions.

Following a motion by Linda Hensman, seconded by Ted Dawe, the President's Report was approved.

2.1.2 Delegate's Report

Kristi Parmiter presented highlights from the Delegate's Report including:

- a. Completion of a successful branch visit by National Office representative Moira Wilson. Kristi extended thanks to Barb Thomas and Karen LeDrew for organizing the CE event and recognized Central for their 100% membership/support for CSHP.
- b. Update on new members for positions at National Level. Emily Musing will be our National President for the upcoming year and Shallen Letwin will assume the position of President-Elect.
- c. The advocacy theme approved for 2005/6 will be Pharmacy Leadership. CSHP recognizes the vital role and need for future pharmacy leaders.
- d. CSHP has been invited to be a voting member of the Canadian Patient safety Institute Board
- e. CHSP will revitalize its Pharmacy Awareness Week campaign and develop promotional materials specific to hospital and organized health care pharmacy practice
- f. A second "train-the Trainer" Research Workshop has been approved and will be held at PPC 2006. Debbie Kelly participated in this event last year. Following discussion on this topic, Debbie Kelly remarked that the workshop was very empowering and provided information on a variety of topics including ethics, design, and seeking out funding opportunities. Although the feedback from Debbie's return session was very positive, she acknowledged that a snow storm impacted attendance. Once funding has been secured, the Branch will put out a general call to members seeking interest in participating.
- g. National has plans to form a task force on Medication Reconciliation in the near future.
- h. Kristi thanked Mike LeBlanc for filling in for her at this year's AGM.

Following a motion by Kristi Parmiter, seconded by Rick Abbott, the Delegate's Report was approved.

2.1.3 Treasurer's report

Mike LeBlanc highlighted items in the Treasurer's Report on behalf of Tanya O'Brien. He noted that expenses related to AGM travel costs and accounting fees, totaling approximately \$2000 were not included in the report.

2.2 Branch Committee Reports

2.2.1 Awards Committee

Linda Hensman reviewed highlights from the Awards Committee Report and acknowledged John Bautista as the new chair. Following a motion by Linda Hensman, seconded by Debbie Kelly, the Awards Committee Report was approved.

2.2.2 Membership Committee

Linda Hensman reviewed highlights from the Membership Committee's Report.

- a. The Branch was successful in retaining its membership level, in fact 3 new members were recruited today.
- b. The book drive sponsored by Apotex was very successful and will continue again this year. Linda acknowledged and thanked Jeff Legere for Apotex's continued support.
- c. Monies saved from the book drive were deployed into membership initiatives.

Following a motion by Linda Hensman, seconded by Rick Abbott, the Membership Committee's Report was approved.

2.2.3 Joint CE Committee

Due to recent events, including the resignation of Barb Thomas as Chair of this Committee, no official report was available. Linda Hensman provided members with a brief overview of the Committee's activities and commended Barb Thomas for her contribution.

2.2.4 Website Committee

Linda Hensman reviewed the Website Committee report. She commended Dave Smith for the excellent job he did designing our new website. Our Branch has received complements regarding the website design from other CSHP branches. This report was accepted following a motion from Linda Hensman that was seconded by Ted Dawe.

2.2.5 Newsletter Committee

Linda Hensman presented the Newsletter Committee report. Unfortunately, Angie Payne has resigned from this committee due to personal obligations. Fortunately, Renelle Bishop has agreed to take on responsibility for the newsletter. This report was accepted following a motion from Linda Hensman that was seconded by Mike LeBlanc.

2.2.6 Nominating Committee

Mike LeBlanc provided highlights from the Nominating Committee report. Carla Dillon's resignation from the position of treasurer earlier this year was the only vacancy. The Nominations Committee was successful in recruiting

Tanya O'Brien to assume this position. This report was accepted following a motion from Mike LeBlanc that was seconded by Ted Dawe.

2.3 Update on PANL funding

This item was discussed under Section 2.1.1 (item D) of the President's Report. Linda Hensman reiterated her thanks, on behalf of the Branch, for PANL's support.

2.4 Past President's Award

Mike LeBlanc thanked Linda Hensman on behalf of members for her very efficient and professional representation of the Branch over the past two years. Presentation of the Past President's Award was delayed until the next scheduled semi-annual meeting in 2006.

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3.0 Other Business

3.1 Motion to add ex-officio position to Executive Committee -Senior Advisor to Executive

Linda Hensman advised members that Lisa Bishop's presence on Executive over the past year provided a sense of continuity during meetings and enhanced the functioning of this committee. She commented that it would be most helpful to have an individual, who was well schooled in the Branches many activities and functions, to serve as a senior advisor to the Executive Committee. Subsequently, a motion by Mike LeBlanc to add the ex-officio position of Executive Committee - Senior Advisor to Executive, which was seconded by Debbie Kelly, was carried.

4.0 Adjournment

Linda Hensman acknowledged her term as Branch President had officially concluded. She wished Mike LeBlanc a very successful tenure and handed over the gavel. The meeting subsequently adjourned at 9:34 pm.

Respectfully submitted,

Leslie Phillips
Branch Secretary