

CSHP-NL Branch Semi-Annual Meeting

Minutes

Apothecary Hall

488 Water Street

Thursday, May 21, 2009

6:30 pm

In attendance:

Lisa Bishop	Pam Rudkin	Elizabeth Reelis
Leslie Phillips	Dave Smith	Jacklyn Aucoin
Ashley Layden	Inga Liu	Amy Conway
Debbie Kelly	Tiffany Fahey	
Tanya O'Brien	Nancy Parsons	
John Hawboldt	Mike Welsh	

1.0 Call to Order/Greetings from the Branch President

Meeting called to order at 6:35 pm by Leslie.

2.0 Declaration of Conflict of Interest

None declared.

3.0 Approval of the Minutes from the AGM October 3, 2008

Lisa made a motion for approval which was seconded by Ashley. The motion carried.

4.0 New Business

4.1 Executive Committee Reports

4.1.1 President's Report

Leslie highlighted portions of her report. She highlighted the current members of the executive committee and the fact that she will be stepping down as President at our next AGM. Ashley will assume the position of President. We are currently seeking nominations for delegate and treasurer. Leslie highlighted changes in the subcommittees. Tiffany has replaced John Hawboldt in membership. Leslie thanked John for his service as chair of the membership committee. Leslie said that John Bautista resigned as chair of awards committee several months ago but he has agreed to stay on until a replacement is found. Leslie thanked Dave for maintaining the website. Leslie updated the group that Jennifer Donnan had resigned last fall from the Joint CE committee. Leslie thanked those who serve on or chair the committees.

Leslie next reviewed the types of activities that the Branch is involved with throughout the year. Please refer to table 1 on page 2 of her report. Leslie highlighted Branch funding. Please refer to table 2 on page 3 of her report. Leslie mentioned that a lot of energy was put towards securing funding from PANL over

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the last several years. Lisa moved for acceptance of Leslie's report. This motion was seconded by Pam.

Lisa asked for discussion on the President's Report. Leslie asked if anyone has any ideas for funding for books. Leslie also asked what should be done regarding the PPC money and Lisa replied that it should be used for travel. It has always been used for the President to travel but now we can offer it to members to go to the Professional Practice Conference (PPC). Dave and Pam affirmed that PPC is a great experience. Pam recommended that the delegate should go to this conference as there are a lot of relevant meetings that take place there. Tanya pointed out the Eastern Health usually sends at least 3 people there each year. Lisa asked if there were any thoughts on getting money for membership books. Leslie asked if the group thought that our Branch would lose people if there was no membership book reward and John responded that he thought we would. He pointed out that many people join for the "free" book and for access to the PSNs. Leslie said she found this comment distressing and Pam said that this is a common North American thing and that Europeans think differently – they join/donate for the cause, not for free gifts. Hearing no further discussion, the report was carried.

4.1.2. Treasurer's Report

Tanya spoke to her report, highlighting some key points about receipts and disbursements. Tanya mentioned that the Branch gets \$10/regular member and \$2/student member. Tanya said that the positive balance of \$4200 is fairly good. Please refer to Tanya's report for more details. Tanya moved to have her report adopted and this motion was seconded by Nancy.

Leslie asked for any discussion on Tanya's report. Lisa mentioned that Pam's cost of travel to midterm council meetings was not there and Tanya said this came in after her report was submitted. Pam asked how much we have invested and Tanya responded that we have \$8900 invested. Tanya said that our balance usually fluctuates up and down and that normally what we take in every year is what we give out. Tanya said she is expecting a donation from Steve Currie at our AGM (\$2000). Tanya asked when receipts need to be submitted to PANL for reimbursement and Leslie responded as soon as you get them and said that the first time this arrangement comes into effect is for the National AGM. Pam wondered if we will have enough money to send the usual people to the National AGM. Lisa responded that last year we did not use the full amount of money allocated for travel so we could use this money this year. Debbie mentioned that she has seen that other not-for-profit organizations usually have 1-2 years of their operating budget saved up and that we appear to have about 50% of what we would need. Debbie suggested that we need to get creative about donations for the Branch. Lisa pointed out the extra money we have come from hosting the National AGM in 2003. Lisa also mentioned that we should be in line to host the

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National AGM in 2013. Debbie said we need a committee for this. With no other discussion the motion to adopt this report was carried.

4.1.3. Delegate's Report

Pam went through each section of her report (please see Pam's report for full details). Pam said she did not realize her term was over this year. She expressed that it has been an honor to be the delegate. Pam updated the group on several items. Pam said that National was finally able to employ a full-time chair/program coordinator for the 2015 initiative. Pam talked about advocacy from the National perspective. Pam said that it is often hard to see at the Branch level what is being done nationally but there is so much being done by dynamic and professional people. Pam moved that her report be adopted. The motion was seconded by John and was carried.

4.2 Advocacy Update

Debbie updated the group on advocacy issues. There are reactive and proactive algorithms. Debbie said her role is to liaise between the Branch and National. Debbie talked about the new advocacy campaign which was released in May 2009, focusing on patient safety. Debbie mentioned that this campaign is not going to the media but is targeting other stakeholders such as the minister of health, the directors of pharmacy, etc. Each branch has been contacted already and very soon government and managers will be contacted. Debbie mentioned a background paper for members to read and asked Dave to send it out to members or post a link. This paper contains great tools for any pharmacist who may be starting a service. Debbie said that branches have been asked to help by giving National recommendations. Debbie said that the Branch has been asked to form a local committee. Debbie asked the group for any reasonable recommendations for people who may be good for the committee. Debbie said National had provided information that the Branch advocacy committee can use when meeting various stakeholders. Leslie pointed out that there is information available on our website.

4.3 Strategic Planning Session

Leslie said she does not want this to be like our previous strategic planning sessions where each committee chair gives a summary of activities. She wants it to be a planning day, especially since PANL funding is now in place.

Leslie outlined two major points: funding and membership. Leslie asked if anyone has any ideas for fundraising initiatives. Leslie suggested that we could have a CE refresher and charge for it. Leslie suggested that this could be in spring 2010. Debbie said she would like to see advocacy be part of this planning day. Debbie said that provincial matters of advocacy should also be a priority. She sees this as a way to get members involved. Leslie said one of her biggest concerns is getting people and members involved. Elizabeth said that some people don't see

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the benefit of a membership. Leslie mentioned that PANL will likely be a willing partner for advocacy initiatives. Lisa said we need to have the session with members and wondered what we need to do to get people out to this type of event. John said we should pick one or two items to talk about and have a limited time (i.e. one evening). Lisa said that advocacy should definitely be one of these – talking about bringing the Branch forward. John suggested we talk about what members want done for them – the tangible and intangible. Ashley said we need to advertise to members about what the benefits of membership are, for example the PSNs. Tanya said we should show them how the PSNs work. John suggested that we get a dummy password for hospital pharmacists to use. Lisa said Tiffany could contact Robin at National membership about this. Debbie suggested that having this password for a month would be beneficial. Tiffany wondered if this should be just for members or open to everyone. Debbie said we should try to get everyone out for this.

Tiffany suggested sponsoring a supper. Leslie said we could have a hospital pharmacy night – a planning night for the profession. Mike suggested making it personal for hospital pharmacists and offering food is always a good idea. Lisa asked if advocacy material would qualify for a CE and Debbie thought that it probably would not. Debbie suggested that it would be nice to have this in a place where people could move around. John said that we need to make sure that we are meeting the needs of members from all over the province. Amy asked what day of the week would be best. John said that we should not have a CE at this meeting because it would take too long. Debbie questioned whether we would get enough people to come.

Ashley suggested that we could have a lunch and learn at the hospital and show how the PSN works. Lisa said that we should have this before June 30 as this is the deadline for early bird membership. We could also tell them about the upcoming SPS in September. John asked why we are having a strategic planning session – shouldn't we be following the National strategic plan? Debbie said that this would not really be a strategic planning session but would just be a forum for discussing why people don't join or renew – she thought this session would be good for advocacy. Leslie said we could call it a hospital pharmacy night. Elizabeth pointed out that the lunch and learn should be held at St. Clare's too. Lisa suggested we call this session "PSN Lunch and Learn". Tiffany wondered if we should go through all the PSNs and Tanya thought that was too many. Debbie suggested we could put together several case-based scenarios to work through to show how it works. Ashley said that we don't want to overwhelm people with information. Lisa said she would bring membership forms. Pam wondered if we should look for a sponsor and Lisa responded that we should be able to cover it this year.

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4.4 Nominations

The group was reminded that we are seeking nominations for delegate and treasurer and there is a June 1 deadline.

5.0 Other Business

There was no other business to discuss.

6.0 Adjournment

The meeting adjourned at 8:45 pm.

