

CSHP-NL Branch

**Annual General Meeting Minutes
The Guv'nor Inn
389 Elizabeth Avenue, St. John's, NL
Thursday, May 18, 2017
7pm**

Members in Attendance:

| | | |
|------------------|--------------------|----------------|
| Lisa Bishop | Angie Payne | Natalie Batten |
| Kristi Parmiter | Sarah Strong | Jaclyn O'Keefe |
| Donna Hynes-Vail | Heather Ryan | Barbara Thomas |
| Chilo Winter | Nicole Dawe | Karen Hanrahan |
| Andrea Woodland | Anne-Marie Hull | Juan Edwards |
| Lorie Carter | Nicole MacDonald | Jeremy Harnum |
| Amanda Harnum | Elizabeth Reelis | Rebecca Tobin |
| Justin Peddle | Brittany Churchill | Heather Slaney |
| Suzy Stever | Megan Gulliver | Sarah Fennell |
| Abigail Turner | | |

Non-Members in Attendance:

Noelle Patten (NLPB)
Blake Fox (Fresenius Kabi)

1.0 Call to Order/Greetings from the Branch President

The meeting was called to order at 7 pm. Heather thanked all present, especially members, the Board, invited guests and sponsors. Asked if anything needed to be added to the agenda – added update from NLPB.

2.0 Declaration of Conflict of Interest

None declared.

3.0 Approval of the Minutes from the SAM dated September 9, 2016.

Anne-Marie Hull made a motion to approve the minutes and Barbara Thomas seconded it.

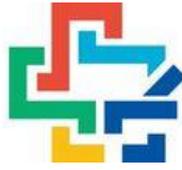
4.0 New Business

4.1 Branch Council Reports

4.1.1 President's Report

Heather went over her report, and outlined the following items:





Recognized outgoing Branch Council and Committee members; Kristi Parmiter (Treasurer), Allison Pittman (Senior Student Representative), Jess Guy (Communications Chair), Rebecca Tobin (Membership Committee Co-Chair) and Karen Hanrahan (CSHP Excellence Project). Thanked them for their commitment and dedication to CSHP.

Welcomed Nicole MacDonald (Membership Committee Co-Chair), Rebecca Tobin (NL Representative CSHP Excellence Project) and Sydney Evans (Junior Student Representative).

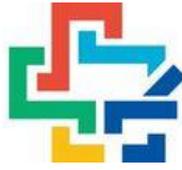
The branch continues to struggle with operational expenses, especially Branch Council travel, due to our small branch size. Considering potential revenue generating options such as charging a small fee for our education programs. Also for this upcoming fiscal year we will be sending only one Branch Council member to the CSHP National AGM in the fall.

Our strong partnerships with corporate and industry. Heather recognized the support of all sponsors; the Branch could not function without their support. Our sponsors include: Fresenius Kabi, Apotex, PANL, MUN School of Pharmacy, TEVA, Amgen, Sanofi, Sandoz and Pfizer.

Have participated in a number of external meetings this past year. Members of Branch Council met with the Hospital Directors of Pharmacy of the RHA's in November discussing the Hospital Pharmacy Standards of Practice, CSHP Position Paper on Medical Assistance in Dying and the CSHP Residency Program. Heather Ryan attended three NLPB Hospital Pharmacy Standards of Practice meetings. Draft document is almost complete; plan to bring to NLPB board in May. Andrea Woodland attended a meeting on November 15th with Finance Minister, Cathy Bennett and representatives from PANL discussing the Labor Market Adjustment. Branch Council members met with PANL on November 17th, presenting information on the role of our branch, benefits and services provided by CSHP (Branch and National) and requested consideration for continued and increased funding of the Travel Grant. Heather Ryan presented a CSHP Branch report to the PANL Board on March 3rd. Going forward the President will present an update of branch activities to the PANL Board at their board meetings.

Heather moved for her report to be adopted. Seconded by Jaclyn O'Keefe. The motion to adopt the report was carried. There was some discussion. Liz questioned charging for education programs. This will not go over well with members, especially with the membership fee increase. Anne-Marie asked if we could hold some fundraising events. The Branch will discuss this will National. Barb agreed with Liz. She emphasized that we are





a small branch and we need to maintain our membership. This will be a challenge with all our other Pharmacist fees.

4.1.2 Treasurer's Report

Kristi presented the budget for the upcoming year. She reminded everyone that since National took over finances the year-end statements have not yet been finalized and will be presented at the SAM in September.

Overall, we are projecting a balanced budget. Our income sources are limited and include membership fees, sponsorship from industry, School of Pharmacy, and PANL, and registration from CE events. Our budget from last year was about \$21,000. We lost a lot of funding last year so a lot of changes were made.

Kristi pointed out some items in the budget:

- No longer receiving \$1500 from the School of Pharmacy, so student awards will be cut. Will continue with Clerkship award.
- Travel grant was not offered this past year to AGM (formerly SES).
- PANL Travel Grant has decreased. Only planning on sending delegate to National AGM and not President as well.
- Lots of funding tied to CE events. Difficult to find operational funding.
- There will not be a student recruitment night in September to decrease costs. Will continue to hold symposium.

Kristi enjoyed the last couple years on Branch Council as treasurer despite the challenging financial times.

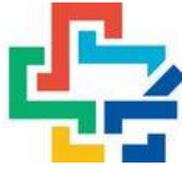
Kristi moved for her report to be adopted. Seconded by Amanda Harnum. The motion to adopt the report was carried.

There was some discussion. Justin asked if National was aware that we cannot send the President to national meetings. Heather responded. National is not aware, however, it has not been fully decided yet. Sarah went last year as President-Elect with Lorie. There has been discussion across the board about sending the President and its usefulness. Maybe more beneficial to have face-to-face meetings or presentations to all branch Presidents. All smaller branches are feeling the same financial struggle.

4.1.3 Delegate's Report

Lorie discussed her report, beginning with updates from midterm board meetings recently held in Ottawa.





CSHP has a new, modern logo which was revealed at PPC 2017 and will be phased in over the course of this year. A new website is slated to be launched soon and will be more user-friendly.

CSHP is projecting to finish the 2016-2017 fiscal year with a small surplus of approximately \$9,000. This is a significant improvement compared to the original projected deficit of \$161,400. This is due in part to a better-than-expected year for PPC. However, it is primarily due to delays in implementing the increased staffing recommended in the operational review at head office. The budget for 2017-2018 has been approved and predicts revenue of \$2,112,660 and expenses of \$2,245,510, for a net \$132,850 deficit. This is similar to last year.

CSHP recently released new publications including position statements for Medical Assistance in Dying and National Pharmacare. Also released Pharmacy Practice in Hospitals and Other Collaborative Healthcare Settings: Position Statements. These are new and updated.

Lorie moved that this report be adopted. Brittany Churchill seconded that motion and the report was adopted. There was no discussion.

4.1.4 Advocacy Report

Andrea gave her report, beginning with updates about recent position statements. MAiD Position Statement was approved by the board in April and is available on the CSHP website. Pharmacare Position Statement also now available on the CSHP website.

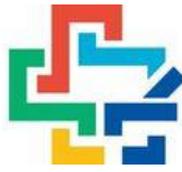
CSHP and officials of the Special Access Program (SAP) have met twice this year to date. Presented feedback from CSHP members about experiences and concerns with the program such as undue delays, reference requirements, insufficient quantities and inconsistent processes. SAP is attempting to make program more client focused. Always looking for feedback. Will continue to meet on a regular basis.

CSHP's website launch is planned for June 5th. Taking longer than expected.

Pharmacy Awareness Month (PAM) 2017 was again a successful one. Key messages unchanged from 2016. As a local branch, promoting PAM has been challenging and often frustrating due to our fiscal status. Hopefully we will be able to provide and do more in future years.

This past November, presented at a meeting with NL Finance





Minister Cathy Bennett regarding Labor Market Adjustment. Discussed the role and value of hospital pharmacists and importance of compensation stability. The Labor Market Adjustment was renewed for 2017. Hopefully will continue.

The Advocacy Toolkit can now be accessed by members after login on the Advocacy tab of the CSHP National website.

Andrea moved for her report to be adopted. Seconded by Angie Payne. The motion to adopt the report was carried. There was no discussion.

4.2 Committee Reports

4.2.1 Membership Committee

Lisa gave the report and outlined the following items:

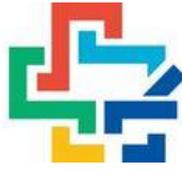
Overall membership stands at 94 for the 2016-2017 year, with a slight increase from 54 to 56 active members. Student membership has decreased from 46 members to 38. Based on NAPRA statistics, this represents about 46% of pharmacists registered as hospital pharmacists in NL.

Sponsorship from TEVA Canada Inc. was provided for a third consecutive year for RxFiles. Also available as an app. Pleased to report that this member benefit will continue for 2017-2018.

A number of events have been held this past year, including a CSHP information session for Eastern Health pharmacists to outline the benefits of being a CSHP member. Our plan is to continue this initiative with a presentation in June with an educational component and a recruitment push that will be available to pharmacists in all regional health authorities.

A number of student focused initiatives were offered; thanked CSHP student representatives Allison Pittman and Jillian McInnis for their help and dedication. The Student Welcoming Session was held in September with great turnout and feedback, the Branch took part in the student's fall career fair, and a CSHP-CAPSI Symposium was held in November. Thanked all hospital pharmacists who volunteered their time to speak at these events. The Job Shadowing was offered again this past fall and was very successful with 32 students taking part. Recognized hospital pharmacists for helping with the job shadowing and thanked Elizabeth Reelis and Angie Payne for organizing this endeavor.





Membership renewal is now available online. Reminded all members to renew before the early-bird deadline.

Recognized outgoing Co-Chair Rebecca Tobin for all her hard work over the past several years.

Lisa moved to have the report adopted. Barbara Thomas seconded the motion and the report was adopted. There was no discussion.

4.2.2 Communications Committee

Andrea gave the Communications report on behalf of Jess Guy. The Communications Committee is composed of Jess Guy (Chair and Newsletter), Heather Slaney (website), Andrea Woodland (Advocacy) and Nicole Dawe (Secretary).

The committee successful met their goal of distributing three editions of Branch Out Newsletter per year (Fall, Winter, Spring).

The Branch Twitter account and Facebook page have both been in regular use, with specific attention placed on upcoming events, such as CE days and PAM.

Jess is vacating her position as Chair and our branch is actively looking for another member to take on this role. Thanked Jess for all her contributions over the past two years.

Andrea moved for the report to be adopted. Megan Gulliver seconded the motion and the report was adopted. There was no discussion.

4.2.3 Nominations Committee

A call for nominations for the Branch Council position of Treasurer (2017-19) was emailed to membership April 2017. Once nomination was received for Heather Slaney and she was elected by acclamation.

Lisa welcomed Sydney Evans as the new Junior Student Representative. She thanked Allison Pittman for her commitment as student representative (Senior). Also thanked Kristi for commitment to the Branch Council as treasurer for the past two years.

All outgoing members will be missed and their dedication and passion for CSHP has been greatly appreciated.

Lisa moved for her report to be adopted. Anne-Marie Hull seconded the motion and the report was adopted. There was no discussion.





4.2.4 Awards Committee

Barbara her report recognized all 2016 award recipients as outlined in the report.

The CSHP SES Travel Grant for 2016 was originally awarded to Jason Kielly. He could not make it to the event, therefore Ashley Buck was awarded the grant. Sincerely thanked Fresenius Kabi for their on-going support of member attendance at PPC in Toronto each year. Fresenius Kabi also kindly sponsors an award (piece of artwork) for our outgoing branch President. They are a big supporter for our branch.

She thanked industry sponsors for supporting the awards program. Specifically acknowledged Apotex Inc for their sponsorship of the Alfred G. Dawe Distinguished Service Award, the Leadership in Pharmacy Practice Award and the New Practitioner Award. These awards go a long way in recognizing the significant contributions of our members to the pharmacy profession as well as to CSHP.

Tiffany moved for the report to be adopted. Amanda Harnum seconded the motion and the report was adopted. There was no discussion.

4.2.5 Education Committee

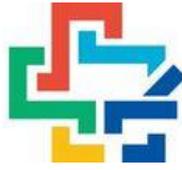
Elizabeth gave the report on behalf of herself and Amanda. She highlighted the following points:

Annual CSHP-NL Branch and Memorial University School of Pharmacy Professional Development Day held on October 15, 2016. This event was again very successful with an attendance of 37 (including two online). There were five highly regarded presenters and were able to offer four accredited continuing education credits. Following the presentation Elizabeth and Amanda circulated a survey to receive feedback about the day. Overall the results were positive and will use suggestions to further improve the next CE Day. Recognized the students for their help during this day.

Planned tonight's AGM event, organizing the venue, meal options and the topic for the presentation.

Elizabeth moved for the report to be adopted. Lisa Bishop seconded the motion and the report was adopted. There was no discussion.





5.0 Other Business

5.1 Excellence in Hospital Pharmacy Initiative

Rebecca has taken on the role of NL representative on the CSHP Excellence project and gave her report outlining the work of the steering committee.

The CSHP Excellence in Hospital Pharmacy program began in 2016 and is a single engaging initiative that will focus on assisting members in focusing their efforts towards fostering excellence and innovation in patient care. It aligns with the latest strategic plan and follows the recently concluded CSHP 2015 initiative. The Excellence Steering Committee is composed of 12 CSHP members from nine provinces, an external representative from APES, a member from the patient advocate community (recently vacated), two members from National, and CSHP President Lauza Saulnier.

In January 2017, the steering committee established three guiding themes for Excellence:

- Patient Engagement/Patient-Centeredness
- Best Practice, including Patient Safety
- Effective Communication and Collaborative Practice

These guiding themes along with principles and performance measures are centered on improving patient health outcomes. The work plan is currently being developed and will include pharmacist and patient surveys, communication plans, and development of various educational tools for CSHP membership. Encouraged members to complete surveys one distributed.

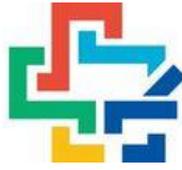
5.2 NLPB Update

Noelle thanked Heather and the Branch for the invitation and sent greetings on behalf of the Board. Relayed regrets from Margot. Noelle gave the following update:

-A task force with hospital pharmacists have been busy working the past two years developing Standards of Practice for Hospital Pharmacy. On May 5th, the standards were approved and are posted on the website today. Thanked involved hospital pharmacists for their help. Baseline assessments will begin this summer in hospital pharmacies across the province. The board is excited to work with pharmacists and pharmacy technicians.

Heather thanked Noelle for her update.





6.0 Adjournment

Heather thanked Amanda and Liz for organizing another successful evening and welcoming Sarah as the new branch President. The meeting was adjourned at 8:05pm.

Respectfully submitted,

Nicole Dawe

CSHP-NL Branch Secretary

