

Canadian Pharmacy Technician Educators Association  
 Annual General Meeting  
 Saturday, June 5, 2010  
 The Listel Hotel, Vancouver, B.C.  
 MINUTES

Present:

Carolyn Campbell	Insignia College of Health & Business	Victoria, BC
Sharon Ullom	Insignia College of Health & Business	Victoria, BC
Sharon Lee	Humber ITAL	Toronto, ON
Kathryn Herman	Centennial College	Toronto, ON
Karen Shelton	Thompson Career College	Kamloops, BC
Wayne Rubner	Vancouver Community College	Vancouver, BC
Sue Aro	Vancouver Community College	Vancouver, BC
Bobbi Thomas-Bailey	Fanshawe College	London, ON
Ginny Crawley	Nova Scotia Community College	Dartmouth, NS
Bev Stotz	Nova Scotia Community College	Dartmouth, NS
Crystal Lane	Bow Valley College	Calgary, AB
Cathy Schuster	Lambton College	Sarnia, ON
Charlene Bennett	NorQuest College	Edmonton, AB
Catherine Dawes	Medix Private Career College	Brantford, ON

1. President, Ginny Crawley, welcomed everyone and called the meeting to order at approximately 9am.
2. Nomination and election of CPTEA secretary: Catherine Dawes was nominated by Cathy Schuster and seconded by Ginny Crawley. **Carried.**
3. Moved by Bobbi Thomas-Bailey that the agenda be approved for today's meeting and seconded by Karen Shelton. **Carried.**
4. Moved by Cathy Schuster, seconded by Kathryn Herman that the minutes of the June 2009 General Meeting be approved as circulated. **Carried.**
5. President's Report by Ginny Crawley:
  - \*PEBC requested educators to be appointed to their board (one technician and one pharmacist)
  - \*Cathy Schuster is the CAPT representative for PEBC
  - \*Other members of the board are Ginny Crawley, Rock Folkman and Karen Shelton – Change to CCAPP PTPAC committee members representing CPTEA are Ginny Crawley, Rock Folkman and Karen Shelton**
  - \*AFPC invited CPTEA to their conference this weekend at the River Rock Casino which seemed to break ground with our direction for recognition
  - \*Bev Stotz was congratulated on an excellent presentation at AFPC conference
  - \*In the recent past Ginny Crawley requested an updated list from all provinces of PT Programs offered (this needs to be completed ASAP)

- \*Web site issues have been short lived; when problems arise things seem to be fixed immediately
- \*An e-mail needs to be sent to members with a new user name and password for the CPTA website (Ginny Crawley will get this from Rita, our website consultant)
- \*In the Pharmacy Blueprint we need to identify pieces and decide what the urgent items are as well as encourage accreditation among our members

Treasurer's Report by Cathy Schuster for June 2010:

Opening Balance	\$11,540.46
Membership	\$7,300.37
Interest	\$1.31
Expenses	\$3,834.48
Closing Balance	\$15,007.66
Outstanding Cheque	\$42.00

Comments made by Bobbi Thomas-Bailey:

Incorporation fees are not doable yet. The accountant says to make sure everything is in order and balancing (receipts, etc.). Our goal is to grow membership.

Website is \$400.00 per year for domain registration and \$42.00 for each change we make to the website. Sue Aro offered to take on our website by delegating it to the web design student/program in order for the changes to be more cost effective. This needs to be looked into. **Rock Folkman may have a contract with the current web designer. CPTA has a contract with Creative4site and we have to look at the details to see how long the contract is valid**

Membership Coordinator Report by Bev Stotz:

Year	Number of Members
2006-07	21
2007-08	34
2008-09	41 (3 retired and 1 honorary)
2009-10	45

Membership has doubled in the past four years. We need to get the message out and advocate the advantages (CCAPP is recommending membership for accreditation).

For new members, what are we doing when the cheque is received mid year. Membership is from July 1 to June 30. Payment after April 1 will carry through (in the first year of membership only) until the next year (this translates into a 15 month membership for new members, first year). It is considered a three month "grace". The bylaws need to be amended. They currently state that the first payment is made but due again on July 1.

Our fiscal year will remain July 1 to June 30. This discussion was then motioned by Sharon Lee and seconded by Catherine Dawes. All approved. Clause will be sent out for members to vote on.

Membership renewals will be sent out and if no renewal happens from a previous member they are removed from the list. Membership Coordinator will directly contact member for renewal and the deadline is August 31. A password change would then happen on September 1.

Side note for membership: PayPal to be added to website for membership fees was motioned by Bobbi Thomas-Bailey and seconded by Bev Stotz. **Carried???**

6. Discussion took place regarding the combination of the position treasurer and membership coordinator.
7. Nomination of treasurer began with Sharon Ullom nominating Cathy Schuster. She was the only nominee, **therefore acclaimed**. Bev Stotz declined the renewal position of Membership Coordinator stating that she felt it is in the best interest to combine the two positions. Cathy Schuster will take on this role **again by** acclamation.

8. Provincial Representatives:

<b><i>Province</i></b>	<b><i>Representative</i></b>
British Columbia	Karen Shelton
Alberta	Charlene Bennett
Nova Scotia	Bev Stotz
Ontario	Sharon Lee
Newfoundland	Vacant
Saskatchewan	Vacant
Manitoba	Vacant
PEI	Vacant
Quebec	Vacant
North West Territories	Vacant
New Brunswick	Vacant

9. Goals for 2010-11:

- \*Increase membership by 30%
- \*Develop and maintain a working group with AFPC
- \*Standardize Evaluation Forms
- \*Create a bursary to go to Pharmacy Technician Students (Awards Committee to set criteria for candidates: Bobbi Thomas-Bailey, Sue Aro and Crystal Lane)
- \*Develop a "Best Practices" website option for sharing ideas in the members only section (could be a discussion board, Cathy Schuster to talk to Rita about this, Sue suggested creating a wiki for this)

10. The site for the 2011 CPTEA Conference is a toss up between Calgary and Toronto. Crystal Lane and Sharon Lee will discuss among themselves and make the decision. Tentative dates are June 2, 3 and 4. Topics to include: Best Practices, Developing Tests/Exams, HSPNet.
11. New Business: Discussion took place on hospital sites for practicum. Working with CCAPP and refer to NAPRA outcomes (submit recommendation to CCAPP that schools can train hospital portion in classroom setting).
12. Adjournment moved by Bev Stotz and seconded by Wayne Rubner. Carried.