

Canadian Pharmacy Technician Educators Association

Annual General Meeting

Sunday, June 4, 2011

Humber College Toronto, Ontario

MINUTES

Present:

Ginny Crawley	Karen Shelton	Sharon Lee
Bobbi Thomas Bailey	Heather LeBlanc	Diane Walker
Cathy Schuster	Fran Carter	Marta Bordek
Ravi Majhel	Trent	Crystal Lane
Jackie		

- 1.0 President, Ginny Crawley, welcomed everyone to the meeting. Meeting was called to order at 9:10 a.m. by President Ginny Crawley.
- 2.0 Approval of Agenda. *Moved by Sharon Lee, seconded by Trent that the agenda be approved*
Carried.
- 3.0 Approval of AGM Minutes – June 2010. Moved by Cathy Schuster, seconded by Sharon Lee.
Carried
- 4.0 President's Report

Ginny Crawley attended a 2 day CPDCE workshop which looked at the certification process of CE programs. In addition a policy statement was developed.

CCAPP's PTPAC members, Rock Folkman and Ginny Crawley, have stepped down. Two CPTEA members will be required to fill these vacancies.

Creative 4 Site indicated to Ginny that the cost of a blog on the CPTEA website would be very costly. An alternative would be a private blogspot. This has been created and the membership has been e-mailed regarding access and posting.

CCAPP Council invited CPTEA to be on its council with a fee of \$10,000. CCAPP realizes that CPTEA is not able to afford such a high fee at this time. CCAPP will be discussing how best to include CPTEA in their upcoming meetings.

Ginny Crawley announced her resignation and indicated that she had truly enjoyed the experience and thanked everyone for their support. Ginny mentioned that the CPTEA should consider reviewing the by-laws around the length of term at the next AGM.

Treasurer's Report

Cathy Schuster provided the following information:

Closing Balance April 30, 2010 17,497.92

Closing Balance April 21, 2011 18,247.17

Moved by Bobbi Thomas-Bailey and seconded by Crystal Lane that the Treasurer's Report be approved.

Trent asked that future reports be posted 3 weeks prior to the next meeting (either on the web-site or via e-mail) in order to permit review before discussions.

Membership Report

Cathy Schuster indicated that there are 41 members currently in good standing with CPTEA. Cathy stated that both Wayne Hindmarsh (CCAPP) and John Pugsley (PEBC) continue recommend that all accredited programs maintain membership with CPTEA.

Marta and Bobbi proposed that highlights of the conference be written by attendees and posted on the website to provide information to current and prospective members.

6.0 Appointment of CPTEA Members to Committees.

Ginny mentioned to the group that it would best to formalize the process for the appointment of members to sit on various committees. Trent indicated that it would be best to make such opportunities available to the membership via an e-mail. Sharon stated that a deadline for opportunities needs to be set each time an e-mail is sent. Ginny received an invitation for a CPTEA member to sit on the Blueprint for Pharmacy Steering Committee. This involves 3 face to face and 3 teleconference meetings over a 2 year time frame. Trent stated that the request needs to be set out to the entire membership. Motioned by Trent the costs associated to sitting committees as a CPTEA member be limited to \$500 per trip, \$1500 per annum and be subject to review. This motioned was seconded by Jackie. Carried

7.0 Goals for 2011/2012

Goals deferred until Interim President is appointed later in the meeting.

8.0 Site of 2012 Conference

Heather LeBlanc (absent) indicated via Ginny Crawley that she would be interested in hosting the 2012 conference. This is contingent upon approval from administration at Oulton College.

Alternate sites for the 2012 conference discussed were Halifax, N.S. and St. John, Newfoundland.

Diane Walker offered Winnipeg Technical College as the site for the 2013 conference or 2012 conference should none of the Atlantic provinces be available at that time.

9.0 Appointment of Interim President

Fran moved and Sharon seconded the appointment of Crystal Lane as the Interim President for a period of one year. Elections to take place at the June 2012 AGM.

Crytal asked for goals from the floor.

Goal 1. Ginny would like the private blog to be functioning and offered to set up the process. It will be only be offered to members of CPTEA. Ginny will sent out an e-mail regarding the process for blogging as well as some information around blog etiquette.

Goal 2. Sharon mentioned that our focus must continue to be around membership growth. She suggested that we continue to talk about the benefits of membership with our faculty members at our respective colleges.

Goal 3. Cathy Trent and Diane will investigate the possibility of changing web designers. Issues around length of time for web changes and posts have increased.

Goal 4. Ginny indicated that we need to re-establish contact with AFPC.

Goal 5. Diane indicated that we should develop a standardized evaluation tool.

10.0 New Business

Preceptor Training

Discussions ensued around the possibility of establishing a committee to work on the development of a Preceptor Manual for use by all accredited programs. Crystal will send out an e-mail to ask for volunteers to develop a draft.

By-Laws

Crystal will e-mail the membership 21 days prior to next AGM to let everyone know that there will be discussions around the length of each term of office. Also that there will be discussion around the possibility of offering corporate and/or individual memberships.

11.0 Adjournment

Motioned by Cathy and Seconded by Ginny that the meeting be adjourned at 11:15