

**Canadian Pharmacy Technician Educators Association  
Annual General Meeting  
Saturday, June 9, 2012  
Oulton College, Moncton NB  
MINUTES**

**Present:**

Melissa Benoit
Toni Cano
Rapinder Chahal
Deb Chartier
Valerie Conners
Susan Ferguson
Julie Freestone
Terri Granigan
Debby Landry

Heather LeBlanc
Sharon Lee
Sue Mack-Klinger
Kelly Mannen
Patricia Meloche
Jackie Mendez
Cheryl Morassut
Mallorie Reid
Kimberly Snider

Mary Spehar
Bev Stotz
Carol Theriault
Bobbi Thomas-Bailey
Kristina Trunk
Diane Valiquette
Trent White
Elizabeth White

**1. Welcome:**

Acting President Bobbi Thomas-Bailey welcomed everyone to the meeting and she will chair the meeting. Thanks given to Oulton College, Darcie Robichaud, and Heather LeBlanc for hosting the 2012 conference.

**2. Approval of Agenda:**

Agenda from 2012 approved: moved by Bev and seconded by Sharon.

**3. Approval of Minutes from 2011:**

Minutes from 2011 reviewed. Changes to minutes: Date was Saturday June 4, 2011. Heather LeBlanc was not in attendance. Last names added to Jackie Mendez and Trent White. Approval of minutes: moved by Jackie and seconded by Trent.

**4. President's Report:**

Bobbi presented the President's Report including a brief history of CPTEA. In 2011, Ginny Crawley stepped down as president and Crystal Lane became interim president. In October, Crystal stepped down and Bobbi, who was vice president, became acting president. Cathy Schuster, Treasurer, is also responsible for membership. CPTEA was asked to join CCAPP council at a cost of \$10000 and has refused as too costly. Accreditation fee may go up to accommodate fee to join. Incorporating is too expensive.

Committee Updates: CPTEA represented on **CCAPP committee** by Karen and Ginny—meeting next week. To discuss accreditation status and PAC recommendations. Bev and Patty are on

**PEBC board.** Update from Bev followed: twice yearly meeting; large learning curve and overwhelming; suggest 2 times 3 year term due to learning curve; PEBC wants CPTEA there; development mentorship package for transition when term is up; develop package by Bev and Patty in advance. **Blueprint Committee** representative is Margaret Woodruff who has curriculum background that was needed and she can easily travel to the meetings. CPTEA subsidised 50%. Recommend that all read Blueprint is not already done. Summary: Pharm Tech not being well represented and decisions are being made without input. Need for volunteers to be on committees and voice needs to be heard. With appropriate training, sky is the limit.

**5. Treasurer's Report:**

Closing 2011: \$18347.32

Closing May 2012: \$21763.62

2012 Conference Expenses: only one speaker (keynote speaker) charged a fee which was at 25% of normal fee; sponsors from publishers and suppliers for \$1200; donations of door prizes from local businesses; approximately \$500 below revenue generated from sponsorships and registration fees.

Moved by Toni and seconded by Diane to accept report.

**6. Membership Report:**

48 members this year; change from 41 in 2011. 35 for conference (increase from previous year). Thanks given. Membership list on website to access members. Heather to send contact list to all attendees of conference.

**7. Appointment of CPTEA members to committees:**

Volunteers to send intent to Executive for decision.

**8. Elections:**

a. **Treasurer:** Cathy to stay on as Treasurer

b. **Secretary:** Responsibilities read: for taking of minutes at AGM; may increase with time with more meetings in the future. Discussion on secretary taking minutes at a distance, i.e. teleconference/speakerphone (cannot vote from a distance). All cannot attend every year due to expenses. CPTEA to support some costs of executive travel to meetings. Maximum amount per year if denied by college to cover expenses. Note that Council also included provincial reps so this would increase expenses. Support already given to members of committee already. Look at it on a one-on-one basis. Keep at \$500 same as before. Call for nominations for secretary: Melissa Benoit nominated herself. Seconded by Sue. Melissa elected.

c. **Vice President:** Bobbi would like to stay in that position (in position since 2008). Nominated herself. Seconded by Trent. Bobbi elected.

d. **President:** Trent nominated by Sue with Rapinder seconding the nomination. Discussion on responsibilities of president including amount of travel involved, reports, contact person for other organizations. Trent accepted nominated and elected.

**e. Provincial Representatives:**

BC: Karen Shelton (since 2011)

Alta: Vacant: Diane elected (nominated herself; seconded by Kimberly)

Sask: Vacant: Sue elected (Diane nominated; seconded by Mary)

MB: Vacant: Jackie elected (Deb nominated; seconded by Melissa)

Ont: Sharon re-elected (nominated by Trent; seconded by Diane)

QC: Vacant: Melissa to contact her contact in QC

NB: Heather LeBlanc (since 2011)

NS: Sue elected (Bev nominated; seconded by Sharon)

NF: Vacant (Trent now president)

PEI: Sue for now until member from PEI (nominated herself; seconded by Bev)

NWT: Vacant: no programs

Yukon: Vacant

Nun: Vacant

**9. New Business:**

- a. Bylaws re Length of Office: Length of office is 4 year term with 2 maximum terms. Discussion on whether practical, feasible or reasonable? Should it be 2 year term? Should it be staggered for consistency. Council consists of Executive and Provincial Representatives. Discussion followed: Elections yearly to stagger positions? 2 year term with 2 terms maximum in same position. If change to 2 year then no need to stagger. **Motion: Council to sit for 2 year term for no more than 2 additional terms in the same position for a total of 6 years in the same position.** Moved by Trent and seconded by Susan. All in favour. If conflict, motion at AGM to extend length of office (i.e. if no other representative in province)
- b. Goals: see minutes from 2011 for goals. Discussion followed on 2011 goals: Goal 1: is blog needed? Email still preferred for quick answers. Closed membership on facebook site? Want sharing of ideas from coast to coast. Discussion on best way to do this (blog, facebook, twitter). Link on website for members only? Changes to website to involve costs but way to add to website without use of webmaster. **Action item for council: follow up on best solution for discussion by executive; stress the purpose (post best practices).**  
**Goal 1: council to develop communication strategy for members by Sept 30.**  
**Goal 2: same goal; increase membership; CCAPP helping**  
Goal 3: resolved itself.  
**Goal 4: AFPC done; continue contact informally**  
Goal 5: standardized evaluation tool: AB is developing one for the province; ON has developed. NAPRA competencies to be revised soon so not at this time.  
Goals for 2012-2013: Goal 1 and 2: see previous. Add to social media discussion a spot for sharing of documents such as evaluation tools, preceptor manual and training. Investigate use of Moodle, server space. Goal 3: work with AFPC to maintain relationship and communication.
- c. Social Networking for CPTEA members: discussed as Goal 1 above.

- d. Website: discussed as Goal 1 above.
- e. PEBC Award: forge external partnerships. For innovation and teaching excellence. Start in 2013. Called PEBC Award for Excellence and Innovation. Criteria: CPTEA member; cannot have won for last 5 years; deadline determined by CPTEA Awards Committee; certificate/plaque with 3 logos (PEBC, AFPC, CPTEA) and name; cash of \$1000 and reimburse attendance to CPTEA AGM (up to \$3000 total); does not have to be awarded each year. AFPC has committee of 5 people already in place; suggest 3 for CPTEA committee. Bobbi to continue as contact person for award. Candidates to be nominated by at least 2 members or nominate themselves with letter on why they should receive award and CV and portfolio. Maximum 25 page submission. Content of submission: 40% to describe innovation and results; 40% evidence of impact on competency; 10% met objectives and practicality and how others can use and implement; 10% reflection. Awards Committee: 3 members to determine award criteria and judge submissions; can be done by conference call or emails; go out by email with executive decide. If applicant up for award on committee, asked to step down from awards committee and alternate named to committee from membership. **Deadline of Sept 30 for award committee members to be determined.** Committee then will determine timelines.
- f. Access to members only section of website: user = CPTEA2011; password = membersonly2011.
- g. No other items for discussion under New Business

**10. Site of Conference 2013:**

Thursday for travel; Friday for conference; Saturday for AGM and late travel home. AFPC asked to collaborate with conference, which is at same time as CPTEA conference. Discussion: Would increase expenses due to hotel hosting rather than college hosting. Executive attend AFPC now and open to discussion of possibilities of working together in the future but for now separate conference still recommended. Find local rep to attend AFPC if possible to reduce costs especially intraprofessional sessions. **Deb Chartier offered to host 2013 conference at University of Manitoba in early June of 2013 (following AFPC). Date TBD.**

**11. Adjournment:**

Moved by Bev to adjourn; seconded by Sharon.  
Meeting adjourned at 12:07 PM.

Note: Minutes taken by Heather LeBlanc, in absence of secretary