

CPTEA Annual General Meeting
Saturday, June 22, 2013
Winnipeg Manitoba

Present:

Aldo Gatti	Eva Lemek	Patricia Meloche
Amanda Mushunski	George Tsallas	Rapinder Chahal
Audrey DeCecco	Heather Leblanc	Sharon Lee
Barb Nicholson	Iffat Razzaq	Susan Ferguson
Bob Chapman	Irina Parsova	Susan Lewis
Bobbi Thomas-Bailey	Jackie Mendez	Terri Granigan
Brenda Neslon	Kimberely Snider	Trent White
Des Soye	Lori Weller	Valerie Connors
Dianne VAliquette	Mallorie Reid	Zamir Nadeem
Dianne Walker	Melissa Benoit	
Elizabeth White	Michelle Kucey	

Welcome and Introduction

Trent White (president) welcomed association members and gave introduction of him.

Meeting Called to Order

Call meeting to order at 9:11 am

Minutes taken by Melissa Benoit

Minutes of June 2012 meeting

Unavailable to approve

Items discussed without minutes

- Two year terms for appointment of elected executive was the major change to CPTEA policy
- Reelection of all executive to take place 2014
- List of current executive given verbally (list available on website)

Approval of Agenda June 25, 2013

- Review agenda
 - Addition to agenda
 - website
 - Zero tolerance
 - review of CCCEP meetings by Susan
 - Motion to approve agenda
 - Moved by Rapinder Chahal
 - Seconded by Mallorie Reid
 - Motion carried

Presidence's Report:

Trent White gave brief personal history

Report:

- Active distribution list created and will continually be updated
- If member currently not receiving emails send Trent email
- CPTEA's currently a regular member of CCCEP
 - Meeting May 29- may 31st, 2013
 - Susan Lewis current representative of CPTEA on CCCEP board
 - Part of group representing CPTEA
 - Mission to assist in development of quality continuing education programs \mandate to develop standards to assess need for continuing education for pharmacy technicians
 - Positive move for CPTEA to be member of CCCEP
 - CCCEP free for first year and reduced rate of \$600 for next year
 - In comparison, CCAPP membership costs \$10,000, so currently not a member (CPTEA declined to become a member due to cost)
- There are association members representing CPTEA on many pharmacy related associations throughout Canada
- In coming months, communication list will be refined and messaging to unpaid members will stop
- CPTEA will look at ways to grow our membership
- CPTEA received last minute notice for the NAPRA meeting regarding changes to competencies that was held in November
 - CPTEA unable to send a member due to last minute notice
 - never heard from NAPRA again in regard to competencies until CPTEA got the new draft two weeks ago

- Clarification: membership to CPTEA is a personal membership not an institution membership
 - Discussion surrounding possible membership change include
 - this would require increase in membership fee
 - Changes to membership fees would require by-law changes
 - CCAPP changes will require that colleges pay for instructors membership
 - Further discussion by executive (possible agenda for 2014)
 - Will require changes to by-laws, elections of officers
- As CPTEA continues to grow and become a national organization changes to running of association will be required
- Next year details of AGM will be sent at least 3 weeks in advance

Treasurers Report March 2012- April 2013

- Presented by Trent White
- Refer to statement for starting and ending balance (details)
- Approval of Treasurers report and statement of operations
 - Susan Ferguson
 - Seconded by Diane Walker
 - Motion carried

New business

Changes to Webpage

- Suggest assign login password and use it discussion boards and mailing contacts
- Make sure that everyone receives instruction for login; currently one password for everyone
- Website needs to be updated but requires costs
- Membership to pay with VISA or other
- 34 paid members last year 23 members paid for this year so far
 - get more information added to our website
 - last year's minutes not yet on website
 - action
 - make sure all minutes added to website
 - ask webmaster what the website is capable of supporting
 - update website with free access, linked in for example (guy in green shirt beside Susan from NS)

History of CPTEA by Bobbi Thomas- Bailey

- first meeting 2002 for CPTEA
- wanted to develop own for Canada
- again in 2004 and 2006 before it became a yearly conference
- young organization

Discussion regarding increasing membership

- communicate to all CCAPP accredited schools that membership is a standard
- list of schools is available on CCAPP
- try to find the other schools currently not CCAPP accredited
- recommend that all of your educators become members
 - send email to all district reps to remind them of the association membership

Discussion on this year's AGM and ways for ways of improvement

- have agenda sent out earlier
- send out agenda sooner with "subject to change" stated
- comments made with length of conference because of cost of travel
 - suggestion to increase length of conference
 - support Thursday night meetings/ or add strategic plan workshops
 - have deadline for the conference registration as this year half of attendees booked within the last 2 weeks
 - list of who is attending/ name cards
 - suggested topics of professional development
 - sharing different teaching techniques with a guest lecture
 - education tool teachings
 - device educators
 - have a member present a topic
 - sharing time
 -
 - most important outcomes of this year's AGM were zero tolerance and NAPRA but both delivered at incorrect times
 - Thank you to Jackie Mendez! Incredible conference.
- Site for next year's conference
 - Suggest contact AFPC to have conference same time maybe same venue
 - CPHA is always first weekend in June May 31- June 1st 2014 in Saskatoon
 - Piggy back off of another conference is a great idea
 - Make sure there is ease of travel
 - Defer to executive committee to confirm location and date

- Motion to adjourn meeting 10:24 am
 - Rapinder Chahal
 - seconded by Jackie Mendez