

**CSHP-NL Branch**

**Annual General Meeting Minutes**  
**The Guv'nor Inn**  
**389 Elizabeth Avenue, St. John's, NL**  
**Thursday, May 19, 2016**  
**6pm**

**Members in Attendance:**

Jaclyn O'Keefe	Lisa Bishop	Angie Payne
Tiffany Lee	Lorie Carter	Justin Peddle
Andrea Woodland	Pamela Rudkin	Chilo Winter
Amanda Harnum	Ashley Buck	Amy Clarke
Nicole Dawe	Kristi Parmiter	Elizabeth Reelis
Heather Ryan	Jeremy Harnum	Donna Hynes-Vail
Anne-Marie Hull	Sarah Fennell	Heather Slaney
Allison Pittman	Esther Pippy	Natasha Wilkins
Jessica Guy		

**Non-Members in Attendance:**

Noelle Patten (NLPB)  
Glenda Power (PANL)  
Dany LeBlanc (TEVA)  
Blake Fox (Fresenius Kabi)  
Tammy White (Alberta Health Services)

**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 – nothing added.

**2.0 Declaration of Conflict of Interest**

None declared.

**3.0 Approval of the Minutes from the SAM dated September 18, 2015.**

Sarah Fennell's name to be removed from Members in Attendance list. Pamela Rudkin made a motion to approve the minutes and Amanda Harnum 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 Branch Council and Committee members who have completed their terms of office; Tiffany Lee (Past-President, Nominating Committee), Kelly Mitchelmore (Senior Student Representative), Andrea Woodland (National Advocacy Representative), Nicole Dawe (Secretary) and Justin Peddle (Communications Committee). Thanked them for their dedication to CSHP and all their hard work over the last few years. Welcomed Jillian McInnis as incoming Student Representative (Junior).

The Branch Strategic Plan for 2015-2018 has been completed. Justin drafted the plan to align with the CSHP National Strategic Plan. A committee, composed of Branch Council members, Committee Chairs and Past-Presidents met twice to review, make additions, and finalize the plan. Thanked Justin and members of the committee for all their hard work.

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: PANL, Fresenius Kabi, Mylan, Sandoz, Pfizer, Sanofi, MUN School of Pharmacy, TEVA, and Amgen Canada. Pleased to report a new partnership established for this year with Apotex Inc.

CSHP National President-elect Lauza Saulnier visited Newfoundland this past October. Lauza and members of Branch Council traveled to Carbonear Hospital and met with the Pharmacy staff. Also visited pharmacies at the Health Sciences Centre and the Janeway. Met with members and discussed the role and responsibilities of CSHP, membership benefits, and our new strategic plan. Lauza also attended our Fall CE Day and presented a talk on Medication Reconciliation and her experience with it in New Brunswick.

The CSHP NL Branch was formed in 1996 so this year marks our 20<sup>th</sup> Anniversary with celebrations to take place at the PANL Conference in September. Asked members to submit any pictures or correspondence.

Heather moved for her report to be adopted. Seconded by Justin Peddle. The motion to adopt the report was carried. There was no discussion.





#### 4.1.2 Treasurer's Report

Kristi presented the budget for the upcoming year. She explained that the year-end statements have not yet been finalized and will be presented at the SAM in September.

Overall, the goal of the Branch is to provide 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. Based on the budget from last year and what we anticipated for this year, we would have a very small surplus.

However, this year's budget was developed by Branch Council about a month ago and since that time there have been some changes.

We will not be receiving the same income as the previous year so Council will have to make some adjustments to expenses. Kristi pointed out that our anticipated expenses for the 2016-2017 year reflect 2015-2016 with the following exceptions:

- the President's recognition award will not be given in this fiscal year
- no anticipated bank charges
- maintenance fee of website will be \$325 per year
- Council travel expenses were minimized last year through room sharing
- possible increase in Council expenses because we have an out of town Council member
- sent both incoming delegate and delegate to SES. This year we will be just sending our delegate
- National executive member visit last year (does not occur annually)

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

There was some discussion. Justin asked if a decision has been made regarding costs associated with the new accounting format. Lorie to discuss in her report.

#### 4.1.3 Delegate's Report

Lorie first addressed Justin's question, explaining how National made the change last year to control the accounting of all branches. This move was made for liability purposes. Discussion then





occurred about how to charge the branches for this service. The decision was made to add the cost to everyone's annual membership fee (about 2.16 percent or ten dollars per year) instead of individual costs to each branch.

Lorie discussed her report, beginning with the name change of CSHP National to "CSHP Official". This is keeping with terminology used in the United States by ASHP.

CSHP is projecting a surplus of approximately \$21,800 for the 2015-2016 fiscal year. This is a great improvement from the original budget projecting a deficit of \$9,150. The budget for 2016-2017 is predicting revenue of \$2,078,500 and expenses of \$2,155,900 totaling a deficit of \$77,400.

An operational review of CSHP staff performance was conducted in 2014 at the request of the board. The results showed that the office is significantly under-resourced to support CSHP's current programs and services. To resolve this issue, additional hiring and changes in the reporting structure of the staff will take place and will cost approximately \$163,000 annually in additional salaries and benefits. The Board and Executive will look to ways to generate new sources of revenue and cut costs where possible in order to implement these changes.

The CARE Initiative is still in the planning stages. Congratulations to Karen Hanrahan who has joined the Steering Committee as the Newfoundland and Labrador representative. It is great to have representation of our province.

Lorie moved that this report be adopted. Anne-Marie Hull seconded that motion and the report was adopted. There was no discussion.

#### **4.2 Advocacy Report**

Andrea gave her report, beginning with good news that the Advocacy Toolkit is now complete and is available to members on the CSHP National website. Important to note that the Toolkit is CSHP property and should not be shared with non-members. Any requests for copies should be forwarded to National Office and will be made available at a cost.

CSHP's Position Statement regarding Physician Assisted Dying is now published and available online.





Pharmacy Awareness Month 2016 was again a successful one. CSHP established a working group that developed a hospital-focused theme and related resources. A new brochure was created with a patient focus. Brochures and posters could be ordered online or downloaded and printed. Locally, PAM 2016 information was provided in the last Branch Out Newsletter and emails were sent to the Directors of Pharmacy encouraging them to use the CSHP resources in their PAM activities. The national working group was successful and will continue next year.

In April, a meeting was held between the Directors of Pharmacy and the Branch President, The Senior Advisor and the Advocacy Representative. Some great discussions occurred about topics such as the Physician Assisted Dying Position Statement, CSHP resources about Clinical Pharmacy Key Performance Indicators, the CARE Initiative and the delay of JES results. The 2016 expiration of the current Labour Market Adjustment for Hospital Pharmacists was also discussed. CSHP, the PANL Hospital Advisory Committee and the Directors have committed to work together to tackle these issues.

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

### 4.3 Committee Reports

#### 4.3.1 Membership Committee

Lisa gave the report on behalf of Rebecca and outlined the following items from her report:

Overall active membership is 100 for the 2014-2015 year, with a slight decline from 58 to 54 members. However, student membership has increased significantly from 22 members to 46.

Sponsorship from TEVA Canada Inc. was provided for a second year for RxFiles. Also available as an app. Pleased to report that this member benefit will continue for 2016-2017.

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. Feedback was positive and the plan is to offer this annually and possibly reach out to pharmacists in other Health Authorities.

A number of student focused initiatives were offered; thanked





CSHP student representatives Kelly Mitchelmore and Allison Pittman 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 October. Thanked all hospital pharmacists who volunteered their time to speak at these events. The Job Shadowing was reinstated and offered to 2<sup>nd</sup> and 3<sup>rd</sup> year students. It was very successful with 42 students taking part.

Membership renewal is now available online. Reminded all members to renew before the early-bird deadline. Kristi will be in contact with those set up for payroll deduction.

Lisa moved to have the report adopted. Jaclyn O'Keefe seconded the motion and the report was adopted. Sarah Fennell from G.B. Cross Hospital in Clarenville pointed out that outside sites have not been using payroll deduction. This was discussed at the recent Director's meeting. A liaison for each region will be determined to oversee this. Kristi will send out forms for those members interested.

#### **4.3.2 Communications Committee**

Jess reported that the Branch Out Newsletter has received a facelift and overall feedback has been positive. Plan to distribute three newsletters per year and have already received multiple submissions from members for the upcoming edition.

The Branch Twitter account and Facebook page have both been in regular use and all members have been followed/added.

Maintenance of the Branch website is now being done by CSHP National. Website is now much more user-friendly. Hope to have all revisions complete by Fall 2016.

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

#### **4.3.3 Nominations Committee**

A call for nominations for the Branch Council positions of National Advocacy Representative (2016-18), Secretary (2016-18) and President-Elect (2016-2020) was emailed to membership March





2016. Two nominations were received for the National Advocacy Representative position: Brittany Churchill and Andrea Woodland. Two nominations were also received for the Secretary position: Heather Slaney and Nicole Dawe. Electronic ballots were circulated to membership, with this voting format working very well. Lisa disclosed the results from the vote: Andrea will resume her role as National Advocacy Representative and Nicole Dawe will complete another term as Branch Secretary. One nomination was received for Sarah Fennell for President-Elect. Sarah accepted the nomination.

Lisa welcomed Sarah as the new President-Elect and Jillian McInnis as the new Junior Student Representative. She thanked Kelly Mitchelmore for her commitment as student representative (Senior). Also thanked Tiffany for her extended commitment to the Branch Council as both President and previously as Delegate.

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. Pam Rudkin seconded the motion and the report was adopted. There was no discussion.

#### **4.3.4 Awards Committee**

Tiffany gave the report on behalf of Barbara and noted all 2015 award recipients as outlined in the report.

The CSHP SES Travel Grant for 2015 was awarded to Amy Clarke. This was previously sponsored by Mylan. We are currently looking to re-assign. The PPC Travel grant recipient for 2015 was Amanda Harnum.

She thanked industry sponsors for supporting the awards program. Specifically, Sandoz, Mylan, and Fresenius Kabi, whose support we strongly rely on since we are such a small branch. Pointed out that Sandoz is unable to continue to support our Awards program. Branch Council has committed to look into.

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

#### **4.3.5 Education Committee**

Elizabeth gave the report on behalf of herself and Amanda who are





co-chairs of this newly formed committee. She highlighted the following points:

Annual CSHP-NL Branch and Memorial University School of Pharmacy Professional Development Date held on October 17, 2015. Again this event was very successful with an attendance of 37 (including three online). There were six presenters allowing for five 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.

Planned tonight's AGM event, organizing the venue, meal options and the topic for the presentation. Members were pleased with the Guv'nor as the venue.

Stephanie Young is now back and will resume her role on the committee as well as student Amber Russell.

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

#### **4.4 NLPB Update**

Noelle Patten thanked the Branch for the invitation and expressed regrets from Margo.

Since the SAM in May the Board has been very busy; especially the Hospital Standards Task Force Committee. In October she attended sterile compounding training in Chicago and did some shadowing in Ontario. Overall a great experience.

The Quality Assurance assessment form is almost complete. It is very comprehensive and contains about 400 different assessment criteria. NAPRA standards have been incorporated. Is meant to be a quality improvement initiative. The assessment date will be communicated with each Pharmacist in Charge and a two-week notice will be given to prepare. The actual assessment will take about one day to complete. Currently are behind on schedule, and project the first site to be assessed in July. Following this plan to complete about one per month.

The new Standards of Practice are coming along. Draft to be reviewed by committee in July/August. Plan to be sent to Board for approval sometime





in the Fall.

Working towards generating Standards of Practice for Medically Assisted Dying.

Heather thanked Noelle for her detailed update.

**5.0 Other Business**

No other business to report.

**6.0 Adjournment**

The meeting adjourned at 8pm.

Respectfully submitted,

Nicole Dawe

CSHP-NL Branch Secretary

