



The Manitoba Pharmaceutical Association

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7
Phone (204) 233-1411 Fax: (204) 237-3468 E-mail: info@mpha.mb.ca Website: www.mpha.ca

M.P.H.A. COUNCIL MEETING MINUTES
FRIDAY, APRIL 5, 2013
DELTA HOTEL, 350 ST. MARY'S AVENUE, CAMPAIGN B
8:30 A.M.

MEMBERS PRESENT:

Kyle MacNair, President
Kristine Petrasko, Vice President
Shawn Bugden, Past President
Geoff Namaka, Executive Treasurer
Neal Davies, Dean
Jennifer Ludwig
Glenda Marsh
Dinah Santos
Kurt Schroeder
Randy Stephanchew

LAY MEMBERS:

Donna Forbes

LIAISON MEMBERS:

Melissa Gobin, Pharmacy Student Liaison
Jarrid McKitrick, CSHP Liaison
Rob Shaffer, Government Liaison

STAFF MEMBERS:

Ronald Guse, Registrar
Susan Lessard-Friesen, Deputy Registrar
Kim McIntosh, Assistant Registrar
Kathy Wright, Executive Assistant to the Registrar

GUEST:

David Marr, Legal Counsel (a portion of the in camera session only)

REGRETS:

Kim Sharman
Brenna Shearer, MSP Liaison

1. a) Convene

President Kyle MacNair convened the meeting at 8:30 a.m. and welcomed attendees. President MacNair noted that Liaison members will join the meeting after an in camera session.



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Council moved in camera at 8:30 a.m.

All staff members were invited to stay during the first portion of the in camera session. Only the Registrar was asked to remain for the entire in camera session.

Randy Stephanchew joined the meeting at 8:45 a.m.

The Deputy Registrar, the Assistant Registrar – Professional Development, and the Executive Assistant to the Registrar were asked to leave the meeting.

The regular Council meeting resumed at 9:20 a.m.

Liaison members Jarrid McKitrick, Rob Shaffer and Melissa Gobin, along with the Deputy Registrar, the Assistant Registrar – Professional Development, and the Executive Assistant to the Registrar joined the meeting.

b) Declaration of Conflict

No Council members indicated a conflict at the time of convening the meeting.

2. Additions to Agenda and Approval of the Agenda

The agenda for the April 5, 2013, Council meeting was circulated in advance of the meeting.

MOTION #1 - MOVED BY SHAWN BUGDEN, SECONDED BY DONNA FORBES THAT the agenda be approved.

CARRIED

Geoff Namaka joined the meeting at 9:23 a.m.

3. Approval of Council Meeting Minutes

a) February 4, 2013, Council Meeting

The minutes of the February 4, 2013, Council meeting were circulated in advance of the meeting.

MOTION #2 - MOVED BY KRISTINE PETRASKO, SECONDED BY JENNIFER LUDWIG THAT the minutes of the February 4, 2013, Council meeting be approved.

CARRIED



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4. Business Arising from Minutes

The Business Arising from the Minutes of the February 4, 2013, Council meeting was circulated in advance of the meeting.

MOTION #3 - MOVED BY DINAH SANTOS, SECONDED BY KRISTINE PETRASKO THAT the Business Arising from the Minutes of the February 4, 2013, Council meeting be accepted for information.

CARRIED

5. Correspondence

a) On Board

- (i.) Winnipeg Free Press dated March 22, 2013, announcing MPhA's and MSP's 2013 Award Presentations;
- (ii.) Greeting card from Ms. Marilyn Connors and Family, expressing appreciation of a sympathy card sent by MPhA;
- (iii.) Copy of correspondence from the National Association of Pharmacy Regulatory Authorities (NAPRA) dated February 28, 2013, addressed to Health Canada, Medical Marihuana Regulatory Reform and related to the proposal to replace the Marihuana Medical Access Regulations with the Marihuana for Medical Purposes Regulations;
- (iv.) Copy of correspondence from the Federation of Medical Regulatory Authorities of Canada (FMRAC) dated February 27, 2013, addressed to Health Canada, Office of Controlled Substances and expressing FMRAC's opposition to the proposed Marihuana for Medical Purposes Regulations;
- (v.) Copy of correspondence from the Minister of Health and addressed to Ms. Donna Forbes to re-appoint Ms. Forbes as a member of Council;
- (vi.) Copy of correspondence from the Minister of Health and addressed to Ms. Elizabeth Boddy to re-appoint Ms. Boddy as a member of the Discipline Committee;
- (vii.) Copy of correspondence from Minister of Health and addressed to Ms. Jagjit Pachu to re-appoint Ms. Pachu as a member of the Discipline Committee;
- (viii.) Correspondence from the University of Manitoba Faculty of Pharmacy Class of 2013 Graduation co-chairs expressing gratitude for MPhA's donation of \$350.00;
- (ix.) Copy of correspondence from Registrar Ronald Guse and addressed to Mr. Pasquale Trozzo expressing gratitude for serving as the chair of the Standards of Practice Committee; and



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(x.) Copy of correspondence from Mr. Robert D. Cram of Doctors Manitoba expressing gratitude for including Doctors Manitoba in the consultation process related to pharmacists expanded scope of practice.

b) Listed

(i.) Correspondence from Mr. Ken Phernambucq of The Exchange Chartered Accountants LLP regarding the 2012 financial statements for MPhA.

6. Registrar's Report

The Registrar's Report for the April 5, 2013, Council Meeting was circulated in advance of the meeting.

MOTION #4 – MOVED BY KURT SCHROEDER, SECONDED BY GLENDA MARSH THAT the Registrar's Report for the April 5, 2013, Council Meeting be accepted for information.

CARRIED

7. Deputy Registrar's Report

The Deputy Registrar's Report for the April 5, 2013, Council Meeting was circulated in advance of the meeting.

MOTION #5 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT the Deputy Registrar's Report for the April 5, 2013, Council Meeting be accepted for information.

CARRIED

8. Liaison Reports

The following liaison reports were circulated in advance of the April 5, 2013, Council Meeting: Pharmacy Examining Board of Canada, Faculty of Pharmacy Student, NAPRA, and Manitoba Society of Pharmacists.

MOTION #6 – MOVED BY JENNIFER LUDWIG, SECONDED BY KRISTINE PETRASKO THAT the liaison reports be accepted for information.

CARRIED

a) Pharmacy Examining Board of Canada (PEBC)

The PEBC report for the April 5, 2013, Council meeting was circulated in advance of the meeting.



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- b) Faculty of Pharmacy
Dean Neal Davies provided a verbal report at the meeting.
- c) Canadian Society of Hospital Pharmacists (CSHP)
Jarrid McKittrick provided a verbal report at the meeting. Mr. McKittrick reported that Ms. LoraJaye Gray will serve as the CSHP liaison to MPhA for the next year.
- d) Faculty of Pharmacy Student
The Faculty of Pharmacy Student report to the April 5, 2013, Council meeting was circulated in advance of the meeting. Ms. Melissa Gobin reported that Ms. Amanda Wallack will serve as the Student liaison to MPhA for the next year.

President MacNair turned the chair over to Vice President Petrasko

- e) NAPRA
The NAPRA report to the April 5, 2013, Council meeting was circulated in advance of the meeting.

Vice President Petrasko returned the chair to President MacNair.

- f) Manitoba Society of Pharmacists (MSP)
The MSP Liaison report to the April 5, 2013, Council meeting was circulated in advance of the meeting.
- g) Manitoba Health
Manitoba Health Liaison Rob Shaffer provided a verbal update at the meeting.

9. Committee Reports:

President MacNair turned the chair over to Vice President Petrasko.

- a) Executive Committee
The Executive Committee Report to the April 5, 2013, Council Meeting was circulated in advance of the meeting.

The report was presented in two parts: 1.) reported to Council for information; and 2.) motions for consideration of Council.

Break: 10:20 a.m. – 10:30 a.m.



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MOTION #7 – MOVED BY KURT SCHROEDER, SECONDED BY GEOFF NAMAKA THAT the “for information” section of the Executive Committee Report be accepted for information.

CARRIED

MOTION #8 – MOVED BY KYLE MACNAIR, SECONDED BY SHAWN BUGDEN THAT Council recognize pharmacists authorized to administer injections from other provinces that have been trained in a program that has Stage 2 CCCEP accreditation and/or has been taught to the fifteen (15) competencies and that is confirmed through documentation or letter of standing from the pharmacist’s regulatory authority.

CARRIED

MOTION #9 – MOVED BY KYLE MACNAIR, SECONDED BY GEOFF NAMAKA THAT Council ratified the email vote to accept the MPhA audited financial statement for presentation at the Annual General Meeting.

CARRIED

MOTION #10 – MOVED BY KYLE MACNAIR, SECONDED BY GLENDA MARSH THAT Council consider taking a supportive position towards the movement to an entry level Pharm. D. in Manitoba.

MOTION TABLED (6 in favor, 2 opposed, 2 abstained)

Vice President Petrasko returned the chair to President MacNair.

- b) Professional Development Committee
The Professional Development Committee report to the April 5, 2013, Council Meeting was circulated in advance of the meeting.

MOTION #11 – MOVED BY KRISTINE PETRASKO, SECONDED BY KURT SCHROEDER THAT the Professional Development Committee report to the April 5, 2013, Council meeting be accepted for information.

CARRIED

MOTION #12 – MOVED BY KRISTINE PETRASKO, SECONDED BY SHAWN BUGDEN THAT pharmacists not be required to obtain CPR/First Aid certification before participating in the injections workshop. Rather, they must obtain Level C



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CPR and Emergency or Standard First Aid certification prior to applying to the MPhA for injection authority.

CARRIED

- c) Standards of Practice Committee
Standards of Practice Committee Chair Kurt Schroeder provided a verbal report at the meeting.
- d) Board of Examiners
The Board of Examiners report to the April 5, 2013, Council meeting was circulated in advance of the meeting.

MOTION #13 – MOVED BY NEAL DAVIES, SECONDED BY KRISTINE PETRASKO THAT the Board of Examiners report to the April 5, 2013, Council meeting be accepted for information.

CARRIED

- e) Discipline Committee
No report.
- f) Awards & Nominating Committee
No report.
- g) Governance Committee
The Governance Committee Report to the April 5, 2013, Council Meeting was circulated in advance of the meeting.

The report was presented in two parts: 1.) motions for consideration of Council; and 2.) reported to Council for information.

MOTION #14 – MOVED BY SHAWN BUGDEN, SECONDED BY GLENDA MARSH THAT the “for information” section of the report be accepted for information.

CARRIED

MOTION # 15 – MOVED BY SHAWN BUGDEN, SECONDED BY DONNA FORBES THAT Council approve the revised Terms of Reference for the Governance Committee.

CARRIED



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MOTION #16 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT Council approve and MPhA utilize the organizational chart in MPhA documents.

CARRIED

MOTION #17 – MOVED BY SHAWN BUGDEN, SECONDED BY KURT SCHROEDER THAT Council support the development of a streamlined preceptor approval process.

CARRIED

MOTION #18 – MOVED BY SHAWN BUGDEN, SECONDED BY DINAH SANTOS THAT Council support the exploration and consultation process to potentially eliminate electoral districts.

CARRIED

h) Finance & Risk Management Committee

The Finance & Risk Management Committee report to the April 5, 2013, Council meeting was circulated in advance of the meeting.

The report was presented in two parts: 1.) reported to Council for information; and 2.) motions for consideration of Council.

MOTION #19 – MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT the “for information” section of the report be accepted for information.

CARRIED

MOTION #20 - MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT Council approve that legal counsel provide a legal opinion on the Health & Safety Policy with respect to liabilities for the MPhA and the Registrar.

CARRIED

MOTION #21 – MOVED BY GEOFF NAMAKA, SECONDED BY SHAWN BUGDEN THAT Council approve the amended version of the Request for Proposal for the selection of an outside auditor / accountant.



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CARRIED

MOTION #22 – MOVED BY SHAWN BUGDEN, SECONDED BY GEOFF NAMAKA THAT Council appoint The Exchange Group as the outside auditor / accountant through the end of the request for proposal process.

CARRIED

10. Unfinished Business

a) Regulations Update

President MacNair and Registrar Guse provided a verbal update on the status of the regulations development.

b) Comprehensive IT Risk Analysis & Network Assessment

The Registrar's written recommendation for the completion of a comprehensive IT risk analysis and network assessment was circulated in advance of the meeting.

MOTION #23 – MOVED BY GLENDA MARSH, SECONDED BY KRISTINE PETRASKO THAT EPIC Solutions serve as the successful proponent for the comprehensive IT risk analysis and network assessment. Funding of this special project is to be provided through internally restricted funds from MPhA's net assets.

CARRIED

c) Appointment of Legal Counsel

The report summarizing feedback on the review of legal counsel was circulated in advance of the meeting.

MOTION #24 – MOVED BY SHAWN BUGDEN, SECONDED BY RANDY STEPHANCHEW THAT Council appoints Campbell Marr as MPhA's legal counsel through to April 2015.

CARRIED

d) Annual General Meeting

President MacNair lead a discussion on requirements of Council members for the April 6, 2013, Annual General Meeting.

11. New Business

a) Ratification of Preceptor Approvals



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A list of newly approved preceptors was circulated in advance of the meeting.

MOTION #25 - MOVED BY SHAWN BUGDEN, SECONDED BY GEOFF NAMAKA THAT Council ratifies the list of newly approved preceptors.

CARRIED

b) Ratification of Email Approval

The following documents were circulated in advance of the meeting and approved via email for presentation at the Annual General Meeting:

- *Annual General Meeting Agenda – Order of Business*
- *MPhA 2012 audited financial statements*
- *Report of the Executive Treasurer*
- *Board of Examiners Report*
- *Governance Committee Report*

MOTION #26 - MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council ratifies the list of documents for presentation to the Annual General Meeting.

CARRIED

c) Member Request to serve as a Preceptor

MPhA received a request from a member to serve as a preceptor. The potential preceptor has been a member since November 2011 and is requesting that an exception be made in this instance, as he does not meet the minimum time requirements for serving as a preceptor.

MOTION #27 – MOVED BY NEAL DAVIES, SECONDED BY KRISTINE PETRASKO THAT Council deny the members request to serve as a preceptor.

CARRIED

d) Proposed Revisions to the M3P forms

Nurse practitioners are preparing for inclusion in the Manitoba Prescribing Practices Program (M3P) and have requested minor revisions to the existing M3P forms. The College of Physicians and Surgeons of Manitoba are accepting of the proposed revisions.

MOTION #28 – MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT Council approve the revised M3P forms.



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CARRIED

- e) Lay Person Appointees to Discipline Committee
Minister of Health Oswald has appointed Mr. Rik Paniera and Ms. Audra Taylor as new lay members to the Discipline Committee; Minister of Health Oswald has re-confirmed Ms. Elizabeth Boddy and Ms. Jagjit Pachu as existing lay members to the Discipline Committee.

MOTION #29 – MOVED BY SHAWN BUGDEN, SECONDED BY KURT SCHROEDER THAT Council accept the appointment of two new and confirmation of two existing lay members to the Discipline Committee.

CARRIED

- f) In Camera Session
From the in camera session held from 8:30 a.m. to 9:20 a.m., the following motion was made:

MOTION #30 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT Council approve the proposed resolution of the outstanding employee matter and direct the Registrar to work with legal counsel to bring this matter to a conclusion.

CARRIED

MOTION #31 - MOVED BY JENNIFER LUDWIG, SECONDED BY DINAH SANTOS THAT the meeting adjourn.

CARRIED

The meeting adjourned at 12:40 p.m.