



# College of Pharmacists of Manitoba

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## MINUTES

Meeting of Council  
Thursday, March 21<sup>st</sup>, 2024  
3:00 p.m. to 5:00 p.m.

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### COUNCILORS

Jane Lamont, President  
Ryan Buffie, Vice President  
Jennifer Ludwig, Executive Treasurer  
Wendy Clark, Past President  
Amanda Andreas, Public Representative (*joined at 3:03 pm*)  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Elizabeth Reimer, Public Representative (*joined at 3:24 pm*)  
Brendon Mitchell, Pharmacist (*joined at 3:07 pm*)  
Joanne Johnson, Pharmacist  
Sonal Purohit, Pharmacist

### GUESTS

Bill Eamer, Chair, Audit Committee (*joined at 3:07 pm*)  
Alex Sabeski, Booke and Partners (*joined at 3:05 pm*)  
Kelly Ukrainec, Booke and Partners (*joined at 3:05 pm*)

### COLLEGE STAFF

Kevin Hamilton, Registrar & CEO (*joined at 3:03 pm*)  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietiuik, Director of Operations  
Lindsay Henderson, Executive Assistant

### REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Alanna Doell, Pharmacist  
Teryl Moore, Pharmacist

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#### 1. Call to Order

##### a. Welcome & Introductions

J. Lamont convened the meeting at 3:02 p.m. and welcomed everyone.

*A. Andreas & K. Hamilton joined the meeting at 3:03 pm.*

b. Acknowledging First Peoples and Traditional Territory

J. Lamont acknowledged the treaty and traditional lands of First Peoples and the Metis Nation and pledged a commitment to reconciliation and collaboration with Indigenous communities.

c. Quorum Achieved

J. Lamont confirmed that quorum is achieved.

d. College Mission

Council acknowledged the College Mission and Mandate, and its responsibility to make decisions in the public interest.

“To protect the health and well – being of the public by ensuring and promoting safe, patient-centered and progressive pharmacy practice in collaboration with other health-care providers.”

e. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. None were declared.

2. Additions to Agenda & Approval of Agenda

**MOTION 15/24 (J. Ludwig /R. Buffie)**

To approve the agenda as circulated

**CARRIED**

*A. Sabeski & K. Ukrainec joined the meeting at 3:05 pm.*

*B. Mitchell & B. Eamer joined the meeting at 3:07 pm.*

Council members and staff were introduced to guests from Booke and Partners.

3. 2023 Financial Statements

The 2023 Financial Statements, as prepared by Booke and Partners, were circulated in advance of the meeting:

- a. Non-Consolidated Financial Statements
- b. Summary Non-Consolidated Financial Statements
- c. Financial Statements – DIA Management Group Ltd.
- d. Report to the Audit Committee and Council, Booke and Partners

Guests from Booke and Partners presented a summary of the documents and answered questions related to the 2023 Financial Statements.

*E. Reimer joined the meeting at 3:24 pm.*

The CPhM Audit Committee report was also circulated in advance of the meeting. B. Eamer, as Chair of the Audit Committee, provided remarks.

*A. Sabeski & K. Ukrainec left the meeting at 3:51 pm.*

**MOTION 16/24 (J. Ludwig/R. Buffie)**

To approve and accept the following, as reviewed by the Audit Committee, for presentation in the CPhM 2023 Annual Report and at the Annual General Meeting, to be held on May 14, 2024:

- CPhM Non-Consolidated Financial Statements, 2023
- CPhM Summary Non-Consolidated Financial Statements, 2023
- DIA Management Group Ltd. Financial Statements, 2023

**CARRIED**

**MOTION 17/24 (D. Forbes/D. Himbeault)**

To approve the management representation letter and authorize the Registrar & Chief Executive Officer and Executive Treasurer to sign the letter on behalf of the College.

**CARRIED**

**MOTION 18/24 (J. Ludwig/D. Forbes)**

To appoint Booke and Partners, Chartered Professional Accounts, as external audit firm for the College of Pharmacists of Manitoba for the 2024 fiscal year.

**CARRIED**

4. 145<sup>th</sup> Annual General Meeting

The Annual General Meeting (AGM) package, to be posted to the website and available to all registrants in advance of the AGM on May 14, 2024, was circulated in advance of the meeting.

**MOTION 19/23 (R. Buffie/A. Andreas)**

To approve the Annual General Meeting (AGM) Agenda, Rules of Procedure and Notice of Meeting, for the 146<sup>th</sup> AGM, to be held Tuesday, May 14, 2024.

**CARRIED**

5. Meeting Adjournment

**MOTION 20/24 (R. Buffie)**

To adjourn the meeting at 4:04 pm.