



College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

MINUTES

Meeting of Council
Wednesday 26th July 2023
1:00 p.m. to 3:00 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice-President
Jennifer Ludwig, Executive Treasurer
Liz Reimer, Public Representative
Donna Forbes, Public Representative
Don Himbeault, Public Representative
Alanna Doell, Pharmacist
Joanne Johnson, Pharmacist
Sonal Purohit, Pharmacist (*joined at 1:17 pm*)

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Lori McKietiuik, Director of Operations
Lindsay Henderson, Executive Assistant

REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Wendy Clark, Past President
Brendon Mitchell, Pharmacist
Amanda Andreas, Public Representative
Tory Crawford, Public Representative

1. Call to Order

a. Welcome & Introductions

J. Lamont convened the meeting at 1:01 p.m. and welcomed everyone.

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 was achieved.

d. College Mission

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

e. Declaration of Conflict-of-Interest

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

2. Approve Agenda

MOTION 77/23 (J. Ludwig/D. Forbes)

To approve the agenda as circulated.

CARRIED

3.a. 2024 Budget Preparation

The following documents were circulated in advance of the meeting:

- i. Briefing Note: Budget Preparation Process & Supporting Documentation
- ii. CPhM Financial Planning Principles
- iii. Budget Preparation Process
- iv. Summary CPhM Registration Data
- v. Registration Data: Environmental Scan, Canadian Jurisdictions
- vi. Surplus/Deficit Position Summary 2018-2022
- vii. Strategic Plan 2021-2024, Summary

J. Ludwig, Executive Treasurer, provided an overview of the budget preparation process that had been followed by the Finance & Risk Management Committee and staff, and highlighted data items within the supporting documents.

S. Purohit joined the meeting at 1:17 pm.

3.b. 2024 Budget Draft

The 2024 draft budget in excel format, briefing note with analysis, and fee schedule with 2023 actuals and 2024 projections were circulated in advance of the meeting.

The 2024 draft budget, highlighting proposed projections and the rationale supporting these projections, was presented.

Council provided the following feedback:

- Council supports a plan to increase fees incrementally over successive years, as opposed to raising fees significantly in a single year, to achieve a balanced budget.
- Council supports the deficit budget projections, across one or more years as necessary, to draw down on retained earnings to bring the actual retained earnings in line or slightly below maximum recommended levels, according to policy.
- Council requests clarification regarding the maximum retained earnings (unrestricted reserve funds) that CPhM should carry, in relation to annual operating expenses, as outlined in the Financial Planning Principles policy.

- Council is in favour of continuing in-person meetings for Council & Executive Committee, valuing the opportunity to gather in person for full-day meetings and events such as strategic planning sessions.
- Council supports reducing expenditures by eliminating Strategic Plan initiatives that are related to on-going, legacy spending, as opposed to one-time, fixed spending to achieve strategic priorities. Initiatives that are in progress and have been funded in 2023 or prior, should continue to completion.

Council will meet on Thursday, September 7, 2023, to consider the 2024 Budget for approval, following final review by the Finance and Risk Management and Executive committees.

4. Governance Committee – Proposed Bylaw Draft, Partial Package

Draft bylaw articles developed by the Governance Committee were circulated in advance of the meeting. The partial package is intended to provide Council the opportunity to review the work to date and provide comment that will guide further work of the Committee in development of the remaining articles, policies and terms of reference.

An overview of notable changes within the documents was provided.

Council moved to agenda item #5.

5. Appoint Compounding Inspector

Information was circulated in advance of the meeting regarding a proposed investigator and inspector appointment.

MOTION 78/23 (A. Doell/D. Forbes)

To appoint Katie Busroe as investigator and inspector for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

CARRIED

R. Buffie left the meeting at 2:59 pm.

Council returned to agenda item #4.

L. Reimer left the meeting at 3:02 pm.

Council provided the following feedback:

- Remove mention of spoiled ballots, which is no longer applicable with the use of electronic voting.
- Council is in favour of exploring an appointment-based Council selection process.
- All regulated and listed pharmacy professionals (pharmacists and pharmacy technicians) should be eligible to vote for all elected positions of Council.

Council will consider the approval of the full bylaw package at a future meeting.

6. Meeting Adjournment

MOTION 79/23 (J. Ludwig/D. Forbes)

To adjourn the meeting at 3:26 p.m.