



# 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](mailto:info@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

---

## MINUTES

**Meeting of Council  
Thursday, July 30<sup>th</sup> 2020  
2:00 p.m. to 4:00 p.m.  
By Teleconference**

---

### COUNCILORS

Wendy Clark, President  
Jane Lamont, Executive Treasurer  
Kevin Hamilton, Past President  
Donna Forbes, Public Representative  
Bharti Kapoor, Public Representative  
Nicole Nakatsu, Pharmacist  
Alanna Doell, Pharmacist  
Ryan Buffie, Pharmacist  
Drupad Joshi, Pharmacist  
Ravi Pandya, Pharmacist  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

### COLLEGE STAFF

Susan Lessard-Friesen, Registrar  
Lori McKietiuik, Director of Operations  
Lindsay Henderson, Executive Assistant

### GUESTS

### REGRETS

Sonal Purohit, Vice President  
Don Himbeault, Public Representative

---

#### 1. Call to Order

##### a. Welcome & Introductions

W. Clark convened the meeting at 2:01 p.m. and welcomed everyone.

##### b. Acknowledging First Peoples and Traditional Territory

W. Clark 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. College Mission

Council acknowledged the College Mission 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.”

d. 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 94/20 (R. Pandya / R. Buffie)**

To approve the agenda as circulated

**CARRIED**

3. 2021 Budget

The following documents were circulated in advance of the meeting:

- a. Briefing Note – 2021 Budget Development
- b. Briefing Note – Finance & Risk Management Cte from July 9th Mtg
  - i. Financial Planning Principles Policy
  - ii. Consumer Price Index
  - iii. COVID-19 Impact
  - iv. Summary of CPhM Registration Data
  - v. Environmental Scan of License Fees
- c. Draft 2021 Budget Spreadsheet

Council reviewed the draft 2021 Budget and provided feedback for the Executive and Finance and Risk Management Committees to consider, including:

- The goal is to achieve a balanced budget
- Strategic Priorities should be adequately resourced and budget development should be driven by Strategic Planning
- Fee structure should be based on adequate resources required to achieve the Strategic Plan; otherwise, Council must be prepared to scale back strategic priorities in the upcoming fiscal year
- Considerations with respect to the COVID-19 pandemic should be evaluated with note that the situation is changing and unpredictable. Short term decrease in regulatory activities and Council and Committee related travel expenses, and increase in computer and technology expenses are anticipated.
- Adjustment of Pharmacy Technician listing fees to reflect the administrative effort involved with processing applications
- Long term planning strategies, including budget development driven by and integrated with Strategic Planning and growth of reserve fund for future Pharmacy House improvements and building assessments

Council recommends that the Finance and Risk Management Committee analyze expense lines of the budget to determine if a 2% increase is appropriate for each item, or if the expense is static and a 0% increase is appropriate.

Council will revisit the draft 2021 Budget at a special meeting of Council in late August or early September, following review and modification of the document by the Executive and Finance and Risk Management Committees based on the feedback of Council.

4. Meeting Adjournment

**MOTION 95/20** (K. Hamilton)

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