



**Present:**

Doug Kipp, Chair, District 4 Board Member  
Beverley Harris, Vice-Chair, District 2 Board Member  
Agnes Fridl Poljak, District 1 Board Member  
Blair Tymchuk, District 3 Board Member  
Robert Crague, District 5 Board Member  
John Hope, District 6 Board Member  
Jerry Casanova, District 7 Board Member  
Onnolee Osbourne, District 8 Board Member  
Penny Denton, Board Member  
Kris Gustavson, Board Member  
John Scholtens, Board Member  
Jeff Slater, Board Member

**Regrets:**

None

**Staff (at various times):**

Suzanne Solven, A/Registrar  
Lori DeCou, Director – Communications  
Thomas Strumpski, Manager of Finance  
Lori Tanaka, Administrative Assistant - Communications (Minute Taker)

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**Vision:** As the medication experts, registrants are professionals who apply their full knowledge, skills and abilities to achieve the best possible healthcare results through patient-centered care.

**Mission:** *To protect the public by ensuring that College registrants provide safe and effective pharmacy care to help people achieve better health.*

**Our Values:**

- Interactions will be handled ethically with respect and dignity while ensuring confidentiality.
- Integrity, honesty, accountability, transparency and responsiveness in all that we do.
- A culture of collaboration, learning and openness to change.



**1. WELCOME AND CALL TO ORDER**

Chair Kipp called the meeting to order at 9:00am and stated the College's Mission Statement:

*"To protect the public by ensuring that College registrants provide safe and effective pharmacy care to help people achieve better health."*

**2. AGENDA**

**2.1 Consideration of Additions to Agenda**

Chair Kipp called for any additional agenda items.

**It was moved, seconded that:**

Item 2.3 Conflict of Interest Declaration be permanently stricken from the Agenda.

**DISCUSSION POINTS:**

- A Board member expressed the opinion that item 2.3 Conflict of Interest Declaration was punitive and directed against certain members of the Board and therefore motioned that it be permanently stricken from the Board's Agenda.
- Other Board members contributed that a conflict of interest declaration is a widely accepted agenda item for a Board such as this and exists as a measure to protect all Board members from a potential or perceived conflict of interest scenario and serves as a reminder to act within the sole mandate of the College Board to protect the interests of the public.

**The motion was WITHDRAWN**

**ACTION:**

The Board asked the College staff to add this topic, Conflict of Interest Declaration, as an agenda item for the April 2012 Board meeting.

**It was moved, seconded that:**

The Board approves the addition of the following items to the Agenda:

- To item 3.1 Approval of Board Minutes: November 17 & 18, 2011, add February 1, 2012 (Board Teleconference Minutes)
- To item 4.1 Financial Health, add 4.1(f) Joint Venture
- To item 4.2, add 4.2(a) Executive Committee

**The motion was CARRIED**

**2.2 Confirmation of Agenda**

**It was moved, seconded that:**

The February 10, 2012 agenda be accepted with additions as noted in 2.1.

**The motion was CARRIED**



**2.3 Conflict of Interest Declaration**

**DISCUSSION POINTS**

- No conflicts of interest were declared.

**2.4 Board Evaluation Form Feedback**

**DISCUSSION POINTS:**

- The Board Chair will review the Board Evaluation Form Feedback from the November 2011 Board meeting and bring any outstanding issues to the April Board meeting.

**2.5 Board Governance Handbook and Policies Declaration Forms**

**DISCUSSION POINTS:**

- Board members were reminded to sign and return their Declaration Forms to the Board Chair acknowledging that they have read the Board Governance Handbook and Policies; four Declaration Forms have been received thus far.
- A Board member questioned the necessity of declaring they have read the Board Governance documents, it was clarified that this is normal practice and is intended to demonstrate accountability.

<b>3. APPROVAL OF MINUTES</b>
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**3.1 Approval of the November 17 and 18, 2011 Board Minutes.**

**NO DISCUSSION**

**It was moved, seconded that:**

The Board approve the November 17 and 18, 2011 Board Meeting Minutes as presented.

**The motion was CARRIED**

**Approval of the February 1, 2012 (Teleconference) Board Minutes.**

**DISCUSSION POINTS:**

- Date in the header section of the Minutes should be changed from February 1, 2011 to February 1, 2012.

**It was moved, seconded that:**

The Board approve the February 1, 2012 (Teleconference) Board Minutes with the date corrected as noted above.

**The motion was CARRIED**



## 4. BOARD GOVERNANCE AND DEVELOPMENT

### 4.1 Financial Health

#### (a) Financial Statement

Periodic Financial Statements from March 1 to November 30, 2011 along with a 5-year comparable from March 1, 2007 to November 30, 2011 were presented to the Board by Manager of Finance Tom Strumpski.

#### DISCUSSION POINTS:

##### Periodic Financial Statements

- Revenues for this reporting period are higher than anticipated due to the increased collection of fees for the following: Jurisprudence Exam, Authorization to Administer Injections and Pharmacy Technician Pre-Registration.

##### 5-year Comparable

- The Board was presented with a 5-year comparable of the College's Financial Statements, the A/Registrar pointed out that the number of registrants per year is specified so that financials may be compared in context.
- A Board member questioned why Board & Administration appears to be so high, it was clarified that Grant Revenue is recorded on its own line under 'Revenue' but is recorded on the Board & Administration line under 'Expenses'.
- For transparency, a Board member requested that the Grant Expenses be recorded on its own line of the Financial Statement.
- A Board member noted that expenses for Complaints Resolution have steadily increased. The A/Registrar noted that a 3-year back log along with additional staff that was hired to address the back log and the transition to the HPA contributed to the increase.
- A Board member asked if there is a possibility to recover monies spent for investigations, the A/Registrar indicated that there is an opportunity to recover certain costs through the levying of a fine.

#### It was moved, seconded that:

The Board accept the financial statements as presented.

#### The motion was CARRIED

#### (b) Audit Committee Report

The Audit Committee met on January 23rd regarding the following Agenda items:

- 2012/13 Amended Budget
- Contractors' Report
- Board Member Expenses
- Investment Policy Statement

#### DISCUSSION POINTS:

- Manager of Finance Tom Strumpski summarized the 2012/13 Amended Budget.
- In the interest of time and due to this Board meeting being only half a day, a Board member suggested that the Contractors' Report be brought forward to the April Board meeting when a more appropriate amount of time may be allocated to this item.



- Other Board members suggested that the Contractors' Report item should be left to the discretion of the College Registrar and that the Board's involvement in 'how the work gets done' could be perceived as micro-managing.
- Another Board member suggested that the Board as a whole could benefit from being further educated in regards to the operations and duties of the College Board.

**It was moved, seconded that:**

The Board approve the Investment Policy Statement as recommended by the Audit Committee.

**The motion was CARRIED**

**(c) Proposed Changes to Board Expense Policy**

**DISCUSSION POINTS:**

- A Board member suggested that the proposed changes be re-worded entitling all Board members to a one night hotel stay on or around Board and/or committee meetings.

**It was moved, seconded that:**

The Board approve the proposed changes to section 2.11 *Reimbursement of Expenses to Board Members and Required Committees* of the Board Policies with noted amendment.

**The motion was CARRIED**

**(d) PharmaNet Contract/Methadone Grant**

**PharmaNet Contract**

The A/Registrar advised the Board that the College has secured a 5-year PharmaNet contract with the Ministry of Health for the processing of PharmaNet profiles. A clause was added to the contract to allow for contract re-negotiation in the event that predicted volumes become 10% greater than what was originally estimated, as well as a clause that permits for renewal of the contract.

**DISCUSSION POINTS:**

- The Board congratulated the A/Registrar Suzanne Solven for securing the PharmaNet contract.

**Methadone Grant**

The A/Registrar advised that the College has secured a new federal government grant to continue its education work in the area of methadone maintenance treatment (MMT). The College, in collaboration with the College of Physicians and Surgeons of BC, is currently in the process of arranging 15 MMT education sessions throughout the province scheduled to take place in March 2012.

**DISCUSSION POINTS:**

- The focus of this next wave of education will be to develop pharmacists' knowledge in the area of addiction medicine to enhance clinical decision making and to support collaborative working relationships with methadone prescribers.



**(e) Board/Committee Reimbursements**

At the November 2011 Board meeting, a motion was passed regarding the past three years of individual and accumulative Board members' expenses to be posted on the College website.

**DISCUSSION POINTS:**

- The expense reports contained some errors (ex. spelling) which need to be corrected prior to posting on the College website.

**It was moved, seconded that:**

The 3-year Board reimbursement reports be posted to the College website with errors corrected as discussed.

**The motion was CARRIED**

**(f) Joint Venture**

The A/Registrar provided an update of a recent Joint Venture meeting. Items discussed included vacancy on the 3<sup>rd</sup> floor, recent tax assessment and renovations.

**DISCUSSION POINTS:**

- The Joint Venture Committee requested that a representative from the College Audit Committee be present at the upcoming Joint Venture Audited Financial Statement meeting.

**It was moved, seconded that:**

The Board send an Audit Committee member to attend the Joint Venture Audited Financial Statement meeting.

**The motion was CARRIED**

**4.2 Committees, Task Groups and Terms of Reference**

At the November 18, 2011 Board meeting, the Board passed a motion requesting that: *College staff report back to the Board, at their next regularly scheduled Board meeting, the current process as to how committee members are recruited and selected.*

The A/Registrar provided details of the February 2010 Call for Committee Member Volunteers, subsequent selection process and Board approval of committee member volunteers recommended by College staff.

**DISCUSSION POINTS:**

- The A/Registrar clarified that as the College transitioned to the HPA, committee member reappointments were staggered to avoid wholly turning over any of the committees.
- While recognizing the dedication, knowledge and responsibility taken on by current committee members, Board members felt that refreshing the legislated mandatory committees would be a benefit to the work of the College as well as provide an opportunity to registrants interested in becoming more involved with the College.



**It was moved, seconded that:**

The Board ask the College staff to do a 'call for committee member volunteers' in an effort to refresh the current committee membership.

**The motion was CARRIED**

**4.2(a) Executive Committee**

**It was moved, seconded that:**

The Board form an Executive Committee to deal with emergent or extraordinary circumstances.

**DISCUSSION POINTS:**

- A number of Board members felt that an Executive Committee was not suitable for a Board this size and that the current practice of meeting via teleconference continues to be successful in accommodating emergent or extraordinary circumstances.
- A Board member expressed concern in delegating the responsibility of the Board to an Executive Committee.
- The A/Registrar clarified that although the HPA allows for an Executive Committee to be formed, actually forming the Executive Committee would require a Bylaw change.

**The motion was WITHDRAWN**

**It was moved, seconded that:**

The Board refer the Agenda item 'Executive Committee' to the next Board meeting.

**The motion was CARRIED**

**4.3 Annual General Meeting**

**(a) Resolutions Outcomes**

The outcomes of the in person and online vote of the resolutions brought forward at the 2011 AGM, were presented and discussed.

**DISCUSSION POINTS:**

- Voting by means other than in person is not included in the College Bylaws and would therefore require a change to the College Bylaws prior to allowing online voting on an ongoing basis.

**It was moved, seconded that:**

The Board acknowledges receiving the two resolutions brought forward at the 2011 AGM for information purposes.

**The motion was CARRIED**

**It was moved, seconded that:**

The Board directs the A/Registrar to explore alternative means for registrants to bring issues forward to the Board as a replacement to the resolution process.

**The motion was CARRIED**



**(b) Electronic Voting on Resolutions at AGM**

The A/Registrar reported that providing registrants with the capability to vote electronically on AGM Resolutions as a pilot, went relatively smoothly from a process perspective. As the College does not have the existing technical platform to support electronic voting, it was outsourced at a cost of \$5000 based on \$1 per potential voter. This cost would be continual unless the College invested in the technology internally. As identified by the numbers of those who were eligible to vote vs. those that did vote, there was minimal uptake of the electronic voting process.

The Board was reminded that electronic voting is not currently a recognized option in the HPA Bylaws and therefore if the Board wishes to consider this option for future AGM's, a change to the Bylaws must be implemented.

**NO DISCUSSION**

**(c) Presentation of Draft AGM Minutes: November 19, 2011**

The A/Registrar presented the Draft AGM Minutes from the November 19, 2011 AGM for information purposes and explained that approval of the Minutes would occur at the next AGM.

**NO DISCUSSION**

**4.4 Conference Schedule**

At their previous meeting, the Board requested that College staff advise the Board of any upcoming conferences that may be of interest for Board members to attend. The following two conferences were presented to the Board for information purposes only.

British Columbia Pharmacy Association 2012 Conference  
May 24, 2012 – May 26, 2012  
Delta Victoria Ocean Pointe, Victoria, BC

Canadian Pharmacy Association Conference 2012  
June 1, 2012 – June 4, 2012  
The Westin Resort & Spa, Whistler, BC

**DISCUSSION POINTS:**

- It is recognized that College Board members who are also registrants and members of the BC Pharmacy Association (BCPhA) are offered lower registration rates to attend the BCPhA conference, the A/registrar will have a conversation with the CEO of BCPhA to try and arrange the same cost for government appointed members.
- All Board members are welcome to attend the two mentioned conferences, but should be prudent and mindful if it is beneficial to them in their role on the College Board to attend.





## 5. STRATEGIC & POLICY MATTERS

### DISCUSSION POINTS

- Due to Board involvement in the final interview process for the College Registrar's position this Board meeting has been reduced to a half day meeting. In the interest of time, a Board member recommended that section 5 of the Board Briefing Package be accepted as presented with the exception of section 5.3.3(b) Loyalty Points.
- A Board member commented that they would hope that this will not become the practice of the Board to just acknowledge having read and understood entire sections of the Board Briefing Package.

**It was moved, seconded that:**

Board acknowledges that they have read and understood the contents of section 5 in the Board briefing package.

**The motion was CARRIED**

### 5.3.3 (b) Loyalty Points

#### DISCUSSION POINTS:

- The Board Chair reminded the Board that the College previously spent \$3500 on a legal opinion regarding loyalty points. The Chair expressed some concerns with the case law reported in the legal opinion and suggested the College Board seek out a second legal opinion on the matter.
- The Board Chair identified that registrants are telling the Board that loyalty points are a problem and he is concerned that the Board is not listening. Pharmacists have patients' trust and loyalty points undermine that trust.
- The Chair also noted that there is precedent in Ontario that loyalty points can be banned.
- The Chair indicated he had a law firm in mind and would seek out a second legal opinion.
- A Board member questioned whether the Chair had the authority to do that on his own and suggested that the Chair needed to work with the A/Registrar.

**It was moved, seconded that:**

The Board obtain a second legal opinion regarding the elimination of loyalty points being offered in pharmacies.

**The motion was CARRIED (Board member Kris Gustavson abstained from the vote and asked that it be noted in the Board Meeting Minutes.)**

#### DISCUSSION POINTS:

- The Board Chair raised a concern regarding the College policy regarding professional liability insurance.
- The Board Chair read an opinion he received on this issue from Dan Olive of Anchor Insurance Agencies & Seafirst Insurance Brokers:

*"The problem with the requirements is that if pharmacists are named on their employer's policy vs. obtaining their own policy then this will not cover them when*



*they switch jobs or substitute for other pharmacists at other pharmacies while they are away. Furthermore, when pharmacy owners talk to their insurance brokers and ask if their pharmacists are covered then most will say 'yes' based on the definition of who is insured (insurance ling). However, unless they specifically add them to the insurance policy as a 'named insured' which is the same as the business owners. Then it does not extend beyond on-shift advice that is given. Most store owners don't know what to ask and I have yet to meet another insurance broker that actually knows what insurance coverage is required for pharmacists by the College.*

*The only 'clean' and true way for the College to ensure that pharmacists are carrying the necessary protection is for them to carry their own insurance policy in their own name. This will follow them between jobs and when outside of the pharmacy (as long as they are acting within their professional guidelines)."*

- The A/Registrar reminded the Board of the current *Professional Practice Policy – 60 Professional Liability Insurance* on this issue and clarified the intent and background to the development of the policy.

**It was moved, seconded that:**

The Board ask College staff to re-communicate the professional liability insurance policy to College registrants.

**The motion was CARRIED**

<b>6. ADJOURNMENT</b>
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- The Board Meeting adjourned at: 12:21 pm.