



**Present:**

Randy Konrad, Chair & District 1 Board Member  
Allan Greene, Vice-Chair & District 3 Board Member  
Beverley Harris, District 2 Board Member  
Doug Kipp, District 4 Board Member  
Chris Hunter, District 5 Board Member  
John Hope, District 6 Board Member  
Bruce Beley, District 7 Board Member  
Penny Denton, Board Member  
Jeff Slater, Board Member  
Bal Dhillon, Board Member (Pharmacy Technician Observer)

**Regrets:**

John Scholtens, Board Member

**Staff (at various times):**

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

**Invited Guests:**

Parkash Ragsdale, Deputy CEO and Professional Services Director, BC  
Pharmacy Association

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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 Konrad called the meeting to order at 9:07am 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 Konrad called for any additional agenda items.

**It was moved, seconded that:**

The Board approve the addition of the following items to the agenda:

- To item 4.4 add 4.4(b) Loyalty Points, and 4.4(c) Board Resourcing Office Candidacy Profiles
- To item 5.7 add 5.7(b) Strategic Plan Communication

**The motion was CARRIED**

**2.2 Confirmation of Agenda**

**It was moved, seconded that:**

The June 17, 2011 agenda be accepted with additions as noted in 2.1.

**The motion was CARRIED**

**2.3 Conflict of Interest Declaration**

**NO DISCUSSION**

**2.3(a) Regulatory Bodies' Landscape Re: Relationship with Advocacy Groups**

**DISCUSSION POINTS:**

- Information was requested at the April 2011 Board meeting regarding how other pharmacy Colleges across Canada and other regulatory Colleges in BC may deal with Board members' involvement with advocacy groups. The Registrar provided results of an informal landscape survey which showed a range of responses; with some Colleges having a very clear policy prohibiting any affiliation with an advocacy group and others with no policy at all. These results were accepted by the Board as information only.

**2.4 Board Evaluation Form Feedback**

**DISCUSSION POINTS:**

- The Chair thanked the Board for their comments on the Board Evaluation Form and stated that the feedback and ratings indicate that the Board as a whole feels that Board meetings are conducted very well.



### 3. APPROVAL OF MINUTES

#### 3.1 Approval of Board Minutes April 15, 2011

##### DISCUSSION POINTS:

- It was suggested that the last bullet point under 'Considerations' in item 4.3 *Communication Plan for Electronic Participation in AGM* would be more accurate if changed from "...the cost per person..." to "...the cost per person, to the College..."
- A Board member suggested that a discussion point be added to item 5.4 *Removal of Tobacco* regarding Saskatchewan's recent announcement related to the removal of tobacco from pharmacies, leaving only BC and Manitoba with no restrictions in place.

##### **It was moved, seconded that:**

The Board approve the April 15, 2011 Board Meeting Minutes with the above noted amendments.

**The motion was CARRIED**

#### Approval of Board Minutes for June 3, 2011 Teleconference

##### NO DISCUSSION

##### **It was moved, seconded that:**

The Board approve the June 3, 2011 teleconference Board Meeting Minutes as presented.

**The motion was CARRIED.**

### 4. BOARD GOVERNANCE AND DEVELOPMENT

#### 4.1 Financial Health

##### (a) Audit Committee Report

The Audit Committee met on Thursday, June 16, 2011 and reviewed the audited financial statements for the fiscal year 2010/2011.

##### DISCUSSION POINTS:

- The Board Chair provided a summary of the June 16, 2011 Audit Committee meeting which included a representative from the College's auditing firm of Grant Thornton.
- The Board Chair thanked the Registrar and the College's Manager of Finance for making the audit process a simple and smooth one.
- The Auditors indicated that the College financial statements for the fiscal year 2010/2011 were in very good order and identified no material weaknesses.
- It was explained that once approved by the Board, the audited financial statements would be filed with the Ministry of Health as required by legislation and then made available to registrants and the public via posting on the College website.

##### **It was moved, seconded that:**

The Board approve the audited financial statements for the fiscal year 2010/2011 as presented.

**The motion was CARRIED**



**(b) Periodic Financial Statement**

For the period March 1 to March 31, 2011.

**DISCUSSION POINTS:**

- The College's Manager of Finance walked the Board through the periodic financial statement for the first month of the 2011/2012 fiscal year.
- It was pointed out that the variances on many of the line items were less due to changing reporting from flat line (divided by 12 months) to adding seasonality (appears in the month it actually occurs).

**It was moved, seconded that:**

The Board accept the monthly statement as presented.

**The motion was CARRIED**

**4.2 Board Committees – Reappointed Pharmacy Technician Observers**

A list of recommended pharmacy technician observers for reappointment to various Board committees was presented to the Board for approval.

**DISCUSSION POINTS:**

- A Board member inquired as to why these committee members were being reappointed as 'observers' without the authority to vote given that the College now has pharmacy technician registrants.
- The Registrar provided that not all pharmacy technician observer committee members had become registrants of the College yet, but pointed out that they could be appointed as either a public representative or registrant, depending on their individual status, and therefore given the authority to vote.

**It was moved, seconded that:**

The Board approve the reappointment of pharmacy technician observers to their respective Board committees as recommended.

**The motion was withdrawn**

**It was moved, seconded that:**

The Board approve those recommended as full, voting members of their respective Board committees either as public representatives or registrants dependant on their individual status.

**The motion was CARRIED.**

**4.3 Draft Registrant Survey Re: Electronic Participation in AGM**

In response to a resolution (see below) brought forward and carried at the College's November 2010 AGM, College staff were asked by the Board at their April 2011 Board meeting to bring forward a recommendation for a brief registrant survey to gauge registrants' desire to participate, either fully or partially, in the College's AGM via electronic means:

**BE IT RESOLVED:**

*That the College of Pharmacists of British Columbia consider amending the policy of restricting consideration and voting on matters at general meetings only to registrants attending in person, and instead open general meetings to all registrants including those attending at distance through electronic means.*



A draft questionnaire, which is recommended to be circulated via eblast utilizing 'survey monkey' to all College registrants before August 31, 2011, was presented to the Board.

**DISCUSSION POINTS:**

- The Chair pointed out that it is important to survey the registrants to determine if there is enough interest in participating in the AGM by electronic means to ensure that if such an option is provided it would be cost effective for the College.
- The Draft Survey to registrants was reviewed with a few minor suggested edits to be made.

**It was moved, seconded that:**

The Board approves the *Draft Registrant Survey Re: Electronic Participation in AGM* as amended.

**The motion was CARRIED**

**4.4(a) Board election Schedule 2011**

The following Board election schedule, Pharmacists (District 1, 3, 5, 7) & Pharmacy Technicians (District 8) - Two-year Term, was provided to the Board for their information.

Aug 5, 2011 (FRI)	Mail first mailing: notice of election, nomination fact sheet, nomination form, HPA Oath of Office sent to all registrants in designated electoral districts (ie. to pharmacists in Districts 1, 3, 5 and 7 and pharmacy technicians in District 8)
Aug 29, 2011 (MON)	Nominations deadline at 5:00pm
Sep 12, 2011 (MON)	Mail second mailing: nominee biography, ballot, ballot envelope and return envelope sent to all registrants in designated electoral districts as required
Oct 19, 2011 (WED)	Ballots deadline at 5:00pm
Oct 21, 2011 (FRI)	Election tally from 9:00am – 12:00pm (scrutineers count ballots)
Oct 24, 2011 (MON)	Registrar contacts all nominees with election results and invites Board Members-elect to attend November Board meeting
Nov 18, 2011 (FRI)	Chair declares election results at November Board meeting with newly elected Board members assuring their position at the beginning of the Board meeting

**NO DISCUSSION**



#### **4.4(b) Loyalty points**

A Board member requested that the following questions, and subsequent answers which were provided by the Registrar, be recorded in the June 17, 2011 Board meeting minutes. The questions pertained to the College's decision to obtain a legal opinion on an initial guideline in the revised Code of Ethics that prohibited customer loyalty and reward points programs:

- 1. What prompted College officials to conclude that this section might not successfully withstand a court challenge?*  
This was based on a previous Board discussion on this topic where a legal opinion was included that indicated that having a guideline such as this would put the College at potential risk as it would not stand up in a court of law. The Registrar, in an effort to prevent the Board from being at risk, chose to seek out a second legal opinion to see if it would be in line with the first.
- 2. Who decided that only this particular section from all the detailed Code of Ethics and Conflict of Interest Standards should be referred for a legal opinion?*  
This decision was made by the Registrar as it was the only guideline within the revised Code of Ethics that had a previous legal opinion that stated the Board was potentially at risk.
- 3. Who directed that the particular law firm chosen should be picked to provide this legal opinion, and for what reason?*  
When choosing a law firm to provide a second opinion, the Registrar based his selection on input from colleagues who had previous experience in this area.
- 4. Why was this opinion obtained on December 17, 2010 and withheld from the Board until the February 2011 meeting on the basis of solicitor/client privilege when the Board is the client?*  
Due to a history of the Board sharing information with non-Board members, legal counsel advised that the information not be shared in advance in order to ensure solicitor/client privilege and to maintain confidentiality.

**It was moved, seconded that:**

The Board accept the questions, as noted above, and the Registrar's answers, also noted above, into the minutes.

**The motion was CARRIED**

#### **4.4(c) Board Resourcing Office Candidacy Profiles**

The Board Chair informed the Board that as requested at the previous Board meeting, an informal survey had been conducted with Board members regarding their thoughts with respect to requesting specific qualifications for government appointed Board members.

**DISCUSSION POINTS:**

- Following a discussion on this topic it was determined that no official action is required at this time.



#### 4.5 BCPHA Update

BCPhA Deputy CEO and Professional Services Director Parkash Ragsdale provided the Board with an update on initiatives currently being under taken by the Association including Medication Review Services, Pharmacy Practice Development Program and Injection Authority.

**NO DISCUSSION**

### 5. STRATEGIC & POLICY MATTERS

#### Goal 1

*The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.*

#### Objective 1

*Develop a model for pharmacy technician regulation, seek government approval on bylaws and integrate into College processes and programs.*

#### 5.1 Pharmacy Technician Regulation

##### (a) Recognition of the First Pharmacy Technician Registrants

- The College hosted an Inaugural Pharmacy Technician Celebration recognizing the 21 pharmacy technicians from throughout BC who have successfully completed all required components of the registration process and are therefore eligible to become the first registrants of the College.
- The event, and subsequent celebration luncheon, which was attended by 14 of the 21 eligible technicians and their guests, included written greetings from the Minister of Health, a presentation of a certification of recognition by the Board Chair and a presentation of a ceremonial name badge by the College Registrar.

#### DISCUSSION POINTS:

- A number of Board members commented that the inaugural pharmacy technician celebration was a very fitting acknowledgement of a significant milestone for the College.

#### **It was moved, seconded that:**

The Board send a letter of appreciation to all College staff thanking them for the Inaugural Pharmacy Technician Celebration.

**The motion was CARRIED**

##### (b) Registrar's Report

- NAPRA's National Ad Hoc Committee on Pharmacy Technicians met in May 2011 to review and provide feedback on the draft Model Standards of Practice for Pharmacy Technicians. Pharmacy technicians from BC, Alberta, Ontario and Nova Scotia were also invited to this meeting to provide feedback to the Committee. NAPRA is on target to have the final draft of the document available for winter 2011.
- 499 pharmacy technicians (490 "current" and 9 "new graduates") are pre-registered with the College (as of May 18, 2011).



- UBC-CPPD is offering the Pharmacy Technician Bridging Program on a regular 3 intakes per year cycle. All of the courses are currently being offered in-class, online and PLAR (where applicable). The following statistics show the number of students who have completed each course (up to May 18, 2011):
  - Management of Drug Distribution Systems (MDDS) - 168
  - Pharmacology – 320
  - Product Preparation – 130
  - Professional Practice - 125
- 3 more colleges have achieved accreditation and are now offering CCAPP accredited pharmacy technician programs.

**Goal 1**

*The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.*

**Objective 2**

*Develop a model and support associated legislation for ensuring advanced professional practice in a manner that supports pharmacists in the delivery of consultation, cognitive services, medication management, and dispensing services.*

**5.2 Pharmacists' Advanced Professional Practice**

**5.2.1 Adapting Prescriptions**

**(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- NO REPORT

**NO DISCUSSION**

**5.2.2 Administering Injections**

**(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- 1110 pharmacists are authorized to administer injections (effective May 18 , 2011), with the following breakdown by geographical area:
  - District 1 = 369
  - District 2 = 320
  - District 3 = 179
  - District 4 = 180
  - District 5 = 61
  - Outside BC = 1
- The BC Pharmacy Association continues to offer the required training sessions throughout the province:
  - July 23 - Vancouver
  - August 27 - Kelowna
  - September 17 - Nanaimo.

**NO DISCUSSION**



### 5.2.3 Advanced Practice Pharmacist (APP)

**(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- Business Case Analysis was presented to Board for decision at their February 2011 meeting. Decision to proceed.
- Analysis of required legislative changes and adaptation of Alberta's Additional Prescriptive Authority Program is underway.

### NO DISCUSSION

#### Goal 1

*The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.*

#### Objective 3

*Identify and support initiatives that ensure that the skills of pharmacists and regulated pharmacy technicians are developed in accordance with the scope of practice.*

### 5.3 Quality Assurance

#### 5.3.1 PDAP

**(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- Michael Obrecht, who is developing a framework for evaluation of PDAP, has been working on a preliminary plan and will meet with advisory group members in June to draft a plan for presentation to the QAC. There are two Board members on the advisory group, Penny Denton and Chris Hunter.
- The Knowledge Assessment Subcommittee (KAS) conducted a Blueprinting Workshop on March 30, 2011. The objective of the workshop was to review and validate the Knowledge Assessment blueprint by determining which therapeutic categories (and their relative weighting) should be tested in the Knowledge Assessment. Eleven pharmacists, representing a wide variety of practice environments and expertise, participated. The KAS will approve the final blueprint at their next meeting on June 15th, 2011.
- The development of the online PDAP portal has taken longer than anticipated but is still scheduled to be ready by the launch date for the CE Component of PDAP by the end of July 2011. The Assessment Component is scheduled to be launched in 2012.
- The next QAC meeting will be held on June 20th, 2011 to review and approve various program components for the launch of PDAP.

#### DISCUSSION POINTS:

- The Registrar explained that due to unforeseen technical difficulties, the CE component of PDAP will be postponed for one month and be rolled out to registrants whose registration expires at the end of August.
- A Board member asked if the Board should be mandating specific CE programs for registrants which led to a discussion on the topic. The Registrar pointed out that some



CE programs are currently being mandated to registrants by the Board through Board policy (ie. Methadone Maintenance Treatment and the Code of Ethics).

- A Board member asked if there is some other CE programs that the Board may feel would be worthy of becoming mandatory and if so, should the College be the body offering these programs or would this be better offered through an organization such as UBC Continuing Pharmacy Professional Development division.

#### **ACTION**

- The Board instructed College staff to explore the concept of requiring mandatory CE and bring forward a briefing note on the subject to the September 2011 Board meeting for Board's further consideration.
- The Board requested that an update on the launch of PDAP, and the program as a whole, be provided at the September 2011 Board meeting.

#### **5.3.2 Complaints Resolution**

##### **(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- With the establishment and recruitment of a Complaints Coordinator position in January of 2010, the Complaints Resolution Department was able to complete a number of improvements to the complaints resolution processes. All of the improvements are incremental steps moving towards ensuring a streamlined, efficient and responsive complaints resolution process for the public. Additional work is underway to maximize resources and efficiencies, including the development of a complaints resolution module in the College database (iMIS).
- The Department is also pleased to announce the recruitment of a new Complaints Resolution Officer, Scott Fleming to the team. Scott has over twenty years of legal practice in Vancouver. In 2006, Scott was appointed as Provincial Coroner in the Vancouver Metro Region. He has worked collaboratively with physicians and other healthcare stakeholders in the formulation of healthcare policy recommendations.

#### **NO DISCUSSION**

#### **5.3.3 Pharmacy Services Review**

##### **(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- Electronic inspection process (from start to finish) has been explored, developed and is in the process of being piloted.
- The benefits of the electronic inspection process as outlined above is to:
  - allow the inspector to conduct any part of the inspection (documenting/evidence gathering/evidence filing etc.) in real-time
  - eliminate the need for manual paper forms/report writing after the inspection completed
  - provide real time forwarding of inspection results (via email at the pharmacy) to the pharmacy manager
  - provide clear documentation for purposes of inquiry/discipline as necessary



- provide better management of resources through streamlined workflow
- The pilot is expected to be completed by the end of September with full training and roll-out to full inspectors/investigators by early fall.

**DISCUSSION POINTS:**

- A Board member asked whether or not, from a privacy perspective, we have the authority to take photographs or scan documents during an inspection.
- The Deputy Registrar clarified that the College does in fact have the authority to gather information from pharmacies in the form of photographs and scans.

**5.3.4 Registration**

**(b) The Registrar provided an update on the action plan in the Board’s briefing package.**

- Registration Statistics (March 1, 2010 – February 28, 2011)

*New Pharmacist Registrants*

○ UBC students	155
○ Students (Non-UBC)	22
○ MRA/AIT	69
○ Other provinces	14
○ Outside Canada	120
○ Reinstate	51
<b>TOTAL</b>	<b>431</b>

*Pharmacy Technicians (Pre-registration applications as of May 18, 2011)*

<b>TOTAL</b>	<b>499</b>
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**NO DISCUSSION**

**5.3.5 Legislation/Standards**

**(a) Registrar’s Report**

The Registrar informed the Board that the College has had some positive dialogue with government recently on the issue of allowing drug scheduling by reference and is hoping to bring a more specific update to the Board at their September 2011 Board meeting.

**NO DISCUSSION**

**(b) PPP-29 Triazolam dispensing guidelines**

- In the April 15, 2011 Board Package, staff recommended that that Board rescind PPP 29 Triazolam Dispensing Guidelines based upon the information that Health Canada no longer has requirements that a pharmacist must follow in the product monograph for triazolam and the fact that the branded product Halcion is no longer manufactured in Canada.
- At that meeting a Board member pointed out that there may be a possibility that some triazolam is still available in pharmacies and therefore the Board decided not to rescind the PPP until staff could investigate further.



- Subsequently, College staff reported to the Board at the June meeting that they had connected with the Bureau of Cardiology, Allergy and Neurological Sciences at Health Canada and were advised that the triazolam requirements in the 1992 CPS are no longer a “must” but instead are a “should”. Health Canada made the decision to allow the monograph change because the manufacturer(s) agreed not to produce the higher strength tablets. The 0.5mg and the 1.0mg tablets have been discontinued. In addition, staff were advised that triazolam has similar precautions as all other hypnotics. Therefore highlighting triazolam in a stand-alone professional practice policy is not consistent with the current Health Canada requirements.
- Based on these findings staff recommended that the PPP should be rescinded.

**It was moved, seconded that:**

The Board rescind PPP-29 Triazolam Dispensing Guidelines as recommended.

**The motion was CARRIED**

**NO DISCUSSION**

**ACTION:**

The Board directed the Registrar to have College staff remove *PPP-29 Triazolam Dispensing Guidelines* from the Professional Practice Policies accordingly.

**Goal 1**

*The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.*

**Objective 4**

*Continue to implement the plan to remove non-medicinal nicotine products from buildings that have pharmacies.*

**5.4 Removal of Tobacco**

**(a) Registrar’s Report**

- NO REPORT

**DISCUSSION POINTS:**

- The Registrar informed the Board that the Premier’s announcement that tobacco cessation products will now be funded by government may indicate a direction change regarding tobacco being removed from pharmacies in British Columbia.
- A Board member inquired as to whether or not the College will respond to the Premier reiterating the goal of the College to see tobacco removed from pharmacies in BC altogether.

**ACTION:**

The Board directed the Registrar to draft a letter to the Premier acknowledging the announcement to fund smoking cessation products as a positive step but reaffirming the College’s goal to remove tobacco from pharmacies in BC and indicating the College’s willingness to work together with the Ministry to realize this goal.



**Goal 2**

*The College sets standards and conditions to ensure that emerging technologies and changes to pharmacy processes contribute to safe and effective pharmacy care.*

**Objective 1**

*Develop a policy framework to monitor safe and effective utilization of pharmacy technologies and practice processes.*

**5.5 Technology Framework**

**(a) Registrar's Report**

- NO REPORT

**NO DISCUSSION**

**Goal 2**

*The College sets standards and conditions to ensure that emerging technologies and changes to pharmacy processes contribute to safe and effective pharmacy care.*

**Objective 2**

*Continue to promote the need for Electronic Health Record that includes all drugs and all people.*

**5.6 Electronic Health Record**

**(a) The Registrar provided an update on the action plan in the Board's briefing package.**

- Early adaptor pharmacy and Electronic Medical Record (EMR) conformance documentation has been completed.
- Early adaptor software organizations have received draft compliance documentation and were to have provided feedback by end of May 2011.

**DISCUSSION POINTS:**

- A Board member asked what role, if any, the Board has to play in this initiative. The Registrar said the Board has no role to play at this time as the focus of the government is to get ePrescribing rolled out. However, College staff is engaged in a variety of stakeholder committees and will continue to keep the Board updated on this important initiative.

**Goal 3**

*The public, government, healthcare professionals, and registrants understand the role and value of the pharmacist.*

**Objective 1**

*Maintain a practical communications strategy.*



## 5.7 Communication Strategy

### (a) The Communications Director provided an update on the action plan in the Board's briefing package.

- The 2010/11 Annual Report entitled *Assurance of Quality Care*, which contains the audited financial statements for the fiscal year 2010/2011, will be finalized and distributed by June 28, 2011.

(Note: The Board approved budget for fiscal 2011/2012 eliminated funding for an external public awareness campaign)

### NO DISCUSSION

### (b) Strategic Plan Communication

#### DISCUSSION POINTS:

- Coming out of discussions during the Board's annual strategic planning session held on June 16, 2011, there was a discussion as to how the Board could best direct staff to achieve the College's strategic goal pertaining to stakeholders' awareness and understanding of the value of College registrants.

#### ACTION

- That a comprehensive communications plan detailing specific communications tactics and corresponding budgets for each stakeholder group (registrants, other healthcare practitioners, government, public), be brought forward to the September 2011 Board meeting.

## 6. CONSENT ITEMS

### 6.1 Approval of June 17, 2011 Board Highlights

- The Communications Director presented the Board with the Board Highlights headlines for approval.

#### **It was moved, seconded that:**

The Board approves the Board Highlights headlines as presented.

**The motion was CARRIED**

#### ACTION:

The draft Board Highlights are to be forwarded to the Board Chair for approval prior to distribution to all registrants and posting on the College website.

## 7. EVALUATION FORM

- Board meeting evaluation forms were distributed to Board members with any completed forms collected by the Board Chair.



**8. IN-CAMERA SESSION**

- The following motions were brought forward from the Board's in-camera session:

**It was moved, seconded that:**

The attached revised Terms of Reference for the Registrar Search Committee are approved.

**The motion was CARRIED**

**It was moved, seconded that:**

In addition to Allan Greene, already named as the Chair of the Registrar Search Committee, the composition of the Registrar Search Committee is John Hope, Penny Denton, Chris Hunter and Lynda Lytle.

**The motion was CARRIED**

**9. ADJOURNMENT**

- The Board Meeting adjourned at: 4:00 pm.