



College of Pharmacists  
of British Columbia

**Board Resolution Minutes**  
**Sent via email December 6, 2021**

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The following resolution of the Board of the College of Pharmacists of British Columbia is valid and binding as per section 13(12) of the *Health Professions Act-Bylaws*, and has been signed by the following Board members:

Steven Hopp, Chair & District 4 Board Member  
Andrea Silver, Vice-Chair & District 3 Board Member  
Alex Dar Santos, District 1 Board Member  
Terri Gibson, District 2 Board Member  
Michael Ortynsky, District 5 Board Member  
Anca Cvaci, District 6 Board Member  
Claire Ishoy, District 7 Board Member  
Eric Sletmoen, District 8 Board Member  
Tracey Hagkull, Government Appointee  
Anne Peterson, Government Appointee  
Katie Skelton, Government Appointee  
Justin Thind, Government Appointee

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The Board appoints Suzanne Solven as the Registrar and Chief Executive Officer of the College of Pharmacists of British Columbia, commencing on January 31, 2022.

<b>Appendix</b>	
1	Signed Board Resolution
2	Board Resolution Briefing Note

**Resolution of the Board of the College of Pharmacists of British Columbia made in accordance with section 13(12) of the *Health Professions Act – Bylaws.***

The Board appoints Suzanne Solven as the Registrar and Chief Executive Officer of the College of Pharmacists of British Columbia, commencing on January 31, 2022.



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Steven Hopp, Chair, District 4

December 6, 2021

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Date



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Andrea Silver, Vice-Chair, District 3

December 7, 2021

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Date



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Alex Dar Santos, District 1

December 7, 2021

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Date



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Terri Gibson, District 2

December 7, 2021

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Date



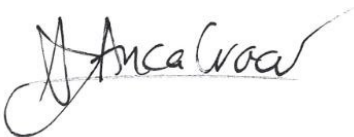
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Michael Ortynsky, District 5

December 6, 2021

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Date



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Anca Cvaci, Vice-Chair, District 6

December 7, 2021

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Date



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Claire Ishoy, Chair, District 7

December 6, 2021

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Date



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Eric Sletmoen, District 8

December 7, 2021

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Date



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Tracey Hagkull, Government Appointee

December 6, 2021

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Date



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Anne Peterson, Government Appointee

December 8, 2021

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Date



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Katie Skelton, Government Appointee

December 8, 2021

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Date



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Justin Thind, Government Appointee

December 6, 2021

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Date



College of Pharmacists  
of British Columbia

## BOARD RESOLUTION December 6, 2021

### Appointment of a New College Registrar and CEO

#### DECISION REQUIRED

#### Recommended Board Motion:

*The Board appoints Suzanne Solven as the Registrar and Chief Executive Officer of the College of Pharmacists of British Columbia, commencing on January 31, 2022.*

#### Purpose

To officially appoint Suzanne Solven as the Registrar and Chief Executive Officer (“CEO”) of the College of Pharmacists (“the College”) starting in January 2022.

#### Background

One of the key roles of the College Board is appointing a College Registrar, which is required under s.21(1) of the *Health Professions Act* (“HPA”). Section 21(1) of the HPA states: “A board must appoint a registrar and may appoint one or more deputy registrars for its college, who hold office during the pleasure of the board.” Though it is not a requirement under the HPA, the College Registrar also serves as the CEO of the organization.

#### Discussion

Currently, Bob Nakagawa serves as the College Registrar and CEO. Mr. Nakagawa announced his intention to retire in 2021. Following that announcement, the College’s Registrar Search Committee led the search for a new Registrar and CEO in accordance with that Committee’s [Terms of Reference](#).

The Board has offered Ms. Solven the position of Registrar and CEO, and it has been accepted, with a start date of January 31, 2022.

The next Board meeting is scheduled to take place in February 2022, which is after the date upon which Ms. Solven is set to commence her employment with the College. As such, it is recommended that the Board appointment of Ms. Solven follow the requirements stated in s.13(12) of the HPA Bylaws regarding written resolutions. More specifically, s.13(12) states: “A written resolution signed by all board members is valid and binding and of the same effect as if such resolution had been duly passed at a board meeting.”

### **Next Steps**

Following Board approval, a public announcement of Ms. Solven’s position as the new College Registrar and CEO will be developed.

### **Recommendation**

Approve the appointment of Suzanne Solven as the College Registrar and CEO, commencing on January 31, 2022.

### **Guiding Questions for the Board**

When reviewing the proposal, the Board is asked to consider:

- Is the proposed motion clear?
- Is there anything unclear, ambiguous, or unnecessary in the proposed motion?
- Is there anything missing from the proposed motion?

<b>Appendix</b>	
1	Board Resolution Signature Page

**Resolution of the Board of the College of Pharmacists of British Columbia made in accordance with section 13(12) of the *Health Professions Act* – Bylaws.**

The Board appoints Suzanne Solven as the Registrar and Chief Executive Officer of the College of Pharmacists of British Columbia, commencing on January 31, 2022.

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Steven Hopp, Chair, District 4

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Andrea Silver, Vice-Chair, District 3

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Date

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Alex Dar Santos, District 1

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Date

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Terri Gibson, District 2

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Michael Ortynsky, District 5

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Anca Cvaci, District 6

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Date

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Claire Ishoy, District 7

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Eric Sletmoen, District 8

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Tracey Hagkull, Government Appointee

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Anne Peterson, Government Appointee

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Katie Skelton, Government Appointee

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