



Canadian Society of Hospital Pharmacists-New Brunswick Branch

## Agenda

### Annual General Meeting

Saturday June 11, 2011

Delta Fredericton

Fredericton, New Brunswick

<b>1.0</b>	<b>Call to Order</b>	
<b>2.0</b>	<b>Approval of Minutes from General Meeting November 2010, Moncton</b> Motion to approve	
<b>3.0</b>	<b>Approval of Agenda</b>	
<b>4.0</b>	<b>Executive Reports</b>	
	4.1 President-Jodi Symes (10 min) 4.2 Delegate-Leslie Manuel (10 min) 4.3 Director of Finance-Carole Goodine (10 min) Motion to approve 2011-2012 Budget  Motion to approve President and Delegate reports	
<b>5.0</b>	<b>Chairperson Reports</b>	
	5.1 Education Committee-Pam Yafai (5 min) 5.2 Awards Committee-Jacque Jackson (5 min) 5.3 Membership Committee- Beverley Dawson/Priscilla Gordon (5 min) 5.4 Advocacy Committee – Chantal Michaud (5 min)  Motion to approve reports	
<b>6.0</b>	<b>New Business</b>	
	6.1 Residency Award 2010 6.2 Gordon Kane Meritorious Service Award 2011	
<b>7.0</b>	<b>Nominations</b>	
	7.1 Delegate to CSHP National 7.2 Director of Finance 7.3 Director of Communications/Webmaster	
<b>8.0</b>	<b>Motion to Adjourn</b>	

js/gw



**Canadian Society of Hospital Pharmacists-New Brunswick Branch**

**Minutes**

**General Meeting**

Saturday November 6, 2010  
The Moncton Hospital, Classroom 6A  
Moncton, New Brunswick

<b>I.</b>	<b>Called to Order @ 1235h</b>	J Symes
<b>II.</b>	<b>Approval of Minutes from Annual General Meeting May 2010</b>	J Symes / G Whiteway
<b>III.</b>	<b>Approval of Agenda</b>	J Symes / C Goodine
<b>IV.</b>	<b>Executive Reports</b>	
	A. President-Jodi Symes – accepted as circulated	
	B. Delegate-Leslie Manuel – accepted as circulated	
	C. Director of Finance-Carole Goodine – accepted as circulated	
<b>VI.</b>	<b>Chairperson Reports</b>	
	A. Education Committee-Pam Yafai – accepted as circulated	
	B. Fundraising Committee-Mary Kate Wedge – accepted as circulated	
<b>VII.</b>	<b>Motion to Adjourn @ 1255hr</b>	J Symes / R Harris

**Members Present**

Pamela Yafai
Natalie Branch
Anne Napke
Natalie MacDonald
Rachel Harris
Jodi Symes
Laura Tower
Nadine Babineau-Doiron
Pamela Yafai
Glenn Whiteway
Andrew Brilliant
Mario Levesque
Karim Yafai
Ron Sturge

Scott Laing
Janice Irvine-Meek
Doug Doucette
Rejean Landry
Lindsay Lord Doucet
Emily Muir
Holly Glennie
Susan Kelly
Debra Pollock
Leslie Manuel
Karen MacCurdy Thompson
Carole Goodine
Jaclyn LeBlanc
Beverly Dawson
Jacinthe Lanteigne

Brian Kelly
Cheryl Edmunds
Rochelle Johnston
Priscilla Gordon
Lindsay Creamer
Mike LeBlanc
Melissa Hawkins
Natalie LeBlanc
Jenna Brown
Jillian Reardon
Irene Christie
Andrew Breen
Michelle McMahon

js/gw



## Canadian Society of Hospital Pharmacists - New Brunswick Branch

### Annual General Meeting

June 11, 2011

Fredericton, New Brunswick

#### President's Annual Report

<b>CSHP-NB Executive Officers</b>		<b>Appointed Positions</b>	
Director of Communications:	Glenn Whiteway	Awards chairperson:	Jacquie Jackson
Director of Finance:	Carole Goodine	Advocacy chairperson:	Chantal Michaud
President:	Jodi Symes	Education chairperson:	Moirra Wilson
President-Elect:	Rachel Harris	Fundraising Coordinator:	Pamela Yafai
		Membership chairperson:	Mary-Kate Wedge
			Beverly Dawson
			Pricilla Gordon
		NBPhS Observer:	Erin Clarke
		Webmaster:	Glenn Whiteway

#### **Promote Safe and Effective Medication Use**

##### **To have an impact on equipping pharmacist to practise to their full scope**

- Collaborative Practice Workshop held this spring
- Promote CSHP 2015
  - Three toolkits to be launched in the coming weeks
- Organizing Critical Appraisal Workshop in the fall
- Presentation on CSHP 2015 at Spring Meeting
- Posters on CSHP 2015 to circulate throughout the province in English and French

#### **Advocate for Practice Excellence**

##### **To be recognized as the leading advocate for hospital pharmacy by critical stakeholders**

- PAW contest held every March based on the yearly campaign
  - First place went to Melissa Hawkins, Moncton Hospital, Pharmacy Resident
  - Second place went to Andrew Brilliant, St. Joseph's Community Hospital, Staff Pharmacist

#### **Engage members and Volunteers**

##### **To improve communication and interaction with our members**

- We have recruited 2 memberships' chairs, Beverley Dawson and Pricilla Gordon.
- We have developed a Facebook page to promote educational events

##### **To increase the pharmacist membership**

- We have developed a poster on the benefits of memberships to display throughout the province
- We have eliminated all registration fees for provincial CSHP NB education events for members

#### **Ensure Organizational Effectiveness**

##### **To maintain a reserve fund of 1 year of operating expenses**

- We currently have more than 1 year of operating expenses and are developing a plan for the next 5-10 years to use some of the excess funds to benefit members

I want thank all those members on our various committees and in other appointed positions. I have enjoyed being your president over the last 2 years and I have made many great friendships that I hope will continue into the future.

I may be contacted at 648-7984 or [JodiLynette.Symes@HorizonNB.ca](mailto:JodiLynette.Symes@HorizonNB.ca)

Respectively Submitted,  
Jodi Symes,  
President CSHP-NB



**Canadian Society of Hospital Pharmacists  
Soci t  canadienne des pharmaciens d'hopitaux**

**CSHP NB Branch Delegate - Progress Report**

*June 11, 2011*

*Respectfully submitted by Leslie Manuel, CSHP NB-Branch Council Delegate*

**CSHP Executive Officers**

President: Neil MacKinnon  
President-Elect: Janice Munroe

Past-President: Jason Howorko  
Director of Finance: Patrick Fitch

**CSHP Office Staff**

The staff of CSHP including areas of responsibility are as follows:

CSHP National Office [www.cshp.ca](http://www.cshp.ca) phone: (613) 736-9733 fax: (613) 736-5660

- Myrella Roy, Executive Director, [mroy@cshp.ca](mailto:mroy@cshp.ca)
- Cathy Lyder, Professional & Membership Affairs, [clyder@cshp.ca](mailto:clyder@cshp.ca)
- Desarae Davidson, Conference R&E and PSN Administrator, [ddavidson@cshp.ca](mailto:ddavidson@cshp.ca)
- Gloria Day, CHPRB and Advocacy Administrator, [gday@cshp.ca](mailto:gday@cshp.ca)
- Coleen Drake, Publications Administrator, [cdrake@cshp.ca](mailto:cdrake@cshp.ca)
- Anna Dudek, Financial Administrator, [adudek@cshp.ca](mailto:adudek@cshp.ca)
- Robyn Rockwell, Membership and Awards Administrator, [rockwell@cshp.ca](mailto:rockwell@cshp.ca)
- Laurie Frid, Operations Manager, [lfrid@cshp.ca](mailto:lfrid@cshp.ca)
- Olga Chrzanowska, Web administrator, [olga@cshp.ca](mailto:olga@cshp.ca)
- Amanda Cuirrier, General Office Clerk, [acuirrier@cshp.ca](mailto:acuirrier@cshp.ca)
- Rosemary Pantalone, Executive Assistant, [rpantalone@cshp.ca](mailto:rpantalone@cshp.ca)
- Susan Korporal, Ontario Branch and Board of Fellows and CSHP 2015 Administrator, [skorporal@cshp.ca](mailto:skorporal@cshp.ca)

**CSHP National Office Staff**

Janet Lett has retired from her position as Executive Assistant. Her wealth of knowledge will be greatly missed. Rosemary Pantalone has taken over the position. These changes have resulted in the staff taking on additional roles.

**CSHP in the news**

- The executive director has commented on the drug shortages and their impact.

**Advocacy**

- National conducted a survey regarding national advocacy campaign and branch participation.
  - No summer campaign, planning for a fall launch.
  - Branches may determine best timing for campaign, i.e. PAW.

**Organizational Effectiveness**

- Strategic plan 2011-2014 was approved.
- Budget
  - 2010-2011 – As of Mar. 31 2011, we are predicting a deficit of approx. \$33800
  - 2011-2012 – Projected surplus \$5,000
    - o Membership fee increase. Student membership not affected
    - o New revenue generating ideas. Several business plans were presented which included investigating e-forum revenue, Vendor shop area during the conference (RIM, publishers, etc), online education
- Presentation: The Roles & Responsibilities of Directors and Governance Effectiveness
  - Richard Monk, President and CEO, M Sight Global Inc. (<http://www.msightglobal.com/>) provided an educational session on effective board governance. The following is the agenda outline for the presentation:
    - o The importance of (good) governance
    - o The regulatory world of directors
    - o The role of the board
      - Strategy
      - Financial oversight
      - Risk management
      - Succession planning
    - o A word on ethics
    - o A word on effective meetings
    - o Assessing performance
    - o Wrap up

- Characteristics of Exceptional Boards -- Council Self-Assessment Strategic planning
  - Use a standardized survey tool – based on survey obtained at an American Society of Association Executives seminar
  - Will repeat survey of Council at least every 3 years
  - Added 3 new components to previous survey – demographic information, a “Not able to assess” response category, and new survey software
  - In future need to include board experience in demographics

#### **Sponsorship:**

- Hospital sponsorship restrictions
  - Many of the western provinces have enforced strict drug sponsorship guidelines in their hospitals. This has led to the branches acting as a middle person for various education sessions, i.e. The Lilly Management Seminar. The hospital or interested party provides the committee to do the bulk of the work and there is a branch CSHP member on the committee.
  - The issue arises when an activity does not fall within the branch mandate. i.e. residency preceptor appreciation dinner. No educational component was included
  - CSHP national aided BC in the Harrison Management Seminar when the branch was not able.
  - Consideration for the future if this occurs in NB
- Unrestricted grant – terminology often an issue with industry. Ask your local representative for appropriate wording. Alternative suggestions: general purpose support and educational support.

#### **Members and Membership Services**

- CSHP strike a task force to evaluate the expansion of membership and services to include pharmacy technicians.
- Online registration now available. See My CSHP on the website.

#### **R&E Foundation**

- Please consider donating to the R&E foundation when you register.
- Remember R&E is research and education. This may be an avenue for funding for education purposes.

#### **CSHP 2015**

- New residency award with a CSHP 2015 focus
- Three toolkits should soon be launched. Please refer to the CSHP 2015 section

#### **Practice Standards Steering Committee**

- Council endorses the PIC/S Guide to Good Practices for the Preparation of Medicinal Products in Healthcare Establishments (2008).
- Council approves the *Outsourcing: Guidelines for Pharmacy Practice* as an Official Publication.
- Council approves the *Pharmacy Curricula: Statement* on collaborative development, delivery, and evaluation as an Official Publication.
- Council approves *Pharmacy Curricula: Information Paper* on collaborative development, delivery, and evaluation as an Official Publication.

#### **CHPRB request**

- Invites previous board members to contribute ideas about significant events in the board’s history in fall 2011 to be published in the CJHP, the e-Bulletin and the Residency Board News.

#### **Upcoming Meetings**

- Next face-to-face meeting will be at the SES (Strategic Planning Committee; Issues Day Meeting, and Council Meeting).

#### **Mark your calendars now for:**

**SES 2011** (August 6-9) Vancouver BC

**PPC 2012** (Feb 4-8) Toronto ON

**SES 2012** Charlottetown PEI

#### **Delegate**

- This is my last report as Delegate. I want to thank CSHP-NB for this opportunity. It has been a great 3 years and I have gained a new appreciation for CSHP National.

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***CSHP is very active and is moving forward. I encourage YOU, as a fellow member, to join other volunteers in our Branch and across Canada in contributing to our success.***

NB Branch, Canadian Society of Hospital Pharmacists  
Balance Sheet As at 31/03/2011

<b>ASSETS</b>		
<b>Current Assets</b>		
BMO Bank Checking 0358029027	<u>42,526.26</u>	
Total Bank		42,526.26
Investment 1	0.00	
Investment 2	5,000.00	
Investment 3	0.00	
Investment 4	<u>20,000.00</u>	
Total Investment		25,000.00
Total Receivable		0.00
Total Prepaid Expenses		<u>0.00</u>
<b>Total Current Assets</b>		<u>67,526.26</u>
<b>TOTAL ASSETS</b>		<u>67,526.26</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Due to (from) CSHP	0.00	
Designated to Seamless Care Init.	<u>1,500.00</u>	
Total Accounts Payable		<u>1,500.00</u>
<b>Total Current Liabilities</b>		<u>1,500.00</u>
<b>TOTAL LIABILITIES</b>		<u>1,500.00</u>
<b>EQUITY</b>		
<b>Earnings</b>		
Retained Earnings		64,286.36
Current Earnings		<u>1,739.90</u>
<b>Total Earnings</b>		<u>66,026.26</u>
<b>TOTAL EQUITY</b>		<u>66,026.26</u>
<b>LIABILITIES AND EQUITY</b>		<u>67,526.26</u>

**NB Branch, Canadian Society of Hospital Pharmacists**  
**Income Statement 01/04/2010 to 31/03/2011**

**REVENUE**

<b>Revenue CSHP-NB Branch</b>		
Membership Fees from National	1,565.00	
Recruitment revenue from National	<u>0.00</u>	
Total Membership Revenue		1,565.00
Interest Revenue--Checking acct	<u>4.91</u>	
Total Interest Revenue		4.91
Miscellaneous Revenue		0.00
PPC (Pharm Part Can.) Travel Grant	2,000.00	
Past President's Award	0.00	
Sandoz Spnosoship Residency Grant	<u>0.00</u>	
Total Award Sponsorship		2,000.00
Registration Fees--spring CE	460.00	
Registration Fees--Fall CE	220.00	
Registration Fees-Misc CE	<u>0.00</u>	
Total Registration Fees--Educ		680.00
Sponsorship Spring CE	7,500.00	
Booth Display Revenue-Spring CE	9,500.00	
Sponsorship Fall CE	1,000.00	
Sponsorship Miscellaneous	<u>0.00</u>	
Total Sponsorship for Educ		18,000.00
<b>Total Revenue-CSHP-NB</b>		<u>22,249.91</u>
<b>TOTAL REVENUE</b>		<u>22,249.91</u>

**EXPENSE**

<b>Expenses NB Branch-CSHP</b>		
Postage/Courier	19.55	
Printing/Photocopying	0.00	
Telephone/Fax/Teleconference	125.62	
Bank Charges	138.87	
Website Maintenance	361.60	
Stationary and Other Supplies	169.50	
Liability Insurance for Officers	<u>325.00</u>	
Total General Office Expenses		1,140.14
Awards-Student	1,000.00	
Awards-Technician	0.00	
Award-Gordon Kane Award	0.00	
Awards--unassigned	0.00	
Awards Educ (Travel grant to PPC)	2,359.28	
Award-Past President's Award	0.00	
PAW Contest Award	0.00	
PPC Award (travel grant to AGM)	2,000.00	
Sandoz Residency Grant	<u>0.00</u>	
Total Awards Expense		5,359.28
National SES delegate expense	2,571.65	
National SES Expense-president	2,547.86	
AGM National SES Expense-Alternate	<u>961.27</u>	
Total AGM National Expense		6,080.78
Council National Expense (mid-term)		744.73
Travel Exec Spring CE/AGM	217.95	
Travel Exec Fall CE	505.29	
Travel Exec Misc CE	<u>0.00</u>	
Total Exec Travel Educ		723.24
Accommodation Exec Spring CE/AGM	0.00	
Accommodation Exec Fall CE	<u>0.00</u>	
Total Exec Accommodation Educ		0.00
Banquets-Spring CE/AGM	475.96	
Banquets Fall CE	960.05	
Banquets Misc CE	<u>0.00</u>	
Total Banquets/Catering Educ		1,436.01
AGM hospitality Suite		0.00
Speakers Travel Spring-AGM	447.52	
Speaker fees-Spring AGM	1,250.00	
Speakers Travel-Fall session	0.00	
Speaker Fees-Fall Session	1,250.00	
Speaker Travel Misc CE	0.00	
Speaker Fees Misc CE	<u>0.00</u>	
Total Speakers Expense Educ		2,947.52
Executive Meeting Travel	0.00	
Executive Meeting Accomodation	0.00	
Executive Meeting Banquets	85.96	
Executive meeting Miscellaneous	<u>0.00</u>	
Executive Meeting Total Expense		85.96

**NB Branch, Canadian Society of Hospital Pharmacists  
Income Statement 01/04/2010 to 31/03/2011**

Travel Miscellaneous		0.00
Residency Night		0.00
Student Recruitment Night		0.00
Advocacy Committee	0.00	
Education Committee	14.49	
Membership/PR Committee	0.00	
Fundraising Committee	0.00	
Student PR Committee	0.00	
Awards Committee Expense	<u>0.00</u>	
Total Committee Expense		14.49
Capsi Poster Expense		0.00
Recruitment		0.00
CSHP 2015 Initiative		0.00
Miscellaneous Expenses		<u>1,977.86</u>
<b>Total Expenses-CSHP-NB</b>		<u>20,510.01</u>
<b>TOTAL EXPENSE</b>		<u>20,510.01</u>
<b>NET INCOME</b>		<u><u>1,739.90</u></u>



NB Branch, Canadian Society of Hospital  
Pharmacists - Budget Planning

	Budget 2006-2007	Actual 2006-2007	Budget 2007-2008	Actual 2007-2008	Budget 2008-09	Actual 08-09	Proposed 2009-2010	Actual 09-10	Proposed 2010-2011	Actual 2010-2011	Proposed 2011-2012
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
4010	Membership Fees from National	1,600.00	845.00	1,600.00	\$1,768.79	\$1,600.00	\$1,900.00	\$1,400.00	\$1,525.00	\$1,565.00	\$1,400.00
4012	Recruitment revenue from National	1,000.00	1,000.00	1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0	\$0.00	0
4021	Interest Revenue--Checking acct	0.00	18.75	20.00	\$20.24	\$20.00	\$6.77	\$5.20	\$5.00	\$4.91	\$5.00
4024	Interest Revenue--investments	0.00	1,221.65	0.00	\$0.00	\$0.00	\$161.34	\$407.88	\$0.00	\$0.00	\$0.00
	Revenue from 2008 AGM							\$14,353.91	\$0.00	\$0.00	\$0.00
	Membership Award from National							\$200.00	\$0.00	\$0.00	\$0.00
	Investment maturity							\$5,000.00	\$0.00	\$0.00	\$0.00
4100	PPC (Pharm Part Can.) Travel Grant	2,000.00	0.00	2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
4110	Past President's Award	0.00	0.00	300.00	\$0.00	\$300.00	\$300.00	\$300.00	\$0.00	\$300.00	\$300.00
4200	Registration Fees--spring CE	750.00	420.00	500.00	\$0.00	\$400.00	\$530.00	\$400.00	\$390.00	\$400.00	\$460.00
4210	Registration Fees--Fall CE	750.00	470.00	500.00	\$620.00	\$500.00	\$570.00	\$500.00	\$620.00	\$500.00	\$220.00
4220	Registration Fees-Misc CE	500.00	510.00	0.00	\$0.00	\$0.00		\$0.00	0	\$0.00	\$0.00
	Spring CE Booth Fees								\$6,000.00	\$9,500.00	\$9,000.00
4300	Sponsorship Spring CE	8,000.00	23,700.00	10,000.00	\$16,250.00	\$15,000.00	\$8,130.00	\$10,000.00	\$4,500.00	\$6,000.00	\$7,500.00
4310	Sponsorship Fall CE	4,000.00	0.00	4,000.00	\$750.00	\$0.00			\$750.00	\$1,000.00	\$1,000.00
	Sponsorship Miscellaneous							\$4,500.00	0	\$0.00	\$1,000.00
	<b>Total Revenue</b>	<b>18,600.00</b>	<b>28,185.40</b>	<b>19,920.00</b>	<b>\$22,409.03</b>	<b>\$20,820.00</b>	<b>\$14,598.11</b>	<b>\$14,600.00</b>	<b>\$33,501.99</b>	<b>\$17,455.00</b>	<b>\$22,249.91</b>
5015	Postage/Courier	20.00	0.00	10.00	\$0.00	\$20.00	\$0.00	\$10.00	\$6.10	\$10.00	\$19.55
5020	Printing/Photocopying	0.00	0.00	100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100	\$0.00	\$100
5025	Telephone/Fax/Teleconference	300.00	168.50	500.00	\$581.76	\$500.00	\$255.53	\$300.00	\$212.79	\$300.00	\$125.62
5045	Accounting Fees	0.00	0.00	350.00	\$340.86	\$0.00	\$0.00	\$350.00	\$482.69	\$0.00	\$0.00
5050	Bank Charges	0.00	2.00	5.00	\$2.00	\$2.00	\$0.00	\$2.00	\$0.00	\$138.87	\$0.00
5060	Website Management	0.00	0.00	2,100.00	\$53.00	\$200.00	\$2,109.52	\$200.00	\$336.00	\$350.00	\$361.60
5070	Stationary and other supplies	0.00	178.26	0.00	\$34.19	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00	\$169.50
5080	Liability Insurance for Officers	200.00	325.00	325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00
5085	Miscellaneous	0.00	0.00	0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00
5110	Awards-Student	1,000.00	0.00	2,000.00	\$2,000.00	\$2,000.00	\$2,048.15	\$2,100.00	\$2,000.00	\$2,000.00	\$2,000.00
	Awards-Resident									\$1,000.00	\$1,320.00
5120	Awards-Technician	250.00	0.00	250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0
5125	Award-Gordon Kane Award	0.00	0.00	300.00	\$348.37	\$0.00	\$0.00	\$385.00	\$391.90	\$0.00	\$400.00
5140	Awards Educ (Travel grant to PPC)	1,000.00	1,000.00	1,000.00	\$1,000.00	\$1,000.00	\$754.64	\$1,000.00	\$959.05	\$1,000.00	\$2,359.28
5145	Awardss Past President			0.00	\$300.00	\$0.00	\$0.00	\$300.73	\$0.00	\$0.00	\$300.00
	PAW Contest Award								\$1,000.00	\$500.00	\$1,000.00
5150	PPC Award (travel grant to Education)	2,000.00	2,000.00	2,000.00	\$1,989.66	\$2,000.00	\$3,108.32	\$2,000.00	\$1,000.00	\$3,000.00	\$2,000.00
5191	National SES(AGM) delegate expense	2,500.00	2,592.00	2,500.00	\$2,450.54	\$2,500.00	\$5,601.18	\$2,500.00	\$2,247.87	\$2,500	\$2,571.65
5193	National SES(AGM) Expense-president	1,500.00	2,184.20	2,500.00	\$1,219.97	\$0.00	\$0.00	\$2,500.00	\$1,716.56	\$1,280	\$2,547.86
5195	National SES (AGM)-executive expense					\$0.00	\$269.29	\$0.00	\$0.00	\$1,520	\$961.27
5210	Council National Expense (mid-term)	600.00	614.73	700.00	\$620.24	\$700.00	\$0.00	\$600.00	\$598.95	\$700.00	\$744.73
5290	Travel Exec Spring CE/AGM	500.00	513.78	100.00	\$108.00	\$500.00	\$180.40	\$150.00	\$123.00	\$225.00	\$217.95
5293	Travel Exec Fall CE	300.00	406.80	300.00	\$227.40	\$300.00	\$248.40	\$300.00	\$50.50	\$300.00	\$505.29
5303	Accommodation Exec Spring CE/AGM	400.00	194.35	150.00	\$150.00	\$400.00	\$151.42	\$0.00	\$0.00	\$0.00	\$0.00
5312	Banquets-Spring CE/AGM	1,000.00	466.20	1,000.00	\$507.30	\$500.00	\$284.76	\$500.00	\$420.02	\$500.00	\$475.96
5315	Banquets Fall CE	500.00	0.00	400.00	\$155.04	\$400.00	\$271.03	\$300.00	\$250.00	\$400.00	\$960.05
5317	Banquets Misc CE	100.00	0.00	400.00	\$397.06	\$0.00	\$0.00	\$0.00	\$200	\$0.00	\$400
5330	AGM hospitality Suite	150.00	153.25	0.00	\$0.00	\$150.00	\$0.00	\$0	\$0.00	\$0	\$0.00
	Education Miscellaneous Speaker fees							\$0.00	0	\$0.00	\$2,000.00
5363	Speakers Travel Spring-AGM	500.00	0.00	300.00	\$0.00	\$250.00	\$151.42	\$150.00	\$0.00	\$600.00	\$447.52
5364	Speaker fees-Spring AGM	750.00	500.00	750.00	\$750.00	\$750.00	\$750.00	\$500.00	\$500.00	\$1,250.00	\$1,250.00
5365	Speakers Travel-Fall session	250.00	0.00	300.00	\$247.80	\$300.00	\$246.00	\$300.00	\$62.32	\$300.00	\$0.00
5367	Speaker Fees-Fall Session	1,000.00	750.00	750.00	\$500.00	\$750.00	\$750.00	\$750.00	\$750.00	\$1,000.00	\$1,250.00
5400	Executive Meeting Travel	400.00	20.54	400.00	\$108.00	\$400.00	\$0.00	\$200.00	\$95.75	\$200.00	\$0.00
5410	Executive Meeting Accomodation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0	\$0.00

5420	Executive Meeting Banquets	100.00	30.94	100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$99.10	\$100.00	\$85.96	\$200.00
5430	Executive Meeting Rooms	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
5440	Executive meeting Miscellaneous	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
5500	Travel Misc					\$0.00	\$196.01	\$200.00	\$0.00	\$0	\$0.00	\$0
5511	Advocacy Committee Expenses	0.00	0.00	200.00	\$0.00	\$500.00	\$98.40	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00
5512	Education Committee Expenses	0.00	0.00	0.00	\$0.00	\$300.00	\$0.00	\$300.00	\$28.24	\$300.00	\$14.49	\$200.00
5513	Membership PR Committee Expenses	0.00	0.00	0.00	\$0.00	\$200.00	\$0.00	\$500.00	\$0.00	\$200.00	\$0.00	\$100.00
5514	Fundraising Committee Expenses					\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00
5516	Awards Committee Expenses	0.00	0.00	200.00	\$0.00	\$200.00	\$0.00	\$550.00	\$0.00	\$100.00	\$0.00	\$0.00
5505	<i>Residency Night</i>	500.00	0.00	0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0
5515	Student PR	500.00	0.00	500.00	\$0.00	\$500.00	\$0.00	\$100.00	\$0.00	\$0	\$0.00	\$0
5520	Capsi Collaboration Expense	0.00	0.00	500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5560	Recruitment	1,000.00	344.39	1,000.00	\$412.17	\$1,000.00	\$1,278.32		\$0.00	\$0.00	\$0.00	\$1,000.00
	Journal Club Sponsorship											\$500.00
	CSHP 2015 Initiative								\$2,000.00	\$0.00	\$0.00	\$0.00
	Technician conference											\$1,000.00
	Miscellaneous								\$174.59	\$2,000.00	\$1,477.86	\$0.00
	<b>Total Expenses</b>	<b>17,320.00</b>	<b>12,444.94</b>	<b>21,990.00</b>	<b>\$15,328.36</b>	<b>\$17,877.00</b>	<b>\$19,077.79</b>	<b>\$17,352.00</b>	<b>\$15,131.16</b>	<b>\$21,950.00</b>	<b>\$20,510.01</b>	<b>\$29,195.00</b>
	<b>Net Revenue (loss)</b>	<b>1,280.00</b>	<b>15,740.46</b>	<b>-2,070.00</b>	<b>\$7,080.67</b>	<b>\$2,943.00</b>	<b>-\$4,479.68</b>	<b>-\$4,477.79</b>	<b>\$18,370.83</b>	<b>-\$4,495.00</b>	<b>\$1,739.90</b>	<b>-\$7,490.00</b>



**Canadian Society of Hospital Pharmacists - New Brunswick Branch**  
**Spring Annual General Meeting**  
**June 11, 2011**  
**Fredericton, New Brunswick**

**Education Committee Report**

The Education committee members for this term include: Pamela Yafai (chairperson), Jaclyn LeBlanc, Holly Glennie and Beverly Dawson.

The Fall Education Session was held in Moncton this year on November 6<sup>th</sup>, 2011. Topics/speakers were as follows:

**ID Potpourri**

Jenna Brown, BSc Pharm  
Jillian Reardon, BSc Pharm  
Pharmacy Residents – Saint John Regional Hospital

**HIT Me With Your Best Shot: A Review of Heparin-Induced Thrombocytopenia**

Natalie LeBlanc, BSc (Pharm), and  
Melissa Hawkins, BSc (Pharm)  
Pharmacy Residents- The Moncton Hospital

**When Good Drugs Go Bad: Patient Safety in a Chemotherapeutic World**

Michael LeBlanc, BSc(Pharm), PharmD  
Clinical Manager, Pharmacy Services, Clinical Pharmacy Specialist, Oncology  
Horizon Health Network, Zone 1 Moncton

The Spring AGM is held once again in conjunction with NBPA in Fredericton. Topics include

**Pediatric Seizures: Are you Sure?**

Peter Hogan, BSc(Pharm)  
Horizon Health Network Zone 2, Saint John

**Blood, Guts, and Brains: Keeping Them Straight in the ICU**

Michael Welsh, BSc(Pharm), PharmD Candidate  
Horizon Health Network, Zone 3, Fredericton

**CSHP 2015 and You**

Leslie Manuel BSc(Pharm), ACPR, Pharm D, and  
Horizon Health Network Zone 1, Moncton  
Jodi Symes, B.Sc.Pharm, PharmD



**Canadian Society of Hospital Pharmacists - New Brunswick Branch**  
**Spring Annual General Meeting**  
**June 11, 2011**  
**Fredericton, New Brunswick**

At the 2010 Spring AGM, members were invited to showcase their achievements by displaying their pharmacy practice or research posters at the first CSHP-NB **Poster Session**. Two posters were included in the inaugural display. This year, we accepted five abstracts for the 2<sup>nd</sup> annual session. We hope that with increased initiatives for pharmacist involvement in research activities, future poster sessions will include the work of even more of our members.

Education on establishing a collaborative pharmacy practice was identified through survey of our members and executive as a educational need. On April 8, 2011, a **Collaborative Practice Workshop** was held at Saint John Regional Hospital and facilitated by Andrew Brilliant. The objective of this session was to provide education so that, upon session completion, participants were prepared to submit a Collaborative Practice Application to the New Brunswick Pharmaceutical Society. Eleven participants, representing a wide variety of practice settings in both hospital and community pharmacy attended this successful event. Upon follow-up by the facilitator, several participants stated that they had begun, or would begin the process of preparing a collaborative practice agreement.

This year, as an added member benefit, CSHP-NB Executive offered to sponsor **Journal Clubs** held by hospital pharmacists in New Brunswick. Meetings could be held on or off-site, and participants could claim up to \$100.00 for materials and/or refreshments. This year, three journal clubs were sponsored and held by pharmacists at The Moncton Hospital, the Dr-Georges-L.-Dumont Hospital, and the Dr. Everett Chalmers Hospital. Journal articles and topics reviewed at these sessions included :

- EMPHASIS-HF trial
- Meta-analysis effect of calcium supplements on risk of myocardial infarction and cardiovascular events
- Pharmacokinetic evaluation of vancomycin and aminoglycoside monitoring.

On behalf of the education committee, I would like to thank all our sponsors and our presenters who make our educational events possible.

Respectively submitted,

Pamela Yafai  
CSHP-NB Education Chairperson



**Awards Committee Report**

**June 11, 2011**

**1) Pharmaceutical Partners of Canada (PPC) Continuing Education Grant**

**Jodi Symes** (Saint John) and **Pam Yafai** (Saint John) were the 2010 recipients of the two, \$1000 Continuing Education Grants. Pam attended the 2011 Professional Practice Conference in Toronto this winter and Jodi will be attending an upcoming Educational Event. CSHP National has confirmed Pharmaceutical Partners of Canada's ongoing support of this Continuing Education Travel Grant for the upcoming year. Applications will be forwarded to members in the near future for the 2011 Grant.

**2) Research Train the Trainer Award**

The branch sponsored 2 x \$1000 awards to assist members in attending the Research Train the Trainer workshop held just prior to this year's Professional Practice Conference in January. **Sheri Andrews** (Moncton) and **Carole Goodine** (Fredericton) were the successful applications and together with other NBers participated in the workshop. The participants will be facilitating research workshops in NB in the coming months- Stay tuned!!

**3) Residency Award, Sponsored by Pfizer**

The Hospital Pharmacy Residency Award is awarded annually to a hospital pharmacy resident whose major project is judged to be the most deserving in terms of significant innovation, practical application and/or development in an institutional pharmacy practice setting. The Pfizer sponsored award is administered in conjunction with the NS Branch of CSHP.

The 2010 recipient for N.B./N.S. was **Lindsay Creamer** who completed her Pharmacy Residency at the Saint John Regional Hospital. Lindsay's residency project was titled "**Development, implementation and assessment of a pharmacist initiated, community based immunization program on vaccination rates**". She was awarded \$1000 along with an engraved memento.

The ongoing sponsorship from Pfizer for this award has been confirmed by CSHP National for 2011. Applications will be made available to eligible hospital pharmacy residents with the successful applicant to be announced in the fall.



**Canadian Society of Hospital Pharmacists-New Brunswick Branch**

**4) Gordon Kane Meritorious Service Award**

**Gordon Kane** was named the first recipient of the Meritorious Service Award in 1993. Immediately following that occasion, the award was renamed the **Gordon Kane Meritorious Service Award** in his honour. The award was presented jointly to **Nancy Roberts** and **Roy Steeves** in 1998, **Julie Levesque** was the recipient 2003, **Diane Brideau-Laughlin** in 2005, **Lauza Saulnier** in 2007 and **Moira Wilson** in 2009.

This biannual award, which consists of a complimentary 1 year CSHP Membership and a commemorative plaque, is awarded to a longstanding member whose efforts have contributed in a significant way at the CSHP NB Branch or National level. Nominations for the 2011 award will close on May 31 and the recipient will be honoured at the NB Pharmacy Conference on June 11<sup>th</sup>.

**5) Profession Practice Conference Assistance Program**

This year's recipients of the two \$500 Professional Practice Assistance Program grants sponsored by the NB Branch of CSHP were **Natalie Leblanc** (Moncton) and **Carole Goodine** ( Fredericton) .

Respectfully Submitted,  
Jacquie Jackson  
CSHP NB Branch Awards Chair

# CSHP-NB BRANCH MEMBERSHIP COMMITTEE REPORT

\*\*\*\* June 2011 \*\*\*\*

## News from CSHP National

- ✚ Membership renewal is available online! This is the preferred method of renewal, rather than faxing in membership forms - lets save some trees. Current memberships are due on June 30<sup>th</sup> so renew now!!!!
- ✚ NEW ONLINE PORTAL FOR MEMBERS – [MY.CSHP.ca](http://MY.CSHP.ca) allows you to:
  - Manage your personal and address information;
  - Pay your annual membership dues to CSHP;
  - Donate to the CSHP Research & Education Foundation, while paying your CSHP dues;
  - Search for a colleague using CSHP’s real-time directory of members
- ✚ The focus this year has been on increasing student and new practitioner memberships. Templates for student brochures and a student-focused website are currently in the works.

## NEWS FROM CSHP New Brunswick

- ✚ As of April 30th, 2011, we have 112 members (increase of 6 members from this time last year)
  - 102 active members
  - 4 students
  - 4 supporting members
  - 2 joint memberships
- ✚ Our committee focus will also be on students and our francophone members. Here are some of the ideas we are working on for the 2011/2012 membership year

### Student Membership

- ✚ We will be contacting CSHP student reps at Laval, University of Montreal, Dalhousie and MUN to make them aware of CSHP student memberships and benefits, etc.
- ✚ E-mail to new and returning students at beginning of the school year to remind them of the benefits of CSHP membership
- ✚ An information insert in frosh packages
- ✚ Membership incentives (upon approval from executive)
  - The first 10 students to register/renew membership by a certain date will be eligible to receive a \$10 re-imbusement on membership fees and/or gift certificate (movies or Tim’s)

### Francophone members

- ✚ French e-mail to all pharmacists in Vitalité inviting them to contact us if any questions regarding current membership benefits
- ✚ Survey francophone members if CSHP-NB can offer more for their membership

- ✚ Look into possible teleconferencing for CSHP-NB educational events

### **Non-Members**

- ✚ Incentive (upon approval from executive)
  - Gift card /incentive for current members if they refer a non-member to join.
  - The first 10 new members to join by a certain date will be eligible to receive a \$10 or greater re-imbusement on membership fees.
  - Random draws for free membership/educational funding/educational subscription (i.e. RxFiles, textbooks)

### **Lapsed members**

- ✚ Reminder of membership benefits letter/e-mail
- ✚ Incentive (upon approval from executive)
  - The first 10 lapsed members to register/renew membership by a certain date will be eligible to receive a \$10 or greater re-imbusement on membership fees.
  - Random draws for free membership/educational funding/educational subscription (i.e. RxFiles, textbooks)

If anyone is interested in helping with formatting of frosh package inserts or e-mails, or if you have any other ideas, please contact us.

Respectfully submitted,  
Beverly Dawson and Priscilla Gordon- NB Membership Chairs



## **Advocacy Committee Report**

Annual General Meeting

Fredericton, NB

June 11, 2011

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As the NB branch representative of the national Advocacy Committee, I would like to report on the activities of the Committee this past year and describe the roles and responsibilities of national CSHP and CSHP branches with regard to advocacy. Following 3 years as a core member, I became the Committee's Junior Chair last fall, and will assume the position of Senior Chair this summer, for a one-year term.

### Prescribing by Pharmacists

In the spring of 2010, a *Prescribing by Pharmacists* proactive campaign was launched. Letters tailored to the different types of stakeholders (legislative-related, healthcare-related and general) were sent encouraging them to enable existing legislative frameworks for prescribing by pharmacists, develop policies which would support it and support prescribing by pharmacists within collaborative professional environments, respectively.

In NB, while the Pharmacy Act was amended to enable pharmacist prescribing, barriers still exist for pharmacists working in the hospital setting. A group of pharmacists comprised of Moira Wilson, Doug Doucette, Luc Jalbert and others have met several times to discuss this issue and try to come up with possible solutions or alternate avenues. A number of hospital pharmacists have received prescribing privileges through a collaborative practice agreement.

This winter, a *Collaborative Practice Workshop* was held in Saint John to provide information and guidance to pharmacists wishing to apply for a collaborative practice agreement with the NB Pharmaceutical Society. In all there were 11 attendees.

### Interprofessional Practice

The national Advocacy Committee's upcoming campaign will be *Promoting and Supporting Interprofessional Practice Models*, to be launched in September. Goals are to increase understanding of the role of pharmacists in interprofessional teams and build awareness of the integral value of pharmacists with a focus on improved patient outcomes, increased patient safety and reduced health care costs. Letters will be sent to various stakeholders, including government officials, hospital CEOs and administrators, several healthcare professional targets as well as pharmacy targets.

As with all national advocacy campaigns, follow up at the branch level with activities and goals included in its strategic plan aligned with promoting interprofessional practice will ensure the success of the campaign.

### Advocacy Committee Terms of Reference

The national Advocacy Committee TORs were reviewed in March 2011. It is a consultative committee reporting to Council. Its purpose is to develop and employ communications and advocacy tactics and strategies to advance CSHP's advocacy agenda on behalf of its members to a broad range of policy makers, decision makers, influential stakeholders, and organizations. Members include representatives appointed by each Branch, the CSHP Coordinator, Professional

and Membership Affairs, the External Liaison and the Executive Director. A new Junior/Senior Chair model was adopted, where after serving one year as Junior Chair, he or she assumes the responsibilities of the Senior Chair for a one-year term. Recruitment for these positions comes from within the committee. Ideally, each branch should have a branch representative assume the responsibilities of the Junior Chair and Senior Chair within a 9-year cycle.

#### National and Branch Advocacy Activities and Responsibilities

A new policy titled *Developing Advocacy Campaigns* is now included in the CSHP Council and Branch Reference Manual (Policy 2.2.2). The policy applies to CSHP National and all its branches. It describes the aim and goals of advocacy, and includes algorithms which provide guidance for how issues should be managed as they arise and for the relationship between CSHP National and the branches as it pertains to advocacy.

The national Advocacy Committee shall:

- Develop and implement proactive and reactive advocacy campaigns with the support of CSHP staff
- Develop resources for branches, with the support of CSHP staff, to use to assist with local advocacy initiatives

The branches shall:

- Review national campaigns and develops a provincial strategy on how to respond locally
- Communicate all advocacy issues and activities to the CSHP national Council
- The branch may develop their own campaigns regarding issues that affect their branch members specifically

The branch Advocacy Committee should include the CSHP member representing the branch on the national Advocacy Committee. It may be a formalized committee, or simply the branch executive committee, or a representative of the branch executive committee (depending on the size and structure of the branch).

There has been some discussion about the respective roles of the national Advocacy Committee, CSHP national office staff and branches in terms of follow up activities after the launch of national proactive advocacy campaigns. Several branches have indicated in feedback questionnaires that they feel they do not have the resources or skills to lead and participate in advocacy activities. This item will be brought to the branch Presidents' meeting to be held prior to the Summers Educational Sessions (SES) this summer for further discussion.

#### Final remarks

Following my one year term as Senior Chair of the national Advocacy Committee, I plan on resigning from the Committee. The Branch will need to appoint a new representative for the year 2012-2013.

Respectfully submitted,  
Chantal Michaud

NB representative and Junior Chair, national Advocacy Committee