



**CSHP Ontario Branch
74th Annual General Meeting
Virtual: Zoom
Tuesday, November 8, 2022**

6:00pm – 7:00pm

DRAFT MINUTES

1.0 Call to Order

The meeting was called to order at 6:30pm.

Rita Dhami, CSHP Ontario Branch President, welcomed all to the 74th Annual General Meeting of the Ontario Branch, Canadian Society of Hospital Pharmacists. R. Dhami provided a land acknowledgement: *We would like to acknowledge the history of traditional territories throughout the province of Ontario and we want to respect the long standing relationships of the First Nations Groups as well as the Metis of this land and place throughout Ontario.*

2.0 CSHP Mission, Core Values, Vision

The Canadian Society of Hospital Pharmacists (CSHP) is the national voluntary organization of pharmacists committed to patient care through the advancement of safe, effective medication use in hospitals and other collaborative healthcare settings.

CSHP supports its members through advocacy, education, information sharing, promotion of best practices, and facilitation of research and recognition of excellence.

We Value:

- Excellence and innovation in patient care
- Inter-professional collaboration
- Professional development and mentorship
- Member dedication to our Society and the profession
- Accountability to members

The CSHP Vision is to be a thriving, progressive society, leading and inspiring excellent pharmacy practice integral to patient-centered care in hospitals and other collaborative healthcare settings.

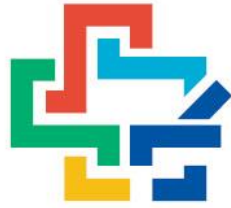
3.0 Approval of the Agenda

MOVED by V. Lee and seconded by O. Ng, that the 2022 AGM agenda be accepted as circulated.

Motion Carried

4.0 Moment of Silence

A moment of silence was observed in memory of CSHP members who have passed away over the past year.



5.0 Recognition of Past Presidents

The following Past Presidents of the Ontario Branch CSHP were in attendance and recognized:

Carolee Awde 2011 - 2012

6.0 Approval of Minutes – November 26, 2020

Motion: Moved by G. Ha, seconded by V. Lee, to approve the minutes of the November 18, 2021 Annual General Meeting as circulated.

Motion Carried

7.0 Ratification of Council Actions

Motion: Moved by V. Lee, seconded by O. Ng, that all acts and proceedings of Council since the 2021 Ontario Branch AGM be hereby ratified, sanctioned and confirmed.

Motion Carried

8.0 Outgoing President's Address

Rita noted that CSHP OB has been very active on various advocacy issues currently facing hospital pharmacists.

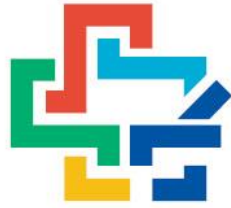
Advocacy Updates

- Pharmacy Technician Educational Program Outcomes: CSHP-OB provided input on the on the Pharmacy Technician Program Standards from the hospital pharmacy perspective. Specific feedback was provided on the draft 'Vocational Learning Outcomes' and the 'Elements of Performance for Pharmacy Technician programs' to the Ministry of Colleges and Universities
- Comprehensive Medication Record for Ontarians is a priority project from Ontario Health. Council members Gunther Ha and Sunil Patel will represent CSHP-OB on the project. A project kickoff meeting was held to share the describe the scope of the project and the timelines to be shared at Issues Day.
- A meeting has been held with the Ontario Hospitals Association to collaboratively highlight and advocate for health human resource constraints on hospital pharmacy in both the pharmacist and pharmacy technician workforce.
- Quality Assurance (QA) Programs: Ongoing discussion is occurring with Ontario College of Pharmacists regarding changes to the QA program. A survey and letter were drafted but not yet sent to the College.

Strategic Plan:

- The OB Strategic Plan has now been updated with metrics year to date. The key strategic priorities focus on building a sustainability plan include membership engagement, membership growth and a balanced budget.

Education:



- The Education Committee, under the leadership of Cheyenne Matinnia and Ariane Blanc, are planning for in-person annual OB education conference to be held on November 19th, 2022.
- OB Journal Clubs have been offered as a member benefit with the support of National Delegate Vivian Lee and Membership Chair, Maria Marchese. As a part of the sustainability plan for the Journal Club, the role of the JC Coordinator will be included as part of the Education Committee and will report into Co-Chairs for committee.
- Additional events include:
 - 7 journal clubs
 - Southwestern/Golden Horseshoe Residency Night
 - 2 student events
 - Annual conference
 - 3 primary care webinars
 - Awards night
 - 4 chapter education events
 - In-person

Awards:

- The Awards Committee, under the leadership of Co-chairs Amir Imani & Melika Borzagi, have completed the Awards assessment cycle and are hosting the annual Awards program on November 19th in alignment the Fall Education Conference.

Membership:

- The Membership Committee, under the leadership of Maria Marchese and Pauline Bal, have launched the first pilot year of the Mentorship Program.

The Ontario Hospital Pharmacy Management Seminar (OHPMS):

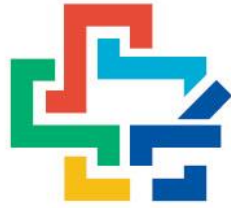
- The OHPMS Committee, under the leadership of Sammu Dhaliwal and Sunil Patel developed a virtual OHPMS in May in lieu of the COVID19 pandemic restrictions.
- The OHPMS Committee is further expanding pharmacy leadership development and is exploring opportunities for a new certificate program development.

Pharmacy Resident Presentations

- The collaboration between CSHP-OB, Pharmacy Residency Forum of Ontario (PRFO) and Ontario Pharmacy Residency Association (OPRA) to offer live and pre-recorded education sessions and/or journal clubs has officially launched. This initiative is intended to provide presentations to the OB members and expand the reach of the pharmacy residents.

Branch Transformation:

Former chapter	New chapter
Northern	NORTH: Merged Apr 2020
Northwestern	
Ottawa Valley	EAST: Merged Nov 2021



Quinte-St. Lawrence	
Lake Ontario East	
Lake Ontario West	CENTRAL: Merged Nov 2021
Georgian Bay-Simcoe	
Golden Horseshoe	WEST: Final merger in 2022
Southwestern	
Metro Toronto	No change planned

Rita thanked all Council for their efforts in a very difficult time.

Respectfully submitted,
Rita Dhami
President, CSHP-OB

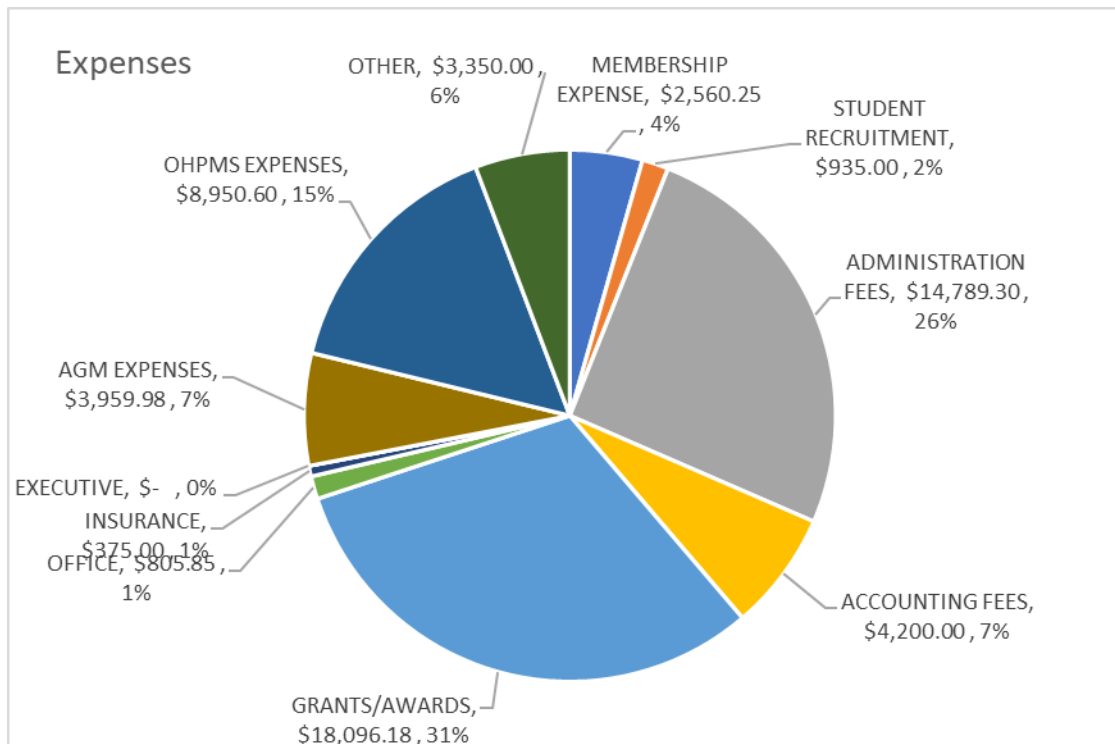
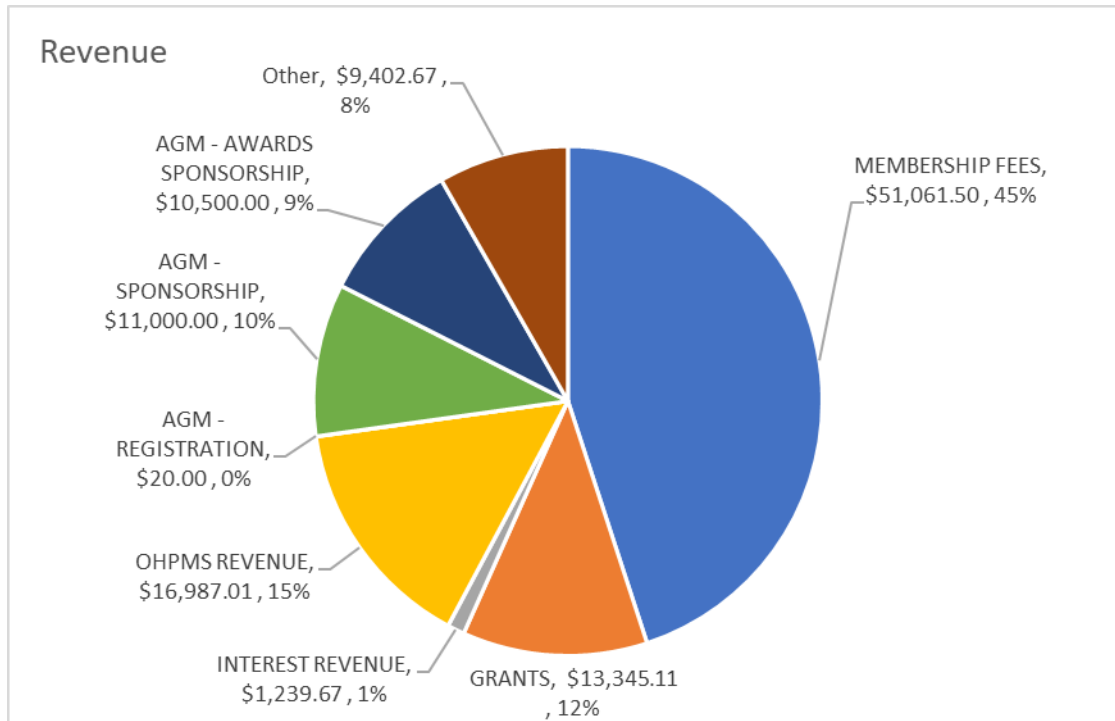
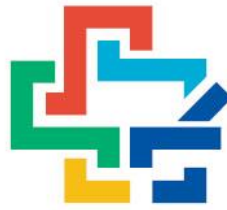
9.0 Treasurer's Report

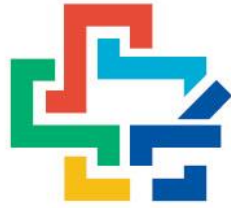


CSHP OB Treasurer
Report November 2021

Highlights include:

- Ontario Branch currently has an operating budget of approximately \$127,115 (Fiscal 21/22 May 1 2021 – April 30, 2022)
- Revenue:
 - Membership fees contributed to 45% of revenue Fiscal 21/22 (was 49% Fiscal 20/21)
 - Remaining is from event registration/ sponsorship OB education sessions, OHPMS
- FK Travel Grant can no longer be deferred to next year. There is a shifting to calendar year requests so this year there will be an additional request.
- Ongoing work with Exec, Council, Administrative team, Awards, OHPMS and Education committees to review budgets and plan for 2022/23 events and associated budgets.
- Reviewed GIC investments with CSHP National Finance and renewed existing amounts for 180 days and invested an additional \$50,000.
- Co-investment to National (\$21,000 & \$5,300) deferred by 1 year at National's Request. One left for Fiscal 22/23
- Volatility of budget estimates given COVID-19 pandemic moving events to virtual platforms. Avoid non-critical expenses until activities stable.





- Financial Considerations
 - Virtual events to continue in short-term
 - National Re-Investments deferred 1 year (↓reserves)
 - Sponsorship has decreased (↓revenue)
 - FK not replenishing if amount not used
 - In-Person events starting in 2022 (↑expenses)
 - Membership fee increased (national portion only)
 - National is targeting an increase in members (↑revenue?)
- Current Fiscal 2022-23
 - Operating Budget projected:
 - Revenue: \$136K
 - Expenses: \$119K
 - Income: \$17K
 - CSHP OB Reserve as of April 30th 2022 = \$209K

10.0 Update from CSHP National

Jody Ciufu provided an update from National.

- Jody acknowledged the strength shown to keep going through this long pandemic and thanked all hospital pharmacists for their perseverance.
- Jody acknowledged the ON members contributing at the National level:
 - Andrea Beaman – National delegate
 - Vivian Lee – Past Delegate
 - Megan Riordon – Treasurer, CSHP Exec and Board
 - Abby Krupski – student delegate

Strat Plan Updates:

Goals:

- Membership: 3500 members in 2023
 - 3761 members confirmed by June 30, 2022 – steady increase of 18% since 2020's strategy for sustainability.
 - Increase due to Covid now we have to keep them!
- Greater engagement by members
 - SM participation, PSN participation, Together regs all increased from previous year.
 - Not great baseline info but steady increase
- Balanced budget planned for 2023
 - Deficits were planned but due to covid, increase gov't grants and decline in travel spending led to surplus over last two years.
 - Membership and sponsor revenues have increased
 - Balanced budgets moving forward.



Priorities:

- Specialization
 - New hospital pharmacy 101 launched in late September with 25 participants already registered. Numbers will climb as program is further promoted. Eight individual modules available in whole or in part.
- Change in name / identity
 - Shifted focus from name to identity – inclusion and diversity.
 - Led to development of new Indigenous Pharmacy Professional of Canada (IPPC). Chaired by Jaris Swidrovich and Amy Lamb. Announced at CPhA conference. CSHP facilitated a multilateral meeting including CPhA, Examining Board, NAPRA, technicians, and more.
- Pharmacy technicians as members
 - Increased number of offerings for technicians
 - 32 in 2019 up to 74 in 2022 (12 in ON).

Core Business

- Advocacy
 - Multilateral outreach
 - Health Canada consultations
- Education
 - Increased number of regs – 928 in 2022 and 813 in 2021
 - Hybrid in 2023 – March 10 – 12.
- Member Services
 - CPRB – total applications down 100 from last year
 - Application Roadmap: increase 25% from previous years
 - Journal: published an early access feature once a month
 - Practice resources:
 - Discharge medication management tool kit
 - Hospital Pharmacy in Canada Survey Report (end of November)
 - New program for hospital and non-for profit supporters – cost reduced and benefits increased
- ON membership trends: increased by almost 13% since 2020. Peaked at 968 members in 2022. Working towards a target of 1000 members.

11.0 Recognition of Outgoing Councilors

R. Dhami thanked the following outgoing Council members for their contributions:

Past President	Olivia Ng
National Delegate	Vivian Lee



Communication Co-Chair	Andrea Beaman
Education Committee Co-Chair	Cheyenne Matinnia
Chapter Chair – Northern Chapter	Adrienne Shippam
Chapter Chair – East Chapter	Nisha Varughese
Chapter Chair – Central Chapter	Karen Cameron
Chapter Chair – Southwest Chapter	Marisa Ramandt
Chapter Chair – Southwest Chapter	Andrea Wist
Student Liaison – U of W	Pruntha Kanagasundaram
OPRA Liaison	Laurel Liang

At this time Rita recognized the efforts of outgoing CSHP OB Past President O. Ng. She was thanked for her leadership over the past two years Rita also welcomed OB’s incoming President elect Andrea Wist.

12.0 Transfer of Presidential Duties

R. Dhami passed the gavel to incoming CSHP OB President David Liu, PharmD, MPH, Director of Pharmacy, West Haldimand and Norfolk General Hospital.

13.0 Incoming President’s Address

David thanked all for the opportunity to serve CSHP OB as President. He has previously been a Chapter Chair as well as a member of the Education Committee. Over the past 3 years, the health care system has experienced tremendous pressure and challenges to which all have responded admirably. The value, dedication, and resiliency of hospital pharmacists really shined through. CSHP continues to advocate for you and provide the resources you need during this challenging time.

CSHP is a community and together we are CSHP – let’s work together to advance the profession.

Respectfully submitted,
David Liu
President, CSHP-OB

14.0 Presentation of Incoming Councilors

D. Liu presented the incoming Executive & Council:



Executive	
President – External Liaison	Kang Wei (David) Liu
Past President – Vision Liaison	Rita Dhami
President Elect – Internal Liaison	Andrea Wist
Treasurer	Gunther Ha
National Delegate	Andrea Beaman
Committee and Task Force Chairs	
Communications Committee Chair	Victor Lam / <i>Recruiting</i>
Education Committee Chair	Ariane Blanc / <i>Recruiting</i>
Nominations Committee Chair	Rita Dhami
Membership Committee Chair	Maria Marchese / Pauline Bal
Awards Committee Chair	Melika Bozorgi / Amir Imani
OHPMS Planning Committee	Sunil Patel/ <i>Recruiting</i>
Primary Care Chair	Chris Chiu / Joey Champigny
Chapter Chairs	
Metro Toronto	Clarence Lam / Sama El Refaei
North Chapter	Nishi Gupta
Central (formerly Lake Ontario West, Georgian Bay-Simcoe)	Grace Tang / <i>Recruiting</i>
East (formerly Lake Ontario East, Quinte St. Lawrence, Ottawa Valley)	Stella Chan / <i>Recruiting</i>



West (formerly Southwestern, Golden Horseshoe)	<i>Recruiting</i>
Liaison Representatives	
OPRA Liaison	Lu Loretta Lu
Faculty Liaison – U of T	Allan Mills
Faculty Liaison – U of W	Brett Barrett
Student Liaison – U of T	Cindy Wang
Student Liaison – U of W	Kristy Wong

15.0 Acknowledgements and Resolutions

No resolutions were brought forward.

16.0 Questions

V. Lee inquired about launching a membership renewal campaign since the pro-rated eligibility started a few days ago. CSHP continues to drive membership throughout the year.

A. Wist inquired about the new Corporate memberships and J. Ciufu clarified that individual benefits are not provided but benefits for corporate members would include discounted job postings, discounted program rates, compounding guidelines, etc.

R. Dhama noted that CSHP OB has connected with UofO about their new Pharmacy program and liaisons are being explored to join OB Council – similar to UofT and UofW.

17.0 Date of Next Annual General Meeting

The 2023 Annual General Meeting will be held in November 2023.

18.0 Adjournment

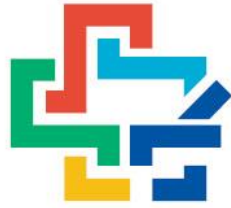
Motion: Moved by G. Ha, seconded by V. Lee, that the 2022 CSHP Ontario Branch Annual General Meeting be adjourned.

Motion Carried

Meeting adjourned at 7:00pm.

Respectfully submitted,

Canadian Society of
Hospital Pharmacists



Rita Dhami
President, Ontario Branch