

PTSA Annual General Meeting Minutes

Saturday, September 13, 2024
Calgary, Alberta

President, Carlynn Bullock called the meeting to order at 1:01 pm

1. **Welcome** – President Bullock thanked the Board and committee volunteers and reviewed expectations for the meeting proceedings.

2. **Acceptance of 2023 AGM Minutes**

An amendment to the draft minutes was proposed for section 6, Election of Board Directors to clarify that Carlynn Bullock and Diane Reeder were nominated for re-election along with (4) new nominees, bringing the total nominees for election to (6), not (4) as initially noted.

Susan Iannuzzi moved to accept the minutes from the September 9, 2023, annual general meeting, with the proposed amendments. The motion was seconded by Rhonda Bodnarchuk.

The minutes from the September 9, 2023 meeting were approved with amendments by a majority of members in attendance. No opposition or abstentions were noted.

3. **Report on Board Activities** – President Bullock provided a summary of work completed over the past year as reported in the [Annual Report 2024](#).

4. **Consideration of Financial Statements and Auditor Appointments** – Diane Reeder, Treasurer summarized the Society's balance sheet and income statement prepared by the team at Metrix Group for the period of July 1, 2023, to June 30, 2024.

Two appointed members – Ashley Pooley and Meghan Peters – audited the financial statements. No discrepancies were found. It was noted that Alice Sison, who was appointed as an auditor at last year's AGM, was unexpectedly unable to fulfil the role and the Board appointed Meghan in her place.

Diane Reeder moved to accept the financial statements for the 2023-2024 fiscal year. The motion was seconded by Jenn Bean.

The financial statements for the 2023-2024 fiscal year were approved by a majority of members in attendance. No opposition or abstentions were noted.

5. **Ratification of Bylaw Amendments** – The following amendments to the bylaws, approved by the board July 18, 2024, were presented for ratification by Susan Iannuzzi, and Diane Reeder, Bylaw Review Committee members:

SECTION I. INTERPRETATION

Subsection 1.03 Definitions

Addition to the definitions as follows:

- Item r) "Accountant" means someone who is responsible for interpreting and/or maintaining



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financial records and who examines financial records to prepare financial statements.

SECTION II. MEMBERS

Subsection 2.01 Classes and Conditions of Membership

Revised sentence:

- Categories and conditions of membership shall be set out in Board policy and amended from time to time. The Board may introduce other categories of membership and their admission criteria upon amendment of the bylaws by a special resolution. There shall be the following categories and conditions of membership:

Subsection 2.06 Resignation, Expulsion and Readmission of Members

Clarification of process:

- Item b) "Expulsion": If the Member has displayed conduct that is detrimental to the profession or the Society, that Member will be given notice of a meeting at which they will have an opportunity to make a representation and at which expulsion will be addressed by the Board.

SECTION III. MEETINGS OF MEMBERS

Subsection 3.01 Types of Meeting

Clarification of business at AGM:

- At the Annual General Meeting, the Board and President shall report to Members and place before them for their adoption audited financial statements of the Society for the last completed financial year, a slate of nominees for election to the Board of Directors, and any other business as may properly be brought before the Meeting.

Subsection 3.04 Voting

Inclusion of electronic methods used at virtual meetings:

- At a face-to-face Meeting of Members, every question shall be decided by a show of hands unless a poll is demanded by a majority of members. If a Meeting is held virtually, a poll or other electronic counting method may be used to determine the results.

SECTION IV. BOARD OF DIRECTORS

Subsection 4.01 Powers

Clarification of authority and intent:

- Item a) making contracts, exercising powers, and carrying out actions it is authorized by its objects and the Act to do.
- Item c) setting criteria for admission of members, requirements of membership, and termination of membership.

Subsection 4.02 Composition and Size

Addition of skills as a desirable criteria:

- The Board may appoint as Directors individuals who represent specific, strategic constituencies or skills and such appointments, if made, shall be reviewed annually. The



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Board, at its discretion, may also appoint a public member to the Board and if so appointed, this public member is counted within the range. Public members on the Board are not eligible to serve as Officers.

Subsection 4.05 Nominations

Clarification of leadership:

- Nominating Committee: If a Past President is unable to serve, another outgoing Director or a full member in good standing shall be appointed to chair the Committee.
- Item b) The Nominating Committee may consider factors such as geographic location, skills or any other factor deemed to be important to the Society.

Subsection 4.06 Elections

Inclusion of electronic methods for virtual meetings:

- In the event of more nominees than the number of positions designated by the Board as optimal in a given year, an election will be held. If an election is required at an Annual General Meeting, the Nominating Committee may appoint two (2) scrutineers who are not candidates for election to the Board. The scrutineers shall count the votes and report to the membership in accordance with procedures prescribed by the Board. If the Annual General Meeting is held virtually, a poll or other electronic counting method will be used to determine the results.

Subsection 4.07 Removal or Resignation

Inclusion of lapsed as a criteria for removal:

- Item c) Removal: A Director whose membership has lapsed or has been cancelled as per Subsection 2.06 shall be removed from office.

Subsection 4.08 Vacancies

Clarification of appointment process:

- As long as a quorum of Directors remain in office, vacancies on the Board may be filled, as required, by appointment upon a majority vote by the Directors. Such appointments expire at the next Annual General Meeting at which Directors for the ensuing year are elected.

Subsection 4.09 Meetings of the Board

Clarification of notice:

- Item b) Notice: Notice of every Board of Directors Meeting shall be given to each Director within five (5) days of the meeting. All notices shall contain the time, place within Alberta for in-person meetings, platform access information for virtual meetings and proposed business of the Meeting. If the Board sets specific days and times in any months for regular meetings, no notice is required. See Definitions, section I) "Notice".
- Item e) Remote Voting: Directors may adopt a resolution that is as valid as one addressed at a meeting.

Subsection 4.11 Duties of Officers

Clarification of duties:



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- Item b) Vice President: The Vice President assumes the role of the President in the President's absence, disability, or refusal to act and normally assumes the role of President upon completion of the President's term and perform such other duties as may be required by the Board.
- Item c) Secretary: The Secretary records and keeps securely the minutes of meetings of Members and Directors and ensures notice is served to all members, Directors, and is the custodian of the Corporate Seal if any.
- Item d) Treasurer: The Treasurer ensures that proper accounting records as required by the Act are kept and that appropriate financial controls and processes are in place and will report to the Board and Members on the financial position of the Society.

Subsection 4.12 Vacancies of Officers

Inclusion of process for filling vacancies:

- The Board may fill vacancies of Officers from among the Board or membership by appointment upon a majority vote by the Directors to serve until immediately after the next Annual General Meeting at which Directors are elected.

Subsection 4.14 Committees and Task Groups

Clarification of committee terms of reference:

- Item a) General: All Committee and task group members serve at the pleasure of the Board and may be removed for any valid reason by a resolution of the Board.
- Item b) Terms of Committee membership are normally one (1) year but may be renewed by the Board.
- Item e) Budget: Committees and task groups requiring financial and support resources shall submit a budget to the Board for approval and the Board shall allocate the resources once approved.

Subsection 4.15 Administrator

Addition of section:

- The Administrator is a non-voting member of the Board and the Executive committee with a focus on maintaining operations and supporting the Board in meeting governance expectations. This position reports to and is responsible to the Board.

SECTION V. INDEMNIFICATION

Subsection 5.02 Insurance

Clarification of recipients of insurance:

- The Society will purchase and maintain liability insurance for the benefit of its Directors, Officers, and Administrator.

SECTION VI. FINANCIAL AND CONTRACTUAL MATTERS

Subsection 6.02 Audit and Accounting

Clarification of the roles of auditors and accountants:

- The Society shall conduct an audit annually.



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- The auditor(s) will be appointed by the Board of Directors.
- The Society may engage the services of an Accountant to prepare financial statements.

Subsection 6.04 Cheques

Clarification of importance of designating bank signing authorities and requirement for two signatures:

- Designation of bank signing authorities shall be made or reaffirmed immediately following an Annual General Meeting or Special Meeting at which an election is held.
- Two signatures are required on all cheques.

SECTION VII. MISCELLANEOUS MATTERS

Subsection 7.02 Books and Records

Clarification of the information that can be provided to a member:

- The following Society records may be inspected by a Member who has given reasonable notice and has arranged a satisfactory time with the person having charge of them: Objects, Bylaws, Minutes of Member Meetings, Register of Members, Register of Directors and Officers, Policies adopted by the Society, and Audited Financial Statements.

Subsection 7.03 Notice – repealed

Details of notice required have been incorporated into the relevant sections.

Subsection 7.05 Amendment of Bylaws

Clarification of process:

- The Bylaws of the Society may be repealed or amended by resolution enacted by a majority of Directors at a meeting of the Board and sanctioned by a special resolution of the Members voting at a meeting duly convened for that purpose or as a specific item on an Annual General Meeting agenda.

Susan Iannuzzi moved to ratify the bylaw amendments as presented. The motion was seconded by Jeff Prince.

The bylaw amendments were ratified by more than 75% of members in attendance. No opposition or abstentions were noted.

6. **Election of Board Directors** – This year the nominating committee included two members, Kassidy Parkin and Katherine Cypher (chair). Chair Cypher presented the slate of nominees.

Diane Reeder will return to complete a term in progress, which means there can be up to twelve (12) additional members elected to the board.

Several incumbent board directors have completed terms and did not seek re-election prior to the close of the nomination period on August 14, 2024, including:

Amy Coneybeare
Devaki Grenier
Elizabeth Allers



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Returning board directors nominated for re-election include:

Allie Weaver
Carlynn Bullock
CJ Hoban
Loren Voice
Nicole Rees
Sari Jory
Sharon Van Wert

Additionally, Meghan Peters has been nominated for election bringing the total number of candidates nominated for election to eight (8).

Since the number of candidates for election (8) is less than the number of vacant positions (12), the slate of nominees is acclaimed.

Chair Cypher thanked outgoing board members for their service and welcomed the 2024-25 board of directors. Recruitment will continue for members to fill the remaining vacant positions.

7. **Awards Presentation** – Sari Jory, Awards Director presented the 2024 Professionalism Award to Laura Miskimins. Kirsten Shead, Alberta College of Pharmacy (ACP) Councillor presented the ACP Pharmacy Technician Award of Achievement to Rebecca Wentland.
8. **Townhall Discussion: Controlled Substances Regulations Changes** – Teresa Hennessey, Administrator facilitated the discussion.

Health Canada has recognized that there are gaps in the regulatory framework and responded to feedback regarding regulation changes needed for controlled substances. The proposed amendments reflect changes to allow pharmacy technicians to independently conduct activities with controlled substances in a pharmacy setting, in line with the scope of practice. The authorized activities would include compounding, sending, delivering or transporting a controlled substance, transferring a prescription to a pharmacist or another pharmacy technician, or destroying a controlled substance on site.

Discussion focused on how the proposed changes will affect practice, what support is needed from PTSA to enable changes, and whether advocacy work to propose further changes should be prioritized.

9. **2025 AGM** – The 2025 annual general meeting will be held in-person in Calgary, Alberta during the Annual Alberta Pharmacy Technician Conference.

President Bullock adjourned the meeting at 2:09 pm.