



# College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7  
Phone (204) 233-1411 | Fax: (204) 237-3468  
E-mail: info@cphm.ca | Website: www.cphm.ca

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**SPECIAL COUNCIL MEETING MINUTES  
MONDAY, MARCH 17, 2014  
PHARMACY HOUSE, 200 TACHE AVENUE, WINNIPEG, MANITOBA**

**MEMBERS PRESENT:**

Kyle MacNair, President (Attendance via conference call)  
Kristine Petrasko, Vice President (Attendance via conference call)  
Geoff Namaka, Executive Treasurer  
Shawn Bugden, Past President (Attendance via conference call)  
Jennifer Ludwig (Attendance via conference call)  
Glenda Marsh (Attendance via conference call)  
Dinah Santos (Attendance via conference call)  
Kurt Schroeder (Attendance via conference call)  
Randy Stephanchew (Attendance via conference call)

**LAY MEMBERS:**

Donna Forbes (Attendance via conference call)

**STAFF MEMBERS:**

Ronald Guse, Registrar  
Susan Lessard-Friesen, Deputy Registrar  
Kim McIntosh, Assistant Registrar  
Todd Mereniuk, Assistant Registrar  
Kathy Wright, Executive Assistant to the Registrar

**GUESTS:**

Derna Hintz, Grant Thornton LLP

**REGRETS:**

Neal Davies, Dean – Faculty of Pharmacy  
Travis Giavedoni

1. Convene  
President MacNair convened the meeting at 4:05 p.m. and welcomed Council members and Ms. Derna Hintz, Senior Manager at Grant Thornton LLP.
2. Considerations of and additions to agenda
3. Approval of Agenda  
The draft agenda for the March 17, 2014, Special Council meeting was circulated in advance of the meeting.



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**MOTION #1 – MOVED BY GEOFF NAMAKA, SECONDED BY DINAH SANTOS THAT the agenda be approved.**

**CARRIED**

4. Council Minutes  
No report.
5. Business arising from minutes  
No report.
6. Correspondence
  - a) On Board  
No report.
  - b) Listed  
No report.
7. Registrar's Report  
No report.
8. Committee Reports  
No report.
9. Liaison Reports  
No report.
10. Ad Hoc Committees  
No report.
11. Unfinished Business
  - a) 2013 Financial Statements for College of Pharmacists of Manitoba and DIA Management Group Ltd.  
The draft 2013 financial statements for the College of Pharmacists of Manitoba and for DIA Management Group Ltd. were circulated in advance of the meeting.

Executive Treasurer Namaka led a review of the draft financial statements.

**MOTION #2 – MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT Council accept the 2013 financial statements of the College of Pharmacists of Manitoba.**



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## CARRIED

**MOTION #3 – MOVED BY GEOFF NAMAKA, SECONDED BY JENNIFER LUDWIG THAT** Council accept the 2013 financial statements of the College of Pharmacists of Manitoba for presentation at the Annual General Meeting.

## CARRIED

**MOTION #4 – MOVED BY GEOFF NAMAKA, SECONDED BY SHAWN BUGDEN THAT** Council accept the 2013 financial statements of DIA Management Group Ltd.

## CARRIED

**MOTION #5 – MOVED BY SHAWN BUGDEN, SECONDED BY GEOFF NAMAKA THAT** the Management Representation letter be approved by Council and signed by the Registrar and Deputy Registrar on behalf of Council.

## CARRIED

- b) Report of the Executive Treasurer for the Annual General Meeting  
The report of the Executive Treasurer for the Annual General Meeting was circulated in advance of the meeting.

**MOTION #6 – MOVED BY GEOFF NAMAKA, SECONDED BY GLENDA MARSH THAT** the Report of the Executive Treasurer be accepted for presentation at the Annual General Meeting.

## CARRIED

- c) Report of the Finance & Risk Management Committee for the Annual General Meeting  
The Report of the Finance & Risk Management Committee was circulated in advance of the meeting.

**MOTION #7 – MOVED BY GEOFF NAMAKA, SECONDED BY KRISTINE PETRASKO THAT** the Report of the Finance & Risk Management Committee be accepted for presentation at the Annual General Meeting.

## CARRIED

- d) March 10, 2014, correspondence from Grant Thornton



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Guest Derna Hintz, Senior Manager at Grant Thornton LLP, reviewed portions of the correspondence from Grant Thornton dated March 10, 2014, and related to effective governance and Grant Thornton's quality control program.

12. New Business  
No report.

13. Adjourn  
**MOTION #8 – MOVED BY DINAH SANTOS, SECONDED BY DONNA FORBES THAT the meeting adjourn.**

**CARRIED**

The meeting adjourned at 4:40 p.m.