

Minutes
Teleconference Meeting
Council of Alberta College of Pharmacists
Friday, April 29, 2016

1. Call to Order

President Hackman called the meeting to order at 7:32 a.m.

2. Roll Call

Registrar Eberhart called the roll call, identifying the following members of council members in attendance:

- District 1 – Brad Willsey
- District 3 – Rick Hackman - President
- District 3 – Taciana Pereira
- District 4 – Kelly Olstad
- District 5 – Brad Couldwell
- District 5 – Kamal Dullat
- District A - Kelly Boparai
- District B – Jennifer Teichroeb
- Al Evans - Public Member
- Bob Kruchten - Public Member
- Mary O’Neill - Public Member

Also in attendance:

- Greg Eberhart – Registrar
- Lynn Paulitsch – Operations and Finance Director
- Leslie Ainslie – Executive Assistant

Registrar Eberhart declared that a quorum was present and that the meeting was duly constituted.

3. Approval of Agenda

Registrar Eberhart asked for the following addition to the agenda.

3.1 Scheduling of Codeine Products

Council supported ACP’s recommendations to seek amendments to the *Scheduled Drugs Regulation* to move non-prescription codeine containing products from Schedule 2 to Schedule 1 of the *Scheduled Drugs Regulation*. Registrar Eberhart updated Council on discussions with Alberta Health about the coming into force date for amendments to the Regulation. Regulatory amendments are expected in May. Government’s policy coordination group has suggested a three month ‘coming into effect date’. Registrar Eberhart suggested a September implementation date to allow time for ACP to work with RxA to develop a communication plan. The plan will educate the public, stakeholders, and registrants on the amendments, reasons for the changes, and will include a pain management strategy that outlines the appropriate use of codeine products and other non-prescription pain medication. Council had no concern with a September coming into effect date.

MOTION: To approve the agenda as amended.

Moved by **Mary O’Neill**/Seconded by **Al Evans**/CARRIED

4. Information Management System

In 2012, one of Council's priorities was to "develop an IT plan to support ACP's strategic plan. That year, ACP engaged Quercus Solutions to develop an "*Information Technology Strategic Plan*". One initiative of the plan was to review ACP's current information management system (IMS), to determine if the IMS could meet the future governance and administrative needs of ACP. The ACP administrative team and Quercus completed a requirements document, and conducted a gap analysis; determining that the college's current technology would not meet its future needs. Acceptable alternatives were researched, and an RFP was issued to three (3) potential vendors. Responses were reviewed to determine technical fit and were short listed to two candidates. These were evaluated, taking into consideration references, cost, and opportunity; leading to the selection of a preferred vendor; "ServiceNow".

At its December 2015 meeting, Council approved expenses to procure and implement a new IMS, based on the 2016 budget, and 2017-18 estimates. Upon completion of the search and selection process for a new provider, it was determined that the preferred proposal from "ServiceNow" is estimated to cost \$56,919 more than estimated during the period of 2016-2018 (this includes a 20% contingency allowance for the system and training for ACP IT team members). Since this amount is more than the authorized limit for unbudgeted capital expenditures by the Registrar (policy EL-4), Council's approval of the capital expenditure was requested.

MOTION: to approve the expenditures to procure and implement the ServiceNow platform.
Moved by **Kelly Boparai**/Seconded by **Jennifer Teichroeb**/CARRIED

5. Adjournment

MOTION: to adjourn the teleconference meeting of Council at 8:00 a.m.
Moved by **Bob Kruchten**/Seconded by **Brad Willsey**/CARRIED