



CPAEA
Canadian Physician Assistant
Education Association

Annual General Meeting Agenda

October 24, 2015 (5:00-6:00 PM EST)

<https://global.gotomeeting.com/join/603092741>; Meeting ID: 603-092-741

Present: Elizabeth Whitmell, Robyn Duffus, Maureen Gottesman, Deniece O’Leary, Ian Jones, John Cunningham, Robert Brunet, Ken Crosby, Siobhan Taylor, Manpreet Kooner, David Lunde, Ajay Gupta, Ohood Elzibak, Jeff Straw, Robert Harley, Nupur Agarwal, JP Thompson and Natalie Dies

Regrets: Brad Olmstead, Penny Thompson, Shelby Letkemann, Brent Gallant, Andrea Lombardi, Sharona Kanofsky and Ming-Ka Chan

1. Board Membership

a. Introduction of current Board Members

- i. Elizabeth introduced both attending BOD members as well as those who were unable to attend

b. New members (nominations & vote)

- i. Elizabeth discussed that we are looking for new members and asked for people who are in attendance to voice their interest after the meeting if they would like to take on this role
- ii. Current interest:
 1. Bob Harley
 2. Nupur Agarwal
 3. Manpreet Kooner
- iii. Current board will meet to accept the nominated board members

c. Outgoing members

- i. Maureen and Elizabeth are outgoing members

d. Office roles

- i. President
 1. Motion for Ian to be President by Ian Jones
 - a. Seconded by Maureen Gottesman
 - b. Majority achieved. Motion passed.
- ii. Vice President
 1. New board will fill the role of Vice President

2. Role of CPAEA at the CAPA Conference

a. Guidance/advisor

- i. Positive experience this year

b. Sessions/workshops/roundtables

- i. Elizabeth discussed the role that we have had in conferences in the past.
- ii. We have tried to encourage workshops more than lectures
 - 1. Pre-conference workshops would be useful, so that it doesn't take up time during the conference
 - 2. Type of workshops: ACLS recertification
- iii. Depending on what the workshop is – there can be a large cost associated to it
 - 1. We should seek where the interest is for workshops so that we can offer it so that we can put on 1-2 workshops and offer educator workshops as well
 - 2. Not everyone in attendance knew which sessions were offered by CPAEA this year
- iv. Our contribution as CPAEA was also to consult to the conference organizers on best practice on where to schedule what and to add in the hot topics in the round table format

c. Award of Scholarships/prizes

- i. Elizabeth discussed the role that we have had student poster awards, PA Educator of the Year, poster presentation session, top student team prize of the PA challenge
- ii. Should we advertise that there is funding available for students? Whether we should be giving an Amazon gift card? Should we be funding in advance for people to print their poster or providing assistance for people? Discounting conference fee (CPAEA would provide the discount)
- iii. Discussion on being aware of what our incoming funds are so that we remain funding neutral – currently have received \$2000 in funds based on a membership of 40 members this year

d. Networking opportunities

- i. Elizabeth discussed the role that we have had in the past.

3. Funding for scholarships/prizes (vote to occur)

a. Current Account Balance (as of August 17/15):

\$15,159.44 CAD

b. Advance Notification

Motion: Advertise funding in advance for student poster.

Raised by: Bob Brunet

Seconded by Bob Harley

Majority achieved. Motion passed.

Motion: CPAEA to provide a 200\$ gift card to students who successfully display and present their poster at the CAPA conference.

Raised by: Elizabeth Whitmell

Seconded by: Maureen Gottesman

Majority achieved. Motion passed.

Suggestion that CPAEA Board should reach out to its members to help with planning of things, such as CPAEA's role in the CAPA Conference for the future.