



**CPAEA**

Canadian Physician Assistant  
Education Association

# CPAEA Board Meeting Minutes

## CPAEA Annual General 2016 Meeting

- Location: Fairmont Winnipeg Hotel
- Time: October 29, 2016 4:00-5:00 PM CT

**Present** Ian Jones, Deniece O'Leary, Robert Harley, Brad Olmstead, John Shea, Heather Kohout, Anne Dang, Ohood Elizibak, Chris LeBouthillier, Kristin Burrows,

**Regrets** Robyn Duffus, Andrea Lombardi, Manpreet Kooner, Brent Gallant, Penny Thompson, Sharona Kanofsky, Ming-Ka Chan

- 1. CPAEA Annual Meeting 2016 Winnipeg:** All meeting attendees were welcomed by Ian Jones.
  - **1<sup>st</sup> call to order to start meeting:** Ian Jones
  - **2<sup>nd</sup> call to order to start meeting:** Robert Harley
  - It was clarified and noted, based on existing bylaws, that CPAEA board member quorum is not available for today's meeting.
- 2. Review of Meeting Minutes:** The previous meeting minutes were reviewed and no changes or corrections were required.
  - **1<sup>st</sup> call to adopt minutes:** Ian Jones
  - **2<sup>nd</sup> call to adopt minutes:** Robert Harley
- 3. Treasurer's Report:**
  - Brad Olmstead detailed CPAEA accruing and spending amounts, amount CPAEA owes CAPA, as well as the amount CAPA owes CPAEA from last quarter requiring submission of conference invoices for reimbursement.
  - Transaction discussed: Gift cards purchased for trivia prizes, due to cancellation of this year's conference Challenge Bowl, will be enough for next year's conference Challenge Bowl.
  - Transaction discussed: For the 12 poster presentations submitted at this year's conference, a \$100 gift card was provided for 1<sup>st</sup> place poster and a \$25 gift card was provided for best student poster. It was clarified and noted that eligibility for student poster award specific to those who were students while the poster was completed.
  - Transaction discussed: Poster presentations were viewed from a rented projector-sized screen. Benefits and disadvantages of projector-sized screen, electronic poster board screen, and stand-alone poster boards reviewed. Will need to review costs and any conference location restrictions again next year, as this year's best decision was appropriate for conference location limitations.
  - **1<sup>st</sup> call to accept financial report information:** Robert Harley

- **2<sup>nd</sup> call to accept financial report information:** John Shea
4. **Conference:** The discussed CPAEA portions of the CAPA 2016 Conference provided the following feedback.
- **Poster Presentations:**
    - **Concerns Discussed:**
      - Some poster presentations were poorly displayed due to the size of the posters compared with the display size. The cost and benefits of differing display options was discussed.
      - The minimum poster font of 24, depending on the type of font, was poorly displayed and will necessitate submission guidelines to be reviewed prior to the call for conference poster submissions.
      - The two-minute poster rotations was discussed as too fast to finish reviewing a poster as well as appropriate to capture the interest of conference attendees.
    - **Team Evaluation:** A team of members were assigned to research the potential options for poster presentations display for future conferences.
      - The team was asked to compare and contrast the options in regards to cost, quality of display for presentation review/judging and conference member engagement (display method and interactivity with app to view poster, shared slides, or engage with poster presenter), provide benefits and disadvantages for options reviewed.
      - The team has 120 days to report their findings and recommendations for additional CPAEA discussion.
      - The members of the team include Anne Dang, Chris LeBouthillier, and Robert Harley.
  - **CPAEA Cards:** The cards included Probe the Preceptor information on the back of the card. The cards were distributed at the conference sign-in location on Sunday morning of the conference.
  - **CPAEA Member Ribbons:** Not available for board members or CPAEA members at the conference.
  - **CPAEA Presentations and Workshops:** Presentation feedback was positive. Focused on hands-on format, as opposed to lecture-format due to learner efficacy. Research presentations could focus on review of practice, as opposed to theoretical foundations.
    - **Ideas for next year's conference:**
      - Provide an ethics board member as a speaker.
      - Provide a presentation on the educator's strategic use of social media for learning.
      - Provide a presentation on how to track research data and possibly discuss incorporation of using an electronic medical record program.
      - Coordinate a workshop or provide a presentation panel on research mentorship.

- Consider using resources through the University of Ottawa to discuss research data quality measures with knowledge application for physician assistants.
- Provide research strategies and ideas specific to hospital, family practice, and specialty medical practice settings.

**5. CPAEA Membership and Board Position Elections:** It was clarified and noted, based on existing bylaws, that officer positions on the board can be held by CPAEA members and that board positions can be held for no longer than 2 years.

- **Membership:** There are 209 CPAEA members. It was clarified and noted that CPAEA membership fee is separate from the CAPA membership fee and can be paid directly to CPAEA at any time, as well as CAPA membership is not required for CPAEA membership.
- **Current Board Members:** As CPAEA president, Ian Jones discussed the current board members needing discussion include: Vice President – Deniece O’Leary, Secretary – Heather Kohout, and Treasurer – Brad Olmstead.
- **Secretary:** Robyn Duffus resigned due to other commitments. Robyn has been in contact with Heather to record the meeting minutes for this meeting, but she is now moving. Heather Kohout is resigning after this meeting. Anne Dang has indicated her interest to serve as CPAEA secretary starting at the next meeting. Handover and introduction of sorts for the new CPAEA secretary is needed.
  - **1<sup>st</sup> call to nominate:** Robert Harley
  - **2<sup>nd</sup> call to nominate:** John Shea
  - None opposed and motion carried by meeting attendees.
- **Vice President:** Deniece O’Leary
  - Email distribution has been completed twice calling for interest in CPAEA board positions, but no interest has been expressed.
  - Ian Jones described the vice president board position role, duties, and time commitment.
  - No attendees expressed interest.
- **Treasurer:** Brad Olmstead
  - It was clarified and noted that the Treasurer position will also need to be filled in the future.
  - No attendees expressed interest.

**6. Meeting Closure: No new issues presented by board members or attendees. Documentation of meeting attendance requested to include all meeting attendees names and email addresses.**

- **1<sup>st</sup> call for meeting closure:** Robert Harley
- **2<sup>nd</sup> call for meeting closure:** Deniece O’Leary