

**NEWFOUNDLAND & LABRADOR PHARMACY BOARD
MINUTES OF SPECIAL BOARD MEETING
SATURDAY, 16 JUNE 2007**

| <u>ITEM</u> | <u>DISCUSSION</u> | <u>ACTION BY</u> | | | | |
|---|---|---|----------------------------------|--|--|--|
| 1.0 | <p>The meeting came to order at 2:40 p.m. with the following in attendance:</p> <table border="0"><tr><td style="vertical-align:top"><u>Board</u> Donald Mifflin, Chair Linda Hensman Jerry Young Dave Jenkins Brian Healy Margot Priddle Eugene Toope John S. Rideout</td><td style="vertical-align:top"><u>Regrets</u> Joanne Howlett</td></tr><tr><td></td><td style="vertical-align:top"><u>Staff</u> Donald Rowe, Secretary-Registrar Arlene Crane, Deputy Registrar Veronica Harvey, Executive Assistant</td></tr></table> | <u>Board</u> Donald Mifflin, Chair Linda Hensman Jerry Young Dave Jenkins Brian Healy Margot Priddle Eugene Toope John S. Rideout | <u>Regrets</u> Joanne Howlett | | <u>Staff</u> Donald Rowe, Secretary-Registrar Arlene Crane, Deputy Registrar Veronica Harvey, Executive Assistant | |
| <u>Board</u> Donald Mifflin, Chair Linda Hensman Jerry Young Dave Jenkins Brian Healy Margot Priddle Eugene Toope John S. Rideout | <u>Regrets</u> Joanne Howlett | | | | | |
| | <u>Staff</u> Donald Rowe, Secretary-Registrar Arlene Crane, Deputy Registrar Veronica Harvey, Executive Assistant | | | | | |
| 2.0 | <p><u>Election of Vice Chair</u></p> <p>Linda Hensman nominated John Rideout as Vice Chair, seconded by Jerry Young. Mr. Rideout noted his acceptance of nomination.</p> <p>On nominations being called three times, and none other than Mr. Rideout nominated, John Rideout was declared elected as Vice Chair by Acclamation.</p> | | | | | |
| 3.0 | <p><u>Election of Executive Committee Member</u></p> <p>Linda Hensman nominated Joanne Howlett as Executive Committee Member, seconded by M. Priddle.</p> <p>On nominations being called three times, and none other than Joanne Howlett nominated, she was declared elected as Executive Member by Acclamation.</p> | | | | | |
| 4.0 | <p><u>Appointment of Signing Officers</u></p> <p>The current signing officers of the Board are listed as Don Rowe, Linda Hensman and Jerry Young. The necessity of having Arlene Crane as Signing Officer for the Board was outlined, i.e., the Registrar's absence from the office and unavailability of other signing officers on times, and the prudent business practice of having someone other than the Secretary-Registrar sign off on his expenses as suggested by John Buckingham. MOVED by J. Rideout seconded by M. Priddle that Arlene Crane be appointed as a Board Signing Officer. CARRIED</p> | | | | | |
| 5.0 | <p><u>Policy on Signing Authority</u></p> <p>The current policy of the Board was outlined for Members, and the recommendation of the Auditor to increase the amount to \$5,000 was detailed. MOVED by L. Hensman, seconded by E. Toope that checks for \$5000 or less will require signature by one signing officer of the Board, any checks in excess of \$5000 require signature by two signing officers of the Board, one of which must be an elected member. CARRIED</p> | | | | | |
| 6.0 | <p><u>Motion to Adjourn</u></p> <p>The meeting adjourned at approximately 3:00 p.m. by motion from M. Priddle.</p> | | | | | |