

***Minutes of the Annual General Meeting of the Caribbean Association of Pharmacists  
(CAP) held at the Hyatt Regency Hotel in Trinidad  
Wednesday, August 13, 2008 and Saturday, August 16, 2008***

**Meeting called to order:**

The President called the meeting to order at 9.15am; welcome was extended to all delegates attending the 28<sup>th</sup> Annual General Meeting of CAP. She said that to make way for members' deliberations, her report was printed in the *Caribbean Pharmacist* and was being tabled; members were invited to read the report which was at the back of the Journal.

**Present were:**

See list of members present (Appendix #1)

**Prayers:**

Inspirational words were delivered by Afzal Abdool.

**Adoption of Agenda**

A motion for the adoption of the Agenda was moved by Afzal Abdool and seconded by Yvonne Johnson-Reid.

**Apologies for absence**

Apologies were tendered on behalf of:

Eugenie Brown- Myrie	Maryam Hinds	Andrea Taylor
Laura Pratt-Charlton	Samantha Connolly	Colin Medford
Grace Allen- Young	Peter Fontilus	Vivienne Watson
Pamella Payne- Wilson	Claudette Hobbins	Joan Neill
Kallawattie Datt Singh Graham	Christopher Curtis	Geraldine
Calvern Bushay		

**Reading of Minutes**

The minutes having been previously circulated were taken as read; corrections identified were:

Page 1. add Cecil Jacques to list of apologies; delete Carl Bacchas;  
last line Rosann i/o Rosana;

List of attendees: delete Cecil Jacques, Geraldine Graham and Vanria Rolle;  
Page 2. Gavin i/o Garvin

Page 4. CARPIN report prepared by Geraldine Graham and presented by Yvonne Johnson-Reid;

Country Reports: Cayman- add the word Islands.

**Confirmation of Minutes**

The minutes were confirmed on a motion moved by Leonie Wallace. Abraham Weekes seconded this.

### **Adoption of Minutes**

The minutes were adopted as corrected on a motion moved by Bassil Scantlebury and seconded by Afzal Abdool.

### **Matters arising from the Minutes**

#### **Incorporation**

Members were reminded that the process was completed; Desiree Archer and Vanria Rolle were thanked for the work done. The Headquarters had been registered in Jamaica; the next step was for the office to be set up.

#### **Standards of Practice**

##### ***Internship***

It was reported that the Internship document had been circulated to countries for comments/ feedback; response had been poor. Each country was required to make a submission to CARICOM to meet the COHSOD planned for in September 08. CAP has been encouraging countries to respond; the standard document would again be circulated on request. Verna Edwards of Jamaica endorsed the President's note of urgency; she outlined the review process adopted and implored countries to take the necessary action to prevent the region from being left behind. Trinidad & Tobago was encouraged to make a response.

#### **Upgrade Programme for Pharmacists**

**Guyana:** A degree programme is to be offered. CAP has been asked for support and guidance;

**College of The Bahamas:** A MOU had been signed with the University of Technology, Jamaica (UTech) to deliver a BSc in Pharmacy. CAP was thanked for the support given;

**UTech:** Deadline 2009 for Pharm. D; Template curriculum for HIV (CHART Funded) - Module on line; Bridging programme to B. Pharm on line in collaboration with UTECH should be pursued

**Bahamas:** MSc in Pharmacy offered through Havana and is available in the Bahamas.

#### **CAP Headquarters**

The President reported that the registration had been completed; the address was 91 Dumbarton Avenue, Kingston Jamaica, the Pharmacy Council of Jamaica's office. The Pharmaceutical Society of Jamaica has expressed the desire to provide permanent space. It was disclosed that furniture donated by the United States Embassy in Jamaica was in storage. The President said that she would work with the new President to have the office set up.

## **Secretary /Treasurer's Report**

The Secretary/ Treasurer presented (i) the audited accounts of CAP for the eight months ending March 31, 2007 (ii) a summary of the unaudited accounts for the period April 1, 2007 –March 31, 2008, an extract of the information to the auditors, along with the balance to date; all figures were quoted in US Dollars.

The meeting was advised that the outstanding sum to Mr. Carl Bacchus was settled.

Members received clarification on several issues; disappointment was expressed on the absence of an audited report for 2007-8. The President asked for understanding and thanked Dr. Nelson for her report and her work as a volunteer while she was studying. The report was adopted on a motion moved by Ernestine Watson and seconded by Afzal Abdool.

## **Country reports**

**St. Lucia:** Twenty five pharmacists were to be trained; Executive meetings & leadership training were held as well an annual conference.

**Dominica:** There were 25 pharmacists; attempts were being made to improve interest through Continuing Education and distance learning for upgrade; UTech has been asked to look at the national programme to see how a bridging programme can help initially. There was need for the relevant Pharmacy legislation and the appointment of a Pharmacy Council.

Convention 2009 in Dominica: There were 2 hotels; tours would be arranged; the experience would be unique and different; travel plans have to be looked at carefully. It was recommended that the 2007 & 8 Conventions be used to guide preparations.

Other countries submitting reports were: **Jamaica, Guyana, the Cayman Islands, Barbados and the Commonwealth of the Bahamas.**

The President noted that many countries present had not presented reports; she encouraged them to do so in the future.

## **Activity reports**

**CARPIN:** The President presented a summary of the report submitted by Yvonne Johnson- Reid, the Project Manager; the document was available for detailed review. The meeting was advised that Geraldine Graham, the CAP rep to CARPIN had not been able to attend meeting or participate because of ill health but she continued to be supportive.

**Harmonization Process:** The President advised that CAP's involvement was completed in the Cayman Islands. CARICOM should distribute documents to each state through

Foreign Affair for ratification . Members were encouraged to comment as the legislation would supersede National legislations. Once the principal act was approved, the regulations could commence.

**Youth Outreach:** No report was tendered.

### **CAP Convention 08**

The President provided the relevant information with respect to special arrangements for the Convention. She commented on the tremendous work that our hosts in Trinidad and Tobago had done.

### **Constitution Review**

The general discussions were lead by VP Vanria Rolle; four Resolutions were tabled; (see Appendix #2).

Further discussion and voting on the resolutions was deferred to Saturday, August 16<sup>th</sup> prior to the Election of Officers.

### **Adjournment**

The meeting (to re-convene on Saturday, August 16<sup>th</sup> at 2.45 pm) adjourned at 12.30 pm on a motion moved by Marvin Smith; Radika Sankar- Rothery seconded this.

### **Re-convened Meeting**

The meeting re-convened at 3.00 pm on Saturday, August 16, 2008.

### **Present were:**

See list attached (Appendix #3)

Second VP Vanria continued the discussion on Constitution Review; she had chaired the Ad hoc Committee appointed in St. Kitts; meetings were held via the Internet. The work of other Committee members (Afzal Abdool, Fred Martin, David Pellow and Marvin Smith) was acknowledged.

Resolution #1: Motion for correction to articles 6, 15, 16 &17 was moved by: Gavin Graham and seconded by Bassil Scantlebury. There was no discussion; the motion was Approved: Yes-49 no nil Abstain 22;

Resolution #2 : Motion for amendment to articles 2,12 and18 was moved by VP Vanria Rolle and seconded by Yvonne Johnson-Reid. After discussion, the motion was Approved : yes 49 no nil Abstain 22;

Resolution #3: Motion for amendment to articles 8 and 12.1 was moved by Vanria Rolle and seconded by Afzal Abdool. After discussion, the motion was Approved: yes 54 no 2 Abstain15;

Resolution #4 : Motion for amendment to article 12 was moved by VP Vanria Rolle and seconded by VP Bassil Scantlebury. After discussion, Approved: yes 62 no 2 Abstain 7.

The President thanked VP Vanria and her team; she advised that Yacoob Ali had promised to help move the process forward (including the by-laws).

The meeting was advised that the Resolution to increase membership fees had been withdrawn.

Discussion was invited on the matter of the separation of the post of Secretary/Treasurer. Members presented varying arguments in support of the separation including the fact that elected persons would be accountable to the membership. VP Vanria reviewed the Articles of Association and advised that the posts had to be separated.

A decision was taken to move the Resolution forward as per article 17; the new executive would be required to expedite the process of separation of the post as supported by the Articles of Association.

#### Change of quorum

Marvin Smith made his submission on article 15, section ii ; the quorum of 1/3 he proposed should be more specific and recommended an amendment to read: 1/3 or co less than 50

#### Limiting Proxies

The meeting was informed that the articles indicate that the numbers to vote by proxy could not be limited.

A decision was taken to seek the advice of the attorney in the Bahamas as there was the possibility that after Incorporation, the standards/guidelines might be different. It was recommended that the new executive work with Yacoob Ali and the Bahamian attorney to have the relevant documents prepared.

#### Terms of Reference for Officers and Executive Members

The draft document prepared by Yvonne Johnson- Reid was circulated on August 13<sup>th</sup>; she was asked by the president to make comments.

The meeting was advised that the work began after the St. Kitts Convention; the second draft was presented at the Executive meeting held on 9<sup>th</sup> August; recommendations and

corrections suggested had been noted; these would be done and the final document submitted. The president tabled the report and recommended it to the new executive.

### Membership issues

Philip Gray, president of the Bahamas Pharmaceutical Association (BPA) expressed his concerns and related the difficulties he experienced to have some members of his Association accepted as new CAP members and the right to use Proxies. Several members expressed their views on the matter.

President Ellen outlined her position on the issues raised and her actions, which included legal consultation. She reported that at the end of the process, 17 of the 26 members of the BPA were accepted as new CAP members.

After another long discussion, a motion was moved for the members present to decide if the proxies lodged on behalf of the 17 new CAP members should be accepted. The motion carried: yes-31 votes; no-12 votes; abstain-12 votes.

The final comment on this matter was that the situation which arose showed the weakness of the Constitution.

### **Election of Officers**

The out-going president thanked the membership for their support and again invited persons to see her report in the Journal. She handed over the proceedings to Yacoob Ali who had agreed to act as Director of Elections.

The Director of Election declared all posts vacant; the out-going Secretary /Treasurer, Dr. Nelson, was asked to confirm the eligibility of members present to vote; proxies were assigned and a list of nominee prior to August 16<sup>th</sup> was presented to the Director of Elections. Yvonne Johnson –Reid was asked to continue as note taker.

Fred Martin, Christopher Curtis and Lauren Lumkin- Thomas were appointed as Scrutineers.

### President

There were 2 nominees:

Bassil Scantlebury: nominated by Afzal Abdool; seconded by Marvin Smith  
Vanria Rolle: nominated by Pamela Townsend; seconded by Desiree Archer

No nominations came from the floor; Larry Higgs moved the motion that nominations be closed; Basil Wright seconded this.

Each nominee gave a 3 minutes presentation on their experience and plans for CAP:

**Rolle** reviewed her 8- year tenure with CAP including her present role as 2<sup>nd</sup> VP and leader of the CE portfolio; the Constitution Review and CAP's Incorporation in The Bahamas. She would carry forward the vision of Harmonization in Education; no person would be left behind. The Continuing Education Programme she had developed was now recognized beyond the Region.

**Scantlebury** said he was here to serve; he had 16 years experience during which he worked with 2 Presidents; he had served as Secretary/Treasurer and currently 1<sup>st</sup> VP. He said that he had built linkages and was ready to take on the role of President; had listened to members; would look at critical issues such as spiraling costs of Conventions; would work with those who were willing to serve and deal with problems relating to the internal operations of CAP.

Results:

Scantlebury: 103 votes

Rolle: 85

First Vice President

There was 1 nominee, Janet Parris: nominated by Norma Inniss; seconded by Denese Peters.

Nominations from the floor:

Vanria Rolle , nominated by Philip Gray declined.

Radika Sankar Rothery, nominated by Bassil Scantlebury was not accepted as she had never served on the Executive and therefore was not eligible.

Cecil Jacques: nominated by Afzal Abdool; seconded by Larry Higgs.

Results

Parris: 119

Jacques: 67

Second Vice President

Nominations were invited from the floor since Janet Parris , the only nominee was earlier elected as 1<sup>st</sup> VP.

Cecil Jacques was nominated by Vivienne Watson; Basil Wright seconded the nomination. Marvin Smith moved a motion that nomination be closed; Cheryl Ann Yearwood seconded this. In the interest of time, the members agreed not to vote; Cecil Jacques was elected unopposed as 2<sup>nd</sup> VP.

### Third Vice President

There were 2 nominations:

Carl Bacchus: nominated by Megan Barker; seconded by Rosann Nairne

Yvonne Johnson-Reid: nominated by Rosemarie Bailey; seconded by Alicia Smith

There were no other nominations.

### Results:

Yvonne Johnson-Reid: 143

Carl Bacchus: 39

### Committee Members

Four Committee Members were to be elected; previous nominees were:

Rohan Claxton

Lennox Prescod

Orrin Jolly

Pamela Townsend

Carl Bacchus

Angelie Lochan

Yvonne Johnson- Reid

Johnson-Reid was earlier elected as 3<sup>rd</sup> VP; Jolly did not qualify for election; Pamela Townsend declined.

Nominations from the floor:

Radika Sankar Rothery: nominated by Vivienne Watson; seconded by Basil Wright

Rian Extavour: nominated by Janet Parris; seconded by Angelie Lochan

Leonie Wallace: nominated by Janet Parris; seconded by Gavin Graham

Joanne Ince-Jack: nominated by Janet Parris; seconded by Ann-Marie Russell

AM (Mimi) Roberts: nominated by Cecil Jacques; seconded by Marvin Smith

Clinton Sahadeo: nominated by Melvin Sahadeo; seconded by Afzal Abdool

### Results:

Rohan Claxton: 110

AM (Mimi) Roberts: 87

Leonie Wallace: 86

Joanne Ince-Jack: 78

Rian Extavour: 55

Angelie Lochan: 58  
Clinton Sahadeo: 44  
Carl Bacchus: 34  
Lennox Prescod: 23  
Radika Sankar Rothery: 29

Rohan Claxton, AM (Mimi) Roberts, Leonie Wallace and Joanne Ince- Jack were duly elected as the Council members .

The Director of Elections congratulated the members elected; he recommended that the election process be streamlined to make it less tedious; nominations could be done earlier and ballots should be sent out prior to the election. He asked that a motion be moved to have the ballots destroyed to stave off possible challenges to the election process. Cecil Jacques moved the motion which was seconded by Larry Higgs. His last duty was to present the newly elected President to the members.

The newly elected president, Bassil Scantlebury, thanked the Director of Elections and the other members who participated in the election process; he thanked the members who voted for him for their vote of confidence. Special thanks were given to former President, Ellen Campbell-Grizzle for her work as well as former 2<sup>nd</sup> VP Vanria Rolle, Council Member David Pellow and S/T Thelma Nelson. Dr. Nelson was asked to continue until the new Secretary /Treasurer is identified and ratified by the Executive.

### **Adjournment**

The meeting adjourned at 8.20 pm on a motion moved by Yvonne Johnson-Reid and seconded by Leonie Wallace.

Ellen Campbell-Grizzle  
President

Thelma Nelson  
Secretary/Treasurer

Yvonne Johnson-Reid  
Recording Secretary

Date: February 20, 2009

## Appendix #1

### Caribbean Association of Pharmacists Annual General Meeting, August 13, 2008

#### List of persons in attendance

<u>No</u>	<u>Name</u>	<u>Country</u>
1.	Ellen Campbell- Grizzle	Jamaica
2.	Leonie Wallace	Jamaica
3.	Arlene McKenzie	Jamaica
4.	Verna Edwards	Jamaica
5.	Radhika Sankar Rothery	Jamaica
6.	Cecil Jacques	Guyana
7.	Rosana Narine	Guyana
8.	David Pellow	Cayman Islands
9.	Abraham Weekes	St. Lucia
10.	Carl Bacchus	Guyana
11.	Asif Khan	B. V. I.
12.	Orrin Jolly	Dominica
13.	Fabiola Robertson	Guyana
14.	Melrose Otuonye	Turks & Caicos
15.	Megan Barker	Guyana
16.	Norman Dunn	Jamaica
17.	Zobaida Sakoor	Guyana
18.	Norma Inniss	Trinidad & Tobago
19.	Charlene Rangoo-Madhosingh	Trinidad & Tobago
20.	Beverly Dass- Vilain	Trinidad & Tobago
21.	Savatri Ramroop	Trinidad & Tobago
22.	Nisha Ramsundar	Trinidad & Tobago
23.	Gemma Martin	Trinidad & Tobago
24.	Phillip Gray	Bahamas
25.	Rohan Claxton	St. Kitts
26.	Jewel Carter	Guyana
27.	Miriam Gordon	Trinidad & Tobago
28.	Larry Higgs	Bahamas
29.	Afzal Abdool	Canada
30.	Rian Extavour	Trinidad & Tobago
31.	Gracia Wheatley	B. V. I.
32.	Joann Ince-Jack	St. Vincent & the Grenadines
33.	Isabelle Carr	St. Kitts & Nevis

34.	Joy Park	Antigua
35.	Jennifer Rodriguez-Herbert	Trinidad & Tobago
36.	Wazir Hosein	Trinidad & Tobago
37.	Pamela Townsend	Trinidad & Tobago
38.	Lynette John	Trinidad & Tobago
39.	Ernestine Watson	Jamaica
40.	Omar Saunders	Bahamas
41.	Judy Hunte	Trinidad & Tobago
42.	Thelma Nelson	Jamaica
43.	Indra Abraham Mohammed	Trinidad & Tobago
44.	Marvin Smith	Bahamas
45.	Lonette Samuels	Guyana
46.	Janet Parris	Trinidad & Tobago
47.	Fredrick Trim	Bahamas
48.	Marcia McBean	Jamaica
49.	Charmaine Pierre	Trinidad & Tobago
50.	Vishal Dhanraj	Trinidad & Tobago
51.	Doreen Bucknor	Anguilla
52.	Rosemarie Bailey	Jamaica
53.	Vevinne Walker	Jamaica
54.	Alicia Smith	Jamaica
55.	Junia Walcott	Trinidad & Tobago
56.	Cheryl Ann Yearwood	Barbados
57.	Bassil Scantlebury	Barbados
58.	Merle King	Trinidad & Tobago
59.	Desiree Archer	Bahamas
60.	Londa Taylor	Bahamas
61.	Mimi Roberts	Bahamas
62.	Rochelle Bastian	Bahamas
63.	Kareen Smith	Cayman Islands
64.	Clinton Sahadeo	Trinidad & Tobago
65.	Yvonne Johnson-Reid	Jamaica

### Appendix # 3

#### Caribbean Association of Pharmacists Annual General Meeting Reconvened August 16, 2008

##### List of persons in attendance

<u>No.</u>	<u>Name</u>	<u>Country</u>
1.	Ellen Campbell Grizzle	Jamaica
2.	Fred Martin	Canada
3.	Yacoob Ali	Trinidad & Tobago
4.	Afzal Abdool	Canada
5.	Arlene Villarroel Stuart	Trinidad & Tobago
6.	Tracey Alleyne	Barbados
7.	Ersie Chase	Barbados
8.	Rosamund Lovell	Barbados
9.	Rohan Claxton	St. Kitts-Nevis
10.	Ernestine Watson	Jamaica
11.	Lynette John	Trinidad & Tobago
12.	Joslin Brewster	Trinidad & Tobago
13.	Gemma Martin	Trinidad & Tobago
14.	Charlene Rangoo-Madhosingh	Trinidad & Tobago
15.	Cheryl Yearwood	Barbados
16.	Marilyn Richards	Trinidad & Tobago
17.	Vivienne Watson	Jamaica
18.	Melrose Otuonye	Turks & Cacios
19.	Radhika Sankar Rothery	Jamaica
20.	Junia Walcott	Trinidad & Tobago
21.	Jewel Carter	Guyana
22.	Lonette Samuels	Guyana
23.	Marjorie Philip	Trinidad & Tobago
24.	Brenda Moore-Campbell	Trinidad & Tobago
25.	Norma Inniss	Trinidad & Tobago
26.	Inskip Stanley	Trinidad & Tobago
27.	Andre Ali	Trinidad & Tobago
28.	Marvin Smith	Bahamas
29.	Philip Gray	Bahamas
30.	A.M. (Mimi) Roberts	Bahamas
31.	Delton Bain Jr	Bahamas
32.	Desiree Archer	Bahamas
33.	Londa Taylor	Bahamas
34.	Rochelle Bastian	Bahamas

35.	Norman Dunn	Jamaica
36.	Zobaida Sakoor	Guyana
37.	Cecil Jacques	Guyana
38.	Larry Higgs	Bahamas
39.	Robert Sands	Bahamas
40.	Merle King	Trinidad & Tobago
41.	Eva Henry	Jamaica
42.	Clinton Sahadeo	Trinidad & Tobago
43.	Bassil Scantlebury	Barbados
44.	Vanria Rolle	Bahamas
45.	Althea Charles	Trinidad & Tobago
46.	Rian Extavour	Trinidad & Tobago
47.	Pamella Townsend	Trinidad & Tobago
48.	Abraham Weekes	St. Lucia
49.	Allison Jean	St. Lucia
50.	Isabelle Carr	St. Kitts & Nevis
51.	Joann Ince Jack	St. Vincent & The Grenadines
52.	Gracia Wheatley	B.V.I.
53.	Anne Marie Russell	Trinidad & Tobago
54.	Jennifer Rodriguez-Hibbert	Trinidad & Tobago
55.	Elizabeth Maughan	Trinidad & Tobago
56.	Vevinne Walker	Jamaica
57.	Leonie Wallace	Jamaica
58.	Kiziah Virgo	Jamaica
59.	Basil Wright	Jamaica
60.	Vishal Dhanraj	Trinidad & Tobago
61.	Orrin Jolly	Dominica
62.	Sean Bhagan	Trinidad & Tobago
63.	Asif Khan	B.V.I.
64.	Fabiola Roberts	Guyana
65.	Rosana Narine	Guyana
66.	Megan Barker	Guyana
67.	Angelie Lochan	Trinidad & Tobago
68.	Lennox Prescod	Barbados
69.	Frederick Trim	Bahamas
70.	Indra P. Abraham- Mohammed	Trinidad & Tobago
71.	Christopher Curtis	Jamaica
72.	Verna Edwards	Jamaica
73.	Melvin Samodee	Trinidad & Tobago
74.	Wazir Hosein	Trinidad & Tobago
75.	Janet Parris	Trinidad & Tobago
76.	Thelma Nelson	Jamaica
77.	Patricia Maximin	St. Lucia
78.	Yvonne Reid	Jamaica