



DATE:	Monday, September 5, 2023, 10:05am – 12:00pm
SUBJECT:	Executive Committee Meeting
ATTENDEES:	James Morrison (Chair), Christine Henderson, Siva Sivapalan, Dan Stapleton
REGRETS:	Sara Ingram (Vice-Chair)
STAFF:	Shenda Tanchak, Susan James, Angela Bates, Valentina Egboh
LOCATION:	Microsoft Teams

1. Welcome & Land Acknowledgement

Mr. Morrison called the meeting to order at 10:03am, and Mr. Sivapalan opened the meeting with a land acknowledgement.

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Minutes

The Committee approved the minutes of the meeting held May 29, 2023.

4. Chair's Report for September 2023

Mr. Morrison presented his report. The Committee acknowledged the meeting evaluation report and noted the appointment of new academic Board Directors, who will officially join the Board at the September Board meeting: Dr. Micheline Piquette-Miller, the Interim Dean at the University of Toronto, and Dr. Daniel Figeys, the Director of the newly established Francophone School of Pharmaceutical Sciences at the University of Ottawa.

5. Registrar's Report

Ms. Tanchak provided an update on the acquisition of the new Customer Relationship Management (CRM) system, new initiatives being developed to support improving work culture, and provided Ministry of Health, NAPRA, and HPRO updates.

6. September 2023 Board Meeting Agenda

The Executive Committee reviewed the September Board meeting agendas and noted the item to be discussed *in camera*. The Committee discussed some of the information needed to facilitate effective engagement and decision-making by the Board.

7. In-Camera session

The executive committee went *in-camera* at 11:23am to discuss a personnel matter and finished the meeting with no additional information provided for the minutes.

8. Adjournment

There being no further business, Mr. Morrison called the meeting to a close at 12:00pm.

Valentina Egboh
Governance Advisor

James Morrison
Board Chair