



CPTEA Council Meeting

Thursday April 3, 2025, 1pm-2:30pm EST, Virtual

Attendees

President: Patty Meloche (*meeting chair*)

VP: Angela Roach

Past President: Bobbi Thomas-Bailey

Secretary: Melissa Benoit (*recording secretary*)

Treasurer (interim): Kaitlyn Harnden

Membership Coordinator: Diane Valiquette

Conference Chair: Ginny Crawley

British Columbia: Melissa Bleier

Alberta: Tracy Cliff

Saskatchewan: Sue Mack-Klinger

New Brunswick: Angela Martin-Dallon

Nova Scotia: Karen Barberie

CCAPP: Ava Feenstra

PEBC: Sue Pfiefer and Toni Cano

Regrets:

Manitoba: Jennifer Buffie

Ontario: Amanda Mushynski (resigned)

Nfld and CCEPP representative: Lois Babcock

PEI/Quebec/Territories: n/a

1. **President's greetings (Co-chair A. Roach/ P. Meloche)**

- a. Patty welcomed everyone. Nice to see everyone and are hopeful for a productive meeting.
- b. Angela confirmed approval of recording meeting and completed a roll call.

2. **Recording Secretary confirmed**

- a. M. Benoit is recording secretary.
- b. Meeting recording consent. Confirmed consent.

3. **Roll call, introductions, and setting quorum**

- a. Quorum declared.

4. **Approval of Agenda** – G. Crawley motioned to approve, Bobbi seconded. Agenda approved

5. **Minutes from November 2024 (Draft) – business arising to add to agenda**

- a. Since the minutes were late to be distributed, this will be parked for the next meeting.

6. **Conference 2025 Updates – Ginny C**

- a. Review of prelim agenda and speakers
 - There was a problem with hotel booking but it has been taken care of. The conference rate has been confirmed by Ginny is also for days before and after stay as well.
 - Agenda has only two speakers left to confirm and then the agenda will be complete.
 - It's not necessary to provide honorariums to representatives from organizations or people representing their companies. A gift of acknowledge and thanks will be provided. An honorarium will be given to one CPTEA member who will be presenting an interactive session.
 - Medisca is interested in sponsoring our conference.
 - We may need to utilize Wednesday evening as the agenda is quite full.
 - AGM is going to move to Thursday instead of Friday so more members can attend. Hot Topics will be on the Friday afternoon.
- b. Gaps to still to fill – PEBC speaker?
 - Mahmoud will be speaking in John's place for PEBC. John has announced his retirement.
 - Cathy and Ginny are finalizing the Best Practices
 - Shannon from Kelowna is organizing wine tour and a social night
 - There are no gaps at this moment
- c. #s registered and hotel rooms booked
 - There are 26 registered to date, however, more plan on attending.

d. Council and executive attendance tally – Angela R

- It's important for council to attend together in person, A. Roach polled the attendees of who is going to the conference and who is funded by their college. A. Roach will confirm with those not on today's call for a full tally.
- A. Roach is hopeful that once it is tallied there may be opportunities to support in some way for council to attend.

Action: Angela R to tally all council and follow up with council on financial options for those not funded

e. AGM – council reports – Patty M

- All reports are required and looking to have them soon. A reminder that all appointees are expected to provide a brief oral report at the conference and provide a written report to Patty M prior to the AGM

Action: Patty to compile reports from provincial reps, appointees, Pres, Membership, Finance, and Conference

Action: appointees and identified reps to submit written reports and prepare short verbal for AGM

7. **Conference 2024 Leftovers – Angela Roach**

- a. All material from last year will be posted shortly to our website. There was a delay due to business of executive. This will include:
- Website materials from guest speakers to be posted
 - Hot topics still to be posted
 - AGM minutes to be posted

Action: Angela R to have 2024 Conference information uploaded to website.

8. **PEBC/CPTEA Educators Award decision**

- a. 2024 Award Recipient (Sue M) – Angela R
- Sue declined the money from the award and requested the money go to CPTEA to support conference initiatives.
- b. 2025 Award Recipient – Patty M
- Regarding the award this year, there were no submissions. Executive suggested looking at the other submissions from last year. The submission was well done, and they presented in best practices. Their submission supports learners and meets our criteria well. A. Roach feels this would be a worthy consideration.
 - T. Cano suggested we put a call out now for submissions to see if we get new submissions and noted it may not sit well with PEBC that we did not request submissions.
 - M. Benoit suggested a short timeline and discussion ensued that reasonable timeline will be presented in the call out. The deserving recipient will be aware that they were chosen but funding for the conference will be the following year and they will be asked to present at 2026 Best Practices.
 - Nominations to Patty with a deadline of April 30, 2025 will be sent out tomorrow.
 - We will encourage past submitters to resubmit, waving the requirement that you cannot resubmit for 3 years to encourage submissions, to please feel free to submit again if you are still using the innovation and feel its relevant.

Action: A. Roach will put a call out for nominations tomorrow and attached the nomination package.

9. **PEBC News**

- a. New data sharing and templates – Toni/Sue
- PEBC is going to look for feedback from our members for the pilot data sharing. T. Cano is hoping that the representative from PEBC will have an opportunity to receive feedback during our

conference. Mahmoud will be happy to hear feedback at the conference. We will try to get the feedback collated prior to the conference.

- We can do a Microsoft forms for all our members and then we can collate the information.
- T. Cano has offered to create the form and A. Roach will send out the form to all members. It will have an open-ended question and a scale of usefulness. There will be a deadline of about a month before conference. What was good about it? What suggestions for improvements do you have?
- S. Pfeifer noted that PEBC is trying to provide data but PEBC still has concerns that the data is not relevant due to small numbers. S. Mack-Klinger noted that universities often have same issue so the comment no longer has to be made as data is relevant.

Action: T. Cano to create Microsoft forms survey and A. Roach will send out to membership.

b. John retiring – Patty M

- P. Meloche sent an email thanking J. Puglsey for all he has done for CPTEA and a personal thank you as well, since she served on PEBC Board for 6 years and has a strong connection to John. She has learned so much and had personal growth through his leadership, he has served the tech profession well.
- CPTEA will stay in contact with PEBC to monitor if they are going to have a function that we can send a gift or attend.
- If there is someone from BC that knows of someone we could utilize as a local craftsman to create an ornament in recognition (and maybe for conference guest speakers as well).
- Another option could be to donate to an animal shelter or charity of John's choice.

Action: Patty M to follow up regarding any celebration and to purchase a gift on behalf of CPTEA for John

10. CSHP navigation meeting – Angela R

- CSHP is looking to connect with CPTEA and other stakeholders specifically for discussion about the landscape concerning compounding. A. Roach believes they are interested in how we plan to move forward related to sterile and non-sterile compounding competencies and outcomes. CPTEA plans on keeping compounding (sterile and non-sterile) as part of our outcomes and go beyond ETP competencies. A. Roach feels comfortable speaking with CSHP and requests that if any of our council is interested in being part of the discussion, please reach out to A. Roach.
- S. Mac-Klinger said she believe that some provinces will be moving towards external training for technicians/pharmacists (BCPharma). She has a lot of concern that they plan on teaching sterile compounding using AI. S. Mac-Klinger would like to be part of the CSHP conversation as she has serious concerns about this way of educating. BCPharma is a business, and they hire pharmacy assistants to do the training. We are under threat to our training and programs as there may be other less credible training options that are popping up. Minds need to come together to produce the best outcome for CPTEA members moving forward for sterile compounding training.
- P. Meloche asked for clarity on how provinces are moving forward. Sue indicated that some provinces will have riders, a separate registration requirement or additional certification for pharmacy professionals related to this skill set. It may be post grad certification or CE certification. The training may be "accredited" by CCCEP, and this would allow moving forward in the profession, regardless of their education from a CCAPP school related to compounding. Provinces may be moving towards external bodies to do certification and re-certification for compounding.
- Patty has concern that the injection training in Ontario does not provide adequate training, despite it being CCCEP accredited. She has witnessed colleagues that do not use aseptic techniques, which is flooring, and notes that the teaching of these skills and outcomes need to stay in our programs for patient safety.

Action: A. Roach, P. Meloche, A. Martin Dallon, and S. Mack-Klinger will find a common time to meet with CSHP

11. Medisca navigation meeting – Angela R

- Met with Medisca today with Sheena Dean from CAPT. They are looking for opportunities to work with colleges to provide continuing education (CE's) on advanced non-sterile compounding skills, beyond entry to practice.
- The other model they are looking at is being involved within our existing curriculum to delivery compounding skills and education. They want to pitch the opportunity to our members during our CPTEA conference. They can customize for each school. A. Roach informed them that each school is unique, but she is open to providing a space for discussion in return for sponsorship for the conference.
- Medisca asked if there were 2-3 CPTEA members to work with them to look at what may be valuable for our college members.
- They focused on non-sterile, but they do have sterile modules and products as well.
- K. Barbarie asked if they mentioned cost, and A. Roach responded that it would be a 5-figure cost for licencing with Medisca to use their resources. A. Roach expressed that will be a hard sell to schools as budgets are tight.
- S. Mack-Klinger noted we must be mindful that other people believe they can make money delivering part of our programs which chips away at our programs. Makes our relevancy questionable. It's more important that we delivery a comprehensive credible program and not have it managed outside of us. Medisca is great, however, they must have the standards that we have. External bodies must meet our educational outcomes. We can't just open our program to their content but if they can provide us extra resources, there might be value there. A. Roach tried to steer the conversation with Medisca to post-graduate training for connection with colleges.

Action: A. Roach will send a call out for volunteers to the membership to be part of a focus group for Medisca.

12. NAPRA ETP Competencies – Patty M

- a. **Sterile Compounding** – in CCAPP accreditation standards and will remain in CPTEA Outcomes
 - P. Meloche booked a meeting with S. Marshal from NAPRA and told her that CPTEA will not be taking out sterile compounding from their outcomes. S. Marshal was not aware of the Ontario Vocational Learning Outcomes as well as in the CCAPP standards. P. Meloche went on to continue to explain the importance of sterile compounding and the criticalness of vaccination administration and all for the sake of patient safety. S. Marshal did not comment further.
 - S. Mack-Klinger noted that CCCEP has a program but does not explain or have a way to instruct the skill development or assessment of skills within the CCCEP program. Being compliant with NAPRA Compounding Standards does not teach the skills as the NAPRA document does not speak to skill development or assessment.
 - P. Meloche noted that the CSHP members say graduates need to be retrained once employed. She explained to them that it is the time delay as when learners graduate, they are proficient at entry to practice.
 - S. Mack-Klinger stated that we should add more clarity and detail to our CPTEA educational outcomes. P. Meloche agrees that the CPTEA outcomes need to be updated and need the new executive to come together to get this done quickly.
- b. **Comparison doc old to new?**
 - A. Roach noted that NAPRA ETP competencies came out in 2024, NAPRA does not have a comparison document of old to new, and she knows that there are people on the council that have completed a comparison document, and a comparison doc could be used to rebuild our new educational outcomes - looking to exceed NAPRA competencies. If you are willing to share, that would be great.
 - S. Mack-Klinger is willing to share her work with a team to work on this.
 - T. Cano noted there are lots of overlapping principles, so a comparison document that highlights for example has professionalism as a headline and everything that goes with that would be under that headline. She noted that broad strokes are critical to creating our new outcomes. This will

help us identify what we need to change now in our programs. Toni also indicated she is willing to share what she has started and compare with others.

- M. Bleier has done this process as well. M. Bleier also note that as T. Cano had noted, offering to other faculty who have an interest is a great idea.

Action: A. Roach will reach out to create a working group to create a comparison document. Purpose is two fold: 1 – to inform curriculum changes, and 2 - to inform revisions of CPTEA outcomes to push us forward to have relevant outcomes.

c. CPTEA Educational Outcomes to be revised and comparison doc created?

- A. Roach noted that mapping our curriculum ONLY to our CPTEA outcomes would be more efficient, therefore, our outcomes must align with NAPRA competencies, and exceed, with our outcomes detailing and itemizing the skills, little room for interpretation
- A working group needs to be created for this task.

Action: New executive to form a working group on revising CPTEA Educational Outcomes and mapping them to the current NAPRA competencies

13. 2025 CCAPP Standards – Angela R

- July 2025 in place
- Is there a comparison doc old to new?
- Are templates/guidance coming?
- Is there a mapping template with competencies and outcomes already populated?
- New CCAPP standards are in place now and all schools will need to meet these.
- There will be no comparison document between old and new standards provided by CCAPP (all other accrediting bodies create a comparison document, but CCAPP does not intend to). A. Roach does not feel that it is our responsibility to create one and wonders if this is something we want to explore. S. Mack-Klinger noted that boards often have long standing committees that work on exercises like this. CPTEA develops the learning outcomes, and it may be better to provide a checklist of competencies. We could push the conversation with CCAPP to provide a checklist to support mapping to the new standards. We need a tool of all our outcomes. CCAPP has new charts and templates that are out of our wheelhouse, we do not need to create them.
- A. Feenstra noted that there is not a crosswalk document. She has done an informal cross reference of the new CCAPP standards to the old. The old ones had a standards booklet and an evidence/guidance booklet. The new standards have the requested evidence added right into the standards, making a more complete and easier to follow document. Ava agreed that there was little to no outward communication of these new standards coming out.
- Schools going through the new standards are given templates but if other schools want the templates, you need to reach out to CCAPP and request them. Part of CCAPP reasoning for withholding the templates is that they are not fully developed and they want to provide more technology options for standards, they are now possibly looking for Canadian support in creating technology options for the templates, no timeline is in place
- T. Cano noted that communication between CCAPP and stakeholders needs to be ramped up. She asked that A. Feenstra convey this at the next CCAPP board meeting.

Action: A. Roach will do a call out to create a working group to create a comparison document of old CCAPP standards to new CCAPP standards, to then share with membership to help them with their self-studies.

Angela R noted the time and respecting participants obligations asked that we reconvene in a couple weeks to look at the rest of the items. Angela R spoke briefly about electronic elections and the goal of leaving the conference with a new executive and council.

Action: M. Benoit will send out another doodle poll for next week.

Items below will be tabled to next meeting:

14. Council Elections – Angela R
 - Current people and their terms – continuances?
 - Bylaws excerpt
 - E-blast to membership
 - Nomination forms
 - Online voting and timeline
15. Renumerations – Angela R
 - Webmaster
 - Executive
 - Council
16. By-Law Revisions – Patty M
17. Other items – All
18. Newsletter/eblast to membership – items? All
19. Adjourn & next meeting

Meeting adjourned at 2:37 ET.

CPTEA Council Meeting Minutes CONTINUED

Thursday, April 17, 2025, 1 pm-2:30pm EST, Teams meeting

Attendees

President: Patty Meloche (***meeting chair***)
VP: Angela Roach
Past President: Bobbi Thomas-Bailey
Secretary: Melissa Benoit (***recording secretary***)
Treasurer (interim): Kaitlyn Harnden
Membership Coordinator: Diane Valiquette
Manitoba: Jennifer Buffie
British Columbia: Melissa Bleier
Alberta: Tracy Cliff
Saskatchewan: Sue Mack-Klinger

New Brunswick: Angela Martin-Dallon
Nova Scotia: Karen Barberie

Regrets:

CCAPP: Ava Feenstra
Nfld and CCEPP representative: Lois Babcock
PEI/Quebec/Territories: n/a
Ontario: Seat vacant
PEBC: Sue Pfiefer and Toni Cano
Conference Chair: Ginny Crawley

2. **Recording Secretary confirmed**
 - M. Benoit is recording secretary.
 - Meeting recording consent. Confirmed consent.
3. **Roll call, introductions, and setting quorum**
 - a. Quorum declared.
4. **Approval of Agenda** – A. Roach noted the agenda was a continuation of the last meeting. Informal approval approved.

5. Council Elections – Angela R

a. Current people and their terms – continuances?

- A chart is provided as an appendix indicating current positions and terms and the results of the council meeting discussion, following are some of the notable discussions:
 - For the sake of continuity and for this time only, the council voted in favor of a new term of M. Bleier, S. Mack-Klinger, and J. Buffie, prov rep positions by acclamation
 - Discussion ensued: The council voted for the acclamation of these positions to maintain some continuity for the council.
 - Ontario and NS reps need an election
 - Since Ontario is large, it was requested to have 2 representatives. Discussion ensued. The council voted in favour of two representatives for Ontario: A GTHA representative and a non-GTHA representative.
 - The NFLD rep term is to continue (Lois B), but she has not been replying to her Keyin College email. She is teaching part time for Keyin and may teach with Eastern (NS) so she can continue this role.
 - Pres and VP both need an election for position, Bobby will be moving out of past-president role. Angela Roach is not willing to put name forward for president but will serve as past president for a full term, and Patty M as the mentor to the past president for a one year term.

b. Bylaws excerpt

- There are many drafted and suggested changes to the bylaws to align our position responsibilities. Discussion ensued, and below was approved by council to include in by-law revisions
 1. Membership registration will move to be part of the registrar-treasurer's duties (finance).
 2. Council terms will be a 3-year term with a renewable term. Past executive position holders will be mentors for one term for executive positions.
 3. Only elected executives will have a mentor (a past executive position will meet that role for new incoming persons)
 4. Members of CPTEA Council include the executive, provincial reps, and appointees
 5. The council and executive can hold appointee positions in addition to their council position
 - a. When applicable a members' voting is by person (one vote), representing possibly two positions.
 6. There needs to be a person or a committee long-term to review and monitor changing standards. Title for this position may be environmental scanner - will be a new position on the council. Since we do not have an appointee for NAPRA, there is a gap in updating changes and the reason for the new position to be established. CPTEA currently requires CPTEA learning outcomes standards. This will be a requirement of the new council to consider and could be under the leadership of this new position.
 7. Nominees for president and vice president must have held council positions in the past to be eligible for the positions.
 8. Voting will be done during the conference and will allow access for anyone not attending in person. It is important not to discourage persons from putting names forward if they are not attending.
 9. A nomination committee will be created. This committee will not include persons leaving their positions.

c. E-blast to membership will be sent out

- Positions available, descriptions of positions, as well as nomination process

d. Nomination forms

- Nomination forms to be created, including answering what they would bring to council, what have they contributed to CPTEA in the past, a small bio, #years educator, # years CPTEA member
- Once nomination forms available, nominations open for 10 days

- Once all nominations in, screened by nomination committee, and then posted as “campaign” for 10 days, with nominations forms viewable to membership
- Nomination committee ad-hoc this year to include Bobbi, Patty, and Angela

e. Online voting and timeline

- There is a way to add a voting platform to our website platform.
- The cost is only about \$200 per year, which allows for confidentiality and efficiency/accuracy.
- A. Roach is working on e-voting to be completed the day of or the day before the AGM, so if members are there, the passing of the torch be passed in person.
- We don’t want to exclude active members from nominating or voting if it was only in person, so e-voting is required.
- A. Roach asked for approval of purchasing the voting software and implement it this year. Council approved. Noted also to add to annual budget.

Action: A. Roach to send out e-blast of positions available to all members and next steps towards elections.

Action: A. Roach to work with webmaster to set up online voting.

6. Renumerations – Angela R

a. Webmaster

- When Leigh was recruited, CPTEA was paying the person that he replaced. To date, CPTEA has never paid him. It was suggested that we pay the average per year of hours incurred (\$100/ hour x 1.5 hours = \$1800/ year, plus free membership to CPTEA of \$100)
- A. Roach asked for approval of the payment to the webmaster for 2024-2025 and annually paid at and/or renegotiated at AGM. Council approved. Kaitlyn to note for annual budget and payment.
- Considering retroactive pay, the council discussed if and how much should be provided as a show of respect; we should consider at least one year of retroactive pay. K. Harnden stated that we have money for retroactive payment. Retroactive payment will be made after the conference.
- A. Roach moved for approval of retroactive payment to the webmaster for the services provided to CPTEA from 2019 to the current services. The determined amount from the discussion is \$5000. Recognizing that there has not been payment made and it is not the total that would have been paid out should, it should still be reflective of the newly approved amount, it was decided that the \$5000 amount is meaningful and respectful. The council approved.

Action: Patty and Kaitlyn to arrange payment to Leigh for 2024-2025 now, and retro pay after the conference. Kaitlyn to add annual amount to annual budget projections.

b. Executive and Council (including appointees)

- Since 2018, there has been discussion of a small remuneration for the executive and council.
- Council agrees we do not want to increase membership fees, so that is a determinant of whether remuneration would be considered. Discussion ensued:
 - A suggestion was made that the membership fee and conference fee be waived for the all the council members.
 - Excellent to pay for membership since it allows folks who may not be able to pay for their membership, it would allow all persons to put their name forward for consideration to the council.
 - For ease's sake, it is important not to give money directly, this is common practice of smaller organizations. It avoids tax issues and issuing T4's.
 - If a council member has both these fees waived, it may open opportunities for other persons at schools to have their membership paid in place of them. However, it also means the schools may not be paying, them saving money and we would lose funds.

- If we remove the registration and conference fees of our council, will there still be enough revenue to support our organization? A. Roach posed the question to K. Harnden to consider, and again reflected that we do not want to increase membership fees.

Action: To be brought forward to the AGM, all council members to bring their thoughts/amounts to be voted on, and Kaitlyn to consider impact on the sustainability of our budget.

Action: New council to discuss and make decision on remuneration for immediate past executive members.

7. By-Law Revisions – P. Meloche

- A lot of feedback was provided, and P. Meloche sent it to A. Roach for the final draft. Patty suggests that waiting for the new and past council to review together and all those participants can review and finesse before voting. Voting on By-laws will not take place at the 2025 AGM.
- A subcommittee is suggested to be created to complete the final review.

Action: Angela R to complete initial draft and provide to new council. New council to set up working group to review and prepare final draft for membership feedback/revisions, and then final vote.

8. Other items – All

- A. Martin-Dallon, A. Roach and P. Meloche met with CSHP, had a discussion about the risks to sterile compounding since it has been removed from NAPRA standards. The gap is significant and recognized by CSHP. CSHP was on the same page as CPTEA. The goal of CSHP is to have information to take a stance on their next move, to determine if there needs to be additional training or to request NAPRA to change competencies. There were no next steps identified that CSHP would need CPTEA involved at this point.
- Medisca focus group - 4 educators put their name forward and will work with Medisca to determine ways they can support CPTEA educators with access to their resources and raise standards of our own members. They want to know what services they can provide to CPTEA, not individual members. Medisca may sponsor CEs, and there seems to be many opportunities for collaboration.
- John Pugsley's retirement, the PEBC Board is not marking the occasion with an event. The staff are having dinner together. CPTEA will still do something to honor him.
- PEBC is requesting a survey of pharmacists and technicians to complete a Practice Analysis Survey, which will directly impact the blueprint of their exams.
- Comparison document for CPTEA educational outcomes and NAPRA competencies - a few people have asked when it will be done. P. Meloche noted that a few members are willing to share their document and willing to work together.
 1. Comparison document from old competencies to new competencies (K. Barberie has a document that was created by Nova Scotia. T. Cano and Sharon (Sask) are working on the document. S. Mack-Klinger asked K. Barberie to connect with T. Cano to work as a small group for now.

Action: A. Roach will reach out to these three coordinators to ask for collaboration on creating this cross-reference documents.

9. Newsletter/eblast to membership – items? All

- CCAPP comparison working group
- Information on the conference

Meeting adjourned at 2:24

APPENDIX to CPTEA COUNCIL SPRING MEETING MINUTES

CPTEA Council – Positions/Terms/Continuance – April 17, 2025 (revised May 22)

[illegible]

Council agreed on the below ideas going forward...

Provincial Rep – add a second Ontario rep (GTHA and non-GTHA) – accepted as per minutes
(GTHA = Golden Horseshoe, Oshawa to Niagara, including Kitchener)

Executive Positions (as accepted per minutes):

- President
- VP
- Past President
- Records Coordinator
- Finance and Membership Coordinator
- Communications Coordinator
- Events Coordinator
- Professional Currency Coordinator (or environmental scanner or executive assistant)

Council to include exec, prov reps, and appointees as voting positions (with exception of Past President and President as non-voting exec members, president only in need of a tie vote).

Newly elected executive positions will be 3 year term, renewable once, with a one year mentorship term at the completion of their term(s) (ie 4 or 7 year commitment). Mentors will be non-voting council members.

Newly elected provincial reps will be a 3 year term, renewable once, no mentorship (3 or 6 year commitment). An exception to this is if there is no other registered members from that province or no other willing members from that province.

A member may hold a maximum of two council positions, maximum of one position per category: exec, prov rep, appointee. However, the person will only have one vote despite representing two categories.

Suggested Mentors for 2025-2026:

- Ginny for new Events Coordinator
- Patty for new Past President
- Angela R for new President (and holding Past President position)
- Kaitlyn for new Treasurer/Registrar (if applicable)
- Angela R for new Communications Coordinator

Other notes (accepted as per minutes):

- Nomination committee to be set in bylaws – this year: Angela, Patty, Bobbi
- Pres and VP nominees must have past CPTEA council experience
- Nomination form: name, position sought, school, #years at tech educator, #years CPTEA member, what would you bring to the position, brief bio, identify two supporters of your nomination (must be current CPTEA members)
- (not in minutes – a council member is to remove themselves from their position if they are no longer an active tech educator, or if there is a conflict of interest. An exception to this is for an exec member may complete their current term or mentorship (if they choose to) if they have retired from their teaching position or have moved into an administrative position with their college).

Therefore – elections Spring 2025 for 9 positions: pres, VP, finance, communications, currency, events, 2 ON reps, 1 NS rep...(3 year terms Spring 2025 - Spring 2028)