

Unity – Professionalism – Advocacy – Academics – Excellence

CPhA 2017

CAPSI National Council Meetings

Quebec City, Quebec
Monday June 5th 2017
Thursday June 1st,

Message from the President

Dear Members of the 2017-2018 CAPSI National Council,

Welcome to the Canadian Association of Pharmacy Students and Interns National Council! It is certainly an accomplishment, having been elected to represent your peers and advocate on their behalf. This is a testament to your passion for pharmacy, leadership, and dedication to pharmacy students. Congratulations! With this said however, I am sure that this is only the first of many accomplishments you will live while on council. I am confident that each of you will contribute to the successes that await us over the coming year.

For CAPSI, the Canadian Pharmacists' Conference marks the beginning of a new council year. With this turnover, our council starts off with renewed energy towards best serving our approximately 3800 members. Of course, a steep learning curve awaits most new council members, but I am certain that returning and outgoing council members have already shared their experiences, and words of wisdom. Over the coming days you will experience first-hand many of CAPSI's values that we strive to promote among pharmacy students – Unity, Professionalism, Advocacy, Excellence, and Academics. I hope this inspires you to find creatives, innovative and engaging ways to encourage impress these among our colleagues.

Our council, with students from all ten Canadian pharmacy schools, exemplifies the unity that CAPSI values. It is incredible to me, to see over 30 pharmacy students gather from all reaches of Canada, to create a national community of pharmacy students and interns empowered to advocate for the advancement of the profession towards excellence in patient-centered care. Each of you arrive to this year's council with your own unique set of experiences, strengths, and beliefs. It is this diversity among us that is sure to fill this year with progress, innovation, and accomplishments.

Your involvement in your national student council demonstrates your strong commitment to pharmacy students. However, your actions and decisions will certainly have impact beyond the four years of our delegates pharmacy degrees. Each of you are actively contributing to advocating and improving our profession, and the care that our patients will receive.

I am incredibly excited to work with and get to know you all! I am sure that despite some challenges that may come our way, our year ahead will be filled with successes and new opportunities.

Sincerely,

Pierre Thabet

National President, Canadian Association of Pharmacy Students and Interns

B. Sc. Pharmacy Candidate 2018

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613-697-2210

CAPSI CPhA Meeting- AGENDA AT A GLANCE

CPhA 2017 Quebec City, Qc

Wednesday May 31st, 2017

- All day Arrivals
- 19:00 Meet in the lobby of the Hilton
- 19:30 Dinner with council at Blaxton - *See Appendix A*

Thursday June 1st, 2017

- **10:00-12:00** **Junior and Senior Rep. Meeting**
Executive meet and greet, goal setting
- 12:00-13:00 Lunch
- **13:00-17:00** **General Council Meeting & Committee Breakouts**
- **18:00-19:00** **Team Building - *See Appendix B***
- 19:00 Free time

Friday June 2nd, 2017

- 7:00-8:30 **Breakfast and Registration**
- **8:30-12:00** **General council meetings**
- 12:00-12:45 Lunch
- **13:00-15:00** **General council**
- **15:00-17:00** **Strategic Planning Session**
- 18:15-19:30 CPhA Awards Ceremony
- 19:30-21:00 Welcome reception

Saturday June 3rd, 2017

- 7:00-8:45 Breakfast
- **8:45-10:15** **CPhA welcome and Updates + Keynote**
- 10:15-11:00 AFPC JOM
- 12:00-12:45 Lunch
- **12:45-17:00** **General Council Meetings**
- 17:00-19:30 Tradeshow Reception and Pharmacy Research Posters
- 20:00-23:00 Alumni Night: UofA and UofS

Sunday June 4th, 2017

- 7:00-8:45 Breakfast
- 8:45-9:45 CSHP JOM
- **9:45-12:00** **General Council Meetings**
- 12:00-12:30 Lunch
- 12:30-13:00 CPhA JOM
- **13:00-14:00** **General Council Meetings**
- 14:15-17:00 The Great Debate
- 18:30-19:00 Gala Reception
- 19:00-23:00 Gala Banquet

CAPSI General Council Meetings

May 31st, 2017 - June 5th, 2017

NB: All meetings follow the Robert's Rules of Order. For quick reference see Robert's Rules Cheat Sheet.
<http://diphi.web.unc.edu/files/2016/10/cheat-sheet.pdf>

Thursday, June 1st, 2017

CAPSI Jr/Sr Representative Meeting: 10:00-12:00 **Room #1828, Alberta/Sask Room, Hilton**

The Jr/Sr representative meeting is an opportunity for you to connect with locals from the other school, share successes and challenges, and brainstorm for the year to come.

Prior to the meeting, I would encourage you all to **review the position updates**, so you can ask specific questions about what each school has been doing at a local level, and be aware of the topics of discussion.

<https://drive.google.com/open?id=1PLJ-5WpCxiEjbcwxfUYqXU-08Mnh183c2UFy1sz7-4w>

By the end of the meeting, the goal is for you to have new ideas to better promote CAPSI's core values of *academics, advocacy, excellence, professionalism, unity*.

Executive Meet and Greet: 10:00-12:00 **Room #1929, USask Exec/UBC Jr Room, Hilton**

The executive meet and greet is an opportunity for you to connect with fellow executives and define specific position goals for the year ahead. In specific, think of what you would like to accomplish in your specific position, what you would like to change or create during your term, and how you can use the committee you chair to accomplish these objectives. Remember to consider CAPSI's values when brainstorming for new ventures - **Professionalism, Unity, Advocacy, Excellence, Academics**.

Please fill the following document with 3-5 specific position goals for your term. Make sure that your goals align with that of the other executives, without overlapping.

General Council Meeting: 13:00-17:00
Courville Montmorency Room, Hilton Quebec

1. Call to order
2. President's address
3. Attendance
4. Welcome and introductions
5. Review of Robert's Rules
6. Dissolution of CAPSI National 2016/2017/Formation of CAPSI National 2017-2018
7. Acceptance of previous minutes:
 - 7.1. PDW 2017 Minutes
 - 7.2. By-Election Teleconference #1 - February 21st, 2017
 - 7.3. Spring 2017 /By-Election Teleconference #2- March 29th 2017
8. Year End School Reports
 - 8.1. University of British Columbia
 - 8.2. University of Alberta
 - 8.3. University of Saskatchewan
 - 8.4. University of Manitoba
 - 8.5. University of Waterloo
 - 8.6. University of Toronto
 - 8.7. Université de Montréal
 - 8.8. Université Laval
 - 8.9. Dalhousie University
 - 8.10. Memorial University of Newfoundland
9. Executive Reports
 - 9.1. President
 - 9.2. President-elect
 - 9.3. Past-president
 - 9.4. VP Communications
 - 9.5. VP Education
 - 9.6. Finance Officer
 - 9.7. Executive Secretary
 - 9.8. CAPSIL Editor
 - 9.9. IPSF Liaison
 - 9.10. Student Exchange Officer
 - 9.11. Webmaster

10. APSA Initiative to Implement Learner Advocacy and Wellness Office
 11. Mental Health Environment for Pharmacy Students
 12. Aboriginal Engagement Group
 13. Roadblocks in CAPSI Fee Increase
 14. Update on Quebec's Pharmacy Crisis
 15. CAPSIL/JACEIP Purchase
 16. Translator References
 17. Membership satisfaction survey results
 18. Definition of intern per province
 19. Pharmacy Technician Student Membership
 20. Committee Dissolution
 21. Committee Formation
 - 21.1. CAPSI 50th Celebration Committee
 22. Sub-committee formation and student involvement
 23. Committee break-out sessions
-

Friday, June 2nd, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 8:30-12:00, 13:00-15:00, 15:00-17:00

1. Call to Order
2. Attendance
3. PDW 2018 Update
 - 3.1. PDW 2018 Host School Seat Ask
 - 3.2. Pharmafacts 2018 Tee Shirt
 - 3.3. PDW 2018 Poster Presentation Logistics
 - 3.4. PDW 2018 Alumni Involvement
 - 3.5. PDW 2018 Payment Deadline
4. CAPSI Symposia Topics 2017-18
5. Competition Promotion
6. Local Pharmafacts Questions
7. Competition Feedback
8. IPSF Introduction
9. IPSF Student Exchange Program and Host Sites
10. IPSF Health Campaign Topic 2017-18
11. **VP Professional Affairs Position Priorities (after strategic planning session)**
12. **Advocacy Committee Structure**

Saturday, June 3rd, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 12:45-17:00

1. Call to Order
2. Attendance
3. Committee formation
4. PDW 2019 Update
5. PARS Financial Update
6. 2017-18 Budget
7. Opening committees to general council members
8. CAPSI 50th Anniversary Logo

Sunday, June 4th, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 10:00-12:00, 12:30-14:00

1. Call to Order
2. Attendance
3. Student of the Month Award
4. DUX Truc Competition
5. CAPSI Agenda
6. Updated CAPSI Club Membership List
7. Clipboards
8. Backpacks
9. CAPSI Video
10. Social Media Posts as a Member Benefit

Day 1: Thursday, June 1st, 2017

CAPSI Jr/Sr Representative Meeting: 10:00-12:00

Room #1828, Alberta/Sask Room, Hilton

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Prior to the meeting, I would encourage you all to **review the position updates**, so you can ask specific questions about what each school has been doing at a local level.

<https://drive.google.com/open?id=1PLJ-5WpCxiEjbcwxfUYqXU-08Mnh183c2UFy1sz7-4w>

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Please fill the following document with 3-5 specific position goals for your term. Make sure that your goals align with that of the other executives, without overlapping.

https://docs.google.com/a/capsi.ca/presentation/d/11oLxIGCp7bti8IEIxK9EQGutjAAopUwpH73p_UB_2IY/edit?usp=sharing

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

General Council Meeting:13:00-17:00

1. Call to order

T. Sanders

T. Sanders called the meeting to order at 1:21 PM.

2. President Elect's address

T. Sanders

T. Sanders recited the mission, vision, and values of CAPSI.

C. McGrath highlighted T. Sander's efforts in her role during the unexpected circumstances. C. McGrath also brought forward that what we discuss in this room and what we decide as a council will impact pharmacy students in our nation. Each council member is entitled to speak up and represent students in Canada.

3. Attendance

K. Tress

C. McGrath	Past President
T. Sanders	President-Elect
K. Tress	Executive Secretary
S. Barillaro	Finance Officer
J. Cote	VP Education
J. Mejia	VP Professional Affairs
I. Yang	CAPSIL Editor
J. Yu	Student Exchange Officer
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative
H. Kaliel	Alberta Senior Representative
M. Contreras	Alberta Junior Representative
S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
R. Anisman	Toronto Junior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative
A. Clarke	MUN Junior Representative

Regrets: P. Thabet, J. Butler, N. Szalbocs, G. Anhoury-Sauve, M. Lu, K. MacMillan, F. Pare

4. Welcome and introductions

C. McGrath

C. McGrath provided a welcome to the new council.

Council members provided introductions.

5. Review of Robert's Rules

T. Sanders

<https://drive.google.com/open?id=0B1UEZ7QdEdNmLXVwc0l0dGZjeWdjV05ra0p2M1V0VDh4eTNj>

(NB. Open with google drive to view figures)

T. Sanders provided the presentation.

6. Dissolution of CAPSI National 2016/2017/Formation of CAPSI National 2017-2018

T. Sanders

BIRT we dissolve the 2016 – 2017 CAPSI National Council and form the 2017–2018 CAPSI National Council, including all members listed in the CPhA 2017 CAPSI General Meeting Attendance

T. Sanders/S. Trivedi

Motion Carried

7. Acceptance of previous minutes:

T. Sanders

7.1. PDW 2017 Minutes

BIRT CAPSI National accept the minutes from PDW 2017

T. Sanders/ H. Kaliel

Motion Carried

7.2. By-Election Teleconference #1 - February 21st, 2017

BIRT CAPSI National accept the minutes from the by-election teleconference #1 of February 21st, 2017

T. Sanders/ N. Gajaria

Motion Carried

7.3. Spring 2017 /By-Election Teleconference #2- March 29th 2017

BIRT CAPSI National accept the minutes from the Spring 2017 teleconference / by-election teleconference #2 of March 29th, 2017.

T. Sanders/ K. Yeo

Abstention: J. Mejia

Motion Carried

8. Year End School Reports

University of British Columbia

See Annex

University of Alberta
See Annex

University of Saskatchewan
See Annex

University of Manitoba
See Annex

University of Waterloo
See Annex

University of Toronto
See Annex

Université de Montréal
See Annex

Université Laval
See Annex

Dalhousie University
See Annex

Memorial University of Newfoundland and Labrador
See Annex

J. Cote brought forward the long text that some schools submit and that all locals should take the time to read each update in detail in order to create new ideas for their own school.

C. McGrath provided historical perspective that updates used to be given in person but due to time constraints we switched to a written document. If council would request, we could go to updating in person once more, though that would lack efficiency.

9. Executive Reports

President
See Annex

President-Elect
See Annex

Past President

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Finance Officer

See Annex

VP Professional Affairs

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

10. APSA Initiative to Implement Learner Advocacy and Wellness Office H. Kaniel

The Faculty of Medicine at the University of Alberta has an office called the Learner Advocacy and Wellness (LAW) Office. The primary function of this program is to improve the quality of medical students' experience by advocating to the faculty regarding current issues, providing academic and career counselling, and mental health and wellness services. They also provide sessions as a part of the formal curriculum regarding resiliency, mental health issues, counselling, sexual assault, etc. The purpose of implementing this into the curriculum is to help develop better, more well rounded professionals, and also set up future physicians with relevant skills that they may need

in practice.

This office consists of:

- An administrator at the Associate Dean level that acts as the office coordinator, advocates for relevant student needs and issues in the faculty, and implements the various programs that the office provides
- An administrative assistant and director of student services
- A full-time psychologist that is available for all students in the faculty and is exclusive to the faculty (ie. pharmacy students are unable to go and see this psychologist).

Typically wait times to get in are approximately 1 week depending on need. The psychologist also organizes group lunch sessions and provides occasional lecture about counselling to the faculty.

Our current APSA president-elect is in the process of developing an initiative like this for our Pharmacy Faculty. He would like your input/feedback on this initiative – specifically: do your schools have a program similar to this, the point of most interest being a psychologist?

T. Sanders suggested that Point 10 discussion be considered after Point 11 is brought forward.

11. Mental Health Environment for Pharmacy Students

C. Sehgal

Pharmacy school is hard. As students, we may be stressed out during the course of our educational training; we may make mistakes during rotations, or see patients/encounter situations that can be triggering. It is important as future health care professionals to take care of ourselves to properly care for our patients. It would be great for schools to create a program to support the mental health of their students and hopefully, we can think of a great way to get that started.

Can CAPSI work towards creating a mental health-encompassing environment for students either through events, support groups and/or certain interventions?

T. Sanders suggested going around the table and discussing efforts for mental health at each pharmacy school.

UBC	UBC Pharmacy student services are primary contact for liaison between other UBC Health services and course/program coordinators. Students may get referred to counsellors or doctors on campus (limited to on campus resources only) which can be seen immediately for evaluation. Currently, the wait time is 3-4 weeks, psychologist. We
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	<p>would like to see an on-site counsellor.</p> <p>There are also talks at UBC regarding an interprofessional approach to resiliency. It was brought up at an event called the Symposium on the Learning of Resilience on November 7, 2016. Here it was recognized that all health science students share similar burden in terms of the demands of their respective programs and the impact of caring for the the patient they encounter in practicums/placements.</p> <p>At UBC Okanagan, the nursing program has actually embedded mental health in their programs in the form of a course based on SMART (Stress Management & Resiliency Techniques) -- https://education.ok.ubc.ca/research/smartineducation.html -- and there is work to get this into other programs. We know the Entry-to-Practice Programs Committee at UBC Pharmacy is dedicated to see this happen.</p>
Alberta	<p>We currently do not have a psychologist within our faculty. Our student services office deals with questions ranging from admissions to mental health concerns. Students are referred to main campus health and wellness centre to seek mental health services, but wait times are very long. Students within APSA created a “Peer Support Network” this year where students can contact other students regarding questions regarding school stress - however, we recognize that any mental health counselling is outside the scope of this committee.</p>
Sask	<p>USask does not have a service specific for pharmacy or health science students. The student Health Services on campus has a lengthy wait time (minimum 3-4 weeks, depending on severity of situation). The USSU (student union) health plan offers a 80% discount on counselling services in the community. A Peer Support Drop in program run by students was launched Spring 2017 that is open to all students on campus.</p> <p>Various discussions and talks on the topic of promoting mental wellness in students occur throughout the year.</p>
Manitoba	<p>Main campus resources vs. Bannatyne campus (limited to students enrolled in programs at Bannatyne campus, but not specific to just pharmacy)</p> <p>http://umanitoba.ca/student/counselling/how-to-access-counselling.html</p>

Waterloo	<ul style="list-style-type: none"> - Main campus resources at Health Services (if you are willing to go to campus; may have long wait times) - Counsellor from main campus visits Waterloo once a week (not sure about appointments) - RxPRN: Online peer network where students can ask questions anonymously about co-op, life stressors, relationships, etc - Faculty Initiative for resources to support student success, however mainly focused on study techniques, OSCE prep sessions and peer facilitated learning
Toronto	Nothing specific for UofT, able to talk to the registrar if you have concerns about school, but they are not a trained psychologist.
Montreal	Counselors and services of such nature are available for students in the campus. However, there's nothing specific within Montreal's Faculty of Pharmacy. We do hold a few activities and presentations about wellness and how to deal with stress.
Laval	If a student is having stress with school, they are referred to counsellors within the campus, but there is no specific wellness centre for mental health within the pharmacy faculty.
Dalhousie	Main campus wellness center, however nothing specific to Pharmacy. This center can often get students in quickly the first time, however do not have good wait times for follow-ups. There are specific faculty and staff to reach out in time of need, however nothing specific for stressful times or how to cope with the programs intensive nature.
MUN	There is a Student Wellness and Counselling Centre on Memorial's campus for access by any students. However, there is a long wait-list to access services. This may change as they plan to expand this summer and add a "stepped approach" to wellness. MUN Med has a specific Wellness centre, but MUN Pharmacy does not. Faculty has been resistant to providing support from the School for students.

C. McGrath would like to clarify whether APSA wanted action from CAPSI National or options from other faculties?

H. Kaliel said that APSA is just looking for ideas, as APSA is in the understanding that all pharmacy schools will require a group like this for accreditation.

E. Cowley exited the room at 2:14pm.

E. Cowley entered the room at 2:18pm.

T. Sanders brought forward that P. Thabet and herself had looked into the resources that CMA has available. It was suggested that a committee look to the individual school options and make a suggestion based off of research.

BIRT CAPSI National refer the topic of student mental health and wellness to the Membership Committee to be reviewed at the summer 2018 TC.

JF. Cote suggested that a position statement be made on behalf of CAPSI regarding mental health initiatives.

R. Ward agrees with this suggestion as CAPSI is an advocate of pharmacy students.

JF. Cote suggested that CAPSI make a list of items that we could advocate for.

C. Caron suggested that the motion be changed:

BIRT CAPSI National refer the topic of student mental health and wellness to the membership advocacy committee to be reviewed at the summer 2017 TC.

Amendment motioned: C. Caron/ C. McGrath

Amendment Carried

C. McGrath suggested bringing this forward to AFPC during our JOM over the weekend. She thinks connections will be essential in advocating for our students in this situation.

D. Shymanski suggested that this committee should look into funding at the different schools for this initiative.

K. Tress affirmed that this would be integral to discuss.

T. Sanders suggested that this is the faculty's issues, but CAPSI would review options.

BIRT CAPSI National refer the topic of student mental health and wellness to the advocacy committee to be reviewed at the summer 2017 TC.

T. Sanders/ S. Trivedi

Motion Carried

12. Aboriginal Engagement Group

K. Tress

K. Tress discussed the Aboriginal Engagement Group that begun at USask and asked other colleges for ideas as per what they do for aboriginal awareness.

<p>UBC</p>	<p>UBC Pharmacist Clinical's two leaders, Larry Leung and Jason Mihn have a travelling pharmacist clinical services and assisted medical doctors in the set up of telemedicine services. Larry and Jason also have an elective course on contemporary issues in health services and aboriginal bands, they do on-site visits on reserves.</p> <p>(Apart from CAPSI/Pharmacy) UBC(campus) has elected reconciliation totem poles as well as an aboriginal advocacy group.</p>
<p>Alberta</p>	<p>The University of Alberta has a Aboriginal Student Services Centre, but we don't do anything specifically in our Pharmacy faculty.</p>
<p>Saskatchewan</p>	<p>Recently began an engagement group for students within the college to join in order to start discussion around engagement and develop events where other students in the college may participate.</p>
<p>Manitoba</p>	<p>The National Centre for Truth and Reconciliation is located on the main campus, and there are a lot of resources and programs for all Indigenous students at the University of Manitoba. (http://umanitoba.ca/indigenous/) There is nothing specific for pharmacy. Mission statement (Indigenous Student Centre): "Providing student support in a manner consistent with the culture and values of Aboriginal Peoples for the purpose of increasing/enhancing the accessibility and retention of Aboriginal students. The Indigenous Student Centre is dedicated to the creation of an educational environment that includes the affirmation of Aboriginal cultures, values, languages, history, and way of life by virtue of increasing the knowledge foundation offered at the University of Manitoba."</p>
<p>Waterloo</p>	<p>Nothing that we are aware of at the School of Pharmacy. There may be associations on main campus organizations but none that are associated with UW Pharmacy. Part of the degree requirement for Waterloo is to volunteer with vulnerable populations (=20 hrs), and volunteering with aboriginal</p>

	populations can be an option, however ultimately the organization is up to the student.
Toronto	Nothing specific to pharmacy students, but there are services and programs available to students through U of T's First Nation House and Aboriginal Student Services.
Montreal	Nothing specific to the Faculty of Pharmacy but there is a aboriginal health interest group for the Université de Montréal
Laval	Not aware of any aboriginal engagement group in the faculty of pharmacy.
Dalhousie	The Aboriginal Student Centre provides support for Aboriginal students at Dalhousie. There is also a student society called Indigenous Connection, which organizes cultural events, provides support and resources for students. The Agricultural campus just recently appointed an Aboriginal student advisor. No support specific to Pharmacy students; the support and resources extend to all students at Dal.
MUN	There is one spot set aside in the SoP for a person of aboriginal descent to be admitted each year. Outside of that, there are no initiatives that I am aware of.

13. Roadblocks in CAPSI Fee Increase

C. Caron

C. Caron brought forward the troubles that Dalhousie has been having with increasing the CAPSI fees. Dalhousie is looking for suggestions as per what other schools do to show CAPSI benefits and show students the benefit of CAPSI fees.

C. McGrath brought forward that there is another year that locals have in order to sustainably increase fees from \$12 to \$15. This is to begin in September 2019, nationally. When this was discussed at PDW 2017, it was suggested that locals who think this fee increase is not likely should fundraise extra for the difference in fees. C. McGrath suggested that this is our duty as a council to demonstrate benefits of CAPSI to our members and increase awareness about benefits and our organizations. Educating students about what CAPSI does locally and nationally for students will be integral going forward in the next years.

H. Kaliel would like to confirm that it is 2019 when the fee increase will need to be paid.

C. Caron suggested that we go from west to east to discuss whether the fee increase has been implemented successfully.

UBC	It will not be necessary because it comes off of student fees.
Alberta	Not yet passed the motion and will be talking to APSA over the summer. APSA currently charges \$200 (one time fee at the beginning of first year), of which \$12/student/year is sent to CAPSI National. The remaining money is used for APSA initiatives (CAPSI local initiatives included).
Saskatchewan	Have increased fees successfully for September 2017 from \$80/4 years to \$90/4 years. Only students who are incoming into the college in September 2017 will be affected.
Manitoba	CAPSI fees will now be included into tuition and the increase will be taken into account with this change. Starting in September 2017 each student will pay \$23. In September 2019 it will be increased to \$26 to account for the National increase. There will be a grandfather system so that students that have already paid will get a \$23 refund for their remaining years of school.
Waterloo	Waterloo is still deciding locally whether a further increase is necessary. The class of 2020 was asked to pay \$83, an increase from previous, and found no problems. Waterloo collects \$83 for the four years, students receive a pro-rated membership fee if they join later on.
Toronto	Has to be brought up at UPS's budget meeting for the 2017/2018 year
Montreal	CAPSI membership fees are not included in the tuition and are decided by the local

	CAPSI council. Fees have been 15\$/year, but starting on September 2017, we plan on increasing the fees to 20\$/year (collected at once = 80\$).
Laval	The fee is included in the tuition, there are 3 semesters and we pay 7\$ per semester for a total of 21\$. Need to discuss budget because our fees are split 12\$ for national and 9\$ for local.
Dalhousie	Not successful. Increase has been passed at the DSPS (Dalhousie Student Pharmacy Society) however still need to get the fee increase passed through the DSU (Dal Student Union).
MUN	There is no formal process to increase fees. Currently, we charge 20/ year for membership and ask for all four years at once as 80 dollars/4 years. As of this september, MUN will admit the first class of PharmD, as such we plan to at that point increase our fees as it will be a five year program. The local student society increased their fees this past year to 30 dollars, so we feel as we offer many benefits similar to the local society, we can charge a similar fee. We cannot include our fee in tuition as there is currently a tuition freeze at MUN which is a barrier to including it in the tuition.

C. McGrath suggested that P. Thabet or S. Barillaro be asked to write letters of support to the faculties of the school or the student groups.

I Yang asked for clarification why the fee collection process is different at each school.

K. Tress suggested looking at at the School FAQ for further information in this topic.

Motion for recess until 2:56PM

T. Sanders/ E. Cowley

Motion Carried

T. Sanders called the meeting to order at 3:02PM

14. CAPSIL/JACEIP Purchase

I. Yang

Background Information/Summary:

Offer the possibility for CAPSIL/JACEIP general and executive members to purchase a copy of CAPSIL/JACEIP as a personal copy. This would be a memorable keepsake for interested students and may generate a small amount of revenue

C. Sehgal asked for clarification what the CAPSIL was.

N. Gajaria asked how much would be charged for issues.

I. Yang said that her predecessors quoted the magazine at \$3000 for previous requirements, but it was unsure whether that was for an individual issue or for the three yearly issues.

N. Gajaria does not believe that Toronto would see the value in having the students purchase a printed magazine.

S. Barillaro does not believe that it is feasible to fund free issues for schools through the CAPSIL budget. He suggested that the students could buy out the entire cost of the magazine.

I. Yang confirmed that the magazine could be present in the student center areas for all students and potential students to access.

S. Barillaro believes that locals can take this out of their own budget, and has suggested utilizing the Staples discount.

R. Ward believes that when there was printed issues, MUN students were not receptive to reading copies of the magazine.

T. Sanders suggested tabling this topic until locals have the opportunity to look into readership.

JF. Cote believes that it is integral to consider ways to increase readership of the CAPSIL.

C. Sehgal provided information that at Dalhousie, another free student magazine that is currently provided is not well received by students.

R. Hui repeats the same struggles at Laval and recites that the interest would be low. He does believe that the charge would deter interest of students at Laval.

S. Trivedi does not think that USask has the budget to print CAPSILs. She does point out that those who write articles may want to print a copy. She brought forward that those who are interested in a copy can contact the CAPSIL Editor directly.

T. Sanders summarized that there is not much interest locally in printed CAPSILs. She suggested that I. Yang provide an option to print the CAPSIL to the article writers.

15. Update on Quebec's Pharmacy Crisis

JF. Côté

JF. Cote highlighted the changes in pharmacy due to government cuts in Quebec. Pharmacists decided last year that they could not host students for rotations, and it was difficult for students to get rotation hours, leading to graduation delays. The position statement sent out on behalf of all the presidents of pharmacy student groups in Canada helped to advocate for students in this area, which is something that CAPSI should be very proud of. Quebec students are very happy about the results of the letter and the difference CAPSI made.

S. Barillaro suggested that local members provide information about this event to our members to provide education for students about our advocacy roles.

T. Sanders asked if there was anything further CAPSI could do.

JF. Cote confirmed that all is well right now, but we would like to inform students of this success.

C. Sehgal asked whether Dal could bring this forward to their students.

JF. Cote confirmed that sharing we are a voice for students is important. He brought forward the benefit in having a position statement for multiple pharmacy issues.

J. Chu does believe that the distance between national and local can be bridged if we let members know of benefits and results like this.

C. McGrath suggested that the coordination and the impact of this statement was deserving of pride. CAPSI also participates in lobby day, and has since been asked to participate in many organizations (eg. NAPRA, AFPC, etc.). CAPSI has been a great advocate though we have been modest about it. C. McGrath suggested JF Cote and P. Thabet work on a statement about this success.

J. Mejia brought forward that this “milestone” could be written about in his VP PA articles.

R. Hui would also like to bring forward the successes in rotation placement at Laval since the letter, the number of students that were not placed in rotations has decreased by ~70% within 1 week.

16. Translator References

I. Yang

Background Information/Summary:

Implementing a strict guideline that translators must translate at least one document per term if they are looking to receive resume references.

S. Barillaro would like confirmation as to whether this is committee members who are allocated to the committee or those who ask to be involved.

I. Yang is unsure but will be calling for a new Translation Committee soon.

N. Gajaria asks whether there is adequate help.

I. Yang points out that there are members who are donating lots of time and others who are donating no time. She is unsure whether this comes with students' own confidence in the language.

R. Hui recalls the last minute translation jobs that council has been asked to do due to translation committee back outs at an ill timing. He brings forward that you cannot force students to volunteer.

JF. Cote suggests hiring a translator for the OM and by-laws and suggests that as an organization we should take a responsibility in this area. He understands that the budget is tight in this area, however.

S. Barillaro asks for how much of CAPSI's documents still need to be translated.

I. Yang says that this is still a large portion of documents and website that need to be translated, and what is translated lacks grammatical proficiency.

S. Barillaro suggests the importance of these languages, and believes carrying a deficit to get this completed, and completed correctly, is important. He suggests that he can get a quote. S. Barillaro also suggests that there is adequate timelines provided with a definite amount of documents that all volunteers must adhere to.

C. Caron pointed out that previous CAPSIL Editor, D. Reithmeier, sent a survey out to all translation committee members discussing the amount of, time, and type of documentation that they were able to commit.

N. Gajaria suggested starting a club for translation at the Quebec schools.

I. Yang suggested it would be incorrect to leave the duty of translating only for those schools.

T. Sanders suggested looking into government organizations for non-profit options of translation. She suggests tabling the topic for now.

S. Barillaro does not agree that this should be put on the back of the Quebec schools and that it should be equally throughout Canada.

Motion to refer this item to the Translation Committee

T. Sanders/ E. Cowley

Motion Carried

17. Membership satisfaction survey results

K. Tress

K. Tress presented the presentation.

C. Caron asked how schools coordinated the surveys at their school.

S. Trivedi commented that USask posts on Facebook frequently and email once or twice.

K. Yeo also posted the survey on Facebook twice, informing students that this was to their benefit.

D. Shymanski pointed out that room representatives included the survey in their morning announcements as well.

R. Ward believes that sending out a Facebook post and email is effective, in addition to posting to the class group.

C. Caron asked for an update during the survey time to see how many students have filled out the survey.

K. Tress agreed to do this during March 2018.

S. Trivedi also brought forward that non-member students are asked to fill it out at Usask.

B. Houle exited the room at 3:44pm.

T. Sanders echoed what S. Trivedi mentioned to involve non-CAPSI members or people who are displeased with CAPSI in order to hear their voices as well.

B. Houle re-entered the room at 3:47pm.

C. McGrath would like to bring forward that the PDW number will be slightly skewed due to the spots not all being filled in Winnipeg and repeat PDW-goers. In addition, it was discussed that JF. Cote may consider releasing the results of the competitions for those members who compete and are curious of results, which was of notice in the survey. She suggested that members will always wonder what we do and we can only continue to do our best to answer.

18. Definition of intern per province

K. Tress

K Tress asked that the each school fill out the definition per their province in a document provided.

19. Pharmacy Technician Student Membership

C. McGrath

Background Information/Summary:

With the expanding scope of pharmacist practice, regulated pharmacy technicians are also taking on a more prominent and essential role in the pharmacy world. In order to ensure a strong sense of intra-professional collaboration is developed, pharmacy students and pharmacy technician students should collaborate to understand each

profession's scope of practice and develop a strong relationship to better our profession as a whole. At this time, there is no National pharmacy technician student group - while completing my specialty rotation at Saskatchewan PolyTechnic both the students and the staff asked if CAPSI would be willing to consider developing a pharmacy technician membership.

C. McGrath brought forward that almost all members get the same benefit and we want to ensure that we are differentiating properly.

C. McGrath discussed that memberships are changing in different provincial areas to now include Pharmacy Technicians. She explained where pharmacy technicians scope stands in Saskatchewan. She believes that there is financial and interprofessional paths to view in this area. She looks to the future where pharmacy technicians and pharmacists can push the profession forward together.

R. Ward brought forward the Advocacy Committee's goal over this last year to create a position paper regarding technicians scope of practice. She is in agreeance that technicians need to be supported to continue to advance pharmacy students.

C. McGrath believes that technician students would benefit and the faculty agrees that they will as well. She believe that the Advocacy Committee would be beneficial as well in order to continue to write a position statement

H. Kaliel left the room 3:59 PM

Motion to refer this item to the Membership Committee.

C. McGrath/ C. Caron

Motion Carried.

20. Committee Dissolution

T. Sanders

T. Sanders explained the nature of the CAPSI Committees.

BIRT the CAPSI National 2017-18 council dissolve all 2016-17 standing and ad-hoc committees.

T. Sanders/ K. Yeo

Motion Carried.

H. Kaliel re-entered the room 4:03 PM

21. Committee Formation

T. Sanders

BIRT the CAPSI National 2017-18 council form the following committees:
Finance Committee, Constitutional Review Committee, Membership Committee,
PDW 2018 Conference Planning Committee, Website Committee, Ethics
Committee, Competition Review Committee, IPSF SEP Selection Committee,
Translation Committee, Ad-Hoc Communications and Marketing Committee,
Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee, Ad- Hoc CAPSI 50th
Celebration Committee.

21.1. CAPSI 50th Celebration Committee

C. McGrath

J. Mejia left the room at 4:05 PM

J. Mejia re-entered the room at 4:08 PM

C. McGrath discussed the history of CAPSI and the Centennial Award. C. McGrath has fortunately met many past-CAPSI presidents and council members by drawing attention to what CAPSI has done so far as an organization. The committee would highlight how pharmacy has changed over the last year, connect with alumni, create a logo, be active on social media, and discuss how to best spend CAPSI's 50th anniversary.

Ad-Hoc CAPSI 50th Celebration Committee: Responsible for promoting CAPSI's 50th Anniversary, and planning any initiatives or events surrounding this event. Composed of:

Past-President (Chairperson) -----C. McGrath

President-----P. Thabet

President-elect ----- T. Sanders

Secretary ----- K. Tress

Vp comm----- J. Butler

One Sr. or Jr. rep. from Western Canada* -- H. Kaliel, S. Trivedi, K. Yeo, D. Shymanski

One Sr. or Jr. rep. From Eastern Canada** --K. Vo, R. Ward, C. Caron

CAPSI Council voted in favour of adopting the Ad-Hoc CAPSI 50th Celebration Committee during the 2017-18 council year.

Finance Committee: Addresses matters of financial concern outside of official CAPSI meeting times. Composed of:

Finance Officer (Chairperson) ----- S. Barillaro

President ----- P. Thabet

President-Elect ----- T. Sanders

Past-President ----- C. McGrath
One Sr. Rep. from Western Canada* ----- E. Cowley
One Sr. Rep. from Eastern Canada** ----- R. Ward, C. Caron
Other Executive ----- J. Yu, JF Cote, K. Tress,

Constitutional Review Committee: Drafts, reviews and amends the CAPSI Constitution (By-Laws, and Operating Manual), in addition to other official documents and contracts, as necessary. Composed of:

President-Elect (Chairperson) ----- T. Sanders
Executive Secretary ----- K. Tress
Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- C. Caron, B. Houle, C. McGrath, D. Shymanski, D. Huot, I. Yang

Membership Committee: Responsible for ensuring that all CAPSI members receive their membership benefits and work to facilitate the promotion of CAPSI during CAPSI Awareness Week. Composed of:

Executive Secretary ----- K. Tress
VP Communications ----- J. Butler
One Senior Representative ----- C. Caron, N. Gajaria,
M. Contreras, C. Sehgal, J. Mejia, C. McGrath, T. Sanders, R. Anisman

Professional Development Week 2018 Planning Committee: Facilitate the organization of PDW 2018 in Edmonton (hosted by the University of Alberta). Composed of:

Local Sr. representative from the host school ----- H. Kaliei
CAPSI President as an *ex-officio* member ----- P. Thabet
Other Council Members ----- M. Contreras
Local Planning Committee as per discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website. Composed of:

Webmaster (Chairperson) ----- M. Yu
President-Elect ----- T. Sanders
VP Communications ----- J. Butler
CAPSIL Editor ----- I. Yang
One Sr. or Jr. rep. from Quebec ----- K. Vo, D. Huot
One Sr. or Jr. rep. from Western Canada* ----- J. Chu, L. Kotyrba

One Sr. or Jr. rep. From Eastern Canada** ----- R. Hui
Other Executives: ----- C. McGrath, J. Mejia

Ethics Committee: Responsible for addressing all ethical matters brought to the CAPSI National Council. Composed of:

Past-President (Chairperson) ----- C. McGrath
President-elect ----- T. Sanders
CAPSIL Editor ----- I. Yang
VP Communications ----- J. Butler
Finance Officer ----- S. Barillaro
Sr. or Jr. rep. from a French speaking school -----R.Hui, D. Huot
Sr. or Jr. rep. from an English speaking school ----- R. Ward, S. Trivedi,
D. Shymanski, H. Kaliel, C. Sehgal, B. Houle, A. Clarke

K. Tress left the room at 4:21 PM

Competition Review Committee: Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level. Composed of:

VP Education (Chairperson) ----- JF. Côté
Past-President ----- C. McGrath
Sr. or Jr. rep. from a French speaking school* ----- R. Hui, D. Huot (?)
**Must be different from the home school of the VP Education*
Sr. or Jr. rep. from an English speaking school ----- H. Kaliel, C. Caron,
N. Gajaria, B. Houle, A. Clarke, A. Mew

C. Sehgal left the room at 4:23 PM

K. Tress re-entered the room at 4:23 PM

IPSF SEP Selection Committee: Responsible for the review of all applications and for selecting candidates to participate in the IPSF Student Exchange Program. Composed of :

Student Exchange Officer (Chairperson) ----- J. Yu
IPSF Liaison ----- G. Anhoury-Sauvé
One Sr. or Jr. rep. from Western Canada* ----- M. Contreras
One Sr. or Jr. rep. From Eastern Canada** ----- R. Anisman
Other execs: -----T. Sanders, C. McGrath,
C. Sehgal

Translation Committee: Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson) ----- I. Yang
One rep. from Université de Montréal ----- K. Vo, D. Huot
One rep. from Université Laval ----- R. Hui, F. Paré
One bilingual council member ----- JF. Cote
Any other council members interested ----- A. Clarke, L. Kotyrba

Ad-hoc Communications and Marketing Committee: Responsible for streamlining communications with membership, looking for a more effective way to deliver CAPSI National's message, evaluating the branding strategy, and upkeep of the CAPSI promotional video. Composed of:

VP Communications (Chairperson) ----- J. Butler
CAPSIL Editor ----- I. Yang
President-Elect ----- T. Sanders
One Sr. or Jr. rep. from Quebec ----- K. Vo
One Sr. or Jr. rep. from Western Canada* ----- K. Yeo
One Sr. or Jr. rep. From Eastern Canada** ----- R. Ward
Any other council members interested ----- J. Mejia, K. Tress, J. Yu

Amendment August 8th 2017 (J. Butler / R. Ward)

Any other council members interested -----J. Mejia, K. Tress, J. Yu, M. Lu.

S. Barillaro left the room at 4:27 PM

R. Hui left the room at 4:27 PM

C. Sehgal entered the room at 4:27 PM

Ad-Hoc Mock OSCE Committee: Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary. Composed of:

VP Education (Chairperson) ----- JF. Côté
One Sr. or Jr. rep. From each school that runs mock OSCEs:
University of Waterloo ----- E. Cowley
University of Manitoba -----K. Yeo, L. Kotyrba
University of Saskatchewan ----- S. Trivedi
University of Alberta ----- M. Contreras
Memorial University of Newfoundland ----- A. Clarke
University of Toronto ----- N. Gajaria
University of British Columbia----- A. Mew

Any other council members interested ----- C. Caron

R. Ward pointed out the necessities into standardizing the Mock OSCE document.

C. McGrath discussed that this committee has served to firstly accumulate a Mock OSCE bank and have CAPSI associated with Mock OSCEs.

JF. confirmed that this committee would stand to make the standardized OSCE form in addition to doing the activities suggested above.

H. Kaliel is unsure whether Alberta uses the CAPSI Mock OSCEs or another bank, and would consider combining this OSCE bank with a CAPSI's OSCE bank.

S. Barillaro re-entered the room at 4:30 PM.

R. Hui re-entered the room at 4:31 PM

C. McGrath suggested that one local rep from each school may benefit from being involved in the committee, whether they hold Mock OSCEs or not.

T. Sanders suggested this would be discussed further on Saturday.

Ad-hoc Advocacy Committee: Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession. Composed of:

VP Professional Affairs (Chairperson) ----- J. Mejia

VP Education ----- JF. Cote

Past-President ----- C. McGrath

One Sr. or Jr. rep. from Quebec ----- D. Huot

One Sr. or Jr. rep. from Western Canada* ----- J. Chu

One Sr. or Jr. rep. From Eastern Canada** ----- R. Ward

Any other council members interested ----- M. Contreras, A. Mew,

B. Houle, E. Cowley, K. Tress, I. Yang, J. Yu, C. Sehgal, D. Shymanski,

T. Sanders, A. Clarke

Ad-hoc Electoral Committee: Responsible for increasing transparency about our election procedures, facilitating enhanced communication between members and local representatives during speeches and elections proceedings, and researching other

methods of voting and logistics involved in order to make decisions about any changes to elections in the future.

Executive Secretary (Chairperson) -----K. Tress
Past-President ----- C. McGrath
One Sr. or Jr. rep. from Western Canada* ----- E. Cowley
One Sr. or Jr. rep. From Eastern Canada** ----- C. Caron
Any other council members interested ----- N. Gajaria, T. Sanders

BIRT the CAPSI National 2017-18 council form the following committees:
Finance Committee, Constitutional Review Committee, Membership Committee, PDW 2019 Conference Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee.

Motion to table this item until Saturday, June 3, 2017.

T. Sanders/ E. Cowley

Motion Carried.

22. Sub-committee formation and student involvement C. McGrath

The goal of sub-committee formation is to further involve general student members in the within the CAPSI National Council. Part of being our CAPSI members' benefits is being able to involve themselves (ie. participate in elections, ...) and this is another opportunity for them to do so.

This is already done with Translation Committee that involves general CAPSI members for translation purposes.

C. McGrath suggests putting a call out via social media and develop a application process. Students who wish to be active on a national level could have a similar experience.

T. Sanders mentioned that the committee chairs can bring this forward to their committees. On Saturday this could be brought forward to council and committee chairs can decide if they will be opening up the committee or not.

J. Mejia discussed opening up the VPPA position to a student at each school so that there is a contact to reach out to. He will discuss this further tomorrow.

Motion to table this item until Saturday, June 3, 2017.

T. Sanders/ N. Gajaria
Motion Carried.

23. Committee Breakout Session

Items to review during breakout sessions:

- Goals and purpose of each committee
- Plans to achieve the identified goals
- Review communication within the committee (facebook, email, dropbox, etc....)
- Challenges experienced by 2016-17 council, and how these can be overcome.

1	Finance	Membership	Ethics
2	Advocacy	Translation	Comp. Review
3	IPSF SEP	Electoral	CAPSI 50th

Motion to Adjourn at 5:08PM

T. Sanders/ E. Cowley

Motion Carried

Friday, June 2nd, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 8:30-12:00, 13:00-15:00, 15:00-17:00

1. Call to Order

T. Sanders

T. Sanders called meeting to order at 8:34AM.

T. Sanders reflected on yesterday's meeting and provided reminders.

2. Attendance

K. Tress

C. McGrath

Past President

T. Sanders

President-Elect

K. Tress

Executive Secretary

S. Barillaro	Finance Officer
J. Cote	VP Education
J. Mejia	VP Professional Affairs
I. Yang	CAPSIL Editor
G. Anhoury-Sauve	IPSF Liaison
J. Yu	Student Exchange Officer
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative
H. Kaliel	Alberta Senior Representative
M. Contreras	Alberta Junior Representative
S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
F. Pare	Laval Junior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative
A. Clarke	MUN Junior Representative

Regrets: P. Thabet, J. Butler, N. Szalbocs, R. Anisman, M. Lu, K. MacMillan

C. Sehgal left the room at 8:41 AM

3. Distribution of the Staples Discount Cards

I. Yang

I. Yang explained that Staples provides CAPSI with a 10% discount with all printing services. This is also a membership benefit and can be used by members and council.

S. Trivedi asked if there is one or two allotted per school.

I. Yang confirmed that you can take one per person.

C. Sehgal re-entered the room at 8:45 AM

4. PDW 2018:

H. Kaliel

4.1. PDW 2018 Host School Seat Ask

Background Information/Summary:

As decided at CPhA 2016, the host school has the right to ask for 25% of the total seats at their PDW. PDW Edmonton 2018 is requesting the full 25% of our 600 delegate seats (150 seats).

T. Sanders asked that schools fill out this chart to approximate how many of their students would be attending PDW 2018:

UBC	80
Alberta	150+
Saskatchewan	80
Manitoba	40-50
Waterloo	10
Toronto	20-25
Montreal	15-20
Laval	25-30
Dalhousie	15-20
MUN	10-15 (plus 12 members of PDW 2019 planning committee)

J. Chu asked whether 600 had been confirmed.

H. Kaliel confirmed that this is the approximate number.

C. McGrath provided perspective that at PDW 2017 when all seats were not filled, all further PDW PC's were encouraged to take the "want" of students to come during the planning process. Their number of 600 has been lowered from a previous 700.

BIRT that the University of Alberta be allowed up to 150 delegates for the 2018 Professional Development Week.

T. Sanders/ K. Vo

H. Kaliel provided a friendly amendment:

BIRT CAPSI National approves the seat request for PDW 2018's host school allocation to 25% or 150 seats out of 600.

Motion to Amend

H. Kaliel/ J. Yu

Amendment Carried

BIRT CAPSI National approves the seat request for PDW 2018's host school allocation to 25% or 150 seats out of 600.

T. Sanders/ R. Ward

Motion Carried

4.2. Pharmafacts 2018 Tee Shirt

Background Information/Summary:

As with PDW 2017 in Winnipeg, we ask that the t-shirts designed for Pharmafacts maintain a high level of professionalism, as this issue was brought forward by Dr. Neal Davies (our current Dean) in the past.

Shirt color allocation – a Google doc will be released where each school can select a shirt color to be used for their 2018 t-shirts.

4.3. PDW 2018 Poster Presentation Logistics

Background Information/Summary:

Working together with VP Education, the PDW 2018 Health Fair Officers are putting on a poster presentation simultaneously with the trade show. We are hoping to showcase student research completed while a pharmacy student or in previous degrees. Poster boards would be provided for students to display their posters outside of the trade show hall. Ideally, students would be present to speak about their posters, but we understand that there is no specific seat allocated to students who will be presenting posters (this is not a formal CAPSI competition currently). Students presenting their posters (or on behalf of a colleague) would be awarded the appropriate stamps to count towards their educational requirements. As this is a new initiative, we appreciate your feedback on the above, as well as the following:

- Selection of 1-2 posters per school: this would be carried out by the local reps. PDW 2018 PC will provide a call for posters (with details) to be distributed in the Fall, with submissions made to the local CAPSI reps. From there, it would be up to the locals to select which poster(s) are to be presented. Is this feasible?

T. Sanders shared that P Thabet and her believe that the locals shouldn't be the ones who decide which posters go, but they should be in charge of laying out for the students the process at which posters are selected.

C. McGrath asks if PDW PC 2018 make a selection rubric for locals?

H. Kaliel said that this could be an option if locals would prefer.

JF. Cote would like to confirm how the selection rubric would work and emphasizes that the rubric is necessary for fairness across the nation. He is willing to work with the education director of PDW PC.

S. Trivedi expresses that locals would like to analyze the logistics before approving the selection rubric.

C. McGrath suggested that a fair rubric can be made where the judges are selected at the decision of the locals. The PDW PC can create the rubric for council to review. No formal motion will be required.

H. Kaliel agrees with Caitlin in how judges are selected. She will speak to the PDW PC about creating the rubric. She would also like to know whether the posters at the conference should be competed against each other or whether it should be simply an educational opportunity

R. Ward suggests that a certificate is a good motivator.

H. Kaliel confirms that impartial judges may be found for each school.

C. McGrath confirms that submitting a poster will not guarantee a PDW spot. It will be interesting to see the participation and reaction from our members. She stresses the difference between this as a PDW Competition versus the other CAPSI Competition.

S. Trivedi suggests that a certificate could be provided to all who are selected to present their poster from their local school.

C. McGrath suggests holding a vote to see if we are interested in holding this as a national competition or not.

JF. Cote would like to gauge interest around the country. There may be schools with lots of interest and schools with none. It would be unfair to beg schools for posters and have to select a minimum number from other schools. He suggests looking at how much poster interest there is and then choose who comes based on that.

R. Ward would like to know when the certificates would be provided.

H. Kaliel confirms that students, if at PDW, could get a certificate after presenting their poster.

T. Sanders calls to question whether council is in favour of having the posters as a national competition or rather an educational opportunity.

Informal Vote: This will be a showcase opportunity on the national level.

C. McGrath mentions that we can approve the rubric at a later date and that we should consider taking JF. Cote's point into decision making.

Motion to refer this item to the PDW 2018 Planning Committee

T. Sanders/ S. Trivedi

Motion Carried.

4.4. PDW 2018 Alumni Involvement

Background Information/Summary:

Being that PDW 2018 is CAPSI's 50th birthday, and the 30th anniversary of PDW, we are looking to get pharmacy/CAPSI alumni more heavily involved in the conference. Potential involvement could include: passes sold for our keynote + motivational speakers, passes sold to the Canada's Next Top Pharmacist event. The gala dinners, CAPSI AGM + elections would be kept to only registered students. Passes would only be sold to pharmacy alumni (graduated 2017 or earlier), from any Canadian pharmacy school, to restrict current students from only buying day passes. We are also exploring speaker sessions that have an alumni focus to provide students with an opportunity to interact with graduates currently working in a variety of practice settings. Any thoughts on these ideas, or feedback from other conferences you've attended that have sold day passes?

T. Sanders mentions that P. Thabet and herself believe this a great networking idea and push for a higher level of professionalism.

J. Chu echoes that this is a great idea. There is concern that this would mostly be Alberta alumni.

S. Trivedi would like to express that these alumni may be expecting a more formal welcome, such as a dinner. She is concerned about the financial burden of this.

H. Kaliel responded that there is not a great way to get around the Alberta alumni that would be mostly present. In response to S. Trivedi, H Kaliel expresses marketing this event in a specific way would be key.

C. Sehgal wanted to know if there was a way to send invitations in advance to get an RSVP to gain interest

H. Kaliel clarified what their intent is in inviting alumni to PDW 2018 for the alumni event

4.5. PDW 2018 Payment Deadline

Background Information/Summary:

As brought forward by Jennifer Butler at the Spring TC, for PDW 2017 5/10 schools' delegate registration was not received prior to PDW. After discussion with the PDW 2018 PC, there will be a deadline implemented for the local reps to send registration cheques to us to ensure we can meet our payment deadlines. Timelines are currently TBA but will be provided to local reps with reasonable time to implement these changes. In addition, the deadline will be provided to students upon registration so they know that there will be no refunds after a certain date.

T. Sanders would like to know an approximate timeline.

H. Kaliel confirms that this will depend on registration dates.

T. Sanders was discussing a realistic timeline would be two months in an advanced, etc.

H. Kaliel expresses it is difficult to plan this as there is no confirmation when second, third, and possibly more rounds would be complete by. It will be important to get even the first round funds earlier than later.

C. McGrath suggests that multiple deadlines could occur, but a final complete deadline is necessary to adhere to. A different discussion would be required for students who required reimbursement.

5. Competition Feedback

JF. Côté

JF. Cote commented on the feedback received by CAPSI during the survey regarding competition feedback. He believes that the competitions are meant to challenge students. He would like to get more feedback for competitions, through the local representatives and for students once they've finished the competition. This will be integral in creating competitions with student feedback down the road.

K. Tress suggested that students must submit feedback for their video to be marked.

J. Chu clarified whether the answers can be provided to students or not.

JF. Cote confirmed that students don't receive the answers for the exam. It was brought forward at the executive meeting that JF Cote could highlight the national competition answer before presenting the awards at PDW. As per the local level, he is unsure what would be best in order to provide the answer to students.

C. Caron explained that at Dal the competition is held in person, therefore the agreement to mandatory feedback would be easiest by giving the feedback form after competing. She agrees that showing students the case answer is beneficial to our members.

JF Cote would like to know:

- Is mandatory feedback possible at your school?
- How would it best work to present the case answers to your students?

UBC	Faculty judges the competitions. Could send out student feedback form after the competition but prior to receiving the case answers
Alberta	Faculty judges the competition live as it occurs. Agree with student feedback as well as judges feedback on the cases. Best to give students time

	to reflect before filling out the survey. Agreed that students should be able to review the case after all schools have conducted the competitions at a local level.
Saskatchewan	Competitions run throughout a month. PIC is video-taped and sent to judges, the rest of the competitions are live. Faculty judges the competition and we have SP for PIC and OTC
Manitoba	2 professors judging and 1 SP for each PIC and OTC. Marking and winners all done that night. Could do feedback and go over answers within the group after the event.
Waterloo	Professors judge our competitions during one weekend in the fall semester. We hire an SP for the PIC and OTC competition. Typically a Senior student also judges the SLC competition.
Toronto	Mandatory feedback would be possible for PIC/OTC, but may be difficult to get feedback from every single participant of the compounding competition since we have
Montreal	Mandatory feedback would be possible as we do not have that many students participating in each competition. We are considering holding a meeting in order to discuss the answers to the cases with the participants.
Laval	2 profs volunteer to judge each competition (PIC, OTC) during an evening. The caps local budget pays for their dinner, and as a token of appreciation we give them a small cheque with the caps cards. Mandatory feedback would be possible, for example by using a short questionnaire directly after the competition or by sending them a form on facebook.
Dalhousie	Faculty judges all the competitions. Usually the compounding competition is a weekend day, with the OTC and PIC being an evening during the week. Mandatory feedback would be possible right after competing, and then after that they

	would be able to be provided with a paper copy of the case answers.
MUN	Sr judges. No profs. 5-6 students. Would ask for paper copies for feedback that could be returned within a couple days. Similar for case answers, could be done right after competitions.

R. Ward left the room at 9:44 AM

K. Tress says that students should fill in the survey but we cannot force students to answer questions.

T. Sanders does not believe getting students to fill out the survey immediately would provide accurate answers, as stress skews the students' opinions.

S. Trivedi suggests getting the survey out sometime after the competition before they reveal winners and tell answers.

6. Competition Promotion

JF. Côté

JF. Cote points out that students who do win locally do not receive enough recognition nationally and by their peers. He suggests that there could be a Facebook event for specific competitions, wherein CAPSI members could attend to see updates of when competitions will be taking place and who winners would be. This would create a further CAPSI unity.

R. Ward re-entered the room at 9:48 AM

T. Sanders' believes that the unity is a great characteristic of this idea. She also mentions that promotion of the events increases our transparency, recognizes our students, and provides education on what we do.

K. Vo mentions that we need to monitor the posts closely so that wrong information is not shared.

JF. responds that he will admin the page and monitor it closely.

H. Kaliel echoes K. Vo's concerns and also would like to confirm these events would only be for those who are signed up for competitions. She is concerned about Facebook notification fatigue.

JF. Cote asks about if winners are featured in the CAPSIL?

I. Yang confirms this can occur.

S. Trivedi asks for clarification whether there would be a page for each competition or one single page.

JF. Cote confirms he is just asking for feedback.

N. Gajaria believes the unity is great but shares the Facebook fatigue concern. Toronto also recognizes these winners locally on many occasions.

C. McGrath thinks this is a good idea and believes that promotion can occur even earlier (eg. making statuses regarding when the competition review committee is meeting). C. McGrath says that this will provide clarity with what CAPSI National is doing. She also voices concern about making sure all case answers are released at the same time. Furthermore, releasing any pictures of the products from the competitions needs to be monitored.

S. Trivedi left the room at 9:55 AM

J. Mejia brought up that students who sign up could be asked to like or be added to the CAPSI National Facebook group. He points out that adding students to a Facebook group could create means for cheating?

K. Yeo echoes Jerry's points and believes that National could post on the website or the CAPSI Facebook page for further traffic. We could tag the winners and post pictures of them too. This could be released at the same time to prevent winners being contacted to find out about the case.

C. Sehgal repeats that students will be prompted to check the website if they are on there, further increasing traffic.

D. Shymanski believes that a Facebook post or email can link the website.

BIRT that this agenda item is referred to the Competition Review Committee
K Tress/ C Caron
Motion Carried

S. Trivedi re-entered the room at 10:01 AM

7. Local Pharmafacts

JF. Côté

JF. Cote would like to know when each local school will be holding their Pharmafacts, how many questions they need, and any special considerations.

UBC	UBC has not held a local pharmafacts in the past but will be holding one this fall
Alberta	U of A does not currently hold a local Pharmafacts competition. We would be interested in starting this initiative this year, hosting the competition in the beginning of November.
Saskatchewan	U of S has held a pharmafacts competition the past few years during our competitions month (October). We reserve 4 seats, 1 for every year to attend PDW. The Dean last year provided a \$250 prize for the winner of each year. The winner in every year will receive a spot and will represent the school at the National pharmafacts competition. In the past years questions were created by local reps. Last year, Paul from Agro Health gave the Sr. rep access to the question bank.
Manitoba	U of M has not held a local pharmafacts in the past, but this previous year we used a short list of questions as a pharmafacts section in our local Pharmacy Quiz Night. We would be interested in looking into the feasibility of holding a full pharmafacts in the future. We would prefer a variety of categories.
Waterloo	
Toronto	Late November (2016: Nov 24)

	Normally we use therapeutic questions from the question bank. The Pharmafacts Pre-Bowl has been held at UofT in past years but last year was the first time it was hosted by our local CAPSI Council. \$50 PDW subsidies are provided for each winner. There is no spot reserved for winners since the local Pharmafacts Bowl happens after PDW registration so only those students who are registered for PDW are eligible for the travel subsidies. Last year the questions were chosen by the USask Sr from the Agro iMCQ question bank.
Montreal	Same as Laval.
Laval	We do not have a local PharmaFacts. However, every year in March there is an academic competition at the COCEP (for Montreal and Laval), however the winners are not rewarded with a place to PDW.
Dalhousie	We currently do not hold an event, however would like to try this year. Students that win the competition would not be awarded seats to PDW.
MUN	MUN has never held such an event, but it can be looked into at the local level. However, this would not be an event associated with the National Pharmafacts Bowl in that any winners would not receive seats at PDW.

L. Kotyrba left the room at 10:03 AM

L. Kotyrba re-entered the room at 10:09 AM

Motion for recess until 10:18 AM

T. Sanders/ N. Gajaria

T. Sanders called the meeting to order at 10:20AM

8. IPSF Introduction

J. Yu

J. Yu presented the presentation.

9. IPSF Student Exchange Program and Host Sites

J. Yu

J. Yu presented the presentation.

10. IPSF Health Campaign Topic 2017-18

J. Yu

<http://www.ipsf.org/projects/public-health>

Last year, CAPSI's health campaign topic was Tobacco Awareness with proceeds donated to the Canadian Lung Association.

Historically, the IPSF Health Campaign is CAPSI's philanthropic efforts for the year to raise awareness and funds surrounding a global issue. In the past "Run for the Cure" was CAPSI National's main initiative but it was later decided that the IPSF Health Campaign would be our National focus for philanthropy efforts and Run for the Cure would be at the discretion of the local councils.

H Kaliel confirmed that a topic can be selected that has been done in the last two years, but it is not typically done in that manner.

H. Kaliel left the room at 10:40 AM

H. Kaliel re-entered the room at 10:43 AM

T. Sanders explained how the discussion will take place for this topic.

S. Trivedi expressed that HIV/AIDS crisis and TB crisis in SK is very prevalent right now in SK, and educating students.

D. Shymanski expressed that TB does not get enough awareness in the rural communities in SK and MB.

C. Sehgal expressed that HIV/AIDS was intriguing due to the up and coming excitement that safe injection sites are creating across the country.

M. Contreras expressed that he believes HIV/AIDS is an important topic as well. He believes that Alberta has many great speakers available.

K. Yeo understands that healthy living/ diabetes provides opportunity for community outreach options

S. Barillaro left the room at 10:48 AM

J. Chu believes that smoking cessation and diabetes can be easily incorporated into PAM because it is prominent in the lives of our patients.

R Ward suggested that HIV/AIDs and Healthy Living and Diabetes would make most sense to address with Newfoundland's population. There has recently been prominent research done in the HIV/AIDs area recently in St. John's.

R. Hui expressed that Healthy Living Diabetes was a good choice for what the students at the school may be interested in with the increasingly busy lifestyles.

K. Vo would like to consider HIV/AIDS and Diabetes, but mostly the former due to the availability of speakers at their school. Since Montreal opened 3 supervised injection sites recently, it would be interesting to invite a pharmacist or a nurse who's working there to speak.

N. Gajaria believes that Diabetes is a common theme in the lives of our patients.

E. Cowley believes in the importance of safe injection sites as well as educating our pharmacy students on the HIV/AIDS services in the Kitchener-Waterloo area to help better our patients.

S. Trivedi added that although HIV would still be an important topic to cover but USask has the unique opportunity to partner with DC (Dietitians Canada) Liaisons as the pharmacy program and nutrition program are under the same college.

A. Mew notices that the increase of Diabetes prevalence in BC and smoking cessation legislation in the province.

S. Barillaro re-entered the room at 10:54 AM

K. Tress points out that Diabetes and Health Living was the topic three years ago.

T. Sanders points out that the topic should appeal to the students.

K. Tress expressed Saskatchewan's interest in opening a safe injection site.

C. McGrath says that locals should consider a topic that is not always taught in detail in school.

CAPSI Local Representatives voted in HIV/AIDS Awareness Campaign for the 2017-18 school term.

J. Yu explained the following options as national charity organizations:

Canadian AIDS Society

<http://www.cdn aids.ca/>

Canadian Foundation for AIDS Research

www.canfar.com/

R. Ward asks about donating to a local injection site or a provincial outreach opportunity rather than a national organization.

C. Sehgal discussed Dal donating to an upcoming safe injection site or a needle exchange.

R. Hui expressed that Quebec does not have a SIS but would like to donate to one.

K. Vo explained that Montreal has safe injection sites.

N. Gajaria told the council that there is no safe injection site in Toronto but there are other AIDS/HIV options to donate to.

E. Cowley explains that there is an HIV/AIDS association for Waterloo and surrounding areas that they would into in terms of possible charity to donate to

K. Yeo explained that there is a program called Street Connections in Winnipeg that has needle drop off and other services, but it is unknown if there is a safe injection site here yet.

S. Trivedi explains that there is not currently a SIS in Saskatchewan.

H. Kaliel explained that legislation is being passed currently for a SIS in Alberta.

J. Chu explains that BC has multiple injection sites and also the BC Centre for Excellence in HIV/AIDS. Injection site and BCEH/A work closely with addiction services and multidisciplinary teams.

K. Tress explained that a national charity must be selected, though locals can choose to donate however much they want to the charity and can donate the remainder to a local cause.

BIRT the 2017-18 CAPSI National health campaign topic be HIV/AIDs Awareness Campaign and that the 2017-18 CAPSI fundraising efforts contribute to Canadian Foundation for AIDs Research.

T. Sanders/ C. Caron

Motion Carried.

11. CAPSI Symposia Topics 2017-18

JF. Cote/J.Meija

- 11.1. E-health and advances in technology
- 11.2. Pharmacogenomics and personalized medicine
- 11.3. Generating data to value the work of pharmacists
- 11.4. The rise of biosimilars
- 11.5. Specialty prescribing
- 11.6. Pharmaceutical care with indigenous populations
- 11.7. Eco-responsible pharmacy practice
- 11.8. Immunotherapy in cancer
- 11.9. LBGTQ+ Health.
- 11.10. Pharmacy technician regulations

T. Sanders brought forward to consider the interest of your students when deciding this. We are encouraged to fill in the gaps of the classroom and think of the feasibility of the speaker.

K. Yeo left the room at 11:33 AM

C. Sehgal left the room at 11:34 AM

K. Yeo re-entered the room at 11:36 AM

C. Sehgal re-entered the room at 11:38 AM

R. Hui left the room at 11:46 AM

R. Hui re-entered the room at 11:49 AM

K. Vo left the room at 11:49 AM

Which topics do you foresee that your students would benefit or may not benefit from?

BC	UBC believes topic 3 (to generate data) is important for all
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	students and pharmacist: we require efficacy, results and statistics to act as leverage when rationalizing pharmacist's expanded scope. Raising awareness on
Alberta	LGBT+Q issues are often still stigmatized in the health care environment, with said persons experiencing discrimination, whether with/without intent, or directly/indirectly.
Saskatchewan	Echos Alberta w LGBTQ + Health; pharmaceutical care with Indigenous populations
Manitoba	Echos Alberta w LGBTQ+ Health; Immunotherapy in Cancer is a rapidly growing field that would hold a lot of interest for many pharmacy students, especially b/c it is not taught in great detail in our program
Waterloo	They are ALL amazing but Immunotherapy in Cancer and Pharmaceutical care with Indigenous Populations.
Toronto	Rise of biosimilars and immunotherapy in cancer would be topics of interest at UofT since students are interested in these therapeutic areas and they aren't thoroughly covered in the curriculum. Additionally there is a group called Pharmacy Students for Cancer Awareness at UofT so it may provide a good opportunity for collaboration.
Montreal	Pharmaceutical care with Indigenous populations, rise of biosimilars, pharmacogenomics and personalized medicine
Laval	eHealth with the advances in technology, specialty prescribing for different work environments and methods in different pharmacies, immunotherapy for cancer which is a growing field
Dalhousie	Pharmaceutical care with Indigenous populations, LGBTQ + Health, Eco-responsible pharmacy practice, Specialty prescribing
MUN	eHealth, Data Generation, Pharmacy Technician Regulations, Speciality Prescribing

T. Sanders expresses to vote based on classroom gaps, as our goal is to make our members more well-rounded pharmacists.

C. Caron left the room at 11:49 AM

C. Caron re-entered the room at 11:52 am

K. Vo re-entered the room at 11:52 AM

L. Kotyrba left the room at 11:53 AM

L. Kotyrba re-entered the room at 11:59 AM

BIRT CAPSI National's symposia topics for the 2017-18 year will include Pharmaceutical care with indigenous populations and/or Immunotherapy in cancer.

T. Sanders/ C. Caron

Motion Carried

Motion To Recess Until 1:00

T. Sanders/ N. Gajaria

Motion Carried

P. Thabet called the meeting to order at 1:12PM

12. Interprofessional PAM Event

C. McGrath

Background Information/Summary: During CPhA 2016 the following discussion took place. Subsequently, during PDW 2017 in Winnipeg, MB the 2016-2017 CAPSI National Council voted to focus the unified interprofessional PAM event on a Schizophrenia case. This case based event was created by the VPPA and executed by each local council in their own unique way. Overall, the event was a huge success and demonstrated the unity between CAPSI National and all ten schools of pharmacy. Should this become an annual event created by CAPSI National in collaboration with the local reps and executed during PAM by each local council?

Discussion from CPhA 2016:

"Item for Discussion/Motion: Should we create a national interprofessional PAM event to be run at each university?"

Background Information/Summary: We had attempted to trial an interprofessional PAM event at Dalhousie, Toronto and Edmonton. The event was successfully run by Toronto and Edmonton. Would this event be useful to continue in the future? Could we attempt to run the event at all Universities this year?

M James sought feedback on the trial events for the past year.

M Aizouki thought it was a great event but could have benefited from further promotion. Included nursing and medicine in the event.

M Moreno made a promotional video – this went over very well. Each panelist explained how they would approach the case, did not actually solve the case. It was visible that different professions assessed different components and how they work together. Only pharmacy students attended but multiple professions sat on the panel.

M James sought feedback on concerns for the event for the coming year.

K Hynes explained MUNs approach to interprofessionalism. Interprofessional skills training is a part of the curriculum and additionally they had an interprofessional speaking event during PAM.

P Thabet explained DALs experience. Had challenge seeking out other professions. Professors at the school suggested as an alternative to have pharmacists from different practice environments sit on the panel as well as students.

S Song wants to incorporate an interprofessional activity for credit.

K Tress believes Saskatchewan can pursue the event. Coordinate with nutrition and veterinary medicine.

M Eisa had an event where they had new grads from different practice areas. Could pursue an interprofessional event this year.

M Moreno wants to add more faculties to their event.

J Cote had a conference about health technology. Nursing, medicine, nutrition and pharmacy were invited. Sees a similar event in the future and would be open to a case review.

K Youssefian says students participate in non-CAPSI related interprofessional events but would be open to adding a new panel event during PAM.

N Scholten would like to incorporate it into the symposium topic.

K Hynes believes the event could be done at MUN.

C McGrath stated that being a leader and pursuing these events nationwide will show that CAPSI is being a leader and in promoting interprofessional collaboration.

M James inquired when the case would be needed for. There was agreement with mid fall.

BIRT CAPSI National hold an interprofessional event organized at the discretion of the local council as a part of the Pharmacist Awareness Month 2017 campaign.

(C McGrath/M Eisa)

Motion Carried.”

Discussion from the Spring 2017 Teleconference (event feedback):

“PAM Interprofessional Event

M. James

Question: Should CAPSI continue to have a national interprofessional event during PAM 2018? Is there anything you would change about the current structure to improve it in the future?

Background: PAM 2017 marked the first year CAPSI committed to running a national interprofessional event across all universities. The event was run this year by 7-8 schools during PAM in March. The event was structured as an informal interprofessional case study related to the topic of Schizophrenia. Local schools were given the option of adjusting the case study to meet the format of their specific event. Feedback from individual schools has yet to be obtained.

M James listed the schools who ran the interprofessional event this year, and requested feedback from the schools who did hold the event.

M Moreno explained that the event has been held twice in Toronto. They felt the case was more complex this year and that received positive feedback. It was also good that there was a new topic this year, as many of the students attended both events.

H Kaliel noted that their event received very good feedback, both from students and the professional panel. They intend to hold the event in the future.

E Cowley explained that Waterloo had a challenging time to hold the case this year. They tried to collaborate with another organization, but as all of the professions this organization represents were not represented in the case they were not interested. When they held the case they altered the questions slightly, and it did turn out well, however as it was very challenging to organize the event they are not sure they will be able to hold it in the future.

M Eisa explained that they also reached out through faculty. Unfortunately, they were not able to reach as many health professionals as they would have liked.

C McGrath noted that Saskatchewan will be holding the event tomorrow. From her perspective, she felt this was a very unifying event and that it is adaptable to each of the ten schools. Having a standardized event, even if it is not a case, helps to show unity in CAPSI.

C Caron explained that this was the first year that Dal held this event and it went really well. She noted that due to the topic, they had a professor they could work closely with. The topic of choice should be considered in future years, as this will impact who you can network with.

P Thabet agreed that the event went very well, however in future years getting students from more health care professions would be beneficial. It was also raised to them by one of their panelists that the involvement of a patient advocate would be beneficial.

K Yeo agreed that the event went well and that the case itself is important to consider in the future.

R Ward explained that the case fit her school well. Other health care students were invited, but it was primarily pharmacy students that attended.

S Song exited the call at 7:28 PM EST.

J Chu explained the event was successful. They were not able to provide as much food as they would like due to expense.

M James explained that in the interest of time she will send out a form to seek further detailed feedback.

C McGrath explained that at CPhA 2017 the next year's council will vote whether they want to continue this event."

C. McGrath highlighted details of the history, successes, and challenges behind the interprofessional event this year.

Motion/Item for Discussion: BIRT CAPSI National organize an interprofessional event to be executed at the discretion of the local councils as part of the annual Pharmacist Awareness Month campaign.

C. McGrath/ C. Caron

J. Mejia wished for confirmation as per “discretion” of the event. The school needs to run the event but it is up to them in what way it is held.

N. Gajaria highlighted that in Toronto, there is an interdisciplinary clinic, so it is easier to collect speakers. Toronto was also the pilot school for this event 2 years ago, and the event has been running smoothly over the last 2 years.

P. Thabet explained at Dal that they did not struggle getting speakers and that the event was well received by students. P Thabet is interested in if schools had a particularly unfortunate event.

S. Trivedi discussed that at the Senior-Junior meeting, it was summarized that most schools, even those with issues, can work through them for further years.

J. Butler entered the room at 1:20PM.

K. Vo pointed out that at Montreal, there is already a class that facilitates an interdisciplinary case.

E. Cowley thought as though because of Waterloo’s connection with interprofessional schools, it was challenging to bring a very successful event for students. E Cowley reached out to many health care professions which had some difficulties. She suggested that there are some topics that are difficult for Waterloo to hold due to its distance from other professional colleges.

R. Hui highlighted that at Laval, there is a class that features an interdisciplinary case.

P. Thabet mentioned that this event won’t act as a replacement for what is already done in curriculum, but rather should be in a format that speaks to what each school needs.

J. Chu spoke about the budget difficulties necessary locally to host the event.

C. McGrath explained the similarity between this event and symposiums could be developed in that two topics could be suggested by council to work for schools that may need further variety.

N. Gajaria suggested that Toronto is thinking about making this an event with students receive IPE credits for.

P. Thabet suggested that we continue the event on trial for another year.

C. Caron mentioned that this event may be different every year and could be more difficult one year versus another. However the specific topics will allow for schools to have better panels some years versus other years. Dal had a great panel this year, but may have difficulties gathering speakers next year depending on the topic.

H. Kaliel discussed the differences between this year and the previous year's events. She highlighted that last year was more difficult than this year, but explained that this will likely alter yearly.

R. Ward believes that there is going to room for improvement in each event. She suggests that eventually this event will become something that locals automatically think to hold.

BIRT CAPSI National organize a second trial of an interprofessional event to be executed at the discretion of the local councils as part of the 2018 Pharmacist Awareness Month campaign.

**C. McGrath/ P Thabet
Amendment Carried**

BIRT CAPSI National organize a second trial of an interprofessional event to be executed at the discretion of the local councils as part of the 2018 Pharmacist Awareness Month campaign.

**P Thabet/ C Caron
Motion Carried**

13. World Pharmacist Day

P. Thabet

Did schools plan any events relating to World Pharmacist Day? Were these well received?

As mentioned last year, we should investigate a minor national initiative for World Pharmacist Day. This agenda item was brought up last year by K. Tress

K. Tress highlighted that USask did a short social media campaign and Pharmacists Without Borders came to speak

N. Gajaria discussed that CAPSI Awareness Week fell during the same week so it worked out very nicely for a social media campaign.

K. Vo mentioned that the PWB speaker came to speak during the same week.

J. Yu highlighted that in discussion with local IPSF reps, many schools just did a small social media campaign.

J. Butler asked whether she should pursue this partnership as a part of her position.

P. Thabet asked who has not had a PSF event this year.

K. Yeo highlighted that PSF did not come to Manitoba for an event as they were present during PDW.

C. McGrath mentioned that PSF asked for a student rep from each school as a means of connection between our groups. C McGrath brought up that some schools designated this representative where others did not.

P. Thabet discussed that a social media campaign seems a suitable, small event for World Pharmacists Day. He would like to refer it to the IPSF Committee

C. McGrath suggested that locals may choose to kick off their IPSF Health Campaign Week during the week of World Pharmacists Day.

<http://www.fip.org/worldpharmacistsday>

R. Ward confirmed that World Pharmacists Day is always on September 25.

J. Yu mentioned that aside from Waterloo, most schools hold their event during the winter or spring terms.

Motion that the topic of an event or online initiative for World Pharmacist Day be referred to the IPSF/SEP Committee for review at the Summer 2017 TC.

P. Thabet/ T. Sanders

Friendly amendment by J. Yu

Motion that the topic of an event or online initiative for World Pharmacist Day be referred to the IPSF SEP Committee for review at the Summer 2017 TC.

J. Yu/ P. Thabet

Amendment Carried

Motion that the topic of an event or online initiative for World Pharmacist Day be referred to the IPSF Committee for review at the Summer 2017 TC.

P. Thabet/ N. Gajaria

Motion Referred

14. DUX Truc Contest

P. Thabet

P. Thabet highlight the competition and prizes behind the DUX competition. Have locals promoted the DUX contest to their membership this year? Any feedback from students? This contest aims to promote healthy living by focusing on a healthy diet.

R. Hui mentioned that at Laval it was too short of notice to appeal to students this year. He does see the importance in the contest and its relation to health.

S. Trivedi asked for more detail of what DUX is.

P. Thabet highlighted that DUX is a sub company of Edikom. The parent company does do sales, but DUX has not mentioned sales of any sort.

Motion to go into camera at 1:50PM

C. Caron/ P. Thabet

Motion Carried

Motion to go out of camera at 2:03PM

P. Thabet/ C. Caron

Motion Carried

CAPSI National decided to pursue further communication with DUX post-CPHA conference and will update council after a JOM is held.

P. Thabet mentioned that this was not something that National wished to impose on Locals. Local promotion will be at the discretion of the respective local representatives as it has been in the past.

J. Butler suggests that before locals reach out to DUX that executive members will have a formal discussion with the company.

Motion for recess until 2:08PM

P. Thabet/ E. Cowley

P. Thabet called the meeting to order at 2:12PM.

P. Thabet summarized that going forward, executives will discuss this opportunity with DUX.

15. VP Professional Affairs Position Priorities

J. Mejia

J. Mejia sees national highlighting three advocacy efforts over the next year - to future and current pharmacists, to our profession as a whole, to our members.

J. Mejia sees that as professionals, we are individual pharmacists and a group of pharmacists. He mentioned that each pharmacist has a different scope of practice and that we can be our own advocates.

P. Thabet mentioned that we succeed as being a national voice for our students. He believes that we can be a better voice for our students outside of pharmacy. This includes at events like Lobby Day, where CAPSI joined other pharmacists on Parliament Hill this last year. This was also evident in the situation where we fought for Quebec students to get back placements over the last year. If council has ideas where our advocacy traits can be of use, it is our responsibility to bring that forward.

J. Mejia also wants to highlight the mental health aspect among others that impact our members directly. He would like to have a representative in each local council at each school, and is delighted that the advocacy committee is currently has representation from each pharmacy school in Canada.

J. Mejia also brought forward position statements and how it will be his goal to develop a foundation in this area over the next year.

J. Mejia will be uploading a document which locals must fill out highlighting the advocacy events at their schools.

H. Kaliei points out that although Alberta has the most expanded scope of practise, much of the public still doesn't know what they do. H. Kaliei highlighted the blood pressure clinic that will be held at PDW with the conference attendees and believes this would be a great partnership for J Mejia to make. H Kaliei also mentioned that in Alberta, the successes have been attributed to their relationship with the provincial body. H Kaliei also mentioned her confusion regarding a local VP PA representative at each school .

J. Mejia explained that he would like to open the Advocacy Committee to general CAPSI members. Furthermore, he believes this will be straightened out with the release of the Excel document mentioned above.

R. Ward mentions that continuity has been an issue within the VP PA position. She would like to know what J Mejia's plans are for ensuring this continues in the future.

J. Mejia replied that he will soon have access to the email and drive in which he intends to ensure he has an accurate understanding of what others have been able to accomplish. He is aware that not all of the goals that he has will be accomplished.

C. McGrath affirmed that the struggle with the Advocacy Committee were because of the topic that was selected. She suggests that we pursue "hot topics" rather than those less viewed in order to see the most successes in creating the position statements. She mentioned that it is students who will be seeing a lot of the "hot topics" out in practise. She suggested that the lobby day was integral in making relationships with many of the stakeholders who were there, and that it is important that CAPSI has a seat at the table.

JF. Cote explained that J. Mejia mentioned that he was looking for a contact person for J. Mejia at each school.

J. Mejia mentioned that currently there is a contact for each school on his Advocacy Committee.

P. Thabet mentioned that we will be deciding which committees that we open up tomorrow.

J. Chu suggested that in the document J. Mejia creates, he can ask whether each province has a relationship with the MLAs.

Motion to go into camera at 2:30 PM

P. Thabet/ S. Trivedi

Motion to go out of camera at 2:47PM

P. Thabet/ R. Ward

Motion to refer the PSF partnership to the Ethics Committee

P. Thabet/ J. Yu

Motion Referred

Motion adjourn for the day

P. Thabet/ S. Trivedi

Motion Carried.

Saturday, June 3rd, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 12:45-17:00

1. Call to Order

P. Thabet

P. Thabet called the meeting to order at 1:09 PM.

2. Attendance

K. Tress

P. Thabet	President
C. McGrath	Past President
T. Sanders	President-Elect
K. Tress	Executive Secretary
J. Butler	VP Communications
S. Barillaro	Finance Officer
J. Cote	VP Education
J. Mejia	VP Professional Affairs
I. Yang	CAPSIL Editor
G. Anhoury-Sauve	IPSF Liaison
J. Yu	Student Exchange Officer
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative

H. Kaliel	Alberta Senior Representative
M. Contreras	Alberta Junior Representative
S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
F. Pare	Laval Junior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative
A. Clarke	MUN Junior Representative

Other:

A. Bhullar, PDW 2018 Co-Chair

Regrets: N. Szalbocs, M. Lu, K. MacMillan

3. PDW 2018 Update

A. Bhullar

A. Bhullar presented the presentation

P. Thabet asked for confirmation as per how room shuffling would occur if quad occupancy did not occur with all rooms.

A. Bhullar confirmed this would be taken into consideration in the budget.

J. Butler asked how hotel rooms and fees would be taken into consideration.

A. Bhullar confirmed this would all be done in one cheque and through a master account by the PDW PC.

J. Butler asked for clarity if delegates wanted to change rooming plans (eg switch from double to quad occupancy).

A. Bhullar confirmed he would take this up with the PDW PC.

J. Mejia left the room at 1:25 PM.

P. Thabet asked whether the Edmonton advantage rebate was included in the current budget.

A. Bhullar confirmed that this is currently present in the budget.

P. Thabet asked for confirmation when the AV would be signed, as prices may increase if not booked sooner than later.

A. Bhullar confirmed that this would be signed within the month.

J. Butler asked about wifi access.

A. Bhullar confirmed this was free at the hotel.

K. Tress asked about how many meals students need to pay for.

A. Bhullar confirmed that two suppers and two lunches need to be paid for by students.

J. Mejia entered the room at 1:30 PM.

C. McGrath asked about the possibility of cutting meals in order to save costs if necessary.

A. Bhullar confirmed that the PDW PC intends to purchase more expensive dinners in order to hit the minimum.

C. Sehgal left the room at 1:31 PM

I Yang left the room at 1:33 PM

J. Butler affirmed that this will need to be considered, as PDW Winnipeg needed to make decisions as such

C. McGrath questions sponsored lunches.

A. Bhullar confirmed one of the lunches will hopefully be a Scotiabank lunch.

P. Thabet questioned Michael Landsberg's timeslot in the schedule.

A. Bhullar confirmed the changes that would be needed in the schedule if Michael Landsberg's presence was confirmed.

P. Thabet asked when this confirmation will occur.

A. Bhullar hopes to see this confirmed in the next month.

C. Sehgal re-entered the room at 1:37 PM

I Yang re-entered the room at 1:38 PM

P. Thabet asked for confirmation on hot topic panel options.

A. Bhullar mentioned that these topics are still being finalized and will likely depend on panelists strengths.

I. Yang asked whether the blood pressure clinic would be the manual or the machine method.

A. Bhullar confirmed it would be a manual method.

JF. Cote asked how many students could participate in the BP Clinic

A. Bhullar confirmed that only 12 students would be included, but this could occur in shifts.

J. Butler asked how students would be scanned for the skills in BP taking.

A. BHullar confirmed that people would be asked about their competencies in this area before doing this process. Additionally, this student could take more of an advocacy role in this area.

J Butler asked about the liability associated with having out of province students do this advocacy.

R. Ward discussed that students should have liability insurance as well.

H Kalieel mentioned that during PAM BP events a refresher training is provided 15-20 minutes before the event. For students unable to measure BP, they are given other roles.

P Thabet believes the idea is great and suggests that the PDW PC reach out locally for student selection.

R Ward suggests locals should ask students of interest and then provide numbers and names of those interested to the PC.

J Mejia asked whether all faculties across Canada should be contacted with permission to do the BP Clinic.

A Bhullar confirmed he could reach out to locals for this.

J. Chu mentioned the successes that UBC has been having with reaching out in the community for BP Clinic options.

P Thabet informed the PC that a CAPSI 50th Anniversary group would be started which could provide resources to the PDW PC.

S. Trivedi suggested having the performance during dinner or before. In the past some delegates have left without seeing the performance because they were unaware of the performance time.

J. Butler exchanged that people left and then returned rather than the above situation. She encourages the PC to make sure the gap between is limited so that delegates do not leave.

JF. Cote brings up the concern of dress code for the tropical opening.

A. Bhullar confirms that it will be intended as formal though with tropical accessories.

I. Yang echoes JF. Cote's thoughts.

S. Trivedi asked for confirmation how reimbursement would work for the skate night.

A Bhullar confirmed that this would be organized before hand if there was enough interest in this area.

Locals were asked to confirm if they do have a Canada's Next Top Pharmacist Contestant yet, and if they do not, when it would occur.

JF Cote expressed the concern about a people's vote influencing those contestants who are proficient at the beginning dance.

A. Bhullar confirmed there would be no people's vote.

A. Clarke left the room at 1:59 pm

S. Trivedi asked about a SnapChat Filter.

A. Bhullar confirmed this would occur.

J Butler provided further insight into the SnapChat Filter expenses.

S. Trivedi asked when the specialty drink contest would begin.

A. Bhullar confirmed that this would likely be sent immediately after first round.

J. Butler asked for an explanation of the punch bowl story.

H. Kaliel explained that every class submits an alcoholic and non-alcoholic beverage before the college formal. Judges are asked to try the punch drink and a winning class is determined.

JF. Cote confirmed that two drink tickets would be given to the drink designer, whether that there is one or two winners.

C. Caron left the room at 2:03PM

A. Bhullar confirmed two tickets total would be provided.

P. Thabet asked for the rules regarding the liquor involved (eg. price and amount of liquor in drink)

A. Bhullar confirmed that the bartenders would be reasonable though the PDW PC will develop guidelines regarding this contest.

The council discussed PDW 2018's success in social media and locals were encouraged to share posts on social media outlets.

A. Clarke re-entered the room at 2:06 pm

J. Yu left the room at 2:07 pm

C. Caron re-entered the room at 2:07PM

P. Thabet asked about when the conference app would have confirmation of cost.

A. Bhullar confirmed that this would not take long and that the committee would likely go with the \$1000 option.

P. Thabet informed that we could reach out to CPhA for help with the app.

J. Butler asked about difference in app quality.

A. Bhullar confirmed that the apps were not different.

.R Ward asked for information on the app company for PDW 2019, and additionally requested that there be a chat system on the app or delegates.

S. Trivedi asked about the price of the app and if it could be used for further PDWs to come.

A. Bhullar confirmed that the PDW PC would look into this.

JF. Cote asked whether a package and app would both be required for the conference.

A. Bhullar confirmed both would still be present but this is something that can be considered for further PDWs if it works well.

C. McGrath echoed the app chat idea and encouraged that speakers be involved .

P. Thabet asked that the PDW PC ask upon registration if students are interested in receiving a print copy in welcome bags in order to save costs with paper considering the app.

J. Butler asked about survey options with app.

A. Bhullar confirmed that this was a possibility.

J. Yu re-entered the room at 2:11PM

N Gajaria left the room at 2:12PM

A. Bhullar explained the financial support that will be received if necessary from their college.

P. Thabet explained that a follow up would be occurring soon regarding sponsorship for the event.

J. Chu left the room at 2:15 PM

J. Butler asked for confirmation about how many posters can be shown at PDW.

H Kaniel explained conversation that a rubric would be utilized and interest from schools would be gauged. It will not be a competition, but rather an educational showcase. She also explained how presentations would occur based on if the presenter was at PDW or not.

J. Chu re-entered the room at 2:20 PM

N. Gajaria re-entered the room at 2:20PM

J. Butler asked for clarification regarding where the increase in income would arise with more delegates since the price for the food, etc. would remain the same.

T. Sanders confirmed that yesterday during discussion locals estimated less than 500 students attending the conference.

A. Bhullar confirmed that this is important to consider and the PC is looking for the best possible outcome. A. Bhullar also addressed J Butler's concerns regarding food minimums.

S. Trivedi pointed out that the extra income may be caused by the Edmonton Tourism income for having more delegates.

P. Thabet asked about confirmation whether the quotes of the AV were reflected in the budget.

A Bhullar confirmed this was in the budget.

P. Thabet expressed the large expected donation from the college.

H. Kaliel and A. Bhullar confirmed that the college wishes to ensure that the conference does not deficit.

P. Thabet asked whether the college would be expecting back extra money if surplused and how much minimally they would donate.

J. Butler confirmed that at PDW 2017, the college offered funds in the case that it was needed.

A. Bhullar confirmed that \$20000 would be gathered by the college sooner than later.

P. Thabet suggested this funding be used for an academic event so that the funding is used for a professional event and having a document to show to college where their money was specifically spent, to demonstrate it was not used towards a surplus in the case that this arises.

N. Gajaria expressed concern with PDW being the second week of school. She expresses that PDW PC should consider this in their numbers.

A. Bhullar asked what they could do to prevent this.

N. Gajaria confirmed that educating delegates about this is integral.

H. Kaliel asked that a letter be sent out to all of the deans during the summer

J. Butler confirmed the the PDW 2017 Dean. did set sent out a letter to all deans asking for the presence of delegates last year.

R. Ward questioned if deans would be present at AFPC JOMs during CPhA 2017.

C. McGrath explained that the locals and presidents can highlight this to the deans early on. Confirming reimbursements and being proactive in this may be in our best interest.

S. Trivedi affirms that this was discussed at the Senior/Junior meeting.

E. Cowley expressed the same concerns as Toronto regarding students coming. All year's may have difficulties coming without a letter of request from the Deans.

R Ward left the room at 2:34 pm

C. McGrath asked for confirmation when Waterloo knows that they are admitted to school.

E. Cowley says that students have orientation and their white coat ceremony is typically during PDW (first week of school), thus they are not invited and it is difficult for them to attend.

P. Thabet expressed that getting Waterloo students into the conference is something that CAPSI council should discuss.

K. Tress expresses concerns about contacting schools sooner than later about PDW's delay.

P. Thabet asked the locals to please follow up with their Deans and give them a heads up about the date of PDW 2018.

R. Hui explained the educational contract that Laval students sign for PDW. He explained the group process in regard to splitting into doing rotations and how this is integral to switching for attending PDW. He explained how Laval was able to freeze the prices of plane tickets for PDW.

R. Ward re-entered the room at 2:34 pm

P. Thabet suggested R Hui make a how to document for this process.

R. Hui explained how penalties and terms work for the CAA program.

J. Butler expressed that not everyone has CAA.

R. Hui said that he will get more information on this.

I. Yang explained how co-op applications work in addition to Waterloo's schedule and the difficulty into taking this into consideration when going to PDW.

P. Thabet discussed that this topic of scheduling problems should be discussed at another time.

A. Bhullar presented the budget for PDW 2018.

P. Thabet summarized that another teleconference would take place during the summer.

H. Kaliel affirmed that if anybody needs anything locally, they are welcome to go to her.

P. Thabet asked whether revenue had been considered from ticket sales

H. Kaliel confirmed that it is not in the budget because estimates of revenue from alumni involvement are still unknown.

A. Bhullar thanked the council and encouraged them to contact him.

4. PDW Professionalism

P. Thabet

P. Thabet asked council to encourage an atmosphere of professionalism during the conference.

T. Sanders asked about guidelines for Canada's Next Top Pharmacist competition.

J. Butler expressed that screening of the talents is integral, no matter what.

A. Bhullar confirmed that competitors would be asked for a video.

A. Bhullar left the meeting

Motion for Recess until 2:54 PM

P Thabet/ E Cowley

Motion Carried

P Thabet called the meeting to order at 2:57 PM

5. PARS Financial Update

S. Barillaro

Background Information/Summary:

PDW 2014 Vancouver ran a large surplus, we thought that we had to burn through all this money as we are a non-for-profit organization, however, we are entitled to keep 1 years worth of operating costs in our accounts in the event that all sources of revenue were to stop. CPhA 2015, PARO asked if we could host PARS for 2016 but we declined due to too short notice, so then it was passed at CPhA 2015 in Ottawa that we would partner with PARS for 2017 in order to use up this surplus that we thought we needed to utilize. PDW 2016 in Niagara falls ran a deficit and weren't able to pay us back the full \$30,000 loan and incurred a large deficit. At this point we learned that our books had not been closed since 2012, and after much scrutiny we uncovered the structural deficits that the PDW profits were covering up every year. Historically 10 years ago, PDW used to make large amounts of profits due to sponsorship and this is why our accounts look promising when in fact they are not. We decided to be proactive instead of reactive and reevaluated the reimbursement structures to try and balance out the annual budget. PARS was struggling to get sponsorship and did not have anything secured at that time. We set a deadline for February to obtain $\frac{2}{3}$ sponsorships for the conference to proceed. PDW 2017, the chair for PARS came and they still had not secured enough sponsorships (only \$20,000 out of the required \$150,000). While at PDW the local reps of Ontario came forward and said that there wouldn't be interest/large attendance with their students for attended PARS. We had to cancel the contracts due to PARS not meeting the deadlines and their sponsorship requirements and to not incur even greater cancellation fees.

5. 2017-18 Budget

S. Barillaro

S. Barillaro presented the 2017-18 budget.

I. Yang questioned why flights are not paid for for Juniors but registration is.

J. Butler suggests that I. Yang preview notes in a previous TC.

Motion to amending to table the Request for Reimbursement

P Thabet/ S Trivedi

Motion Carried

JF. Cote confirmed that the total cash in our account does not include the money owed for PARS.

C. McGrath comments that PDW 2018 costs for past-president were cut as a personal choice of her own.

P. Thabet explained the re-introduction of the CSHP Representative payment. Wherein they've hosted us at their conference, we would like to do the favour to pay to host the CSHP rep at our conference.

J. Chu was wondering if CAPSI could have access to which schools have declining members.

S. Trivedi recalled the backpacks as a deterrent.

K. Yeo stated that their registration fee for membership is now in tuition.

S. Barillaro asked the council to insert the following:

Is CAPSI membership increasing, decreasing, or staying consistent at your school?

BC	Fluctuation based on the year - expected decrease (but we are currently trying to instate mandatory membership)
Alberta	Fluctuation based on year. Typically 95-100% membership.
Saskatchewan	Fluctuation based on the year. Membership will potentially go down with loss of backpacks and increase in membership as well as the PharmD being implemented this next year with a large increase in tuition.
Manitoba	Starting in 2017 membership is in tuition
Waterloo	Fluctuation based on year. I believe the membership will decline due to the loss of the backpacks.
UofT	Relatively consistent due to mandatory membership through tuition fees
Laval	The membership fee is consistent every year because it's in the

	tuition, fee evenly split into 3 semesters
UdeM	Fluctuation based on the year. Membership seems to have declined over the years and the reasons of why it is such are being investigated.
DAL	Fees included in tuition and is consistent.
MUN	Fluctuation based on the year. I believe membership has declined in the past two years after almost 100%. However, members pay for all four years, so we retain all members that sign up once.

N. Gajaria left the room at 3:32pm

P. Thabet explained that the Finance Committee would be the ones who primarily make the plan with the GIC, but it will be discussed as a council.

C. Caron confirmed that council will be informed when the GIC discussion takes place.

S. Trivedi asked whether locals would be permitted to get business cards and pay out of pocket.

I. Yang did not get clarification from her successor.

JF. Cote confirmed that this did not happen last year due to budget cuts.

J. Butler confirmed a template is available for business cards with those who are interested.

R. Hui confirmed that Laval has business cards.

P. Thabet explained that business card budget will be taken out of executive admin expenses which is already in the budget.

S. Barillaro explained not to order excessive amounts of business cards.

I. Yang asked whether executives should pursue business cards personally

P. Thabet explained that this is to the discretion of the executives.

C. Caron asked how much funding is allotted for different executives.

S. Barillaro explained that this was different for different executives but it is usually around \$20.

N. Gajaria re-entered the room at 3:38pm

P. Thabet expressed that if council felt as though they should not have business cards reimbursed that council could vote on such. He did note that council did not feel strongly in one way or another.

S. Trivedi left the room at 3:43pm

P. Thabet highlighted the magnitude of the decision of passing the budget.

S. Trivedi re-entered the room at 3:48pm

JF. Cote asked about the funds saved by cutting Junior's registration.

S. Barillaro said that an extra \$2500 would be saved.

P. Thabet discussed that students may not be represented if locals are not present, but in addition, members are a part of CAPSI for the benefits.

Motion to go into camera at 3:52PM

P Thabet/ K Vo

Motion Carried

Motion to go out of camera at 4:01 PM

P Thabet/ S Trivedi

Motion Carried

Concerns and Comments about 2017-18 Budget

BC	Flights prices are variable. Suggests a fixed reimbursement for flights Council should have a voice at which hotel to stay in when they will be paying out of pocket. Concern that council members may vote on what would benefit them.
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<p>Alberta</p>	<p>In support of proposed cuts Concern for hotel alike BC Concern about conference room cost in a cheaper hotel and the possible cost of commuting to the hotel. Concern with finding out about changes in budget changes wherein getting costs reimbursed by schools if locals are asking very last minute. Locals should have notice sooner, preferably even before Juniors are elected. Suggests that schools review whether their schools can fund them to come on a case by case basis and have funds put in other places</p>
<p>Saskatchewan</p>	<p>Echoes BC about hotel rooms. Confirmed that currently, all national members are paying the same amount of hotel costs. SK proposes that executives should be charged unevenly when there are non-quad filled rooms and still only be reimbursed one quarter of the room. SK believes that flights should be capped for all members of council. SK brings up that council members should be entitled not to pay for the conference because they are not attending the conference but are rather in meetings. They do understand that CPhA may not approve of this.</p>
<p>Manitoba</p>	<p>Nothing to add</p>
<p>Waterloo</p>	<p>Echos the points of hotel room of other provinces. Asks whether it is mandatory that council has to stay at the conference hotel if it is written in our operating manual.</p>
<p>Toronto</p>	
<p>Montreal</p>	<p>We express concerns about the hotel fees. The local funds could cover a good part of the expenses associated to the reps, but this might not be a sustainable activity for the next years.</p>
<p>Laval</p>	<p>Agrees with the possibility of CPhA registration fees being cut because the reps and execs don't attend the bulk of the events offered by CPhA</p>
<p>Dal</p>	<p>Echo worries about hotel fees at CPhA. Would like to keep the coverage for the JR fee at CPhA, as this will motivate the JR reps to attend the conference and secure their first exposure to CAPSI. Dal also proposes the idea of only covering one of the flights for the SR rep to be used to their discretion for which conference flight will be covered.</p>

M. Contreras asks when CAPSI will break even for the budget

P. Thabet explained that he foresees that there is not an expected time when the deficit will be solved until more sponsorship is found.

J. Yu left the room at 4:27PM.

S. Trivedi pointed out the lack of fairness in hotel reimbursements between locals and executives.

C. McGrath points out that we cannot charge executives based off of how many people end up in the room.

P. Thabet confirmed that locals will only pay for one quarter of the room. Costs are not absorbed based on the spaces not filled in the room by the local council.

E. Cowley asked for clarification if a member leaves early, do they still have to pay for the rest of the time they were expected to be there?

P. Thabet confirmed that the charges would not be incurred by the individual leaving early.

J. Yu re-entered the room at 4:34PM.

C. Caron confirmed that CAPSI will be incurring costs for the two empty spaces in her room when arriving at CPhA

R. Ward suggested that hotel rooms be arranged by arrivals so that rooms that are being paid for are full.

P. Thabet affirmed that this was something that will work, but we do have to look at the comfortability levels of the council.

P. Thabet affirmed that we are a large group that does attend the conference, that CPhA does give us discount at a hotel. As council we still get to access networking events, meals, and other events outside of meetings.

E. Cowley asks whether CAPSI has to stay at the hotel where the conference is.

C. McGrath explains that this is in respect of our partnership with CPhA. She is unaware if there is a policy, but respecting the organization and the perks provided that come from them.

J. Butler left the meeting

J. Yu suggested that it be mentioned to CPhA that if they have a less expensive or overflow hotel that students of CAPSI should ask to room in there.

K. Yeo echoes what J. Yu said, but also to explain our situation to CPhA. We could emphasize our gratitude for our partnership and all they do for us, but also remind them that we are students and not pharmacists yet, so our income is much different and cannot afford the same things that pharmacists attending the conference can.

E Cowley says that at Waterloo, council members usually asks their faculty for funds, and it is best to do this earlier. Additionally, backpacks will be covered under a local council which further uses up their budget. She also suggests that S. Barillaro brings this forward to CMSA? To determine if we can do something similar to them.

JF. Cote left the room at 4:44 PM

P. Thabet said that due to logistic differences between the council that this would not be successful.

N. Gajaria echos what Waterloo's concerns. She asks whether there can be a reduction in registration fees to take into consideration that we do not attend the conference as this was discussed last year.

C. Sehgal left the room at 4:45 PM.

P Thabet expresses that there is not a difference between council and other CAPSI members.

D. Huot and K. Vo express that most of their costs could be helped with by their faculty and the local CAPSI account. They echo what other provinces say. They agree that their local budget could not stand these costs for further years.

R. Hui expresses that costs should be covered locally, though it will not be sustainable. He echoes what N. Gajaria says regarding only attending a portion of the conference

C. Caron expresses that the registration costs should be addressed. Additionally, she believes this should be lowered for PDW because it is something that CAPSI National has the ability to decide.

C. Sehgal re-entered the room at 4:50 PM

R. Ward suggested that Seniors choose the flight that they have covered. R. Ward points out that although registration is expensive, food and drink does not even begin to cover costs of what we would incur out of pocket.

I. Yang questions why hotel costs are fully covered for executive members. She believes it is suitable that $\frac{1}{3}$ of hotel costs be covered for members. She asks whether the \$3000 gift for PDWs can be used.

S. Barillaro confirmed that this cannot be utilized as it has been signed upon.

JF. Cote re-entered the room at 4:52

JF. Cote suggested fairness regarding the reimbursement between local and executive council members. He points out that there is sponsorship potential within the VP Ed portfolio and it is a priority this year.

H. Kaliel left the room at 4:57 PM

S. Barillaro highlighted the following changes:

Proposed changes:

- Common expenditures:
 - National Executive positions:
 - CPhA 2017 = Cut registration & cut taxi (cover hotel + flight)
 - PDW 2018 = Cut taxi (Cover $\frac{1}{3}$ hotel + $\frac{1}{3}$ flight)
 - Outgoing VP Comm
 - CPhA 2017 = Cut registration (cover flight + 1 night hotel)
 - Outgoing SEO:
 - No longer attending
 - Local Sr. Reps:
 - CPhA 2017 = Cut registration & cut taxi (cover flight)

- PDW 2018 = Cut taxi (cover 1/3 flight)
 - Local Jr. Reps:
 - CPhA 2017 = Cover registration
 - PDW 2018 = No reimbursement
- Request for reimbursement:
 - From:

Reimbursement will be accepted up to 60 days after the expenses being incurred or **30 days** following the event for which it was incurred
 - To:

Reimbursement will be accepted up to 30 days after the expenses being incurred or 30 days following the event for which it was incurred. **Mailing time must be included in this timeframe;**

In turn, the Finance officer will issue a reimbursement cheque within 30 days of receiving any request for reimbursement. Mailing time must be included in this timeframe.

- Past-President → cut all expenditures associated with PDW
- Reinstatement CSHP Student Delegate student registration
- Business cards for Executive Council members
- Cut budgeted expenditures for IPSF Congress (Both IPSF Liaison and SEO)

Motion to Adjourn at 4:58PM

P Thabet/ R Ward

Motion Carried

Sunday, June 4th, 2017

CAPSI meeting room: Courville Montmorency Room, Hilton Quebec

Meeting times: 10:00-12:00, 12:30-14:00

1. Call to Order

P. Thabet

P Thabet called the meeting to order at 9:56AM.

2. Attendance

K. Tress

P. Thabet	President
C. McGrath	Past President
T. Sanders	President-Elect
K. Tress	Executive Secretary
J. Butler	VP Communications
S. Barillaro	Finance Officer
J. Cote	VP Education
J. Mejia	VP Professional Affairs
I. Yang	CAPSIL Editor
G. Anhoury-Sauve	IPSF Liaison
J. Yu	Student Exchange Officer
J. Chu	UBC Senior Representative
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H. Kaliel	Alberta Senior Representative
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S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
R. Anisman	Toronto Junior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
F. Pare	Laval Junior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative
A. Clarke	MUN Junior Representative

Regrets: N. Szalbocs, M Lu, K. MacMillan

3. 2017-18 Budget

3.1. IPSF & SEO World Congress funding cut (\$5000)

- 3.1.1. Maximum of \$1000 of the SEP registration profit goes towards IPSF/SEO World Congress expenses.

P. Thabet highlighted the funding available from IPSF that earns CAPSI profit.

H. Kaliel asked for confirmation on where the funding would come from.

P. Thabet highlighted that students would have to receive funding via another means. He expressed that Canada needs to be viewed on the international scene.

K. Tress confirmed this money would only go to IPSF Liaison or SEO

J. Chu asked how much money is gained from this funding.

S. Barillaro expressed this was around \$4000.

CAPSI National voted in favour of providing \$1000 of SEP Registration Profit to funding the IPSF Liaison or SEO's travel expenses to attend World Congress. .

3.2. Request for reimbursement:

Item for Discussion/Motion: BIRT CAPSI National accept the following amendments to Chapter 8: Finance, of the Operating Manual.

Section 8.5 Expense Reimbursements

a) From:

Reasonable and fiscally responsible expenses incurred by officers of the Association during the conduct of their office including, but not limited to, transportation (excluding airline baggage expenses),...

To:

Reasonable and fiscally responsible expenses incurred by officers of the Association during the conduct of their office including, but not limited to, transportation (excluding airline baggage expenses and seat reservation fees),...

b) From:

Reimbursement will be accepted up to 60 days after the expenses being incurred or 30 days following the event for which it was incurred;

To:

Reimbursement will be accepted up to 30 days after the expenses being incurred or 10 days following the event for which it was incurred. Mailing time must be included in this timeframe;

c) Add:

In turn, the Finance Officer will issue a reimbursement cheque within 30 days of receiving any request for reimbursement. Mailing time must be included in this timeframe.

P. Thabet demonstrated that this change was recommended last year but was not inputted into the constitution.

H. Kaliel expressed concerns in the 10 day turn around.

P. Thabet informed that this made the electronic form more preferable.

N. Gajaria clarified that mailing out of province takes 4 - 7 business days by Canada Post

S. Trivedi recommended sending the Finance Officer a message to alert them of sending the mail.

3.3. Reinstating the CSHP Student Delegate PDW registration reimbursement (\$180).

P. Thabet highlighted that this was cut last year and out of respect for our relationship with CSHP, he would like to reinstate it.

CAPSI National voted to reinstate this reimbursement.

3.4. Taxi cuts (\$530)

P. Thabet highlighted the cost savings associated with this item.

CAPSI National voted in favour of cutting taxi costs.

3.5. CPhA Registration:

P Thabet discussed reimbursement options for CPhA, and explained that PDW will remain the same from previous years unless voted against.

3.5.1. Junior 100% reimbursement

CAPSI National voted in favour of providing 100% reimbursement of Junior Registration at CPhA.

3.5.2. Senior 0%, 50%, 100% reimbursement (\$2500)

P. Thabet highlighted that having representation on this council is a benefit of being a member.

R. Ward mentioned that it is difficult to make this decision as students membership benefits will be compromised due to funds having to be allocated to pay for the added expenses.

JF. Cote brought forward the fairness in all national members pay for the same amount.

J. Mejia echoed JF Cote's thoughts and called to questions the funding available for each school. He mentioned that not just one council should take the hits for a mistake.

C. McGrath suggested that this separating of funds be referred to the Finance Committee.

JF. Cote disagreed with this point.

S. Trivedi suggested that a structure be decided at this time but the Finance Committee work further on the development of this structure.

A. Mew highlighted that we do work for students while we are here at the conference.

I. Yang echoed JF Cote's points that funding should be fair across the board.

C. McGrath understands that there is still a large portion of funds in the bank account and that council does put in work while at CPhA. The time commitment and monetary expense should be noted. She believes this does need to be sent to the finance

Committee. She knows that most locals have the option to go to their schools for funding, wherein executives don't historically have that option. C McGrath suggests that it is PDW that is discussed in detail to look forward rather than discuss CPhA. C McGrath also suggests that there is full funding for CPhA but none for PDW. She also insists that the value of the budget is a projection and it won't necessarily be this intense. She also requests that the Finance Committee reviews the processes for both items, wherein nothing can make a long term change if this isn't change.

S. Trivedi pointed out that locals tend to get more funding from their schools than executive members.

I. Yang expressed concern that not all local schools have this option to receive funding through their school.

S. Trivedi mentioned during previous minutes, it was noted that locals could apply for more funding through CAPSI local if funds were not available.

P. Thabet does recall this conversation but does believe that the process did not occur. He echos C. McGrath wherein it is important to note how much effort council members put into the position and that it is possible in future years that students may not be interested in running for positions without position funding.

K. Yeo asked if we advertise that funding is advertised for the national positions.

P. Thabet assumes that many students hear this through speaking with others.

T. Sanders expressed that applying to council is a membership benefit.

C. Caron points out the limited local budget and would like to know whether other schools have the opportunity to share the funding locally to help fund their executives.

P. Thabet points out that it is unfair to put executive costs onto the local level as national is in charge of the executives

N. Gajaria says that students assume that funding is available for the positions in order to attend conference.

J. Butler suggested that we move to make a decision regarding CPhA 2017 reimbursement, and table discussion regarding future conferences.

CAPSI National voted in favour of reimbursing 50% of Senior registration expenses for CPhA 2017..

3.5.3. Executive 0%, 50%, 100% reimbursement (\$3250)

C. Sehgal pointed out that it was necessary to consider hotel costs alongside registration costs for executives within the same thought.

P. Thabet expressed hotel reimbursement could be discussed in addition to this topic.

K. Yeo pointed out that cutting 50% is most fair as it is short term notice to make drastic cuts. As a council we have already made a lot of cuts and sacrifices that have made great changes to our situation and budget. We can make future cuts if need be, but as C.. Mcgrath pointed out earlier, we do still have money in our bank right now.

A. Mew put forward that because of the surprise of the costs this year, she believes that a portion should be reimbursed. She suggests the Skype option and alerting executives of this possibility before running is possible.

D. Shymanski takes into consideration the benefit of being here and networking in addition to the unexpected costs when she considers how to vote.

CAPSI National voted in favour of reimbursing 50% of Executive registration expenses for CPhA 2017.

C. McGrath points out that Skype is not an ideal option. She believes there is higher productivity in at least one local representatives and executives all be present. If attending is a financial burden, then we must evaluate how our productivity will be impacted.

J. Butler exited the meeting at 11:00AM.

R. Anisman echoes this thought.

P. Thabet believes that it is necessary to find a middle ground within this area of reimbursement.

P. Thabet suggests that the reimbursement for PDW be referred to the Finance Committee for further discussion. P. Thabet highlighted how PDW funding worked in

previous years. He asks council to think about the productivity required at this conference and encourages members to think about the finances as well. P. Thabet asks council whether they would like to approve reimbursements that took place last year, or whether we would like to reimburse more or less. He also suggests that the Finance Committee have the opportunity to review this in more detail.

C. Sehgal mentioned that $\frac{1}{3}$ of flight coverage for Seniors and Executives should be rid of entirely and only cover 1 flight for the use of that council members' discretion. Some people may live in the area of the conference or drive and not use the flight coverage, so it would be unfortunate for their travel for their next conference be covered only by $\frac{1}{3}$. We think this benefits all council members and CAPSI as well.

P. Thabet expressed that full coverage would likely mean the most expensive flight for all members. It is worth consideration to weigh whether this will save or gain us funding is worth discussion. It would certainly guarantee representation at the conferences.

I. Yang expressed that the students living on either coast would have higher expenses for flights. She suggests setting a maximum of what each council member can be reimbursed for flights.

J. Chu mentioned that a Senior and Junior have a portion of local budget set aside for their conferences, which can be spent on flights, registration, or hotels. This gives the Senior and Junior flexibility into what they are permitted to cover.

S. Barillaro mentions that taking away $\frac{1}{3}$ is a good idea in order to provide full funding for a flight of the representative's choice.

E. Cowley agrees with what has been said and expresses that it is important to consider the location of each conference and looking at where it will be held in the future.

S Barillaro discusses that all kinks should be ironed out next year, as PARS was really a fork in the road.

C. Caron pointed out that there are two east coast conferences upcoming, but this is equal in distance to the conference being in western locations over the last year.

P. Thabet discussed how C Sehgal's point is integral to our reimbursement for this conference. He highlighted that it may not be possible to find your flight costs before deciding to reimburse for your first cost.

S. Trivedi exited the room at 11:14am

CAPSI National voted in favour of reimbursing one flight for Senior and Executive members.

Motion to recess until 11:20PM

P. Thabet/ H. KalieI

Motion Passed

S. Trivedi re-entered the room at 11:19am

P. Thabet called the meeting to order at 11:21PM

P. Thabet highlighted the previous conversation regarding reimbursement. He asked whether council foreseen problems with covering $\frac{1}{3}$ of hotel related expenses.

BIRT that CAPSI National Council make the following changes:

- **Provide a maximum of \$1000 of total funding to the SEO and IPSF Liaison for the purposes of attending World Congress if profit from SEP fees allow**
- **Cut \$5000 of funding allotted to SEO and IPSF Liaison for World Congress transportation.**
- **Reinstate the CSHP Student Delegate PDW Registration**
- **Cut all taxi reimbursements for all council members**
- **Provide Juniors with 100% of CPhA registration reimbursement**
- **Provide Seniors with 50% of CPhA registration reimbursement**
- **Provide executives with 50% of CPhA registration reimbursement**
- **Provide travel reimbursement for one conference for Senior representatives and executives.**

P. Thabet/ K. Yeo

Motion Carried

BIRT that CAPSI National pass the 2017-18 budget.

P. Thabet/ S. Barillaro

Motion Carried

Motion to refer further reimbursements to the Finance Committee

P. Thabet/ H. KalieI

Friendly Amendment to

Motion to refer further reimbursements, in particular, PDW 2018 expenses, to the Finance Committee.

P. Thabet/ C. Caron

Amendment Carried.

Motion to refer further reimbursements, in particular, PDW 2018 expenses, to the Finance Committee

P. Thabet/ N. Gajaria

Motion Carried

JF. Cote entered the meeting at 11:28 AM

S. Barillaro exited the meeting at 11:32 AM

4. Committee formation

P. Thabet

Motion tabled from Thursday June 1st, 2017.

P. Thabet provided suggestions to which committees the council should consider opening up to the CAPSI general membership.

Ad-Hoc CAPSI 50th Celebration Committee: Responsible for promoting CAPSI's 50th Anniversary, and planning any initiatives or events surrounding this event. Composed of:

Past-President (Chairperson) -----C. McGrath

President-----P. Thabet

President-elect ----- T. Sanders

Secretary ----- K. Tress

Vp comm----- J. Butler

One Sr. or Jr. rep. from Western Canada* -- H. Kaliel, S. Trivedi, K. Yeo, D. Shymanski

One Sr. or Jr. rep. From Eastern Canada** --K. Vo, R. Ward, C. Caron

CAPSI Council voted in favour of adopting the Ad-Hoc CAPSI 50th Celebration Committee during the 2017-18 council year.

Finance Committee: Addresses matters of financial concern outside of official CAPSI meeting times.

Composed of:

Finance Officer (Chairperson) ----- S. Barillaro

President ----- P. Thabet

President-Elect ----- T. Sanders

Past-President ----- C. McGrath

One Sr. Rep. from Western Canada* ----- E. Cowley

One Sr. Rep. from Eastern Canada** ----- R. Ward

Other Executive ----- J. Yu, JF Cote, K. Tress,
C. Caron

Constitutional Review Committee: Drafts, reviews and amends the CAPSI Constitution (By-Laws, and Operating Manual), in addition to other official documents and contracts, as necessary. Composed of:

President-Elect (Chairperson) ----- T. Sanders

Executive Secretary ----- K. Tress

Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- C. Caron, B. Houle, C. McGrath, D. Shymanski, D. Huot, I. Yang

Membership Committee: Responsible for ensuring that all CAPSI members receive their membership benefits and work to facilitate the promotion of CAPSI during CAPSI Awareness Week. Composed of:

Executive Secretary ----- K. Tress

VP Communications ----- J. Butler

One Senior Representative ----- C. Caron, N. Gajaria, M.

Contreras, C. Sehgal, J. Mejia, C. McGrath, T. Sanders, R. Anisman

Professional Development Week 2018 Planning Committee: Facilitate the organization of PDW 2018 in Edmonton (hosted by the University of Alberta). Composed of:

Local Sr. representative from the host school ----- H. Kaliel

CAPSI President as an *ex-officio* member ----- P. Thabet

Other Council Members ----- M. Contreras

Local Planning Committee as per discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website. Composed of:

Webmaster (Chairperson) ----- M. Yu

President-Elect ----- T. Sanders

VP Communications ----- J. Butler

CAPSIL Editor ----- I. Yang

One Sr. or Jr. rep. from Quebec ----- K. Vo, D. Huot

One Sr. or Jr. rep. from Western Canada* ----- J. Chu, L. Kotyrba

One Sr. or Jr. rep. From Eastern Canada** ----- R. Hui

Other Executives: ----- C. McGrath, J. Mejia

Ethics Committee: Responsible for addressing all ethical matters brought to the CAPSI National Council. Composed of:

Past-President (Chairperson) ----- C. McGrath

President-elect ----- T. Sanders

CAPSIL Editor ----- I. Yang

VP Communications ----- J. Butler

Finance Officer ----- S. Barillaro

Sr. or Jr. rep. from a French speaking school ----- R. Hui, D. Huot

Sr. or Jr. rep. from an English speaking school ----- R. Ward, S. Trivedi,

D. Shymanski, H. Kaliel, C. Sehgal, B. Houle, A. Clarke

K. Tress left the room at 4:21 PM

Competition Review Committee: Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level. Composed of:

VP Education (Chairperson) -----	JF. Côté
Past-President -----	C. McGrath
Sr. or Jr. rep. from a French speaking school* -----	R. Hui, D. Huot (?)
	<i>*Must be different from the home school of the VP Education</i>
Sr. or Jr. rep. from an English speaking school -----	H. Kaliel, C. Caron,
N. Gajaria, B. Houle, A. Clarke, A. Mew	

C. Sehgal left the room at 4:23 PM

K. Tress re-entered the room at 4:23 PM

IPSF SEP Selection Committee: Responsible for the review of all applications and for selecting candidates to participate in the IPSF Student Exchange Program. Composed of :

Student Exchange Officer (Chairperson) -----	J. Yu	
IPSF Liaison -----	G. Anhoury-Sauvé	One Sr. or Jr.
rep. from Western Canada* -----	M. Contreras	
One Sr. or Jr. rep. From Eastern Canada** -----	R. Anisman	
Other execs: -----	T. Sanders, C. McGrath,	

C. Sehgal

Translation Committee: Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson) -----	I. Yang
One rep. from Université de Montréal -----	K. Vo, D. Huot
One rep. from Université Laval -----	R. Hui, F. Paré
One bilingual council member -----	JF. Cote
Any other council members interested -----	A. Clarke, L. Kotyrba

Ad-hoc Communications and Marketing Committee: Responsible for streamlining communications with membership, looking for a more effective way to deliver CAPSI National's message, evaluating the branding strategy, and upkeep of the CAPSI promotional video. Composed of:

VP Communications (Chairperson) -----	J. Butler
CAPSIL Editor -----	I. Yang
President-Elect -----	T. Sanders
One Sr. or Jr. rep. from Quebec -----	K. Vo
One Sr. or Jr. rep. from Western Canada* -----	K. Yeo
One Sr. or Jr. rep. From Eastern Canada** -----	R. Ward
Any other council members interested -----	J. Mejia, K. Tress, J. Yu

S. Barillaro left the room at 4:27 PM

R. Hui left the room at 4:27 PM

C. Sehgal entered the room at 4:27 PM

Ad-Hoc Mock OSCE Committee: Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary.

Composed of:

- VP Education (Chairperson) ----- JF. Côté
- One Sr. or Jr. rep. From each school that runs mock OSCEs:
 - University of Waterloo* ----- E. Cowley
 - University of Manitoba* -----K. Yeo, L. Kotyrba
 - University of Saskatchewan* ----- S. Trivedi
 - University of Alberta* ----- M. Contreras
 - Memorial University of Newfoundland* ----- A. Clarke
 - University of Toronto* ----- N. Gajaria
 - University of British Columbia*----- A. Mew
- Any other council members interested ----- C. Caron

R. Ward pointed out the necessities into standardizing the Mock OSCE document.

C. McGrath discussed that this committee has served to firstly accumulate a Mock OSCE bank and have CAPSI associated with Mock OSCEs.

JF. confirmed that this committee would stand to make the standardized OSCE form in addition to doing the activities suggested above.

H. Kaliei is unsure whether Alberta uses the CAPSI Mock OSCEs or another bank, and would consider combining this OSCE bank with a CAPSI's OSCE bank.

S. Barillaro re-entered the room at 4:30 PM.

R. Hui re-entered the room at 4:31 PM

C. McGrath suggested that one local rep from each school may benefit from being involved in the committee, whether they hold Mock OSCEs or not.

T. Sanders suggested this would be discussed further on Saturday.

Ad-hoc Advocacy Committee: Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession.

Composed of:

- VP Professional Affairs (Chairperson) ----- J. Mejia
- VP Education ----- JF. Cote
- Past-President ----- C. McGrath
- One Sr. or Jr. rep. from Quebec ----- D. Huot
- One Sr. or Jr. rep. from Western Canada* ----- J. Chu
- One Sr. or Jr. rep. From Eastern Canada** ----- C. Caron, R. Ward
- Any other council members interested ----- M. Contreras, A. Mew, B.
- Houle, E. Cowley, K. Tress, I. Yang, J. Yu, C. Sehgal, D. Shymanski, T. Sanders,
- A. Clarke

Ad-hoc Electoral Committee: Responsible for increasing transparency about our election procedures, facilitating enhanced communication between members and local representatives during speeches and elections proceedings, and researching other methods of voting and logistics involved in order to make decisions about any changes to elections in the future.

Executive Secretary (Chairperson) ----- K. Tress
Past-President ----- C. McGrath
One Sr. or Jr. rep. from Western Canada* ----- E. Cowley
One Sr. or Jr. rep. From Eastern Canada** ----- C. Caron
Any other council members interested ----- N. Gajaria, T. Sanders

BIRT the CAPSI National 2017-18 council form the following committees:
Finance Committee, Constitutional Review Committee, Membership Committee, PDW 2019 Conference Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee.

Motion to table this item until Saturday, June 3, 2017.

T. Sanders/ E. Cowley

Motion Carried.

BIRT the CAPSI National 2017-18 council open the following committees at the discretion of the chairperson, for a trial of 1 year:

Website committee, Membership Committee, Ad-hoc Electoral Committee, Ad-hoc CAPSI 50th Celebration Committee.

P. Thabet/ T. Sanders

Motion Carried

**BIRT the CAPSI National 2017-18 council form the following committees:
Finance Committee, Constitutional Review Committee, Membership Committee, PDW 2018 Conference Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee, CAPSI 50th Celebration Committee.**

P. Thabet/ R. Ward

Motion Carried

C. Sehgal left the room at 11:41 AM

D. Shymanski left the room at 11:45 AM.

D. Shymanski re-entered the room at 11:49AM.

C. Sehgal re-entered the room at 11:53 AM

5. Student of the Month Award

P. Thabet

Creating a student of the month award can be a way of showcasing pharmacy student's excellence both inside and **outside** of the class setting. This is an important part of CAPSI's core values and I believe that displaying students who display these most avidly is beneficial for students and CAPSI.

- 5.1. Is this something we are interested in and want to pursue?
- 5.2. Should this be a nomination process, or an application process?
- 5.3. Is monthly too frequent? Should we consider 1/semester?

Reference: <http://omsa.ca/omsm-nominate/>

P. Thabet explained his understanding behind the award.

N. Gajaria explains that the student of the month award is something that is done with the students society at Toronto. The process is a nomination process. She is concerned about how nominations have gone down at Toronto, the largest school. She does think that there is so much potential for excellence across Canada and would like to see it succeed.

K. Yeo pointed out that this is a great idea and that we should have it as a nomination so that peers can witness other's accomplishment. She believes that the winner should submit a personal explanation of their accomplishment as well as a picture and bio so that other members can have more insight into the individual.

D. Shymanski believes that the recognition and award is good idea. She believes that there should perhaps be a call out each semester, as in , one process instead of a monthly process, and then these members can be represented each month.

R. Ward questions the logistics of the nominations. She believes a "bank" should be created so that students don't get lost in the sort. Secondly, she recommends we be active in nominating our local students.

S. Trivedi asks whether the student of the month award should be one per nation per month or one per school.

P. Thabet confirms one student across Canada.

H. Kaliel echoes the idea of the application bank idea. She thinks that the nomination is a more suitable idea. She would like to express that national council members should not be nominated. Additionally, she clarified that both council members and general CAPSI members should be able to nominate students for this award. She questions the logistics of national council members nominating students and sitting on the Competition Review Committee concurrently due to the potential conflict of interest.

P. Thabet points out that because no funds are associated with the recognition, CAPSI council members could be included, but that is up for discussion.

R. Ward echoes P. Thabet's point that local Jr and Sr Representatives are in the best position to understand what students are doing at schools.

P. Thabet questions if CAPSI council should be allowed to be nominated if the nomination does not involve an accomplishment related to CAPSI.

C. Caron thinks this should highlight students that are not on council to help recognize students who may not have another way of being recognized for their work.

D. Shymanski asks what the criteria for nomination could be based on.

P. Thabet confirmed that any member could nominate for anything and that this does not need to be a local.

E. Cowley asks whether CAPSI members should only be allowed.

P. Thabet expresses that you can view this on an advocacy front (include everyone) or a membership benefit (only for CAPSI members). He believes that this should be referred.

JF. Cote believes that this should be a membership benefit but it should be recognized in both CAPSI and non-CAPSI activities.

Motion to refer to the creation of the Student of the Month Award to be discussed by the Competition Review Committee by the Summer TC.

P. Thabet/ K. Vo

Motion Carried

Motion to recess until 1:00PM

P. Thabet/ K. Yeo

Motion Carried

P. Thabet called the meeting to order at 1:00PM.

6. PDW 2019 Update

R. Ward

R. Ward presented the presentation.

P. Thabet requested that the Diamond sponsors be set and left at \$25,000

P. Thabet asked about the student interest that had occurred thus far.

R. Ward highlighted the results from the poll that was originally sent out. She explained the built in attrition for the event.

7. CAPSI Member Informal Poll/Census

P. Thabet

Background Information/Summary: The following discussion took place during CPhA 2016 in Calgary, AB. This item's purpose is to follow-up with local representatives and determine how successful this was with each local council. Consequently, council should decide whether or not this initiative should be carried on going forward.

"Item for Discussion/Motion: Establish a process through which CAPSI members can actively voice concerns, wants, needs and expectations of both CAPSI executive council and provincial and national government.

Background Information/Summary: CAPSI perpetually aims to better its member's representation, better tailor membership benefits and advocate for issues that are relevant to future pharmacists. We currently hold the AGM at PDW, to which delegates are required to attend. A more voluntary process, held at a local level, may allow for more voices to be heard and for CAPSI to move in a direction clearly guided by members.

P Thabet is proposing a formal sit down session at a local level each year or semester to find out what it is that members want from CAPSI. Points could be provided by national and locals add additional points that are relevant to them.

K Youssefian inquired if the intention was to do this online or in person.

P Thabet informed that nothing was decided but that his intention was in person.

K Youssefian has concerns regarding low turn out.

P Thabet does not expect high turn out but still believes there is benefit.

M Eisa explained that there are Town Halls at Waterloo, which students do not attend if not required.

J Butler echoes M Eisa that students would not be interested.

K Yeo proposed conducting it similar to professor reviews at the end of semesters.

K Tress believes there are so many surveys at USask that it would get lost and that it would not be of benefit.

C McGrath proposed marketing the survey as CAPSI wanting them to hear their voice.

S Cunningham discussed experience with CSHP, showing we want other people's opinions is of benefit and if we don't receive opinions that is okay because it is not showing that there are issues.

C McGrath agrees with S Cunningham and reinforced that the important part is to show that we understand students have an opinion and that we care about that opinion.

K Youssefian does not want the effort to go to waste. Explained that there is an annual AGM at his school where food is provided, the food bribes students to come and possibly the local forum could be incorporated into this event. If other schools have a similar event, they may be able to incorporate it.

P Thabet proposed we could for now leave it up to locals how they want to approach this but ensure that they formally state their purpose.

C Caron notes that if members feel CAPSI is reaching out more may be interested in participating.

P Thabet does not believe that we can predict response until we try this process.

N Scholten questioned how this information should be presented to national.

P Thabet suggested it be discussed at one of the conferences.

J Butler proposed that locals could use their discretion to bring up the information sooner if it seemed necessary.

P Thabet agreed but that all discussions would be done at a conference as well.

S Trivedi asked if it could be called a suggestions forum instead of an issued forum.

C McGrath said that it could be named locally at the discretion of local representatives.

***BIRT the CAPSI national local councils host an issues forum for a one-year position.
(C McGrath/J Butler)***

***Caitlin proposed to amend the motion to: BIRT the CAPSI national local councils trial a local issues forum for their members at their discretion for a one-year period.
(C McGrath/K Youssefian)***

Motion Carried

BIRT the CAPSI national local councils trial a local issues forum for their members at their discretion for a one-year period.

(C McGrath/J Butler)

Motion Carried”

Potential Motion: (BIRT CAPSI National host a local issues forum for their members at their discretion a minimum of once annually.)

P. Thabet asked for comments regarding Issues Forum (did you hold a forum/survey?):

BC	Did not have one
Alberta	Did not have one
Saskatchewan	Did not have one
Manitoba	Did not have one
Waterloo	Did not have one
Toronto	Did not have one
Montreal	Did not have one
Laval	Determining a proper time to release a forum of such.
Dalhousie	Did not have one
MUN	Had an online poll set up to get student opinions at the end of the year.

P. Thabet explains that the purpose of the event was to gather feedback from students but does understand that students may be too preoccupied to attend an event.

C. Sehgal would prefer to run this as a trial for another year. She believes that it would be beneficial for first years to get to know CAPSI and to get to know what the student body thinks of CAPSI so she can work on issues moving forward.

P. Thabet questions whether schools feel strongly about having the event again or eliminating it.

K. Yeo believes that each local council can hold the event at their own discretion.

P. Thabet welcomes the council to pursue the item locally.

8 . Transition and Continuity between Members

E. Cowley

Motion to move into Camera at 1:47PM

P Thabet/ J Chu

Motion Carried

Motion to move out of Camera at 1:56 PM

P Thabet/ S Trivedi

Motion Carried

P. Thabet pointed out the use of multiple signing authority. He also suggested a contract be designed by the Ethics Committee in order to ensure proper transition.

R. Hui explained multiple signing authority occurs at Laval.

R. Ward informed that transition documents can be shared from MUN.

Motion to refer the development of a transition continuity contract to the Ethics Committee.

P. Thabet/ T. Sanders

Motion Carried

8. CAPSI Agenda

J. Butler

J. Butler explained that the agenda would be kept for the incoming year.

BIRT that CAPSI National continue to provide agendas for the 2017-18 council year

J. Butler/S. Barillaro

Motion Carried

9. Updated CAPSI Club Membership List

J. Butler

J. Butler will provide an email within the next weeks.

10. Clipboards

J. Butler

J. Butler will refer discuss this within the Communications and Marketing Committee.

Motion to refer the clipboards to the Communications and Marketing Committee.

P. Thabet/ N. Gajaria
Motion Carried

11. Backpacks

J. Butler

Motion to go into camera at 2:00 PM
P. Thabet/ N. Gajaria
Motion Carried

Motion to go out of camera at 2:14 PM
P. Thabet/ K. Vo
Motion Carried

12. CAPSI Video

J. Butler

P. Thabet presented the struggles with developing the video.

Motion to refer the CAPSI video to the Communications and Marketing Committee.
P. Thabet/ K. Yeo
Motion Carried

13. Social Media Posts as a CAPSI Club Member Benefit

J. Butler

J. Butler discussed incorporating social media advertisements on CAPSI's outlets as a benefit to CAPSI Club Members.

Motion to refer the social media advertising to the Constitutional Review Committee
P. Thabet/ R. Ward
Motion Carried.

14. CAPSI Thank You Cards

R. Ward

R. Ward asked about getting more CAPSI thank you cards.

I Yang explained she would scout for the file in the drive.

15. USask PharmD Transition

S. Trivedi

Motion to go into camera at 2:19PM
P. Thabet/ J. Chu
Motion Carried

Motion to move out of camera at 2:27 PM

P. Thabet/ R. Ward

Motion Carried

16. CPhA Textbook Sale

J. Chu

J. Chu inquired to the price of CPhA textbooks

P. Thabet informed that there is not a definitive answer at this point, however more information will be provided in the coming weeks

C. Caron asked how students should proceed if they are having difficulty ordering textbooks because of issues accessing the members only portal of the website.

P. Thabet discussed that access to the CAPSI website depends directly on how students affiliated themselves to CPhA (as students or through the PPA)

E. Cowley asked about how Waterloo students will have access to the members only portal due to first year students participating in our Fall Book Sale before they start pharmacy school and become CAPSI members.

J. Butler discussed that difficulties getting access to the Members Only Portal may be due to signing up with affiliation of the PPA online rather than CAPSI. Additionally, she discussed the set bulk order day in which all textbook orders need to be placed.

C. Caron asked about when this information would be passed in order for her to inform her schools.

P. Thabet expressed that as new information arises it will be relayed to the locals.

K. Tress indicated that there is information for students who were unable to sign into the member's only portal, regardless of PPA affiliation

R. Hui left the room at 2:32pm

R. Ward asks whether free textbooks would occur for locals who coordinate the textbook sale.

P. Thabet is will be looking into this further.

Motion to Adjourn

P. Thabet/ J. Butler

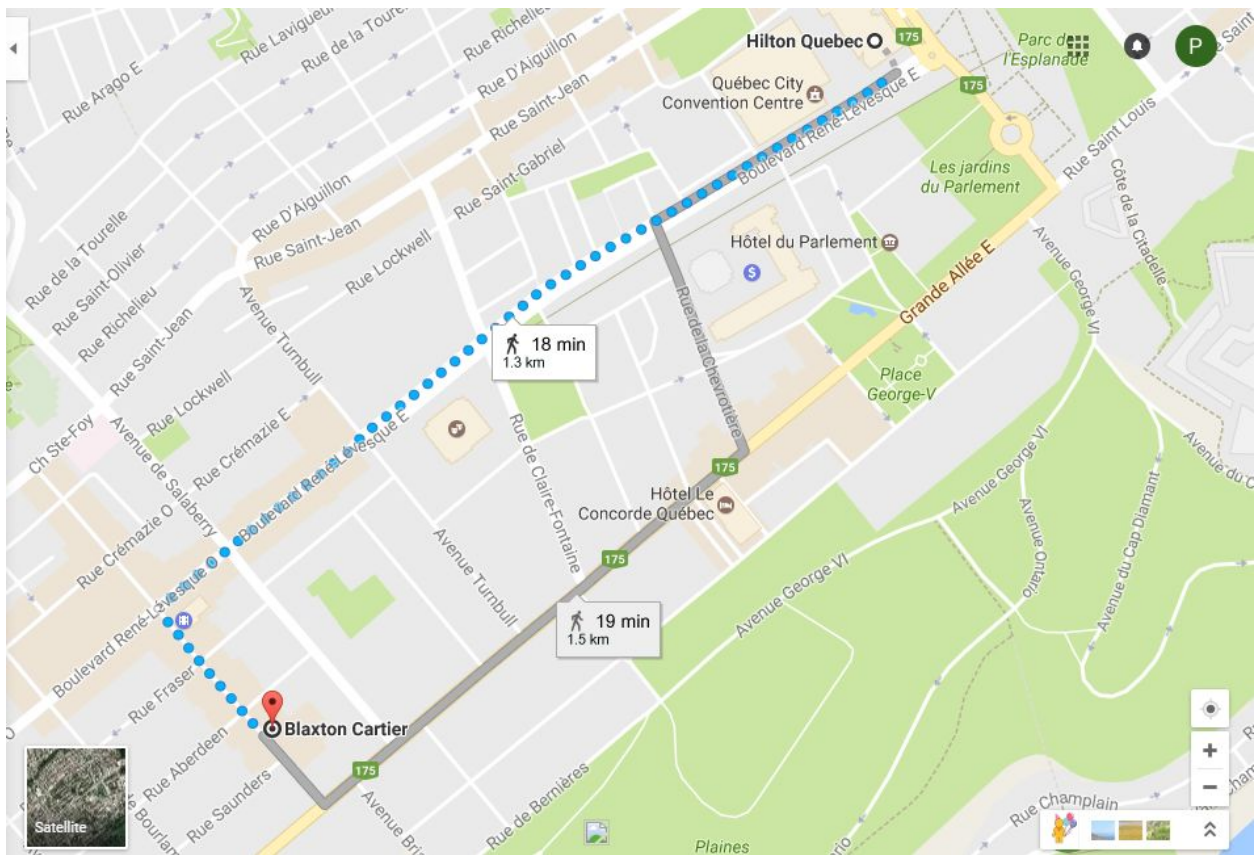
Meeting Adjourned

Appendix A

Dinner Reservations for all council members in town!

When: Wednesday May 31st, 2017 - 19:30

Where: Blaxton



Appendix B

Team Building - Photo Scavenger Hunt

1	2	3	4	5
Jean-Felix C. Florence P. Jerry M. Injeong Y. Kelly Y. Ada M.	Ryan H. Carolanne C. Blake H. Nisha G. Rachel W. Tara. S	Gabrielle A.-S. Denis H. Jerold C. Emily C. Caitlin M. J. Butler	Katia V. Chandni S. Shivani T. Mark C. Amelia C. Pierre T.	Stefano B. Hannah K. Danielle S. Joyce Yu. Lani K. Kaitlyn T.

In your assigned team, discover Quebec City, and take photos with the following:

1. A historical figure
2. In the oldest and quaintest streets of Quebec City.
3. Poutine
4. Chateau frontenac
5. The best view in Quebec City
6. Group picture climbing up the stairs on the Dufferin Terrace
(Bonus points if it is on the 150th stair!)
7. Picture under the giant lampshades of Cartier Street
8. Visit the plaine d'Abraham (bonus points for re-enacting Montcalm's death)

https://www.herodote.net/_images/wolfe.jpg

NB: Bonus points will be allotted for creativity and per person wearing a school/capsi related t-shirt.

BONNE CHANCE !