



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

CPhA 2016

CAPSI National Council Meetings

Calgary, Alberta

Thursday, June 23rd – Monday, June 27th

Day 1: Thursday, June 23rd, 2016
Location: Hyatt Regency Calgary – Imperial 9
8:30AM – 12:30PM, 1:40PM – 5:30 PM

1. Call to Order **C. McGrath**

C. McGrath called the meeting to order at 8:35 am.

2. Dissolution of CAPSI National 2015-2016 Council/Formation of CAPSI National 2016-2017 Council **C. McGrath**

BIRT we dissolve the CAPSI National 2015-2016 Council and form the 2016-2017 Council, including all members listed in the CPhA 2016 CAPSI National Council Meeting Attendance.
(C. McGrath/ V. Gohil)
Motion Carried

3. Attendance **R. St. Croix**

C. McGrath	President
K. Selva	Past President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
N. Szabolcs	VP Communications; Incoming
V. Gohil	VP Communications; Outgoing
S. Chatillon	Finance Officer
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
J. Yu	IPSF Liaison
P. Hsu	Student Exchange Officer; Incoming
C. Voit	Student Exchange Officer; Outgoing
H. Chan	Webmaster
S. Cunningham	CSHP Representative
S. Song	UBC Senior Representative
J. Chu	UBC Junior Representative
M. Aizouki	Alberta Senior Representative
H. Kaliel	Alberta Junior Representative
K. Tress	Saskatchewan Senior Representative
S. Trivedi	Saskatchewan Junior Representative
J. Butler	Manitoba Senior Representative
K. Yeo	Manitoba Junior Representative
M. Eisa	Waterloo Senior Representative
E. Cowley	Waterloo Junior Representative
M. Moreno	Toronto Senior Representative
N. Gajaria	Toronto Junior Representative
J. Côté	Montréal Senior Representative
K. Vo	Montréal Junior Representative
K. Youssefain	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Sholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative

R. Ward

MUN Junior Representative:

Regrets:

S. Saunders

VP Education

4. Welcome, Introductions

C. McGrath

C. McGrath reviewed CAPSI's vision and introductions took place.

5. Robert's Rules

P. Thabet/C. McGrath

P. Thabet presented an overview of Robert's Rules. Members must raise their hand to be placed on the speakers list and are only permitted to speak twice per motion. You cannot speak a second time until everyone who wishes to speak has done so once. Reviewed the different classifications of motions (privileged motion, subsidiary motion and main/incidental motions). Discussion incurred regarding the specifics and a summary chart is available to council.

6. Acceptance of Old Minutes

C. McGrath

6.1 PDW 2016 Minutes

**BIRT CAPSI National accepts the minutes from PDW 2016.
(C McGrath/V Goshi)
Motion Carried**

6.2 First By-Election Teleconference Minutes (February 28, 2016)

**BIRT CAPSI National accepts the minutes from the first 2016 by-election teleconference.
(C McGrath/M Moreno)
Motion Carried**

6.3 Spring 2016 Teleconference Minutes (March 13, 2016)

**BIRT CAPSI National accepts the minutes from the spring 2016 teleconference.
(C. McGrath/J Butler)
Motion Carried**

6.4 Second By-Election Teleconference Minutes (March 24, 2016)

**BIRT CAPSI National accepts the minutes from the second 2016 by-election teleconference.
(C. McGrath/K Tress)
Motion Carried**

7. 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

8. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

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

9. CSHP Student Delegate Update

S. Cunningham

S. Cunningham informed that information will come through local branches of CSHP.

10. Use of CAPSI Council Facebook Page

K. Selva

Item for Discussion: Use of the CAPSI Council Facebook Page vs. CAPSI emails for points of information.

Background information/Summary: The CAPSI Council Facebook Page is meant for council members to interact, ask questions, post reminders etc. However, specific questions regarding locating documents and formal council matters should be asked via CAPSI emails for reference and turnover purposes.

K. Selva requested that all communication occur through email to aid in continuity. Messages that are sent on facebook should also be sent in email.

11. Finance Committee Composition

C. McGrath

From:

7.2 Finance Committee

Mandate:

To address issues of financial concern not exceeding one thousand (\$1000) dollars and occurring during non-meeting times, which require prompt attention.

Composition:

- Finance Officer (Chair)
- President
- One (1) Senior Representative from Eastern Canada (Toronto, Ontario to Newfoundland)
- One (1) Senior Representative from Western Canada (BC to Waterloo, Ontario)

Meetings:

The committee chairperson reserves the right to evaluate and present the financial issue to each committee member and conduct a telephone or e-mail vote after a motion has been presented and approved by the committee. Each member of the committee is awarded one (1) vote. At least two-thirds (2/3) majority vote is required for a motion to be passed.

Reporting:

The Chairperson shall present the results of motions voted upon by the committee to the National Council within seven (7) days of the vote. A summary of motions voted upon shall be included in the Finance Officer's bi-annual report to the National Council.

To:

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Reporting:

The Chairperson shall present the results of motions voted upon by the committee to the National Council within seven (7) days of the vote. A summary of motions voted upon shall be included in the Finance Officer's bi-annual report to the National Council.

Background information/Summary:

At this time the Finance committee composition does not include all three presidents of the Association, only the current President for that committee year. For the past few years the President-Elect has been encouraged to participate in this committee to develop a financial understanding of the Association prior to their presidential term. The Past-President has also been encouraged to remain on the committee to provide historical perspective and provide some continuity to the committee with experience on previous financial matters.

BIRT CAPSI National Finance Committee composition is altered in the operating manual to including the Past-President and President-Elect.

(C McGrath/C Woit)

Motion Carried.

12. CAPSI Club Sponsorship

V. Gohil

Background Information/Summary:

- As discussed in a previous TC, the sponsorship hierarchies gave Club tier (\$500) and Bronze tier (\$1000) the exact same benefits
- This new hierarchy, with the addition of a 1/3 page ad for silver, allows for an incremental sponsorship

V. Gohil explained the background regarding the motion. Historically Club tier and Bronze tier offer the same membership benefits. By restructuring the tiers this would provide a distinction between all tiers and the only proposed change is with the CAPSIL.

D. Reithmeier did not foresee problems with this change and the structure of the CAPSIL.

K. Hynes inquired into the current stance of sponsorship.

V. Gohil provided a comprehensive list of our current sponsorship. Sponsorship may be monetary or through in kind donations, e.g. backpacks.

BIRT the new CAPSI Club sponsorship hierarchy be carried forward to the 2016-2017 year for CAPSI Club members.
(V Gohil/K Hynes)

C McGrath motions to amend to the following:
BIRT the new CAPSI Club sponsorship hierarchy be carried forward indefinitely for CAPSI Club members.
(C McGrath/C Woit)
Motion Carried

BIRT the new CAPSI Club sponsorship hierarchy be carried forward indefinitely for CAPSI Club members.
(C McGrath/C Woit)
Motion Carried

C. McGrath motioned to recess at 9:26 am.

13. TEVA Strategic Planning Seminar

Resumed at 9:45 am.
Recessed at 12:35 pm.

14. IPSF/SEP Presentation

P. Hsu

C. McGrath motioned to call the meeting to order at 2:24 pm.

J. Yu explained the structure of the student exchange program (SEP), in terms of the number of host sites versus the number of students we can send to other countries. This past year a goal has been to increase the number of host sites within Canada. She plans to send out a survey to all schools this summer to determine the difference in IPSF at the various schools. Additionally, J. Yu explained that liability waivers for SEP are not technically legally binding as of right now. She is currently looking to try to ensure that hosts are covered legally as we attempt to expand the program.

P. Hsu explained the current structure of IPSF, which is an international and growing organization. CAPSI members are automatically members of IPSF. Anti-counterfeit drugs, diabetes and HIV are previous annual topics for IPSF. World Congress, World Health Day and World Pharmacist Day are all events through IPSF. Each year health campaign topics are voted on – this year voting was conducted prior to the conference by IPSF local reps (if IPSF reps do not respond in a timely manner the vote is deferred).

BIRT the topic of the IPSF annual health campaign is tabled until the end of the presentation.
(C McGrath/S Song)
Motion Carried

P. Hsu explained the benefits of SEP.

C. Woit informed that IPSF membership can be held for 4 years' post-graduation.

P. Hsu further explained the SEP program, in terms of the options available to students and the number of placements available. 20 students will be eligible for SEP from Canada in 2017. Local IPSF representatives are responsible to help find Canadian host sites, with accommodations and meeting the exchange students in Canada.

P. Hsu discussed World Conference. Indicated to follow up with C Woit or herself regarding questions surrounding World Conference. This year the conference is in Zimbabwe.

Refer to the presentation for more information.

15. Increasing SEP Awareness

C. Woit

Item for discussion: Increasing SEP awareness and participation from pharmacists on a national level

Background info/summary: The SEP program relies on pharmacists to host international students, which then allows CAPSI to send more students on SEP.

Action points:

1. Survey to local ISPF reps about IPSF awareness and involvement on their respective student councils
2. Investigate liability waivers from past to ensure we are appropriately protecting our host sites
3. I think there were more things I wanted to discuss but I'm at work so I'll finish this email later tonight.

No further discussion.

16. IPSF Health Campaign

P. Hsu

12.1 Background information/Summary: History of the IPSF Health Campaign, international efforts and how CAPSI's involvement and action with the Health Campaign aligns. The IPSF Health Campaign topic is selected and CAPSI's philanthropy efforts follows in line with the topic we select.

12.2 Item for Discussion: Voting for this school year's IPSF Health Campaign Topic, as well as funding for the Health Campaign Award.

Background Information/Summary: There are 6 major campaigns that IPSF focuses on each year. The local IPSF reps have been asked to vote on a topic.

- HIV/AIDS Awareness Campaign (last done 2013-2014)
- Tobacco Alert Campaign
- Tuberculosis Awareness Campaign
- Health Living and Diabetes Campaign (Diabetes last done 2014-2015)
- Anti-Counterfeit Drug Campaign (last done 2015-2016)
- Medicine Awareness Campaign

This is the IPSF website (<http://www.ipsf.org/>). If you go under "Project" the various public health campaigns are listed below.

P. Hsu explained the history of the IPSF Health Campaign.

C. McGrath indicated the Run for the Cure has been a longstanding philanthropy effort. CAPSI national is no longer aligning themselves with Run for the Cure specifically but locals are still welcome to participate.

P. Hsu announced that the Tobacco Alert Campaign was the winning Health Campaign Topic for this year. The Lung Association and Lung Cancer Canada are two charity options to support based on this Health Campaign Topic.

K. Yeo exited the meeting at 2:50 pm.

K. Yeo returned at 2:54 pm.

The Lung association was voted by local representatives as the charity organization for the coming year.

BIRT the 2015-2016 health campaign topic be the Tobacco Alert Campaign and that the 2015-16 CAPSI fundraising efforts contribute to The Lung Association.

(C McGrath/ J Butler)

Motion Carried

C. Woit exited the room at 2:59 pm.

17. IPSF Health Campaign Award

V. Gohil

Item for Discussion: CAPSI Club sponsorship awards

Background Information/Summary:

- Instead of providing just the \$1000 for the sponsorship, provide the Bronze CAPSI Club member sponsorship tier to the party willing
- Allows for improved negotiation power (membership benefits)

V. Gohil explained how he has been approaching sponsors regarding the IPSF Health Campaign Award. Also explained the Platinum Level sponsorship currently and proposed changes that if an organization provides an award, they will receive a membership equivalent

BIRT the party willing to sponsor the IPSF Health Campaign award be granted a Gold membership upon providing a \$1000 financial contribution to CAPSI in addition providing a \$1000 donation for the award.

(V Gohil/M Moreno)

K. Selva exited the room at 3:05 pm.

J Butler questioned if current sponsors would be dissatisfied with this offer.

M Aizouki questioned what will occur if multiple sponsors are willing to provide this sponsorship.

V Gohil explained that sponsors are given priority in interest based on their current sponsorship and that he does not foresee the issue of multiple sponsors arising.

P Thabet inquired if a fee could be associated with naming the award, for example \$1000 for the award and \$250 for the naming of the award.

V Gohil explained that companies will not be entitled to a CAPSI club membership if they only donate \$1000. He currently is not able to find a sponsor currently and is attempting to incentivize the companies, by providing a Gold Membership.

C McGrath explained that CAPSI is currently funding the award themselves while searching for a sponsor, lowering our own comments.

S Cunningham inquired what the difference between the donation of a backpack and an award. Either way the donation is going to CAPSI members and questioned why this is different.

S Chatillon questioned if finding an additional Bronze Tier sponsor was an option and not placing their name on the award.

C McGrath questioned if whatever sponsorship is received will go toward the CAPSI Club Membership and whether the company's name will be on the award or if CAPSI will sponsor the award.

V Gohil clarified that the company's name will be on the award.

N Szabolcs questioned if we currently have any sponsors whose name is not on anything but provide a monetary donation to CAPSI.

V Gohil clarified that currently in the operating manual only Platinum sponsors are offered to put their name on an award and that this is limiting his ability to negotiate.

S Cunningham indicated she interpreted the operating manual wording differently from V Gohil. She believed that Platinum Sponsors are required to donate to an award, but that any tier may donate to an award.

S Song inquired if current platinum sponsors are being approached regarding sponsorship.

C McGrath responded that all current sponsors are being presented with the potential to sponsor CAPSI's unfunded awards

C McGrath called the point to question.
(C McGrath/ J Côté)
Motion Carried

**BIRT the party willing to sponsor the IPSF Health Campaign award be granted a Bronze membership upon providing a \$1000 financial contribution to the award.
(V Gohil/K Youssefian)
Motion Carried**

18. Committee Dissolution

C. McGrath

18.1 Committee Clarification

- During PDW 2016 the motion was passed at the AGM that the Webmaster position would be instated as an executive position for a one year term pending review at the 2017 AGM in Winnipeg. The duties approved included the Webmaster being chair of the Website Committee
- Need for any additional Ad-Hoc committees

BIRT the CAPSI National 2016-2017 Council dissolve all 2015-2016 standing and ad-hoc committees.

(C McGrath/K Tress)
Motion Carried

19. Committee Formation

C. McGrath

BIRT CAPSI National 2016-2017 Council form the following committees: Finance Committee, Constitutional Review Committee, Membership Committee, Professional Development Week 2018 Conference Planning Committee, Website Committee, Ethics Committee, Agenda Review Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, and the Ad-Hoc Electoral Committee.
(C McGrath/V Gohil)

C McGrath moves to amend the proposed motion to:
BIRT CAPSI National 2016-2017 Council form the following committees: Finance Committee, Constitutional Review Committee, Membership Committee, Professional Development Week 2018 Conference Planning Committee, Website Committee, Ethics Committee, Ad-Hoc Agenda Review Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, and the Ad-Hoc Electoral Committee.
(C McGrath/K Tress)
Motion Carried.

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

Finance Officer (Chairperson) – S Chatillon
President – C McGrath
President-Elect – P Thabet
Past-President – K Selva
One Senior Representative from Western Canada (West of Toronto) – K Tress, M Aizouki
One Senior Representative from Eastern Canada (East of Waterloo) – K Youssefian, N Szabolcs

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) – P Thabet
Executive Secretary – R St Croix
Two other members, which may include Senior Reps, or executive members of the National Council – C McGrath, S Trivedi

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 (Chairperson) – R St Croix
VP Communications – N Szabolcs
One Senior Representative – K Hynes, M Eisa, J Côté, S Trivedi, P Thabet

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

Local Senior Representative from the host school – M Aizouki, H Kaliel
CAPSI President as an *ex-officio* member – C McGrath
Local Planning Committee as per the discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website, composed of:

Webmaster (Chairperson) – H Chan
President-Elect – P Thabet
VP Communications – N Scabolcs
CAPSIL Editor – D Reithmeier
One Senior or Junior Representative from Quebec – K Vo, R Hui
One Senior Representative from Western Canada – M Eisa
One Senior Representative from Eastern Canada (excluding Quebec) – N Scholten
Additional members: S Cunningham, C Caron, C McGrath, K Selva

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

Past President (Chairperson) – K Selva
President-Elect – P Thabet
CAPSIL Editor – D Reithmeier
VP Communications – N Szabolcs
Finance Officer – S Chatillon
Senior or Junior Representative from a French and English speaking school – S Song, J Chu, K Tress, S Trivedi, J Butler, M Moreno, K Youseffian, C Caron, K Hynes, R Ward, C McGrath, J Côté

Agenda Review Committee: Responsible for the review of the CAPSI National Agenda prior to distribution. Composed of:

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
One Senior or Junior Representative from a Quebec School – R Hui
One Senior or Junior Representative from Western Canada (West of Toronto) S Trivedi, K Yeo
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten
Additional: C McGrath, R St Croix

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) – S Saunders
Past President – K Selva
One Senior or Junior Representative from an English-speaking school (different from the home school of the VP Education) – H Kaleil, M Moreno
One Senior or Junior Representative from a French-speaking school (different from the home school of the VP Education) – J Côté
Additional: P Thabet, P Hso, M James

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

Student Exchange Officer (Chairperson) – P Hsu
IPSF Liaison – J Yu
President-Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – S Song, H Chan, K Tress
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten, C Caron, K Hynes, R Ward, J Chu

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

CAPSIL Editor (Chairperson) – D Reithmeier
One Representative from the Université de Montréal – J Côté, K Vo
One representative from Université Laval – K Youssefian, R Hui
One bilingual council member – P Thabet, C Caron
Any other council members interested – H Chan

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.

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
President Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, J Butler, K Yeo, M Eisa
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – N Scholten
One Senior or Junior from a French-speaking school – K Vo
Any other council members interested – C McGrath, H Chan

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

VP Education (Chairperson) – S Saunders
One Senior or Junior Representative from each school that currently runs mock OSCEs – K Tress, J Butler, K Yeo, E Cowley, N Gajaria, K Hynes, R Ward
Any other council members interested – M James

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

VP Professional Affairs (Chairperson) – M James
VP Education – S Saunders
Past President – K Selva
One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, H Kaliel, S Trivedi, K Yeo, M Eisa, E Cowley
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – C Caron, R Ward
One Senior or Junior from a French-speaking school – J Côté, K Youssefian
Any other council members interested – P Thabet, D Reithmeier, C McGrath, J Yu, P Hsu, K Selva

Ad-hoc (Electoral OR Elections) Committee:

Executive Secretary (Chairperson) – R St Croix
Past-president – K Selva
One Senior Representative from Western Canada (West of Toronto) – E Cowley, K Tress
One Senior Representative from Eastern Canada (East of Waterloo) – N Scholten, K Hynes
Any other council members interested – P Thabet, D Reithmeier, S Chatillon, C McGrath

V Gohil exited the meeting at 3:40 pm.

BIRT this agenda point is tabled until a later time during the conference.

(C McGrath/J Côté)

Motion Carried.

20. World Pharmacists' Day Event

K. Tress

Item for Discussion/Motion: Motion to discuss CAPSI National Initiative for World Pharmacists' Day

Background Information/Summary: World Pharmacists' Day 2016 (September 25) resulted in many of the schools changing their profile picture to a banner recommended by the SEO and IPSF Liaison. I would like to inquire whether we could do something minor as a national initiative if World Pharmacists' Day is something which occurs each year. Perhaps this could be something planned by the SEO/ IPSF Liaison.

K Tress inquired if we could have a national event for World Pharmacists' Day.

C McGrath proposed we could align the IPSF Health Campaign with the Word Pharmacists' Day Event.

P Thabet inquired what is done internationally for World Pharmacists' Day.

P Hso said it is not known at this time.

C McGrath proposed it would be at local discretion as of now.

21. CAPSI Member Pharmacy Without Borders Canada

P. Thabet

Item for Discussion: Build a working and lasting relationship with PSFCanada to increase our international humanitarian efforts, and local involvement in pharmacy organizations.

Background Information/Summary:

Founded in 1994 and officially recognized as a nonprofit organization, PSF Canada is the Canadian branch of the international relief agency recognized by the United Nations, WHO and recipient of the Distinguished Practice Award of the International Pharmaceutical Federation (FIP).

This is a humanitarian movement of pharmacists that helps people in need to organize the distribution networks and the management of essential drugs. In addition to its projects, PSF Canada is also a pharmaceutical reference to other NGOs and works with them in joint projects.

The essential role of PSF Canada as part of a development mission is to educate and train in order to help. In developing countries, the supply of essential medicines remains one of the main points that will determine the success of primary health care. However, the problems related to the selection of essential medicines, their proper use and transmission of relevant information, as well as management mechanisms fail to make drugs available to all patients. One of our contributions is the establishment of drug formularies.

<http://psfcanada.org/>

P Thabet gave historical perspective of Pharmacy Without Borders Canada (PSFCanada). Any student can attend mission but travel costs are on the onus of the student. P Thabet has not spoken to PSF regarding this but is questioning if CAPSI raised money for this venture would our members be able to go, questioned if this could be a membership benefit. Explained that the organization focuses in short term missions.

K Tress believes that USask would be interested in this venture. She was unsure if she agreed with CAPSI providing money to students to attend.

J Butler believes it is a good idea to connect with this organization but is concerned with the activity of raising money, coming from a small school.

P Thabet clarifies that there is no set plan at this time and is just raising the point at this time.

J Butler suggested we contact PSF Canada.

C McGrath inquired into the current PSF relationship with Quebec students.

K Youssefian explained there is an organization within the school who fundraises for PSF (e.g. bake sales and fashion show). Some who fundraise are able to participate in missions.

P Thabet inquired if Laval Students were guaranteed spots due to money donated.

K Youssefian was not positive, but said he believed more students at the school were able to attend.

C McGrath questioned if IPSF has a relationship with PSF.

P Hso responded that there is currently no relation.

M Moreno believes students at UofT would be interested.

C McGrath proposed we should engage in contact with PSF.

S Trivedi exited the room at 4:01 pm.

S Trivedi returned at 4:05 pm.

22. Quebec CPhA Events and Quebec Pharmacy History Society

K. Youssefian

Item for Discussion/Motion: May we get involved with the Pharmacy History Society or take that idea and have it incorporated in CAPSIL publications?

Background Information/Summary:

- o For CPhA in 2017, this Society will be presenting a symposium on the history of pharmacy in Quebec and how it affected the evolution of the profession of pharmacy through out North America.
- o Considering that it will take a part of the CPhA, I thought it may be a good idea to incorporate those things in the CAPSIL if possible.
- o Also, this society publishes a magazine every 3-4 months with new content. We can maybe ask them if they would be interested in publishing in the CAPSIL also. (I can translate if necessary)

K Youssefian proposed that we include history articles in the CAPSIL this year to bridge to CPhA 2017.

C McGrath provided a point of information that CPhA 2017 is in Quebec City.

D Reithmeier believes we could publish at least one article.

K Youssefian noted that the Pharmacy History Society is open to discussion.

C McGrath notes that the article would be from student perspective or more of an educational point than an advertisement for CPhA or Quebec pharmacy practice.

K Youssefian explained that it would not be directly about the society.

D Reithmeier believes we could easily include author names but wants to confirm if the society wants their name on the article.

K Youssefian will follow up with the society.

P Thabet notes that any student is eligible to submit to the CAPSIL.

K Youssefian is concerned due to the faculty supervision of the writing. He will follow up.

23. RxTx App

J. Côté

Item for Discussion/Motion: How has the RxTx App been working for other schools? Has the app been functioning reliably for members?

Background Information/Summary: In Montreal we had a lot of issues with the app so far, student being logged out, app freezing and not being able to use it at all. Are we the only one in Montreal having those issues?

J Côté notes that students in Montreal have been experiencing problems with the app, which is unfortunate as it is one of CAPSI's membership benefits. Inquiring if other students are also having problems with this app.

S Song does not believe very many students use this app. Believes students find this app underwhelming.

M Aizouski has found students are frustrated with there being less information on the app.

K Tress noted that the app takes up a lot of space on their phones, but have not been experiencing major problems.

J Butler is not aware of people in her class using the app. Tx component not available.

M Eisa noted that students were experiencing issues but that they appear to be resolved.

M Moreno believes many students use the app at UofT.

K Youssefian agreed with UofT.

N Scholten does not believe dal students use this app.

K Hynes does not believe the app is used at MUN. R Ward agreed and noted that she has seen pharmacists use other apps instead.

S Cunningham noted that it was not useful when working in the hospital.

C McGrath informed that the app will be discussed at the JOM regarding customer service and technical issues as well as whether the Tx portion of the app is under construction.

J Côté noted that students who sign up in the middle of semester do not have membership benefits until the following membership drive.

P Thabet informed that such concerns could be referred to Christine at CPhA or R St Croix.

M Moreno has been in contact with Shelby in between membership drives to sign up members.

C McGrath proposed that all locals contact R St Croix about CAPSI registration in-between membership drives.

K Youssefian exited the room at 4:17 pm.

K Youssefian returned at 4:30 pm.

24. CAPSI Year-End Bulletin

C. McGrath

Item for discussion/Motion: **BIRT the CAPSI National Past-President prepare an annual year-end report, to be distributed to all members prior to the AGM either in print or electronic format.**

Background information/Summary: During CPhA 2015, the following motion was passed by council “**BIRT CAPSI national trial one year with an annual report, to be distributed to all CAPSI members prior to the AGM either in print or electronic format as prepared by the Past- president.**” The one-year trial period is now complete and council must review whether or not this is an action the Past-President should continue to create. An amendment to the Past-President’s position portfolio will also need to be made if the motion is passed to carry on with the annual report.

C McGrath explained that during CPhA 2015 a one-year trial period was approved. The sponsors were very supportive of the bulletin.

P Thabet inquired if this could be posted on the website.

H Chan said that this is possible.

**BIRT the CAPSI National Past-President prepare an annual year-end report, to be distributed to all members prior to the AGM either in print or electronic format.
(C McGrath/J Butler)
Motion Carried.**

25. CAPSI Honorary Life Member

C. McGrath

Background information/Summary:

2.1.4 Honorary Life Members

Defined as an individual who has demonstrated high qualities of character and who has actively supported the Association directly or indirectly and has made a significant contribution to the work of the Association.

Candidates must have had at least a five (5) year active relationship with the Association. The National Council nominates Honorary Life Members and their acceptance is subject to the passing of the motion by the following year’s council to ensure continuity. Only one (1) honorary life membership may be awarded per 12-month period.

2.1.4.1 Honorary Life Member Privileges

The members above are entitled to the following:

- A certificate to be presented by the Association in person or by mail
- The opportunity to voice interests and opinions through a member of the CAPSI National Council
- One (1) CAPSI Agenda annually (upon publication)
- Access to all issues of the CAPSIL
- Additional membership benefits may be awarded at council's discretion

C McGrath explained the history of the Honorary Life Member, and that she was hoping to award this at PDW 2017. Would like members to consider someone to nominate for this and perform a vote in confidence at the summer TC.

26. Friends of CAPSI

C. McGrath

Background information/Summary:

11.1 Friends of CAPSI

“Friends of CAPSI” is an initiative aimed to garner additional financial support by means of donations from past CAPSI supporters. Potential “Friends of CAPSI” include, but are not limited to past council members, local representatives, as well as competition and award winners. In addition, the “Friends of CAPSI” title will be awarded to supporting groups who continually collaborate with CAPSI in a non-financial manner. Non-financial supporters will be awarded this title to demonstrate the Association’s appreciation for their time and efforts to support CAPSI and its mission and vision. A current list of all potential “Friends of CAPSI” will be kept by the Executive Secretary and updated annually prior to the National Council meetings at the annual CPhA conference.

During the first week of September all potential “Friends of CAPSI” donors will be contacted via email by the Executive Secretary. This email will include a letter from the President outlining the benefits of the initiative and asking for their support as well as instructions on how to donate either online or by mail. All completed donation forms will be kept in a separate database by the Executive Secretary. During the CPhA conference, supporting groups who demonstrate substantial support and continuing relations with CAPSI will be discussed by the National Council to determine who shall be awarded the title in appreciation. The National Council shall use its discretion to determine what constitutes substantial non-financial support from an association.

For an annual donation of \$100 or annual substantial non-monetary support, each “Friend of CAPSI” will receive:

- Recognition on our webpage in the *Friends of CAPSI* section
- Recognition at CAPSI’s annual awards ceremony
- Bi-annual updates from the President on the Association’s activities
- An electronic copy of the CAPSIL
- An invitation to attend the keynote speaker at PDW free of charge
- An offer to attend PDW at member price, if space is available

Correspondence with all “Friends of CAPSI” including the President’s bi-annual report and any event invitations will be conducted by the Executive Secretary.

All funds generated from this initiative will be used to support the National Council members with their travel costs as they attend bi-annual face – to – face meetings and contribute to the Association’s continued

endeavors. These funds will be managed exclusively by the Finance Officer and inputted into the subsequent year's budget for discussion at the National Council meetings during the annual CPhA conference.

C McGrath explained that friends of CAPSI do not have to be individuals but can be organizations with similar goals. AFPC could be a potential example. Friends of CAPSI do not need to provide monetary donations but be supportive of our initiatives. Currently do not have any friends of CAPSI but this would be added to the website. This could be announced at PDW 2017.

27. CAPSI Issues Forum

C. McGrath

Item for Discussion: CAPSI National Issues Forum, an event that provides members with an opportunity to voice concerns to the National Council in-person or online.

Background information/Summary: In order to properly advocate for our members, our membership should be able to voice their concerns and ask questions to the National Council. Other advocacy bodies such as the Pharmacy Association of Saskatchewan (PAS) offer an issues forum at their annual conference that allows members to stand in front of the board and express their concerns and ask questions directly.

C McGrath noted that this was the first year in quite some time where a member proposed a motion (to dissolve the agenda) at the AGM. The initiative of an issues forum would hopefully aid in communication and accommodate our growing membership. This could possibly be done by the secretary and past president at PDW and also anonymously online.

M Aizouski was wondering how frequently this forum would be open.

C McGrath currently is only proposing this be done during PDW with the potential to grow.

M Eisa believes the anonymous nature of online would be beneficial.

C McGrath noted that online feature could run year round.

P Thabet proposed that appointments could be made.

J Chu proposed using polling at PDW to assess meetings.

J Côté proposed expanding meet and greet beyond interested CAPSI members.

K Hynes inquired if we receive questions through the contact us on the CAPSI website

H Chan clarifies that concerns are not raised through the website.

R St Croix noted that cost of polling software at PDW could be concern.

H Chan indicated that members' forum is being looked into on the website for the future.

S Song proposed the local reps being responsible for managing issues, such as before the pharmafacts bowl.

C McGrath believes this forum would put a face to the national counsel.

BIRT this agenda point is tabled until after the PDW presentations.

(C McGrath/K Hynes)
Motion Carried.

28. CAPSI Member Informal Poll/Census

P. Thabet

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 Trivadi 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 counsels 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 counsels 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 counsels trial a local issues forum for their members at their discretion for a one-year period.
(C McGrath/J Butler)
Motion Carried

29. Interprofessional Alliance: Naturopaths

M. James

Item for Discussion/Motion: Would you support including representatives from Naturopathic Medicine in the interprofessional alliance.

Background Information/Summary: The interprofessional alliance has gathered members from pharmacy, medicine, nursing, optometry, occupational therapy and physiotherapy. The representative from medicine has been approached by Naturopathic Medicine to allow them to join the interprofessional alliance. Debate has taken place within the interprofessional alliance. I would like to gain feedback on the benefits and challenges to including them within this alliance. Would you support the alliance with Naturopathic Medicine a part of it?

M James explained history of interprofessional alliance. Naturopathic medicine has approached to become part of the alliance. M James is looking for feedback on whether they should be a part of the alliance.

J Butler asked if NDs are regulated in all provinces.

C McGrath commented that she does not believe they are, though they are in some provinces.

K Youssefian notes that naturopathic medicine is not structured nationally like the other members of the alliance. Though it is an alternative option for some patients he does not believe it makes sense in this alliance.

M Aizouski does not believe its regulation is overly relevant.

K Hynes does not believe we can rule out their involvement in the alliance based on personal beliefs.

M Moreno believes their involvement in the alliance could promote useful discussion.

S Cunningham believes anyone in the patient's circle of care should be in the alliance, having a difference of opinion is not a reason to exclude a profession.

H Kaliel would like to clarify which provinces the profession is regulated in and what their scope of practice is in respective provinces.

C McGrath believes it is beneficial that they have contacted us and we need to consider if they are within the circle of care.

P Thabet inquired what the goals of the alliance are.

M James explained that the organization is still growing, and they are deciding where to stop including members. The purpose of the alliance is to replace NaHSSA.

P Thabet does not believe having extra professions in the alliance would hinder the alliance.

M James explained that some members of the alliance are not comfortable aligning themselves with naturopathic medicine, in terms of on position papers and such.

M Aizouski noted that she believes it is important for the members to be of regulated professions.

C McGrath noted that the alliance is not trying to replace NaHSSA but propel interdisciplinary collaboration further.

N Scholten inquired into who would be representing each body within the alliance.

M James clarified that there would be someone in a position similar to her own from each participating group of health professionals. Where the alliance is still being developed it is yet to have specific goals.

S Cunningham questioned the alliance would be focused on clinical outcomes or how different members of a health care team work together.

R St Croix mentioned that the decision could be worded to include them at this time.

C McGrath called for a vote.

Council determined that there are too many unknown points of information at this time to make a sound decision on behalf of our membership

M Eisa noted that excluding a group could send a message.

K Youssefian has concerns with the opinion of pharmacists by some practitioners of naturopathic medicine.

**BIRT this agenda point is tabled until CAPSI's VPPA could receive more information from the alliance and the naturopath body approaching the alliance.
(C McGrath/J Butler)
Motion Carried.**

30. Adjourn

C. McGrath

C McGrath motioned to adjourn for the day at 5:25 pm.
(C McGrath/P Thabet)
Motion Carried.

Day 2: Friday, June 24th, 2016
Location: Hyatt Regency Calgary – Imperial 9
8:30AM – 12:00PM

1. Call to Order

C. McGrath

2. Attendance

R. St. Croix

C. McGrath	President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
N. Szabolcs	VP Communications; Incoming
S. Chatillon	Finance Officer
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
J. Yu	IPSF Liaison
P. Hsu	Student Exchange Officer; Incoming
H. Chan	Webmaster
S. Cunningham	CSHP Representative
S. Song	UBC Senior Representative
J. Chu	UBC Junior Representative
M. Aizouki	Alberta Senior Representative
H. Kaliel	Alberta Junior Representative
K. Tress	Saskatchewan Senior Representative
S. Trivedi	Saskatchewan Junior Representative
J. Butler	Manitoba Senior Representative
K. Yeo	Manitoba Junior Representative
M. Eisa	Waterloo Senior Representative
E. Cowley	Waterloo Junior Representative
M. Moreno	Toronto Senior Representative
N. Gajaria	Toronto Junior Representative
JF. Côté	Montréal Senior Representative
K. Vo	Montréal Junior Representative
K. Youssefain	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Sholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative

Regrets:

K. Selva	Past President
V. Gohil	VP Communications; Outgoing
S. Saunders	VP Education
C. Woit	Student Exchange Officer; Outgoing

3. Committee Breakout Session

C. McGrath

4. Interprofessional PAM Event

M. James

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. Profs 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 Côté 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 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.

5. Agenda Item: Interprofessional Competition PDW

M. James

Item for Discussion: Would it be possible to create a new competition for PDW which involves interaction and collaboration with an SP that is a health care professional. Could we trial this in the mock OSCE'S this year with plans to find sponsorship and run it at the national level after the trial?

Background: Inter-professionalism is an essential component to pharmacists ability to make an impact on patient health care. As the health care system evolves, there will be a larger emphasis on how to deliver health care in an organized and collaborative nature. PEBC OSCE's currently involve interactions with health professionals. None of our current PDW competitions include an interprofessional component. Is it possible to trial a new competition involving interactions with a health care professional?

Current Competitions:

Compounding Competition: Teams of 4 put their compounding skills to the test while working with real pharmaceutical ingredients.

Patient Interview Competition (PIC): Students must use a variety of therapeutic and communication skills in order to solve multiple patient DRPs. This competition is more involved than the OTC competition and requires greater therapeutic knowledge.

Over-the-Counter (OTC) Competition: Is great for students of all levels to assess and provide care for a patient seeking an Over-the-Counter product.

Student Literary Competition: Students submit pieces of original writing related to the profession of pharmacy. The national winner may have their work published in the Canadian Pharmacists Journal.

Evidence Based Practice Competition: This is an opportunity for students to work in teams to review literature in order to make the best recommendation for a patient. This competition varies in content but often reflects

Monetary prizes for winning a competition on the local level may be up to \$250 and a guaranteed spot at PDW in order to compete in the National competition. Prizes awarded at the National level competition may be up to \$400.

M James proposed an OSCE where the student communicates with a standardized health care provider instead of a standardized patient.

J Butler inquired if this completion could be directed to first years.

M James indicated that though it could be tailored to first years, the competition would likely be directed at upper years.

S Cunningham spoke on the relevance of this competition to PEBCs where as a candidate you face scenarios with other health care professionals.

C McGrath inquired who would develop this case.

M James indicated that she would like to work in conjunction with S Saunders but she is not yet aware of the agenda point.

P Thabet questioned if we want to do something additional for first years, but to address it as a separate point. Currently evidence based medicine is undertaken at a local level, we would look at expanding this competition as well.

M Aizouski spoke regarding the rudimentary introduction to pharmacy in first year.

M Eisa mentioned that it can be challenging to find sufficient judges for competitions. Adding further competitions makes this harder logistically.

K Tress questioned if alumni help with competitions at Waterloo.

M Eisa indicated that they do but logistically it is still challenging.

J Butler believes that logistically she believes the benefit of this competition would not worth holding the competition.

**BIRT this agenda point is tabled until the Summer TC.
(C McGrath/M Moreno)
Motion Carried.**

6. National FB group for students

K. Youssefian

Item for Discussion/Motion: National CAPSI Facebook group for all members to have pharmacy related discussions

Background Information/Summary: There is such a group between licensed pharmacists in the province of Quebec to discuss certain things related to pharmacy (laws, rules, pharmacotherapy guidelines, etc). I was wondering whether such a group between the students can be viable and a good ground for healthy discussions and learning opportunities.

K Youssefian thought of this group to connect more students across the country.

H Chan mentioned this aspect of communication has been thought about in terms of the development of the new website – though no details have been discussed.

C McGrath reiterated that a forum in the members only portal is under discussion and that it is a good idea.

S Cunningham spoke regarding CSHPs history with this idea. No students ever posted in the group.

H Chan agrees that making people aware of the forum would be very important and that it is important to ensure the website is well developed when roll out occurs. Whether or not someone posts will not be a big deal.

H Kaliel mentioned that a student at her school did bring forward a concern about wanting to connect with students from other provinces. This indicated to her that there would be interest in a forum.

H Chan mentioned that discussion within the website committee occurred to create a summary of practicing in different provinces.

7. Changes in Quebec Health Care System

J. Côté

Item for Discussion/Motion: Raise awareness in the country of the big changes that are operating in Quebec and support fellow pharmacists who are going through rough times.

Background Information/Summary: In the last few months, a new minister of health M. Gaetan Barette was elected and changed the whole health care system. From the organization of hospital universities to big cuts in of pharmacist salaries and even questioning our expenses in medications, there is nothing that Dr. Barette did not pull apart in his quest to save money. The one that are the most affected in this series of changes are the pharmacists and that is why there is a consensus and they are unifying in facing the government. Here I'll try to summarize the crisis Quebec is living right now.

BIRT we move to in camera discussion at 10:18 am.
(C Mcrath/K Tress)
Motion Carried.

BIRT we move out of in camera discussion at 10:33 am.
(C McGrath/K Youssefian)
Motion Carried.

C McGrath moved to recess until 10:40 am. (C. McGrath/P Thabet).
Motion Carried.

8. CAPSIL Editor

D. Reithmeier

C McGrath called the meeting to order at 10:45 am.

D Reithmeier presented his objectives for the CAPSIL for this upcoming year. He would like to streamline the CAPSIL, removing the locals from their direct involvement and lessening their workload. D Reithmeier wants to organize the CAPSIL differently this year, connecting sections with the values of CAPSI. This would provide predictability and consistency. A CAPSIL Facebook page would provide a means for submissions, promotion and distribution. Having likes on a Facebook page would enable us to quantify a readership for sponsors. This would increase the online presence and make the issues available to the public.

K Tress confirmed that those who submit articles to the CAPSIL must be students.

P Thabet questioned if a transition would occur.

C McGrath brought a point of information that there is currently an inactive facebook page for the CAPSIL that would need to be removed before creating a new page.

M Aizouski mentioned that locals could share posts from the new CAPSIL facebook page at their discretion.

J Butler reinforced that though she would be willing to share posts the email is still important as some students do not have facebook.

D Reithmeier acknowledged that promotion of the page is very important. Hopefully this will make things easier for students but there will a building up period. He wants to introduce a feature section where he would actively seek out someone to write about that topic.

D Reithmeier wants to restructure the way that the translation committee operates. He wants to emphasize the importance of proof reading in this coming year.

K Youssefian indicated that translation of the operating manual is very important.

C McGrath motioned to move in camera at 10:55 am.

(C McGrath/M Eisa)

Motion Carried.

C McGrath motioned to move out of camera at 11:11 am.

(C McGrath/K Tress)

Motion Carried.

J Butler indicated that she thinks it would be beneficial to group translators by what they are responsible for.

P Thabet indicated this grouping was done in the past.

M Eisa informed D Reithmeier that she has attempted to contact a previous CAPSIL editor to dismantle the current CAPSIL facebook page.

D Reithmeier indicates he would like to expand translation beyond pharmacy students if there is a high demand. Interested in investigating government translational support. Improve recognition for the translators to try to incentivize joining. Printing is going to be the same as previously.

D Reithmeier provided tentative publication dates as Novemebr 15, February 15 and April 30. Submissions should be received 35 days prior and translations completed 7 days prior to publication. Business card templated will be voted on for this year. Standardized forms will be available for printing requests and the school showcase.

S Chattilion indicated that she will review the budget provided and further discussion will incur.

9. CAPSIL Timeline

K. Tress

Item for Discussion/Motion: Motion to alter *Section 3.2.9 CAPSIL Editor DUTIES*

From:

- o Responsible for layout and distribution of three (3) CAPSIL / JACEIP yearly (between September to the end of March) to all ten pharmacy schools in Canada and entitled sponsors.

To:

- o Responsible for layout and distribution of three (3) CAPSIL/ JACEIP yearly to all ten pharmacy schools in Canada and entitled sponsors in a timeline as such:
 - CAPSIL Fall to be distributed between the dates September 1 and November 15
 - CAPSIL Winter to be distributed between the dates November 15 and February 15
 - CAPSIL Spring to be distributed between the dates February 15 and April 30

Background Information/Summary: CAPSIL was not received by students in an efficient timeline over 2015-2016 year. This reflects negatively CAPSI's impression as an organization in the eyes of sponsors and members. Additionally, CAPSI National Counsel has allotted funds for printed copies of the CAPSIL. In the case that they are issued after students are not in classes at many of the pharmacy schools in Canada, these funds will not be spent responsibly.

K Tress proposed a revised timeline for the release of the CAPSIL.

BIRT CAPSI National amend section 3.2.9 to read:

From:

- o Responsible for layout and distribution of three (3) CAPSIL / JACEIP yearly (between September to the end of March) to all ten pharmacy schools in Canada and entitled sponsors.

To:

- o Responsible for layout and distribution of three (3) CAPSIL/ JACEIP yearly to all ten pharmacy schools in Canada and entitled sponsors in a timeline as such:
 - CAPSIL Fall to be distributed between the dates September 1 and November 15
 - CAPSIL Winter to be distributed between the dates November 15 and February 15
 - CAPSIL Spring to be distributed between the dates February 15 and April 30

(C McGrath/M Eisa)

S Cunningham agrees that this would be very helpful in scheduling as she is required to write an article for each CAPSIL.

M Eisa agrees as sometimes deadlines have been very short in the past and having deadlines ahead of time would be helpful.

P Thabet questioned if narrowing the timeline further would be beneficial.

K Tress wants to respect the CAPSIL editors schedule but can see the value of limiting.

D Reithmeier indicates that as long there was still a window this would be appropriate.

C McGrath asked if a two-month timeline would be appropriate.

BIRT CAPSI National amend section 3.2.9 to read:

From:

- o **Responsible for layout and distribution of three (3) CAPSIL / JACEIP yearly (between September to the end of March) to all ten pharmacy schools in Canada and entitled sponsors.**

To:

- o **Responsible for layout and distribution of three (3) CAPSIL/ JACEIP yearly to all ten pharmacy schools in Canada and entitled sponsors in a timeline as such:**
 - **CAPSIL Fall to be distributed between the dates September 1 and November 15**
 - **CAPSIL Winter to be distributed between the dates November 15 and February 15**
 - **CAPSIL Spring to be distributed between the dates February 15 and April 30**

(C McGrath/J Butler)

Motion Carried.

10. Amendment to Chapter 10 of the Operating Manual

D. Reithmeier

Item for Discussion/Motion: Motion to amend article 10.12 of the operating manual

Background Information/Summary: Proposing to amend article 10.12 to read “Any articles submitted by paying sponsors must indicate that they represent the opinions of the paying sponsor only and do not reflect the opinions of CAPSI or its members. Additionally, any articles submitted by paying sponsors must clearly identify the sponsoring organization by use of an organizational logo or some other identifiable object.”

D Reithmeier explained that the change in the operating manual is to clarify the position of a paying sponsor.

BIRT that article 10.12 of the Operating Manual will be amended to read “Any articles submitted by paying sponsors must indicate that they represent the opinions of the paying sponsor only and do not reflect the opinions of CAPSI or its members. Additionally, any articles submitted by paying sponsors must clearly identify the sponsoring organization by use of an organizational logo or some other identifiable object.”

(D Reithmeier/M Moreno)

Motion Carried.

11. Amendment to Chapter 10 of the Operating Manual

D. Reithmeier

Item for Discussion/Motion: Motion to add article 10.14 to the operating manual

Background Information/Summary: Proposing to add the following new article (10.14) to the operating manual “Any articles submitted by non-paying sponsors must not contain any material deemed to promotional in nature. Any articles submitted by non-paying sponsors will be reviewed by the CAPSIL editor. The publishing of any articles submitted by non-paying sponsors will be subject to the discretion of the CAPSIL editor.”

D Reithmeier explained the motion is to clarify that the CAPSIL will not be providing free advertising.

S Cunningham proposed changing the wording of the proposed change from “non-paying sponsors”.

BIRT that article 10.14 will be added to Chapter 10 of the operating manual and will read “Any articles submitted by non-CAPSI members must not contain any material deemed to promotional in nature. Any articles submitted by non-CAPSI members will be reviewed by the CAPSIL editor. The publishing of any articles submitted by non-CAPSI members will be subject to the discretion of the CAPSIL editor.”

(C McGrath/J Butler)

Motion Carried.

12. CAPSIL Survey

D. Reithmeier

Item for Discussion/Motion: Preliminary Survey Results

Background Information/Summary:

- a. Overview of findings
- b. Planning on re-distributing the survey in early fall
 - i. Brainstorm ways to improve nationwide participation
 - ii. Looking for increased representation from certain schools

D Reithmeier informed that they received 56 responses to the survey. Students at all schools did not respond. The survey may be redistributed in the fall. Some students indicated in their response that they did not know what the CAPSIL is, indicating the need for further promotion and ease of access. There is a representation for wanting both the electronic and paper copy, though he intends to continue to move toward electronic. The survey indicated a simplified process may enhance the number of people who submit articles.

J Butler questioned if IPSF would be able to help contribute to international articles.

P Hsu indicated that this is possible.

C McGrath provided a point of information regarding that in the past a hospital pharmacists corner was discussed.

S Cunningham confirmed that it would not be CPHA branded. Also thinks that other health care professions would also be valuable if directed towards pharmacy.

M Moreno requested highlights of the CAPSIL be included in the emails.

H Chan announced that tracking data is available for one method of viewing the CAPSIL.

13. Creation of CAPSIL Facebook page

D. Reithmeier

Item for Discussion/Motion: Discuss the possibility of creating a CAPSIL Facebook (FB) page (administered by the CAPSIL Editor) that could serve as a central hub for article submissions, promotions, and distribution

Background Information/Summary: Creation of a CAPSIL FB page would allow for the centralization of various CAPSIL related processes. The CAPSIL editor could use the page to call for articles, promote upcoming issues, distribute electronic version of the CAPSIL, and inspire discussion related to previously released issues.

Creation of a CAPSIL FB page would reduce the need for local reps when calling for articles, promoting upcoming issues, and distributing electronic versions of the CAPSIL. The FB page would also provide the CAPSIL editor with direct control over these critical processes which will increase efficiency by reducing the number of middle-men involved. Furthermore, the FB page would reduce the burden placed on local reps and could also reduce the amount of material being posted on the local CAPSIL FB pages. (The local reps may still be involved with these processes, but only when necessary i.e. for promotional spikes, additional calls for article submissions when numbers are low, or distribution boosts when required). Finally, the creation of a CAPSIL FB page would allow for the expansion of our readership pool by encouraging sponsors, pharmacists, patients, or anyone else that may be interested to like the page and stay updated on the CAPSIL. A successful FB page which actively promotes the CAPSIL to a wide audience could potentially make the publication more attractive to sponsors as well.

The major challenge with this idea is getting it off the ground. It will require a strong promotional campaign at the start of the year to ensure that we are generating the requisite page likes to make this work. If nobody likes the page, then the concept will not work because members will not be notified of the calls for articles/promotions/distributions. Henceforth, it would be imperative to promote this page to members early in the school year, particularly during the membership drives.

BIRT this agenda point is killed.
(C McGrath/K Youssefian)

Motion Carried.

14. Creation of National CAPSI member email list

D. Reithmeier

Item for Discussion/Motion: Discuss the possibility of creating a list of all the CAPSI member's emails to be used for article submissions, CAPSIL promotion, and CAPSIL distribution

Background Information/Summary: A query into the feasibility of creating a master list of all the CAPSI member's emails. I realize that membership lists change over the course of a year, but perhaps we could arrange a system where the master email list is updated every month?

D Reithmeier would like to create an email list. Questions this logistically.

K Youssefian questions if there is an option for refusing emails or for unsubscribing.

C McGrath provided a point of information regarding the not-for-profit by laws and must be able to unsubscribe. UofT may have additional by laws.

M Moreno indicates that there is a list serve at UofT and she would prefer to go through this as they have been doing.

M Aizouski indicates their university does not approve of mass emails and have a weekly newsletter instead.

R St Croix indicated that going through her as with the current membership drive procedure would be a more streamlined process and then she would communicate with D Reithmeier. She also sees a value of this email list within her position.

**BIRT this agenda point be tabled until the Fall TC.
(C McGrath/S Chatillion)
Motion Carried.**

15. Fall Membership Drive

D. Reithmeier

Item for Discussion/Motion: Inclusion of CAPSIL in the fall membership drives

Background Information/Summary:

- a. Ask locals to gather up any old paper copies of the CAPSIL they have sitting around and distribute them to first years as part of their membership drive
 - i. Early exposure to the product should help to generate interest among first year students
 - ii. May help to create a long-term reader base

D Reithmeier questioned if old additions of the CAPSIL are sitting around at schools.

J Butler said there are some at her school but a very low number.

D Reithmeier indicated that his idea was to give out these old editions if they are available at the school even if there is only a low number.

K Youssefian proposed that directing them towards the most recent edition of the CAPSIL at the beginning of the year would be beneficial.

16. Adjourn

C. McGrath

C McGrath motioned to adjourn at 12:09 pm.
(C McGrath/K Youssefian)
Motion Carried.

Day 3: Saturday, June 25th, 2016
Location: Hyatt Regency Calgary – Imperial 9
1:00PM – 4:30PM

1. Call to Order

C. McGrath

C McGrath called the meeting to order at 1:06 pm.

2. Attendance

R. St. Croix

C. McGrath	President
K. Selva	Past President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
N. Szabolcs	VP Communications; Incoming
V. Gohil	VP Communications; Outgoing
S. Chatillon	Finance Officer
S. Saunders	VP Education
D. Reithmeier	CAPSIL Editor
J. Yu	IPSF Liaison
P. Hsu	Student Exchange Officer; Incoming
C. Voit	Student Exchange Officer; Outgoing
H. Chan	Webmaster
S. Song	UBC Senior Representative
J. Chu	UBC Junior Representative
M. Aizouki	Alberta Senior Representative
H. Kaliel	Alberta Junior Representative
K. Tress	Saskatchewan Senior Representative
S. Trivedi	Saskatchewan Junior Representative
J. Butler	Manitoba Senior Representative
K. Yeo	Manitoba Junior Representative
M. Eisa	Waterloo Senior Representative
E. Cowley	Waterloo Junior Representative
M. Moreno	Toronto Senior Representative
N. Gajaria	Toronto Junior Representative
JF. Côté	Montréal Senior Representative
K. Vo	Montréal Junior Representative
K. Youssefain	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Sholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative
Regrets:	
M. James	VP Professional Affairs
S. Cunningham	CSHP Representative

3. Student Literary Challenge

S. Saunders

Item for Discussion: Should a program such as “Turn It In” should be used to assess plagiarism for the Student Literary Competition?

K Selva entered the room at 4:39 pm.

S Saunders sought opinions on the utilization of a plagiarism assessment tool.

M Eisa informed council that by using this program the company then has ownership of the assessed documents and they would need to be repurchased in the case of desired publication.

K Tress inquired if plagiarism is currently a problem.

S Saunders reported she is not aware of a problem but it was brought forth as a concern.

M Moreno inquired into cost.

S Saunders reported that it could be done through schools that currently utilize a program.

C Woit entered the room at 1:12 pm.

K Youssefian entered the room at 1:12 pm.

K Youssefian inquired into how many documents would need to be assessed.

S Saunders reported that just the national winners could be assessed or if logistically possible we could screen all local submissions. Information on the number of submissions was sought from all local councils.

S Song indicated that there is a small pool of people submitting documents and she feels there is no issue with plagiarism. She would prefer to leave things in the status quo of an honor system.

M Aizouski feels maintaining an honor system would be best and has a small number of submissions.

K Tress reported they had 4 submissions this past year and do not feel they have a need of a plagiarism program.

J Butler reported her school has less than 10 submissions annually and inquired into the consequences of plagiarism in this instance.

S Saunders replied the student would likely be disqualified.

M Eisa indicated her school has a low number of submissions and agrees with the honor system.

M Moreno prefers honor system and normally receives 5-10 submissions.

J Côté reported they normally receive 1-2 submission but received 6 this past year. He does not believe plagiarism is an issue at his school.

K Youssefian receives less than 5 submissions annually. He believes that for now an honor system can be maintained but this may need to be considered in the future.

R Hui mentioned the price should be evaluated.

N Scholten commented they receive 3-5 submissions annually and is not aware of any plagiarism problems at her school.

K Hynes indicated that there is a low number of submissions and does not think she needs it on the lower level but could see benefit on the national level.

S Saunders asked if schools use these programs.

M Eisa indicated that Waterloo does have access but to her knowledge was only used for one assignment.

M Moreno indicated that UofT has a program.

**BIRT this agenda point is tabled until after the guest speaker.
(C McGrath/M Moreno)
Motion Carried.**

4. Talk from Amy Lamb

5. Student Literary Challenge

S. Saunders

C McGrath recalled the discussion from the table.

C McGrath inquired if there was further discussion.

P Thabet mentioned we could announce punishment of plagiarism and allow the competition review committee to review the submissions.

M Aizouski inquired if other programs were known.

S Saunders indicated she will do further research.

M Moreno agreed with P Thabet that commenting on plagiarism in the instructions for submissions would be beneficial.

**BIRT this agenda item be referred to the competition review committee.
(C McGrath/M Moreno)
Motion Carried.**

E Cowlet exited the room at 1:48 pm.

N Gajaria exited the room at 1:48 pm.

V Gohil entered the room at 1:49 pm.

N Szabolcs entered the room at 1:49 pm.

6. Update Pharmafacts 2017 Shirts

J. Butler

Background Information/Summary:

Reminder: The former Dean of the College of Pharmacy of the University of Manitoba, Dr. Neal Davis requested that shirts for Pharmafacts at PDW 2017 maintain a certain level of professionalism/appropriateness

Update: Dr. Neal Davis is no longer the Dean at the College of Pharmacy of the University of Manitoba. However, PDW 2017 PC is still requesting that the shirts maintain a certain level of professionalism/appropriateness.

J Butler indicated that her dean will not be accepting of humor he deems to be crude or inappropriate. There is now a new dean in Manitoba, J Butler can review the designs if locals are concerned and is still requesting a level of professionalism be maintained.

C McGrath indicated that presidents or national council can review the t-shirts for pharmafacts if students are concerned.

S Song had no concerns with her past shirts.

M Aizouski has no concerns but is open to bringing the design forward.

K Youssefian indicated his school will be professional in the future.

N Scholten indicated their shirts are reviewed by faculty.

K Hynes indicated that the shirts will be appropriate in the future.

**BIRT future concerns with shirt professionalism be referred to the ethics committee.
(C McGrath/ V Gohil)
Motion carried.**

7. PARS 2017 Update

C. Woit

E Cowley entered the room at 1:57 pm.

N Gajaria entered the room at 1:57 pm.

C Woit provided a history of the Pan American Regional Symposium (PARS).

C Woit provided examples of workshops such as CPR, business education. Generally small hands on workshops. There will be both educational and scientific topics at the symposium. In Argentina the public health campaign revolved around smoking cessation, this topic is yet to be decided on for PARS 2017. The pre-symposium tour is currently directed towards international delegates. Anyone else can come to Ottawa early but there will not be a hotel night provided.

H Kaliel inquired if pharmacists are eligible.

C WOit indicated that members of IPSF are eligible, this membership can be held for 4 years after graduation. Registration for the conference is first come first serve.

K Youssefian inquired about seat breakdown.

C Woit explained that seat break down is based on country and whether someone is a full or partial member. Numbers are currently not known as she is waiting on a transition document.

K Youssefian inquired if booking a hotel room is required for attending the conference.

C Woit indicated that it would likely be required as with PDW as the need to meet the room requirements but this has not been officially determined.

M Moreno inquired into the structure of Next Top Pharmacist.

C Woit indicated that there are a fairly low number of countries and it will run as it does at PDW.

N Scholten inquired if funding would be provided and a seat reserved for the winner of Canada's Next Top Pharmacist to attend.

K Selva indicated that a seat will be reserved but sponsorship is unknown at this time. It will be known by PDW.

C McGrath brought forth a question about sponsorship and its impact on PDW.

C Woit indicated that she will engage in discussions with the PDW planning committees.

D Moulton Inquired if sponsors are aware of the dual sponsorship issues.

K Selva indicated that some sponsors have been alerted but there are some to be contacted.

V Gohil indicated that he would be interested to get in contact with the PARS 2017 sponsorship representative.

C Woit indicated that she can put him in contact with this person.

J Butler inquired onto timeline of registration.

C Woit indicated that it would be January or February.

C Caron inquired how many volunteers would be required.

C Woit does not know the number of volunteers needed at this time.

N Scholten indicated that dal has a program where they can receive funding for conferences but the application is due in November.

C Woit indicated that a survey and more information would be released in the fall.

C McGrath provided a point of information that the representative of AFPC will distribute information to the deans of pharmacy.

M Moreno inquired if it would be first come first serve or divided between schools.

C Woit indicated that it would be first come first serve.

C McGrath called for a 5 minute recess at 2:17 pm.
(C McGrath/M Moreno)

Motion Carried.

8. CAPSI Competition Promotion

S. Saunders

Item for Discussion: Would schools find promotional material for competitions useful/beneficial to increase student participation? (ie: poster similar to CPhA's SLC one available to print, graphics for social media, etc)

K Selva exited the meeting at 2:29 pm.

C McGrath resumed the meeting at 2:29 pm.

S Saunders provided a point of information that a survey will be distributed regarding this point in the coming month.

9. PDW 2017 Update

J Butler indicated rooms will be booked by locals or by the delegates themselves. She believes that a comprehensive set of instructions would be the best as delegates will need to provide credit card information. Rooms will be paid for separately from the registration fee at check out.

C McGrath provided a point of information that although the last two PDWs provided the cost of the hotel room in the conference fee this is at the discretion of the planning committee. The conference registration cost remains constant.

M Eisa inquired if it was mandatory to stay at the conference hotel.

J Butler indicated that it is and they will have a list of those who registered.

K Youssefian inquired how they will control this problem, beyond there being a disclaimer, what will they do to enforce this.

S Bryant is not sure exactly what stipulations will be present.

P Thabet is not concerned due to the conference size and the room cost.

S Bryant is not overly concerned either, prices are likely similar in the area and staying at the hotel. Additionally, it will be very cold and staying at the hotel will not require delegates to go outside.

J Butler suggested wrist bands to attend events.

S Saunders inquired if a single credit card could be used initially and then changed to the students upon check in.

J Butler indicated that the hotel does not change them upon check in.

C McGrath questioned if the deluxe rooms were quad occupancy.

S Bryant indicated that she believes they are.

J Butler indicated that the mode rooms are for students, the deluxe rooms for sponsors, the suite for key note and motivational speakers, and the Winnipeg room is for storing items.

J Côté inquired if wifi was available free of cost.

S Bryant confirmed that free wifi was available.

J Côté provided his support of having the AGM on the first day.

R St Croix indicated her concern with having a breakout speaker immediately following the elections.

S Bryant indicated that hour intervals are provided for speakers but they are being asked to keep their presentations to 45 minutes.

C McGrath suggested a half hour interval of free time before or after elections. She questioned if the pre-bowl rally was located close to the CAPSI national meetings.

J Butler indicated that as of now they are not but it is subject to change.

C McGrath provided a point of information that student delegates interested in experiencing CAPSI national meetings or who are running for elections may attend a one hour session of CAPSI meetings during the conference which needs to be added to the schedule in running for elections will be invited to attend one hour of our meetings on the first day which needs to be added to the schedule.

J Butler indicated she is aware of this and it will be followed up on.

J Butler indicated that if delegates opt to go skating there are skates available for rent at the suggested location. For Manitoba's Next Top Pharmacist, a popular event is that each competitor makes an introductory video that is about 2-3 minutes. Inquiring how locals feel about competitors making a video for the national competition.

N Scholten inquired if the same videos could be used from local competitions.

S Bryant questioned if the sponsors could be used as a 'step and repeat' banner but alternatively the capsli logo can be used. She will follow up with V Gohil and N Szabolcs.

J Côté questioned if we could have a snapchat filter.

C McGrath indicated that they did consider a story option but this was logistically challenging, however just the filter can be purchased for about \$30.

K Selva entered the meeting at 2:55 pm.

S Bryant inquired if there are any ideas for Next Top Pharmacist.

K Tress suggested suppository darts.

J Côté explained their OSCE scheme.

J Butler questioned how long this competition component is.

J Côté indicated that it is 3-5 minutes.

J Butler expressed concern that this is too long for 10 competitors.

K Hynes indicated her school they do a spelling bee, a white coat fashion show, mock OSCES and a talent show.

N Scholten indicated they did a mini blister pack skills competition for speed but it was not received well, they enjoy the talent portion.

K Youssefian indicated they have a fashion show, funny OSCES a talent portion, activities such as recognizing medication in a vial and recognizing messy prescription writing.

J Côté indicated their completion is very similar to MUN with the addition of a pageant style question.

N Gajaria also have a white coat fashion show and they get participants to read the CPS in a sexy voice.

M Eisa indicated her school had a drug spelling bee, white coat fashion show, talent show, costume show and pageant style questions. In the past they have done different events.

K Yeo indicated they have a choreographed dance, read messy prescriptions, the registrar asks each candidate an ethical question.

K Tress indicated they have promotional videos, a choreographed dance, a white coat catwalk, suppository throwing and a talent. Previously they had to make a paste with not their hands and men did women's makeup.

M Aizouski indicated they do family feud, patients solve a case and they have beachwear.

S Song indicated they had a dance, trivia and a white coat talent show.

C McGrath inquired if the speaker contracts were for general speakers or the keynote/motivational.

S Bryant indicated they were for general speakers.

K Selva provided suggestions on polling options to be used live. Such as going through an app or using links on Facebook.

K Tress provided a comment on polling at USask.

M Moreno inquired what mentor-mentee meet & greet means.

S Bryant indicates a café style discussion with speakers where students rotate.

C McGrath questioned if the bilingual judge would be videoed in or if they would be there in person.

J Butler explained the set-up of their room and that no judges will be in the room with competitors as a two-way mirror scheme and videotaping is used. It is possible a judge will be there in person.

K Selva indicated that permission may be required if videotaping is used.

J Côté inquired if resources would be available.

S Bryant inquired if the concern was regarding French resources.

S Saunders indicated she can provide a comprehensive list of possible resources.

C McGrath indicated that the reason students in Waterloo watched lectures remotely during competitions was the duration of the time spent in Waterloo and this likely will not be relevant in Manitoba.

C McGrath brought forth a point of information about Pfizer seeking more representation during competitions as they are a sponsor.

V Gohil indicated that this was challenging due to variations in competition. This was not mandatory last year but N Szabolcs will be in contact with locals earlier this year.

P Thabet exited the room at 3:22 pm.

S Bryant mentioned that the double wall mirror could allow Pfizer representatives to watch.

S Saunders exited the room at 3:23 pm.

V Gohil indicated that the interest was more so revolving around advertising.

C McGrath provided a point of information that S Saunders had concerns with the current timing indications and would like them to be double checked.

P Thabet entered the room at 3:26 pm.

K Selva inquired if the income includes the CAPSI loan and gift.

S Bryant provided a description from the finance officer regarding the budget.

C McGrath confirmed the budget looks appropriate in terms of the gift and loan.

K Selva inquired into the cost of booths for sponsors.

S Bryant explained the cost viewed is reflective of their expenses toward the booths. Booths will be charged \$500-1500.

S Selva inquired if meals could be altered to save money

S Bryant confirmed this is possible.

K Selva suggested to alter the breakdown of AV costs to include a \$3000 minimum contingency fund.

S Bryant indicated they will look into altering the current AV breakdown.

C McGrath inquired into how many delegates can attend.

S Bryant indicate the cap is \$500.

J Côté inquired into what the agenda point regarding seat formula is in regards to.

C McGrath provided a point of information that there is currently no formula for the host city and council is looking to introduce a formula that could be effective as of this PDW.

K Selva noticed last year many of the booths were paid for after PDW. For this PDW is there anything in place that would require a specific portion prior to the health fair or it to be paid in full prior.

S Bryan indicate that there is not currently but she appreciated the suggestion and will bring it back to council.

P Hso inquired if there would be space for an IPSF booth.

S Bryant indicated this can be done.

S Bryant requested council follow the Facebook group and share the information with their respective schools.

N Scholten requested information on Facebook information.

C McGrath requested specific dates for PDW be included on the web page.

S Bryant is unsure of French welcome packages were included at previous PDWs and if so how many should be allocated.

K Selva indicated that previously they have been made so that each is French and English.

C McGrath indicated that in the interest of unity and bilingualism a French option should be provided.

S Bryant indicated that if separate French and English welcome packages were done this would be cost saving.

J Butler inquired if the CAPSI staples account can be used for printing.

D Reithmeier did not foresee a problem with the use of this account.

K Selva provided a point that the use needs to be tracked.

K Youssefian inquired into the time line on determining when students would require French versus English.

S Bryant indicated this would be determined upon registration and is not concerned about timeline as of now, but will keep this point in mind.

V Gohil exited the meeting at 3:44 pm.

M Aizouski inquired what means of translation PDW 2017 has looked into.

K Youssefian inquired if the translation committee could review documents.

M Moreno exited the meeting at 3:46 pm.

K Selva inquired if the translation committee could handle this workload.

D Reithmeier clarified that as a backup option this could be possible.

V Gohil entered the meeting at 3:49 pm.

M Moreno entered the meeting at 3:50 pm.

C McGrath motioned for a 5-minute recess at 3:50 pm. (C McGrath/P Thabet).

Motion Carried.

10. PDW 2018 Update

M Moreno, K Youssefian, K Hynes, R Ward N Szabolcs and V Gohil exited the room during recess.

C McGrath called the meeting to order at 4:00 pm.

V Gohil entered the room at 4:02 pm.

D Moulton indicated there are options for attrition for room numbers to reduce the size of the conference.

M Moreno entered the room at 4:03 pm.

K Hynes, R Ward and N Szabolcs entered the room at 4:05 pm.

K Selva provided a point to refer to Mr. Pharmacy as "Canada's Next Top Pharmacist" and to add contingency funds into the budget.

K Youssefian entered the room at 4:06 pm.

M Moulton explains that they are using two hotels to meet requirements for tourism that reduce costs.

C McGrath provided a point of information on the PDW CAPSI loan process.

K Selva inquired if food and beverages have been looked into for the social nights.

M Moulton indicated that as of now it is based on previous PDWs.

A Bhuller commented that nothing regarding speakers has been finalized, however the education officer is following up with individuals and the overall theme as innovation.

D Niaz inquired if they were able to expand the health fair to increase its size and take a more interdisciplinary approach.

V Gohil agreed with this idea and thought it would align with CAPSIs VP of professional affairs position.

A Bhullar indicated that currently Knoxville's is planned for social night but he is aware there may be concerns.

C McGrath provided a point of information that through non official sources the bar may close and having an alternative bar option would be beneficial.

A Bhullar indicated they have had discussions with the bar owner and it was indicated they are not concerned about closing but they also own other bars as alternatives.

C McGrath requested to receive the drafted script of the promotional video.

D Moulton indicated he will provide this.

M Aizouski inquired if local organizations such as the Alberta College of Pharmacists now.

K Selva indicated that approaching them was okay but not to sign anything until after PDW 2017.

D Moulton inquired into the specific procedure around approaching sponsors prior to the conclusion of PDW 2017.

V Gohil suggested compiling a list of companies and organizations to approach.

C McGrath brought forth that it is CAPSI's 50th anniversary during this conference and would like if PDW acknowledged this occasion.

C Caron suggested that as it is an anniversary year we could have CAPSI alumni or sponsors speak to this point.

J Côté inquired into the production of a logo.

C McGrath commented the logo could be referred to a committee within CAPSI.

C McGrath moved to recess at 4:23 pm
(C McGrath/V Gohil).
Motion carried.

R Hui exited the room during recess.

11. PDW Host School Seat Formula

C. McGrath

Item for Discussion: CAPSI National to create a set formula for the maximum allowable number of seats a host school may request for their Professional Development Week conference.

Background information/Summary: There currently is not set system or formula outlining the maximum number of seats a host school may request for their respective PDW conference. This is a common question asked by host schools and at this time the school presents council with a number of seats for approval.

C McGrath called the meeting to order at 4:34 pm.

*K Selva exited the room at 4:35 pm.
R Hui entered the room at 4:36 pm.*

C McGrath explained there is currently no maximum of seats allotted for the host schools, it has been proposed to set this as a 25% limit.

K Selva entered the room at 4:36 pm.

P Thabet explained the historical concept of seat sharing between Waterloo/UofT and Laval/Montreal. This is based on sponsorship and joint conferences. MUN and Dal has a similar

conference and this thought process would be similar. If MUN and Dal were included this would be 6/10 schools and the question arises if we should pair schools nationally. (e.g. BC/Alberta and Manitoba/Saskatchewan).

J Butler and K Youssefian voiced concerns regarding the explanation of seat allocation.

C McGrath clarified the points and that the hosting school would not be disadvantaged.

C Woit voiced concerns that pairing schools would be a deterrent for students attending.

C McGrath called to order to discuss the percentage cap.

H Kaliel asked how seat allocation currently occurs.

R St Croix explained that it is based upon previous year CAPSI membership where in it is a ratio between the percent of CAPSI members and the number of seats available.

C McGrath motioned to discuss the seat cap
(C McGrath/V Gohil)
Motion carried.

C McGrath explained that currently a 25% cap has been proposed.

K Youssefian proposed capping at 25% and then recalculating the ratios after the host schools

C McGrath motion for a 5 minute recess.
(C McGrath/K Hynes)
Motion carried

C McGrath resumed the meeting at 5:04 pm.

C McGrath explained the breakdown of PDW 2016 seats.

K Youssefian asked waterloo if this distribution is problematic.

M Eisa indicated that they had their allotted seat and the procedure worked for them.

P Thabet notes that our last two referenced schools are partnered schools, so this provides a `bias. Wanted to clarify the normal procedure.

C McGrath clarified that PDW 2016 and PDW 2015 did not work the same in each year.

Discussion occurred.

S Song questioned how the membership percentages stand.

R St Croix provided the membership numbers for the 2014-2015

2014-2015 CAPSI Membership

School Name	2014-2015 Memberships	# Votes	% Of total Membership	Rounded %
UBC	245	3	6.708652793	6.71

U of A	504	4	13.80065717	13.80
U of S	269	3	7.365826944	7.37
U of Manitoba	195	2	5.339539978	5.34
U of T	927	6	25.38335159	25.38
Waterloo	356	3	9.748083242	9.75
U of Montreal	246	3	6.736035049	6.74
U of Laval	412	4	11.28148959	11.28
DAL	364	3	9.967141292	9.97
MUN	135	2	3.6966046	3.70
	3652		100.0273823	100.04

V Gohil raised concern that if a PDW had 600 seats and the smallest school received 25% this number would be larger than their school.

K Selva clarified that the last 2 PDWs have been larger than the historical average and that a smaller school would not be able to support a PDW that large.

K Selva brought forth the point that UofT has 25.38% and a host cap of 25% and would therefore receive fewer seats if hosting.

J Butler, M Moreno and K Youssefian agreed this would not be fair.

K Youssefian proposed having the cap of up to 25% unless you have more than 25% of membership, in which case you would be able to go up to that number.

Discussion occurred.

BIRT this agenda point is tabled until the Summer TC.
(C McGrath/V Gohil)
Motion not Carried.

C McGrath presented that we can proceed with the current ask or we can implement a cap of 25% of the host schools seats during round one.

K Vo exited the room at 5:32 pm.

Discussion occurred.

K Vo entered the room at 5:35 pm.

BIRT CAPSI National implement a maximum PDW host school proposal to 25% of the total number of conference seats.
(C McGrath/K Hynes)
Motion Carried.

C McGrath motioned for a 10 minute recess at 5:39 pm.
(C McGrath/P Thabet)
Motion Carried.

C McGrath called the meeting to order at 5:59 pm.

*P Thabet exited the room at 5:59 pm.
S Saunders entered the room at 5:59 pm.*

12. Non-Student Member Registration Dates

C. McGrath

Item for Discussion: Determine whether membership privileges begin at the same time as our student membership drives or as an individual expresses interest in becoming a member.

Background information/Summary: CAPSI has been fortunate in receiving an increased number of individuals interested in purchasing a non-student CAPSI membership (i.e. pharmacist member, supporting member, etc.). At this time CAPSI does not have a policy outlining when a non-student member's benefits begin. Our student membership drives run in September and January and run for one year after membership purchase.

C McGrath explained the process of non-student members purchasing memberships in between membership drives.

M Aisouski noted that she thinks their membership should be begun whenever it is paid.

H Kaliel proposed their membership beginning immediately and then continuing for one year from the next membership drive.

K Selva explained that this is a short term problem as changed in the members only portion of the website would impact this point.

V Gohil inquired how many non-student members there are currently.

R St Croix explained there is currently only a small number, however there are frequent inquiries.

C McGrath overviewed the various membership statuses as per the operating manual.

D Reithmeier inquired if we could present these people with membership benefits before registration.

**BIRT this agenda point be referred to the membership committee.
(C MCGrath/ R St Croix)
Motion Carried**

13. Adjourn

C. McGrath

**C McGrath motioned to table the remaining motions until tomorrow.
(C McGrath/P Thabet)
Motion Carried**

C McGrath motioned to adjourn at 6:08 pm.
(C McGrath/P Thabet)
Motion carried.

Day 4: Sunday, June 26th, 2016
Location: Hyatt Regency Calgary – Imperial 9
8:30AM – 12:15PM, 1:30PM – 5:30PM

1. Call to Order

C. McGrath

C McGrath called the meeting to order at 8:34 am.

2. Attendance

R. St. Croix

C. McGrath	President
K. Selva	Past President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
N. Szabolcs	VP Communications; Incoming
V. Gohil	VP Communications; Outgoing
S. Chatillon	Finance Officer
S. Saunders	VP Education
D. Reithmeier	CAPSIL Editor
P. Hsu	Student Exchange Officer; Incoming
C. Voit	Student Exchange Officer; Outgoing
H. Chan	Webmaster
S. Song	UBC Senior Representative
J. Chu	UBC Junior Representative
M. Aizouki	Alberta Senior Representative
H. Kaliel	Alberta Junior Representative
K. Tress	Saskatchewan Senior Representative
S. Trivedi	Saskatchewan Junior Representative
J. Butler	Manitoba Senior Representative
K. Yeo	Manitoba Junior Representative
M. Eisa	Waterloo Senior Representative
M. Moreno	Toronto Senior Representative
N. Gajaria	Toronto Junior Representative
JF. Côté	Montréal Senior Representative
K. Vo	Montréal Junior Representative
K. Youssefain	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Sholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative

Regrets:

M. James	VP Professional Affairs
J. Yu	IPSF Liaison
S. Cunningham	CSHP Representative
E. Cowley	Waterloo Junior Representative

3. Committee Formation

C. McGrath

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

- Finance Officer (Chairperson) – S Chatillon
- President – C McGrath
- President-Elect – P Thabet
- Past-President – K Selva
- One Senior Representative from Western Canada (West of Toronto) – K Tress, M Aizouki
- One Senior Representative from Eastern Canada (East of Waterloo) – K Youssefian, N Szabolcs

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) – P Thabet
- Executive Secretary – R St Croix
- Two other members, which may include Senior Reps, or executive members of the National Council – C McGrath, S Trivedi

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 (Chairperson) – R St Croix
- VP Communications – N Szabolcs
- One Senior Representative – K Hynes, M Eisa, J Côté, S Trivedi, P Thabet

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

- Local Senior Representative from the host school – M Aizouski, H Kalie
- CAPSI President as an *ex-officio* member – C McGrath
- Local Planning Committee as per the discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website, composed of:

- Webmaster (Chairperson) – H Chan
- President-Elect – P Thabet
- VP Communications – N Scabolcs
- CAPSIL Editor – D Reithmeier
- One Senior or Junior Representative from Quebec – K Vo, R Hui
- One Senior Representative from Western Canada – M Eisa
- One Senior Representative from Eastern Canada (excluding Quebec) – N Scholten
- Additional members: S Cunningham, C Caron, C McGrath, K Selva

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

- Past President (Chairperson) – K Selva
- President-Elect – P Thabet
- CAPSIL Editor – D Reithmeier
- VP Communications – N Szabolcs
- Finance Officer – S Chatillon
- Senior or Junior Representative from a French and English speaking school – S Song, J Chu, K Tress, S Trivedi, J Butler, M Moreno, K Youssefian, C Caron, K Hynes, R Ward, C McGrath, J Côté

Agenda Review Committee: Responsible for the review of the CAPSI National Agenda prior to distribution. Composed of:

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
One Senior or Junior Representative from a Quebec School – R Hui
One Senior or Junior Representative from Western Canada (West of Toronto) K Yeo, K Butler
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten
Additional: C McGrath, R St Croix

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) – S Saunders
Past President – K Selva
One Senior or Junior Representative from an English-speaking school (different from the home school of the VP Education) – H Kaleil, M Moreno
One Senior or Junior Representative from a French-speaking school (different from the home school of the VP Education) – J Côté
Additional: P Thabet, P Hsu, M James

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

Student Exchange Officer (Chairperson) – P Hsu
IPSF Liaison – J Yu
President-Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – S Song, K Tress, J Chu
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten, C Caron, K Hynes, R Ward

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

CAPSIL Editor (Chairperson) – D Reithmeier
One Representative from the Université de Montréal – J Côté, K Vo
One representative from Université Laval – K Youssefian, R Hui
One bilingual council member – P Thabet, C Caron
Any other council members interested – H Chan, S Châtillon

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.

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
President Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, J Butler, K Yeo, M Eisa
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – N Scholten
One Senior or Junior from a French-speaking school – K Vo
Any other council members interested – C McGrath, H Chan

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

VP Education (Chairperson) – S Saunders

One Senior or Junior Representative from each school that currently runs mock OSCEs – K Tress, J Butler, K Yeo, E Cowley, N Gajaria, K Hynes, R Ward
Any other council members interested – M James

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

VP Professional Affairs (Chairperson) – M James

VP Education – S Saunders

Past President – K Selva

One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, H Kaliel, S Trivedi, K Yeo, M Eisa, E Cowley

One Senior or Junior Representative from Eastern Canada (East of Waterloo) – C Caron, R Ward

One Senior or Junior from a French-speaking school – J Côté, K Youssefian

Any other council members interested – P Thabet, D Reithmere, C McGrath, J Yu, P Hsu, K Selva, S Song

Ad-hoc (Electoral OR Elections) Committee:

Executive Secretary (Chairperson) – R St Croix

Past-president – K Selva

One Senior Representative from Western Canada (West of Toronto) – E Cowley, K Tress

One Senior Representative from Eastern Canada (East of Waterloo) – N Scholten, K Hynes

Any other council members interested – P Thabet, D Reithmeier, S Chatillon, C McGrath

BIRT CAPSI National 2016-2017 Council form the following committees: Finance Committee, Constitutional Review Committee, Membership Committee, Professional Development Week 2018 Conference Planning Committee, Website Committee, Ethics Committee, Ad-Hoc Agenda Review Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, and the Ad-Hoc Electoral Committee.

(C McGrath/M Moreno)

Motion Carried.

4. PDW 2016 Financial Update

C. McGrath

C McGrath re-explained the \$30000 PDW loan as well as the \$3000 gift in place until 2023. It is asked that the PDW planning committee plan for a \$20000 contingency fund. For PDW 2016 the loan will not be repaid in full. This is no one's fault but was an error in communication and the conference will be running a deficit this year. We will proceed to discussing the budget.

5. Budget Presentation

S. Chatillon

S Chatillon will review the budget as per the CAPSI Budget 2016-2017 presentation.

S Chatillon explained the not-for-profit status means that although we can have a surplus it is important that we report this to the government to ensure transparency.

C McGrath provided a point of information that we became not-for-profit in 2014-2015.

S Chatillon explained that we will be following up with the lawyers to ensure that we are abiding by the regulations for not-for-profit organizations.

S Chatillon asked that documents for reimbursement be scanned, though she also provided addresses for mailing.

V Gohil entered the room at 8:53 am.

S Chatillon explained the history of our current fees, which were raised in 2008. Commented that they have not been raised since which does not follow inflation.

J Côté inquired if it is a loan, was there a contract and what is the agreement.

C McGrath indicated there is a letter of agreement but K Selva will comment further on this. Although the process is in place we need to work on improving our clarity to the PDW planning committees.

S Chatillon explained the GIC and that we need to look in what we will be doing with the money. Currently deficit is forecasted at \$27000 for this coming fiscal year. S Chatillon explained that currently our budget is assuming we will make a \$20000 profit from PDW. As this money is not guaranteed, and years such as this past PDW have not made a profit, continuing to forecast this income can result in further years of deficit.

S Chatillon completed her presentation.

J Butler asked for more detail on the GIC.

S Chatillon explained that the GIC is an investment fund that CAPSI lost track of at some point in the past. We are unsure the exact history of the account. It is a secure placement of money and could be invested for a term of for example of 2 or 3 years. This fund makes a small guaranteed profit and the finance committee can assess this fund based on interest rates.

C McGrath provided a point of information that as a not-for-profit we are allowed to have enough money in our account to continue for a year if funding was to halt.

K Youssefian asked if the deficit of \$27000 includes the PDW loan that is given out.

S Chatillon explained that every year \$30000 is given out but it is also regained. We only run into an issue if the current PDW does not pay back their loan. In previous years we have made approximately \$20000 from PDW in addition to the loan repayment.

K Youssefian inquired if deficits have been run in previous years.

K Selva indicated that we are aware of some financial problems in the 2012 year but we do not have specifics at this point.

N Scholten inquired if we are ever expecting PDW 2016 to repay their loan.

C McGrath explained that as of now \$10000 has been received, and we are expecting a further \$5000. However, nothing beyond this.

C Woit inquired if we are looking to introduce a more concrete contract for the loan with penalties for failing to repay.

K Selva asked everyone to keep in mind that the PDW planning committees are pharmacy students and they may not have the resources for us to be able to enforce penalties. We are currently working to improve our education for the PDW planning committees. Improvements have been made to the PDW turnover document as well as the letter of agreement. Additionally, there has been an introduction of a PDW-CAPSI teleconference.

S Chatillon presented the points for discussion from her presentation.

**BIRT CAPSI National approves the budget for the 2016-2017 fiscal year.
(C McGrath/S Song)**

S Chatillon clarified that the changes in the budget include increasing the President's and Finance Officer's budget.

V Gohil explained that he was not aware upon going to CPhA that his position (Outgoing VP Communications) is only covered for one day of the conference. He wishes to bring forth an ask for him to receive the full cost covered.

C Woit mentioned that her position also does not have full coverage, and we may need to decide if we consider coverage on a case by case basis or enter it in the budget.

S Chatillon proposed increasing the President's budget from \$20 to \$40.

CAPSI National agreed.

S Chatillon proposed increasing the Finance Officer's budget from \$150 to \$300.

CAPSI National agreed.

C McGrath commented the next point is to cover the full five night stay for the Outgoing VP Communications for this year, this can also be discussed in terms of including it into the budget.

C Woit inquired on the historical perspective.

K Selva explained we have not had the privilege of having the VP Communications attend the conference in recent years but that she has been in contact with a past VP Communications and in their case it was communicated to them that only one night would be covered by CAPSI National.

C McGrath provided a point of clarification that currently we are only deciding if C Gohil will have his additional hotel nights covered (\$247.80) for this conference only.

C McGrath proposed that for this year only C Gohil will receive coverage for the full five nights of hotel stay during CPhA.

CAPSI National agreed.

K Selva asked for a point of clarification on the outgoing SEO position.

C Woit explained that IPSF does turnover in September and that it was decided at PDW that the outgoing SEO would continue their position until August in order to allow them to continue working with the students during SEP that they work with throughout the year. This also included them attending CPhA.

C McGrath commented that C Woit did not have travel costs, we can discuss registration and the number of nights stays for this year for the outgoing SEO position.

J Butler exited the room at 9:39 am.

C McGrath provided a point of information that the continuity of the outgoing SEO position provides a good international perception of CAPSI and is in our benefit.

N Scholten inquired the role of the outgoing SEO at CPhA.

C Woit explained that the purpose resolves around turnover, communication with incoming and having a historical perspective during the IPSF presentation.

J Butler entered the room at 9:43.

M Moreno commented that she believes that the costs of what is covered for all positions has not been clear before this point and should be made more clear in the future.

S Chatillon expressed that she would post the summary table she has developed in the google drive.

N Scholten asked if C Woit had any indication of what would be covered before coming to the conference.

C McGrath proposed that for this year the outgoing SEO would receive coverage for one night plus registration.

CAPSI National did not agree.

C McGrath proposed that for this year the outgoing SEO would receive coverage for CPhA for five nights plus registration.

CAPSI National agreed.

S Chatillon inquired if we wanted to continue providing the \$100 gift to the local senior representative of the host school for PDW.

J Butler explained this was put in place as a point of recognition for the representative completing their senior representative duties as well as acting as a liaison with the PDW planning committee.

K Selva provided a point of information that this year the senior representative was presented with a certificate and the cheque for the gift on stage.

K Yeo exited the room at 9:47 am.

C McGrath proposed we maintain the award to the local senior rep for the PDW host sight.

CAPSI National agreed.

J Butler abstained from voting.

S Chatillon proposed we discuss funding for the VP Professional Affairs for the NaHSSA conference.

K Youssefian requested details for the upcoming conference.

P Thabet informed council that details are not available at this time.

P Thabet explained details of this past conference and that the AGM was not beneficial due to poor turnout but that interprofessional meetings did occur at the conference.

K Yeo entered the room at 9:52 am.

C McGrath explained that in her experience a health care team challenge occurred one day and then talks the following day.

Discussion ensued regarding the past year's VP PA costs to attend the conference. Specific on the breakdown were not known and information was subjective.

C Woit commented that it is best to be economical for this conference and that raising the cap for the conference is not conservative.

K Tress proposed an amendment to raise the VP Professional Affairs conference budget for NaHSSA from \$1300 to \$1500.

(K Tress/J Butler)

Motion Amended.

K Selva noted that there is also the option to cover this position for a set percentage of the conference.

K Tress requested information on the SEO attending world congress in comparison to the VP PA.

C Woit explained that 50% of the conference is covered but that the situations are not directly covered.

N Scholten expressed interest in discussing a percentage.

K Tress exited the room at 10:06 am.

Discussion ensued regarding the

C McGrath proposed maintaining the \$1300 conservative estimate for the VP Professional Affairs conference budget for NaHSSA.

Counsel did not agree.

C McGrath proposed increasing the conservative estimate to \$1500 for the VP Professional Affairs conference budget for NaHSSA.

CAPSI National agreed.

K Tress entered the room at 10:11 am.

S Chatillon brought forth discussion on the \$1000 award to IPSF Health Campaign Award.

K Yeo suggested only providing \$500 and only to the winning school (instead of a 1st place \$500, 2nd place \$300 and 3rd place \$200 scheme).

S Chatillon commented that CAPSI does a lot of work on local levels and this may not be a good financial decision from her perspective as the finance officer.

N Scabolcs questioned if we need to continue the effort to find a sponsor for this award or whether it would be more beneficial to seek sponsor support for our organization.

H Kaliel exited the room at 10:15 am.

M Moreno commented that she sees value in this award at the local level as it is an encouragement for the local IPSF representatives.

P Thabet noted that this award is being donated to charity in recognition of the local IPSF representatives running an effective Health Campaign wherein they fundraised money for charity.

N Scabolcs proposed altering the award in an undefined manner to still provide the school recognition.

M Aizouski proposed reducing the value of the award.

K Youssefian sought to clarify comments in that IPSF is already raising a lot of money for charity and there is the potential to save money in our budget and still recognize the school.

S Song exited the room at 10:19 am.

H Kaliel entered the room at 10:20 am.

S Saunders proposed providing the award to the local IPSF chapter.

C Woit indicated that all schools do not have a local IPSF chapter.

S Song entered the room at 10:22 am.

S Chatillon reiterated that we are in a deficit and it is important to keep this in mind.

P Hsu inquired if we would specify that the award must go towards funding the following year's health campaign.

C McGrath proposed three options:

1. C McGrath proposed no change in the current IPSF Health Campaign Award, with CAPSI funding the award if no sponsor is obtained.
2. C McGrath proposed reducing the value of the award to \$200 or \$500.
3. C McGrath proposed presenting the award in the form of a plaque to the school.

This proposal was not voted on.

S Chatillon proposed that in the event a sponsor is found we maintain the current IPSF Health Campaign Award, but if a sponsor is not found CAPSI does not provide the monetary value of the award but instead moves to present the winning school a plaque.

CAPSI National agreed.

C McGrath proposed a recess at 10:35 am.

(C McGrath/R St Croix)

Motion Carried.

V Gohil, J Yu and P Hsu exited the room during recess.

C McGrath called the meeting to order at 11:01 am.

S Chatillon explained the concept of not covering the PDW registration fees for this upcoming year as this would help cover our deficit through covering the unexpected accountant fees.

P Thabet noted that as we may go to our members asking for a fee increase this provides strength to our point.

N Scholten expressed concern for the juniors as that is the only funding they receive for PDW.

J Côté expressed having PDW is an incentive for the position.

K Hynes expressed PDW should not be an incentive.

S Chatillon expressed that we need to be transparent to our members and represent everyone and not only our own CAPSI executive positions. As a member outside of counsel she would question this

N Szabolcs questioned if this is something we can reevaluate after this PDW if funding is reduced.

C McGrath provided a point of information that this discussion only pertains to

R Ward requested which juniors are covered by local counsel.

MUN is covered.

DAL does not have coverage

Montreal is covered.

Laval covered.

Toronto covered.

Waterloo partially covered.

Manitoba covered.

Sask covered.

Alberta covered.

UBC partially covered.

M Aizouski inquired if national could cover costs for those juniors who do not receive funding from locals.

S Chatillon said this was possible but would need to be considered as a counsel.

C McGrath proposed to remove taxis for PDW 2017 for all local and senior reps.

CAPSI National agreed.

C Woit exited the meeting at 11:20 am.

C McGrath requested feedback on conference registration opinion.

S Song believes that for the schools who are unable to cover the cost for their juniors this should be taken into consideration by national.

J Butler commented that in terms of “cutting from the top” executive members do not have the same option to seek funding from local counsel as local representatives may not be able to.

N Scholten commented that there is alternative funding available at schools for students.

M Eisa commented that she does not believe her school would be able to cover cost for registration. Suggested covering a portion of the registration cost. She also commented that funding is not available for CAPSI members.

M Moreno commented her school has a set budget and she would be concerned providing this funding at the expense of events.

N Scholten commented that she agreed with M Moreno.

K Hynes expressed that she understands everyone’s points but is concerned by the overall deficit and the perception by members.

S Chatillon expressed that currently CAPSI needs help, we are losing money and it can be hard to give up cost but we need a solution.

C McGrath reiterated the equality of this proposal.

K Selva commented that consideration went into this proposal and we tried to propose an option where it would be impactful but also feasible.

N Szabolcs provided a point of information that she would not be eligible for reimbursement as she would not be attending the events of the conference.

P Thabet commented to remind people that the purpose of this discussion is to determine national coverage and local coverage is as the discretion of the local councils.

K Youssefian asked if we could go forth with this and cover only DAL as they are in the worst financial position.

N Scholten inquired that if locals could go have an ask for funding if it is cut.

S Chatillon replied that although locals are in financial trouble, national is as well.

N Scholten asked why we are paying for members to go to external conferences if we cannot afford our own conferences.

S CHatillon commented that we do not want to make too many large changes at the same time.

C Woit entered the room at 11:40 am.

K Hynes called for a vote.

C McGrath presented the options to counsel:

1. We maintain the status quo.
2. We cut the registration cost completely.
3. Cover a percentage of the registration fee.

K Selva suggested reevaluating the VP PA funding in light of new information on the previous year spending.

C McGrath proposed no change to conference registration.

CAPSI National did not agree.

C McGrath proposed cutting the coverage for conference registration for PDW 2017.

CAPSI National agreed.

C McGrath proposed covering a percentage of conference registration costs for PDW 2017.

CAPSI National did not agree.

Discussion occurred regarding clarification of points to date.

S Song inquired the impact of PDW making a profit.

S Chatillon explained the concept of the PDW contingency fund. We cannot count on all PDWs having their contingency fund remaining to balance our budget as this may be fiscally irresponsible due to events of years such as PDW 2016.

K Youssefian reinforced that the budget is conservative, things could turn around but we need to be more proactive than in past years.

S Chatillon agreed with K Youssefian, we do not want to wait until next year to deal with the potential deficit as that is too late.

H Kaliel clarified that we are focusing on this year's budget and last year's loss is not reflective of this budget.

S Chatillon confirmed that last year's deficit has been written off but we are still in a position to lose money in the coming year.

C McGrath proposed that we reevaluate the VP PA conference budget for NaHSSA from \$1500 to \$1000. Where in the remaining \$500 would be available for asks from local counsels to provide coverage for their junior representatives.

CAPSI National agreed.

S Chatillon asked if it is financially responsible to always have \$500 aliquoted if there is a request for funds.

C McGrath reinforced that it is important for locals to only request this money if necessary.

S Chatillon brought to counsel that e-transfers will be used in this coming year, the GIC topic will be referred to the finance committee and reimbursement for outgoing SEO and VP Communications need to be reassessed in future years.

BIRT CAPSI National approves the budget for the 2016-2017 fiscal year.

(C McGrath/S Song)

Motion Carried.

Abstention: S Chatillon

C McGrath motioned for a recess at 12:01 pm.

(C McGrath/S Song)
Motion Carried.

P Thabet, C Caron, and N Scholten exited the room during the recess.

C McGrath called the meeting to order at 12:43.

6. Symposia Topics 2016-2017

S. Saunders

C McGrath requested everyone review the symposia topics prior to a vote.

BIRT this agenda item is tabled until DAL returns.

(C McGrath/J Butler)

Motion Carried.

7. Local Signing Authority

K. Hynes

Item for Discussion: With the growth some roles and responsibilities are to be transferred, specifically, does the finance officer on other local councils have signing authority on checks?

Background information/Summary: The local CAPSI counsel at MUN has grown significantly in the past year. Currently, the junior and senior representatives are the only students with signing authority at MUN.

UBC: only finance officer has signing authority (one signature).

Alberta: finance officer and student president (two signatures)

Sask: Senior, junior and finance (two signatures)

Manitoba: Treasurer and senior (two signatures)

Waterloo: Finance and senior (one signature)

UofT: Senior and junior (one signature)

Montreal: senior, junior and student body finance officer (two signatures)

Laval: Senior and Junior (two signatures)

DAL: Senior and Junior (two signatures)

8. World Congress Funding for Outgoing SEO

C. Woit/C. McGrath

Item for Discussion: BIRT CAPSI National provides the delegated funding intended for the incoming SEO to the outgoing SEO for World Congress 2016.

Background information/Summary: Traditionally the incoming SEO attends World Congress as an official Canadian delegate. This year our incoming SEO and IPSF Liaison are unable to attend WC but our outgoing SEO is. Since the outgoing SEO will be attending the conference and carrying out the roles as CAPSI's representative on the international front, the outgoing SEO has requested that the funds allotted for the position holder who cannot attend be provided to her.

C Woit presented to counsel the situation where she is unexpectedly acting at the official delegate for Canada during world congress.

Discussion incurred to clarify this point.

K Youssefian confirmed that this money is in our budget but just not attributed to the position which C Woit currently holds (outgoing SEO).

S Chatillon confirmed that the finding would be the lesser of 50% of travel costs or \$2500.

K Hynes commented that though we do need to save money, this position is representing CAPSI on a world venue.

**BIRT CAPSI National provides the delegated funding intended for the incoming SEO to the outgoing SEO for world conference 2016 for the lesser of 50% of the total cost or \$2500.
(C McGrath/S Saunders)
Motion Carried.**

C McGrath motioned to remove the symposia topics from the table.

9. Symposia Topics 2016-2017

S. Saunders

P Thabet, C Caron, and N Scholten entered the room at 1:10 pm..

General vote was taken. Hot topics was the most popular option. LGTBQ and deprescribing tied for second.

General vote was taken. Deprescribing was chosen as the second topic.

**BIRT CAPSI National's symposia topics for the 2016/2017 year will include hot topics and/or deprescribing.
(C McGrath/K Hynes)
Motion Carried.**

10. CAPSI Membership Fees

C. McGrath

Item for Discussion: CAPSI National membership fees are currently \$12.50 per year per member. What is council's view on increasing membership fees in the future.

Background information/Summary: The local councils determine the fees overall, payment schedules, etc. for their respective faculty of pharmacy, however the \$12.50 per year per member is annually provided to National. Membership fees have not been increased since 2008, from X to \$12.50. With the increase in inflation and the desire to provide our members with an increase in benefits in the years to come, how feasible would it be for local councils to increase membership fees in correlation with an increase in National fees?

C McGrath requested each school outline the process for hypothetically raising fees.

UBC: changing membership fee not a problem

Alberta: changing membership fee not a problem

Sask: changing membership fee not a problem

Manitoba: changing fee just decision for junior/senior

Waterloo: local CAPSI counsel sets fees and collects it, concern would be that fees are collected as a one-time membership. Not an issue for new members, but there would be an issue for existing members. Questioned if this increase could only apply to new members.

UofT: student body charges fees through tuition, CAPSI receives money through UPS. Unaware of the overall process as discussions would need to occur within the school.

Montreal: reports their school working like waterloo where payment has already been received from some members.

Laval: reports being similar to Toronto where fees are imbedded in tuition. Believes it would be a lengthy voting process taking at least a year internally.

Dal: reports being similar to UofT and Laval except longer again, almost a three-year process.

Mun: beginning this year they are similar to Waterloo; however, they have had discussions about including fees in tuition as of 2017.

UBC, Alberta, Sask and Manitoba all added that they pay like Waterloo in a sum for multiple years.

C McGrath explained the constitution in that this item would need to be passed at two PDWs in order to come into place.

11. PDW Turnover Document

K. Selva

Item for Discussion/Motion: BIRT CAPSI National approve the 2015-2016 revised PDW Letter of Agreement now titled as the PDW Turnover Document, which is to be updated annually at the discretion of the President.

K Selva explained briefly the contents of the letter of agreement and the turnover document. It was decided last year to expand the turnover document to be more comprehensive.

C Woit questioned the finance section where in the loan is reduced.

K Selva indicated that was considered but needs to be changed back.

S Chatillon explained the loan and reducing the loan to \$25000 from \$30000 was not cost saving for CAPSI national.

C Woit exited the room at 1:22 pm.

12. PDW Remaining Seat Allocation

C. McGrath

C McGrath explained the point that has been brought forward about reserving seats for CSHP reps at the PDW conference as of the year 2018.

M Eisa questioned if the purpose was for them to have a meeting.

M McGrath confirmed that the purpose was for the CSHP local representatives to meet.

C Woit entered the room at 1:24 pm.

K Selva compared this meeting to the meeting of the presidents to provide clarity.

M Moreno questioned if there was a more relevant conference for them to attend.

C McGrath spoke on behalf of S Cunningham that there is no process as of now for these people to meet and she thought this was the most appropriate time. C McGrath also commented that in the review of the minutes this lack of communication within CSHP representatives is a longstanding issue.

C Woit commented that if we do this for CSHP we should consider it for IPSF because selecting specific organizations is unfair.

K Hynes agreed with C Woit and expressed that she felt her school's membership would be unhappy if further seats are reserved.

S Chatillon pointed out that this would mean up to 154 seats would be reserved.

M Eisa noted that CSHP representatives may not be CAPSI members. Notes that she does not recognize how this would increase collaboration between CAPSI and CSHP.

C McGrath commented that is a president of a school cannot attend they send an alternative student, if the student was not a CAPSI member they could send an alternative.

K Youssefian is concerned because the Quebec schools do not have CSHP representatives.

13. PDW Turnover Document

K. Selva

K Selva asked for comments on the general questions section of the PDW turnover document.

J Butler requested we table this discussion until after the Junior/Senior meeting feedback.

14. Junior/Senior Meeting Feedback

Refer to the minutes from this meeting.

J Butler will be making an excel document for information regarding PDW to limit the number of questions people have during the year.

J Côté suggested it be posted as a google document.

15. JOM Update

C. McGrath

Teva

C McGrath explained we met after our strategic planning seminar. They have been in contact with various schools regarding the strategic planning seminar but they are unsure post D Windross' retirement the continuation of this matter. In the short term they do not expect changes in sponsorship and D Bridger will be present at the upcoming PDW.

V Gohil explained the changes occurring within the company of TEVA and they are looking to strengthen discussions with them at PDW in attempt to maintain them as a sponsor.

C McGrath explained we discussed the contract they will be receiving this summer and were introduced to the new VP of communications. TEVA provided us with information on industry and the importance of companies such as TEVA not appearing to influence government bodies including universities. TEVA requested contact information regarding CAPSI National. The operation wash-up kits were a large item of discussion, they intended to receive pictures for marketing of the utilization of these kits and these pictures were not received.

V Gohil commented that the need for consent for pictures is very important if children are included.

M Eisa commented that at her school they take pictures of children chowing the back of their head so the children cannot be identified.

C McGrath reported there are more kits available but the photos for marketing purposes to need to be obtained by TEVA.

J Côté inquired if advertising was also a component of this agreement.

V Gohil commented that he may not have sent out an email regarding pictures but that specific advertising agreements with local counsels was knowingly not followed through on due to logistics.

P Thabet suggested that if schools do not have pictures to speak to the teachers and receive feedback similar to a testimonial.

V Gohil suggested we amalgamate information from all the schools and provide it to TEVA.

C McGrath suggested the VP Communications communicate with the locals directly on the matter of the operation wash-up kits. TEVA is interested in receiving a sponsorship package for PARS 2017.

CSHP

C McGrath reported that discussion ensued regarding the evidence based practice competition. There was discussion on standardizing local prizes. Books were considered as a possible prize. Commented that they are unable to make decisions at the local level. They do not currently have a stance on the situation in Quebec but is looking into if hospital pharmacy is affected in this matter. Position statement development was discussed, students are welcome to participate in this process though there is concern regarding having both organizations names on the documents due to its potential perception as a joint document.

CPhA

C McGrath explained that K Selva has been asked to sit on an advocacy committee but students are no longer represented with a formal student representative. CPhA requested more information on CAPSI locals' relationship with their provincial associations. We are currently on the border of affiliate and organizational membership. A list of questions will be distributed to locals to seek this information. The contract was discussed. Bulk textbooks sales were discussed, CPhA wants more information on individual school's sales. We will be engaging in a teleconference and attempt to put a halt on alternative negotiations. C McGrath will report back to counsel after further discussion. At PDW it was expressed that there may be membership cuts, we engaged in discussion clarifying this, because our relationship is not a provincial advocacy body further benefits are not possible now but cuts are not expected. CPhA offered to develop CAPSI members only portal at no cost to CAPSI and with a fast timeline. They are in support of PARS 2017. Some discussion occurred regarding the RxTx app and we are approved to use the SCOPE map on our website.

AFPC

They have introduced the 2016 Student Employment Survey. They have note that there has recently been a decrease in employment in Vancouver and Toronto and are working to standardize the information gathered across the country. They are in support of PARS 2017 and locating speakers. Discussion occurred regarding student loan forgiveness.

S Trivedi exited the meeting at 2:04 pm.

K Selva explained the student loan forgiveness and the challenges she has faced communicating with government. Her next step based on the advice received will be to try to communicate with a local liberal MP. They are supportive of our efforts.

M Aizouski inquired what she can do to help.

K Selva recommended sharing the information and that we may be able to follow up with a survey.

S Trivedi entered the room at 2:07 pm.

C McGrath explained that AFPC recommended the Quebec students speak to their deans regarding the current state of pharmacy practice in Quebec. Suggested comparing the situation to England and Scotland regarding similar problems in internships. Discussed information for students regarding switching provinces to practice, some information is available on the NAPRA website.

C McGrath motioned to recess until 2:20 pm.
(C McGrath/R St Croix)
Motion Carried.

16. PDW Turnover Document

K. Selva

C McGrath resumed the meeting at 2:27 pm.

**BIRT CAPSI National approves the 2015-2016 PDW Turnover Document, which is to be updated annually at the discretion of the President.
(C McGrath/V Gohil)
Motion Carried.**

17. CAPSI Elections – Members Running for the Same Position Multiple Times

C. McGrath

Item for Discussion: Establish a policy on CAPSI National Council members running for the same position more than once.

Background information/Summary: CAPSI does not currently have a policy outlining what to do when a council member runs for the same position multiple times. This situation has presented itself in the past but no policy has been developed for council to refer to.

C McGrath explained that counsel is concerned that the organization may appear biased if the same people run multiple times. We are not ready to make a decision on this matter at this time but feel it needs to be discussed further.

**BIRT this agenda item be referred to the Ad-Hoc Elections Committee.
(C McGrath/M Eisa)
Motion Carried.**

18. CAPSI National Google Calendar, New ScOPe Map, Local Pages

H. Chan

Item for Discussion/Motion: Comments, questions, and concerns on the page developed, and whether or not it is ready to publish. <http://capsi.ca/capsi-national-calendar/> . Brief review of the new ScOPe Map and Local Pages.

Background Information/Summary: In light of discussions at PDW, the website committee agreed it would be beneficial to have a shared Google calendar that can be edited by all council members, and embedded on the website for members to view. Examples of events that can be posted there are the conference dates, PAM, teleconferences, committee meetings, etc.

H Chan provided update on the actions of the website committee over the past year. There is a general page with all of the schools that can be individually clicked on. Requested that locals communicate with her to ensure that this website remains updated.

K Hynes commented that everything looks awesome.

K Selva asked when it will be available to everyone else.

H Chan commented it will be posted after the conference and after receiving the okay from local representatives.

J Côté questioned where it will be located on the website.

H Chan sought feedback and suggested deciding this within the website committee. Provided update on the SCOPE map and recognized that updates are still required.

C McGrath requested a link be added to the CPhA document.

K Selva questioned if SCOPE map could be on the homepage.

H Chan said this may be logistically challenging but the website committee can look into this further. A national google calendar was discussed at PDW to increase transparency for CAPSI national. Anyone with a CAPSI email can add an event to this calendar.

C McGrath questioned if this could be featured on the homepage.

H Chan commented committee meetings could be included in this calendar.

19. Clipboards

N. Szabolcs

Item for Discussion/Motion: Update on clipboards as a new potential addition to CAPSI membership benefits

Background Information/Summary:

- Due to concerns brought up at PDW 2016 regarding the utility of the CAPSI agenda, additions or possible replacements for the agenda have been discussed
- The incoming VP Com (Natasha) has been working on finding different styles and logos, along with price quotes to match

N Szabolcs referred the committee to a pdf of the clipboards. Explained the relationship between the agenda and the idea of the clipboard.

V Gohil provided a point of information that a student motioned to discontinue the agenda at PDW.

N Szabolcs believes it would be very challenging for the clipboards to replace the agenda. Though advertising could be done, it would not be to the same extent as an agenda. Reviewed the different options she has investigated.

C McGrath provided a point of information that if we are changing the agenda we need to spend the money on something else as a member benefit.

V Gohil provided a point of information that the \$8500 must go towards the agenda.

N Szabolcs provided a point of information that advertising space is sold in the agenda.

P Thabet inquired if we could get a bulk order through staples as CAPSI has a business account.

N Szabolcs responded she could look into this option.

Discussion occurred to clarify the discussion from PDW.

V Gohil explained the steps taken this year to cut costs in the agenda. Switching to black and white, changing the format and reducing the number ordered were considered to reduce cost. Reducing the number ordered was the most effective method considered. This year we are projected to make about \$600.

S Chatillon questioned if the clipboard could affect the 2016-2017 budget.

C McGrath clarified that it would not be in effect this year.

**BIRT this agenda item be referred to the agenda review committee.
(C McGrath/V Gohil)
Motion Carried.**

K Selva sought to remind committees that we need information to bring forth to our membership at PDW.

20. Members Only Portal

H. Chan

Item for Discussion/Motion: Update council on current progress and input on content to be made available to each type of user, pages to be developed, or any other ideas.

Background Information/Summary: The website committee held a couple meetings over the past few months to discuss possible content, functions, and implementation. Development has begun with Walden Design on building this portal.

H Chan provided an update on the discussions to date with Walden Design. The desired layout would be a tiered system where different members (e.g. sponsors vs student members) having access to student members.

C McGrath explained that we have been pushing for the members only portion in part due to concerns from Agro Health and the distribution of their codes. Other sponsors have also commented and it appears to be a necessary step. We need to ensure we have everything clear with CPhA before moving forward with Walden. The website committee will still be looking into this throughout the year.

21. CAPSI App

V. Gohil

Background Information/Summary: A CAPSI app would give members convenience to keep up-to-date with CAPSI events held by their school, as well as a resource for information for the various membership benefits offered.

Some information that may be in the app include (in no particular order):

- RxTx instructions
- List of CAPSI membership benefits
- About Us
- How do we use your membership fee?
- Elections and how to participate
- Competitions, events, with locally synced CAPSI Google calendar
- How to get involved with CAPSI
- CAPSIL
- Current council + contact information

V Gohil explained the relationship between the proposed app and the agenda discussions. Currently he has compiled a list of some potential options but these could be expanded upon.

K Tress exited the room at 2:59 pm.

V Gohil commented on the CPhA app as a comparison and the potential for polling such as during the great debate. This is not a short term goal and can be referred to a committee after discussion.

J Côté questioned the utility of the app and the number of people who would download this app.

H Chan commented that the website does have some issues viewing on mobile but is concerned with duplicity – optimizing the website for mobile could be another consideration.

M Moreno inquired if advertising has been considered and if sponsors have expressed interest.

V Gohil reported that though sponsors have not expressed interest to date he believes it would be appealing to them and would increase his bargaining power.

C McGrath inquired if sponsors are aware if sponsors are aware of switch to black and white for the agenda.

V Gohil clarified that the agendas were not switched to black and white this year.

BIRT this agenda item be referred to the Ad-hoc communications and marketing committee.

(V Gohil/C McGrath)

Motion Carried.

K Tress entered the room at 3:05 pm.

22. CAPSI Issues Forum

C. McGrath

Item for Discussion: CAPSI National Issues Forum, an event that provides members with an opportunity to voice concerns to the National Council in-person or online.

Background information/Summary: In order to properly advocate for our members, our membership should be able to voice their concerns and ask questions to the National Council. Other advocacy bodies such as the Pharmacy Association of Saskatchewan (PAS) offer an

issues forum at their annual conference that allows members to stand in front of the board and express their concerns and ask questions directly.

C McGrath noted that this was the first year where a member proposed a motion (to dissolve the agenda) at the AGM. The initiative of an issues forum would hopefully aid in communication and accommodate our growing membership. This could possibly be done by the secretary and past president at PDW and also anonymously online.

M Aizouki was wondering how frequently this forum would be open.

C McGrath currently is only proposing this be done during PDW with the potential to grow.

M Eisa believes the anonymous nature of online would be beneficial.

C McGrath noted that online feature could run year round.

P Thabet proposed that appointments could be made.

J Chu proposed using polling at PDW to assess meetings.

J Côté proposed expanding meet and greet beyond interested CAPSI members.

K Hynes inquired if we receive questions through the contact us on the CAPSI website

H Chan clarifies that concerns are not raised through the website.

R St Croix noted that cost of polling software at PDW could be concern.

H Chan indicated that members' forum is being looked into on the website for the future.

S Song proposed the local reps being responsible for managing issues, such as before the pharmafacts bowl.

C McGrath believes this forum would put a face to the national counsel.

**C McGrath motions to table this discussion until after the PDW presentations.
(C McGrath/K Hynes)
Motion Carried.**

**BIRT this agenda item be referred to the ethics committee.
(C McGrath/V Gohil)
Motion Carried.**

23. CAPSI's Partnership with Workopolis

C. McGrath

**C McGrath motioned to move in camera for this discussion.
(C McGrath/P Thabet)
Motion Carried.**

**C McGrath motioned to move out of camera.
(C McGrath/V Gohil)
Motion carried.**

BIRT this agenda point be referred to the finance committee.

(C McGrath/K Tress)
Motion carried.

24. PDW Non-Student Member Seat Reservation

C. McGrath

C McGrath explained that currently this is listed in our operation manual as a membership benefit but needs further discussion.

BIRT this agenda point be referred to the membership committee.
(C McGrath/J Butler)
Motion Carried.

25. PDW Remaining Seat Allocation

C. McGrath

C McGrath removed the item of PDW seat allocation and school pairing from table.

C McGrath motioned for a recess at 3:20 pm.
(C McGrath/P Thabet)
Motion Carried.

C McGrath called the meeting to order at 3:30 pm.

C McGrath explained that currently we have the 25% cap for the host school and then 144 reserved seats. Options are to:

1. Divide the remaining seats among the 9 remaining schools
2. Divide the remaining seats among the 10 schools and decide what to do with the host schools seats separately.

M Eisa inquired into the difference.

C McGrath explained that because pairing agreements have already occurred between UofT/Waterloo and Laval/Montreal dividing between the 10 schools could be respectful of this standing agreement.

S Trivedi requested a clarification of what was done at PDW 2016.

C McGrath explained that it was divided between the ten schools and then waterloos portion allocated to UofT.

K Hynes commented that although this is not a discussion on pairing that greatly effects it and she does not believe school size should be a factor on pairing.

K Selva agreed with the idea of having a percentage for the paired school. For example, the paired school getting an additional 5%.

M Moreno sought to clarify if non-caps members can attend PDW.

C McGrath confirmed that students must be CAPSI members for first and second round selection but there are specifics in our operating manual.

C McGrath brought forth the following options:

1. Divide remaining spots (after 25% cap and 144 reserved) by 10 schools where the hosts school is at their
2. Divide remaining spots (after 25% cap and 144 reserved) by 9 schools

3. Percentage option for partnered school to be removed prior to individual school calculations.

J Butler motioned to table this discussion until after deciding on partnerships
(J Butler/P Thabet)
Motion Carried.

C McGrath proposed discussion about partnership between MUN and DAL.

N Scholten expressed the importance of the local APAC conference and the effect PDW sponsorship would have on the ability to go forth with this conference.

R Ward echoes the importance of this conference to MUN and the lesser opportunity for students in Atlantic provinces to attend PDW.

S Chatillon inquired if the current Quebec and Ontario sponsors are set in stone.

K Youssefian explained the history of Quebec's partnership.

Discussion occurred.

C McGrath explained we need to assess the fairness of partnerships and move forward in a more uniform manner.

M Eisa explained the reason for the Ontario conference is that there is a joint conference between Waterloo and UofT and due to factors such as overlapping sponsors both PDW and the Ontario students conference were not able to be held in the same year.

K Tress called the item to question.
(K Tress/V Gohil)
Motion Carried.

C McGrath proposed the following options:

1. Providing no new partnerships
2. Pairing schools with joint conferences
3. Pairing all schools

C McGrath clarified we need to discuss numerous different aspects and need to try to be efficient in this manner.

K Yeo announced that Manitoba and west does not believe that partnerships are necessary. Proposed 2 alternative schemes depending on if the school has a partner or not. If no partnership, then divide relevant seats by 9 remaining schools. If partnership exists, then provide partner school a specific percentage of the seats (after the removal of the host seats and the currently reserved seats for competition winners) and then dividing amongst the 9 non-host schools.

BIRT CAPSI National acknowledge the following partnerships regarding PDW:

- **Waterloo and the University of Toronto**
- **University of Montreal and Laval**
- **Dalhousie and MUN**

(C McGrath/P Thabet)
Motion Carried.

K Yeo explained that the western schools proposed the model she presented because they felt it was a fair distribution.

R Ward proposed being able to give some of their allotted 25% of seats to their partnered school.

N Scholten echoed R Ward.

K Youssefian stated he believes the suggestion by R Ward was fair and that he agrees with the idea of having set partnerships.

J Côté inquired historically how many seats did the Quebec schools have at previous conferences.

K Selva informed that she did not have specific numbers but it can be looked into.

M Moreno agreed with the concept presented.

Discussion occurred.

J Butler exited the meeting at 4:32 pm.

C Woit motions to table the topic of seat allocation for PDW to the summer TC.
(C Woit/V Gohil)

C McGrath motions to amend the motion for the topic of seat allocation for PDW to be referred to the constitutional review committee and to be tabled until the summer TC.

(C McGrath/V Gohil)
Motion Amended.

**BIRT the topic of seat allocation for PDW to be referred to the constitutional review committee and to be tabled until the summer TC.
(C McGrath/P Thabet)
Motion Carried.**

Discussion occurred.

26. Amendments to Chapter 8 in the Operating Manual

S. Chatillon

Under section 8.5 Expense Reimbursements

1) Says:

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),...

Should say:

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**),...

2) Says:

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

Should say:

- 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;**

3) To 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.**

4) Says:

- All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March 15;

Should say:

- All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March **1**;

*This is to allow enough time to properly close the books for the current fiscal year and allow proper turnover.

*if submitted March 1, then Finance Officer has 30 days to issue cheque (March 30), then CAPSI council member have 30 days to deposit (April 30). This leaves enough time to properly close books and allow incoming Finance Officer to start working on new budget with a proper closing number.

5) Says:

- Cheques can only be cashed up to six months of the cheque date before it becomes a stale-dated cheque;

Should say:

- Cheques can only be cashed up to **one** months of the cheque date before it becomes a stale-dated cheque for CAPSI council members and **three** months for all other parties;

6) Says:

- CAPSI National will not reimburse members for the costs incurred due to luggage fees for travel;

Should say:

- CAPSI National will not reimburse members for the costs incurred due to luggage fees for travel **or seat selection fees;**

7) Says

- Accommodation reimbursement for PDW will commence the night before the meetings begin up to and including the last night of the conference, whereas for the CPhA conference, accommodation reimbursement will commence the night before the meetings begin but neither the last night of the conference nor the cost of the Gala will be reimbursed.

Should say:

- Accommodation reimbursement for PDW will commence the night before the meetings begin up to and including the last night of the conference, whereas for the CPhA conference, accommodation reimbursement will commence the night before the meetings begin but neither the last night of the conference nor the cost of the Gala will be reimbursed. **This may only occur should the Finance Officer be present at CPhA, have access to physical turnover documents (ie cheques) and proper signing authority has been completed.**

The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association's annual budget unless approved by the Finance Committee with at least a two-thirds (2/3) majority vote.

**BIRT this agenda point be tabled until the Summer TC.
(C McGrath/P Thabet)
Motion Carried.**

27. Executive Turnover Documents

C. McGrath

Item for Discussion: The 2015-2016 council year was the first to create official executive position turnover documents. This is a reminder for our new council to keep up this new action to provide future council members with role clarity and a guideline. Turnover documents should be updated before/after CAPSI TCs or monthly at the convenience of the position holder.

C McGrath explained that providing turnover and clarity this will further improve our organization. The uploading of documents to the google drive has not been performed by all members. It is important to do this as it improves transparency.

28. New Business

J Butler requested 25% of seats for PDW 2017.

**BIRT CAPSI National approves the seat request for PDW 2017's host school allocation to 25% or 125 seats out of 500.
(C McGrath/K Tress)
Motion Carried.
Abstention: J Butler**

V Gohil inquired into the process of removing previous CAPSI JOM minutes from being accessed online.

H Chan replied that she will look into this point and address it.

H Chan commented on the concern of changing the name on email accounts. She has changed them all to generic names. If there is a specific name, the google+ account name needs to be changed and this may take a period of time to change. Another reason the name may not match up is the person receiving your email has a "nickname" set for your email.

C McGrath requested that all referred items to committees be updated in some manner at the Summer TC.

29. Adjourn

C. McGrath

C McGrath gave a beautiful speech and cried.

C McGrath motioned to adjourn at 5:10 pm.
(C McGrath/K Youssefian)
Motion Carried.

Appendix A

Dinner Wednesday, June 22nd, 2016

- 7:00PM Meet in the lobby of the Calgary Marriott Downtown
- 7:30PM Dinner with council – Calgary's Super Pub: The Unicorn (3rd floor)
<http://superpub.ca>

Appendix B

Committee Formation

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

Composed of:

- Finance Officer (Chairperson) – S Chatillon
- President – C McGrath
- President-Elect – P Thabet
- Past-President – K Selva
- One Senior Representative from Western Canada (West of Toronto) – K Tress, M Aizouki
- One Senior Representative from Eastern Canada (East of Waterloo) – K Youssefian, N Szabolcs

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) – P Thabet
- Executive Secretary – R St Croix
- Two other members, which may include Senior Reps, or executive members of the National Council – C McGrath, S Trivedi

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 (Chairperson) – R St Croix
- VP Communications – N Szabolcs
- One Senior Representative – K Hynes, M Eisa, J Côté, S Trivedi, P Thabet

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

- Local Senior Representative from the host school – M Aizouski, H Kaliei
- CAPSI President as an *ex-officio* member – C McGrath
- Local Planning Committee as per the discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website, composed of:

- Webmaster (Chairperson) – H Chan
- President-Elect – P Thabet
- VP Communications – N Scabolcs
- CAPSIL Editor – D Reithmeier
- One Senior or Junior Representative from Quebec – K Vo, R Hui
- One Senior Representative from Western Canada – M Eisa
- One Senior Representative from Eastern Canada (excluding Quebec) – N Scholten
- Additional members: S Cunningham, C Caron, C McGrath, K Selva

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

- Past President (Chairperson) – K Selva
- President-Elect – P Thabet
- CAPSIL Editor – D Reithmeier
- VP Communications – N Szabolcs
- Finance Officer – S Chatillon

Senior or Junior Representative from a French and English speaking school – S Song, J Chu, K Tress, S Trivedi, J Butler, M Moreno, K Youseffian, C Caron, K Hynes, R Ward, C McGrath, J Côté

Agenda Review Committee: Responsible for the review of the CAPSI National Agenda prior to distribution. Composed of:

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
One Senior or Junior Representative from a Quebec School – R Hui
One Senior or Junior Representative from Western Canada (West of Toronto) K Yeo, K Butler
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten
Additional: C McGrath, R St Croix

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) – S Saunders
Past President – K Selva
One Senior or Junior Representative from an English-speaking school (different from the home school of the VP Education) – H Kaleil, M Moreno
One Senior or Junior Representative from a French-speaking school (different from the home school of the VP Education) – J Côté
Additional: P Thabet, P Hsu, M James

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

Student Exchange Officer (Chairperson) – P Hsu
IPSF Liaison – J Yu
President-Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – S Song, K Tress, J Chu
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – M Moreno, N Scholten, C Caron, K Hynes, R Ward

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

CAPSIL Editor (Chairperson) – D Reithmeier
One Representative from the Université de Montréal – J Côté, K Vo
One representative from Université Laval – K Youssefian, R Hui
One bilingual council member – P Thabet, C Caron
Any other council members interested – H Chan, S Châtillon

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.

VP Communications (Chairperson) – N Szabolcs
CAPSIL Editor – D Reithmeier
President Elect – P Thabet
One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, J Butler, K Yeo, M Eisa
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – N Scholten
One Senior or Junior from a French-speaking school – K Vo
Any other council members interested – C McGrath, H Chan

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

VP Education (Chairperson) – S Saunders

One Senior or Junior Representative from each school that currently runs mock OSCEs – K

Tress, J Butler, K Yeo, E Cowley, N Gajaria, K Hynes, R Ward

Any other council members interested – M James

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

VP Professional Affairs (Chairperson) – M James

VP Education – S Saunders

Past President – K Selva

One Senior or Junior Representative from Western Canada (West of Toronto) – M Aizouki, H Kaliel, S Trivedi, K Yeo, M Eisa, E Cowley

One Senior or Junior Representative from Eastern Canada (East of Waterloo) – C Caron, R Ward

One Senior or Junior from a French-speaking school – J Côté, K Youssefian

Any other council members interested – P Thabet, D Reithmere, C McGrath, J Yu, P Hsu, K Selva, S Song

Ad-hoc (Electoral OR Elections) Committee:

Executive Secretary (Chairperson) – R St Croix

Past-president – K Selva

One Senior Representative from Western Canada (West of Toronto) – E Cowley, K Tress

One Senior Representative from Eastern Canada (East of Waterloo) – N Scholten, K Hynes

Any other council members interested – P Thabet, D Reithmeier, S Chatillon, C McGrath

Appendix C

Team Building – Photo Scavenger 2016 Hunt

In your team, get photos of the following. Bonus points will be allotted for creativity and per person wearing a school t-shirt (additional bonus points will be awarded for each t-shirt that is CAPSI-related).

- A picture that shows some CAPSI love
- A picture with the Calgary Tower
- A picture with some Calgary Art
- A picture with someone in shorts (bonus points per stranger in the photo)
- Stampede!
- Get someone to take a picture of the group jumping in the air
- “C” –APSI Train
- A group selfie!

Appendix D

VPPA Document Links

SCOPE Map

Old Map: <http://capsi.ca/scope/>

New Map: <http://capsi.ca/new-scope-map/>

Interprofessional Alliance

Vision and Mission Statement

<https://docs.google.com/document/d/1a3FDzrgKZtLChsutpBgSh0ImRMcb5FUHfwJASHA4iBU/edit?usp=sharing>

Declaration

https://docs.google.com/document/d/1sLITit_W_qD7JncpTf17TqAEiedSTIz3VkrZAbObByQ/edit?usp=sharing

Criteria for adding partners to the alliance

https://docs.google.com/document/d/14nd2a5U_MW1Vq1jR3u5rbaA6m9_5gNTK0zl8w_i3mRY/edit?usp=sharing

Survey Link

<https://www.surveymonkey.com/r/VC6BYGM>

Appendix E

VPPA – CAPSI FAQ

Canadian Association of Pharmacy Students and interns Frequently Asked Questions

Q1 Who is the CAPSI National Council and what do they do?

The CAPSI National Council is comprised of two local representatives, the Senior and Junior representative from each faculty of pharmacy across the country, as well as a number of executive council members whom are elected at PDW. You can learn more about the CAPSI National Council on our website at <http://capsi.ca/parent-council/>.

CAPSI National completes a number of tasks and activities each year, however our primary goal is to support the local representatives and take care of our members. We are an association of pharmacy students and interns unified for excellence in advocacy, academics, and the profession of pharmacy. We strive to provide our members with personal and professional benefits. These benefits are described in greater detail below.

Q2 How do the CAPSI elections work? Locally or nationally?

Electing the CAPSI Senior and Junior representative for each university occurs on the local level. The local election procedures are different at each school based on each universities local student council's policies and procedures. Please contact your local CAPSI representatives for more information.

The callout for the CAPSI National executive positions goes out during the Fall semester every year. Instructions are provided on how to run for a position and the documentation that is necessary. The speeches and the election proceedings then take place at PDW. It is not mandatory for you to attend PDW in order to run in the election, however, you will be required to create a video of your speech and answer three questions which will be provided by your local representative. Following the speeches, the CAPSI National council will gather feedback from our members at PDW on each of the candidates. The National Council will then deliberate and vote for the candidate they believe is best suited to represent our members.

Q3 How do you become a CAPSI member?

Available Student Memberships

General Student Member:

Canadian pharmacy students (full-time undergraduate or Doctor of Pharmacy (PharmD) students registered at one of the ten Canadian faculties of pharmacy) are eligible to become a CAPSI "General Student Member". To become a member, contact your local CAPSI representative. Membership drives typically occur in September and in January. This is when the majority of new members are registered.

Available Non-Student Memberships

Associate Student Members:

Defined as a full-time undergraduate student of a foreign school of pharmacy or a registered pharmacy intern in a foreign country who has effectively provided appropriate compensation for any prescribed fees to the Association.

Pharmacist Members:

Defined as an individual duly registered as a pharmacist with the governing provincial or territorial licensing body in the jurisdiction in which that individual practices.

Supporting Members:

Defined as an individual having an interest in the corporation's activities and initiatives who is not a General Student Member, Associate Student Member, Pharmacist Member, or Honorary Life Member.

Honorary Life Members (no fees associated as title is awarded by council):

Defined as an individual who has demonstrated high qualities of character and who has actively supported the corporation directly or indirectly and has made a significant contribution to the work of the corporation. Candidates must have had at least a five (5) year active relationship with the corporation. The National Council nominates Honorary Life Members and their acceptance is subject to the passing of the motion by the following year's council to ensure continuity. Only one (1) honorary life membership may be awarded per 12-month period.

For all non-student membership inquiries please contact CAPSI's executive secretary at secretary@capsi.ca.

Available Corporate Memberships

Corporate Member (CAPSI Club):

CAPSI also offers corporate memberships through our CAPSI Club, with recently enhanced membership benefits.

For more information about a CAPI Club membership contact our Vice President of Communications at vpcom@capsi.ca.

Q4 What are the associated fees as a CAPSI member (per school, international member)?

General Student Member:

Membership fees vary from school to school. Each local council determines the fees that will be charged to their student members. Although each school determines their own overall fee, \$12 of every student's membership fee per year goes to CAPSI National to support the association's national initiatives. The additional portion of the students' fees remain with their respective school's local council in order to help fund local initiatives.

Non-student Members:

- Associate Student membership fee - \$30.00
- Pharmacist membership fee - \$30.00
- Supporting membership fee - \$30.00
- Honorary Life Membership - no fee shall be payable

Corporate Members (CAPSI Club):

- Gold Members - \$2000 or greater
- Silver Members - \$1500 or greater
- Bronze Members - \$1000 or greater
- Club Members - \$500 or greater

Q5 What are the benefits of becoming a CAPSI member?

General Student Members are entitled to the following:

- The right to vote on motions presented at the CAPSI Annual General Meeting
- The opportunity to voice interests and opinions through their respective faculty CAPSI Representatives
- The right to hold a position on the CAPSI National Council as per the Election Protocol
- The opportunity to view all CAPSI documents (e.g., meeting minutes, Constitutional By-laws)
- One CAPSI Agenda per Membership Year (upon publication)
- Access to all issues of the CAPSIL, published during the Membership term
- Eligibility for all CAPSI awards and participation in CAPSI competitions and initiatives according to the rules and regulations that govern each particular award, competition, or initiative
- Membership in the International Pharmaceutical Students' Federation (IPSF)
- Canadian Pharmacists Association (CPhA) affiliate status
- Access to CAPSI National online communications, promotions and social media correspondences
- Access to current CAPSI publications

Associate Student Members, Pharmacist Members, and Supporting Members are entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI Executive Council
- The opportunity to participate in local CAPSI events
- One CAPSI Agenda per Membership Year (upon publication)
- Access to all issues of the CAPSIL, published during the Membership term
- Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences
- Invitation to Professional Development Week (PDW) including a PDW registration brochure and PDW promotional material as published by the PDW host committee
- Additional membership benefits may be awarded at council's discretion

Honorary Life Members are entitled to the following:

- A certificate to be presented by the Association in person or by mail
- The opportunity to voice interests and opinions through a member of the CAPSI Executive Council
- One CAPSI Agenda annually (upon publication)
- Access to all issues of the CAPSIL
- Additional membership benefits may be awarded at council's discretion

Q6 How do I register my CPhA membership online?

In order to register your CPhA membership your local CAPSI representatives will collect your information (name, email, etc.). From there the information is then sent to CAPSI's executive secretary and submitted to CPhA and uploaded into their database. You can then log onto pharmacists.ca, set up your account and gain access to your CPhA benefits using the email you provided to your local CAPSI representatives.

Q7 How do I download the the CPhA licensed RxTx mobile app?

- 1) Register for the CPhA membership as described above.
- 2) Log into pharmacists.ca and download the 'RxTx' mobile app on your IOS or Android based phone.
- 3) After the app is installed you can then log into the app using the same credentials you used on the CPhA website.
- 4) Once you are logged in, you have to update everything as mentioned in the bottom right corner tab called 'update'.

Q8 What is PDW? When/Where is PDW?

Professional Development Week (PDW) is the largest pharmacy student run conference that occurs in Canada. Every year it is hosted by one of the ten pharmacy faculties in Canada, pharmacy students from across the country come together in one central location for a weekend of networking, attending educational seminars from various speakers, competing in the national CAPSI competitions, elect the CAPSI National council and participate in CAPSI's Annual General Meeting. PDW 2017 will be taking place in Winnipeg, Manitoba. Check out their website (<http://www.pdw2017.com/>) and video (<https://www.youtube.com/watch?v=gbinHeIR7M4>) for more information.

Q9 Can Post-Bachelor PharmDs, Master/PhD, or Residency students attend PDW?

All non-student members have the privilege of receiving "An invitation to Professional Development Week (PDW) including a registration brochure and PDW promotional material as published by the PDW Planning Committee". In the past, non-student members have not attended PDW, however this is something that the Membership Committee will be evaluating.

Q10 Can students be reimbursed for attending PDW?

Each school has different policies and amounts of funding available that they may be able to allocate towards reimbursement for attending an educational event such as PDW. Please contact your local CAPSI representatives for more information.

Q11 What do the CAPSI competitions entail?

During PDW CAPSI hosts a variety of National competitions during PDW, where students from each of the ten pharmacy faculties across the country compete against each other in order to win cash prizes and bragging rights for their University! The competitions are described below:

Compounding Competition: Teams of 4 put their compounding skills to the test while working with real pharmaceutical ingredients.

Patient Interview Competition (PIC): Students must use a variety of therapeutic and communication skills in order to solve multiple patient DRPs. This competition is more involved than the OTC competition and requires greater therapeutic knowledge.

Over-the-Counter (OTC) Competition: Is great for students of all levels to assess and provide care for a patient seeking an Over-the-Counter product.

Student Literary Competition: Students submit pieces of original writing related to the profession of pharmacy. The national winner may have their work published in the Canadian Pharmacists Journal.

Evidence Based Practice Competition: This is an opportunity for students to work in teams to review literature in order to make the best recommendation for a patient. This competition varies in content but often reflects situations faced in hospital pharmacy practice. Currently this competition occurs only on a local level.

Q12 What are the prizes of the CAPSI National competitions?

Monetary prizes for winning a competition on the local level may be up to \$250 and a guaranteed spot at PDW in order to compete in the National competition. Prizes awarded at the National level competition may be up to \$400.

Q13 What is PAM? How do I become involved?

PAM is Pharmacist Awareness Month which occurs in March of every year. This is a month long national campaign, whereby pharmacy is promoted to the public, government, and fellow healthcare providers in an effort to educate and advocate for the pharmacist profession. Contact your local CAPSI representatives to find out how you can become involved.

Q14 What are CAPSI affiliated social media outlets (e.g. FB page, twitter, instagram)?

CAPSI National only has three affiliated social media accounts. The CAPSI National Facebook page, a twitter account, and an instagram account. Our commonly used hashtags are #CAPSI #CAPSINational, then we also have a number of event specific hashtags such as #PAM2016 and #PDW2016. Stay up to date with us through our various social media accounts!

Q15 What is IPSF?

IPSF is the International Pharmaceutical Students' Federation. Today, it represents around 350,000 pharmacy students and recent graduates in 70 countries worldwide. In fact, it is the leading international advocacy organization consisting of pharmacy students. It is a non-governmental, non-political, and non-religious organization that promotes the improvement of public health through the provision of information, education, networking, and a range of publications and professional activities. IPSF initiatives focus primarily on public health, pharmacy education, and professional development. These include:

- Public health campaigns
- Research on issues in pharmacy education and workforce development
- The Student Exchange Programme
- Organizing international and regional congresses and symposia
- Publication of the IPSF News Bulletin, Newsletter, and education supplement Phuture

Q16 What is the IPSF World Congress?

The IPSF World Congress is the largest international pharmacy student conference in the world. Over the span of ten days, hundreds of students and recent graduates from all over the world, get together to participate in several different activities, such as Leaders in Training, Symposia, Workshops, Public Health Campaigns and to discuss the past, the present and the future of IPSF. The 62nd IPSF World Congress 2016 is taking place in Harare, Zimbabwe.

Q17 What is the student exchange program?

Student Exchange Programme (SEP) is a mobility programme that gives students from all over the world the opportunity to get to know pharmacy in a different country. The member associations of IPSF organize the exchanges by finding host sites in different countries where pharmacy students are trained. The programme runs throughout the year, but the majority of the exchanges take place between May and September.