

Unity – Professionalism – Advocacy – Academics – Excellence

# Fall Teleconference 2016

## CAPSI National Council

Wednesday, October 26<sup>th</sup>, 2016

1. Call to Order

C. McGrath

C McGrath called the meeting to order at 7:01 PM EST.

2. Attendance

R. St. Croix

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

3. Position Updates

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

#### 4. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Finance Officer

See Annex

VP Professional Affairs

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

#### 5. CAPSI Budget

**S. Châtillon**

Item for discussion: In light of revisions with the CPhA 2016 approved budget for CAPSI National – structural issues were identified and a deficit larger than what was originally estimated has come forward. The urgent cuts proposed by the Finance Officer in response to this financial crisis for the association is are provided below:

##### 1) CAPSIL Cuts

- a. We propose to go 'paperless' with the CAPSIL

- b. Advantages:
  - i. Environmentally friendly
  - ii. No constraints in terms of page limits/number of editions
  - iii. Small promotional material could be printed by locals for lounge “presence”
- c. **Total cost savings: 1,400.00\$**
- d. Note: The total cost of the agenda was 1000.000\$ over the allocated budget. The money saved from going paperless can over this over-expenditure

2) IPSF Judges Award

- a. No other judges receive awards. In order to maintain fairness, we proposed cutting this expense
- b. **Total cost savings: 50.00\$**

3) SEP Student Funding

- a. We propose cutting the allocated 1,000.00\$ set aside to host activities for SEP students.
- b. **Total cost savings: 1,000.00\$**

4) PDW Conference Expenses

- a. As half of our operating year has gone by already, this leaves limited opportunity to make cuts in order to minimize the deficit. PDW is the only remaining area where money can be saved.
- b. Registration for PDW was already cut at CPhA
- c. We proposed cutting cost for travel (Executives and Seniors) and hotel expenses (Executives) in addition to cutting registration.
- d. **Total cost savings: 20,522.00\$**
- e. Seniors and Juniors may turn to Faculty or local council to seek financial support
- f. All members of CAPSI National must assume leadership roles during these financial hardships and show are members that although an issues has been identified, we are ready to make the necessary sacrifices to resolve it has best we can.
- g. Accepting these cuts would decrease out projected deficit from 51,748.44\$ to 31,125.68\$
- h. Should a large surplus of money be identified once out books have been close

5) Accounting Fees

- a. Accounting work for 2013-2014, 2014-2015 is being done pro-bono
- b. Accounting work for 2015-2016 is still in the hands of the old accounting firm. We are currently managing the closing of the books for last year. Should CAPSI have to pay for work that has already been done, 7,000.00\$ has been set aside to cover this cost in addition to 7,000.00\$ set aside to close the books for 2016-2017.

6) Workopolis Contract

- a. A new agreement between Workopolis and CAPSI has been signed, hopefully resulted in increased revenue.
- b. **Projected revenue: \$600.00**

7) Summary of Total Cost Savings

|   |                                 |
|---|---------------------------------|
| <b>Current deficit (from approved budget at CPhA)</b> | <b>-51,748.00\$</b>             |
| Savings from CAPSIL changes                           | +1,400.00\$                     |
| Savings from IPSF judge's gifts                       | +50.00\$                        |
| Total cost savings from PDW                           | +20,522.00\$                    |
| Savings from SEP Student Funding                      | +1,000\$                        |
| Revenue from Workopolis                               | +600.00\$                       |
| <b>Projected Deficit for 2016-2017</b>                | <b>≈30,000.00\$-31,000.00\$</b> |

C McGrath explained that her and S Châtillon completed a comprehensive budget review in September. After discovering errors, they took it to business contacts to verify that what they thought was correct.

*J Chu joined the meeting at 7:09 PM*

C McGrath noted that PDW 2017 may make a revenue. Historically CAPSI has been running about a \$20000 deficit for the past 3 year, which is as far back as the bank will let us go. For our budget the projected revenue was put in as zero. We have since been updated by the PDW planning committee that they are hoping to break even and a profit is unlikely. PARS is also a concern as it is a financial risk for CAPSI. As we are already half way through the fiscal year there are a limited number of places in the budget where cuts are possible. She explained that S Châtillon will provide a summary of the budget and then she will motion to go into camera as the discussion may involved members' personal finances which do not need to be recorded in the minutes. If we do not correct this problem now and put steps in place to rectify this issue CAPSI will go bankrupt within the next 5 years.

S Châtillon asked if there were any questions. The first proposed cut is directed towards the CAPSIL in that we would go paperless. Also, to note the budget for the agenda went over by about \$1000 due to miscommunication which would hopefully be regained by going paperless with the CAPSIL.

D. Reithmeier agreed that it was easy place to cut and that paper readership is low and makes the CAPSIL publishing easier and eases his deadlines. States it is not a big deal from his perspective anyways.

S Châtillon asked if there was anything else to add on this point. The second point is the IPSF judges award. This is a small cost savings but as no other judges receive an award we believe this would be the fairest. The third area for cutting is SEP students coming to Canada. It was felt that this was not a CAPSI National financial responsibility and that if local councils wanted to help fund SEP students they should do it locally.

J Cote questioned if the \$1000 used for SEP students is used or if it is just projected in the budget.

S Châtillon said it was in the budget and that some activities were funded in Saskatchewan, but was unaware of activities at other schools.

C McGrath see item 21 on IPSF/SEO page of budget. She specified it was revenue split of a previous PDW, not a consistent budget component.

S Châtillon moved on to item number five, which regards accounting fees. The books have been properly closed and we are in the process of transitioning to a new accounting firm. Our old accounting firm is in the process of closing the books for 2015/16. We are unsure where they are in that process and there is money set aside to pay them in accordance with the work they have completed. A Workopolis contract was signed and has a projected revenue of \$600. With all the proposed cost savings, our deficit for this year would be about \$30,000.

C McGrath reinforced that council members can speak up and provide their opinions on behalf of our membership.

M James asked what the period was for the financial year and commented that NAPSA has folded and the cost for her position to attend the conference can be removed in the future.

S Châtillon explained the budget start and stop dates and said that the NaHSSA conference cost was from this year's budget and in the future, can be removed from subsequent budgets. She emphasized that CAPSI is spending more money than we are taking in and for this year we are more limited in our options for cutting cost.

N Szabolcs asked if sponsors who we have not received the actual money from are included in the budget.

S Châtillon said that budget is based on proposed income and expense. If income is expected, but not received, it is budgeted as an income. Therefore, the budget reflects discussions and "promises" for sponsors from JOMs and other meetings.

C McGrath conducted an informal vote, asking members to speak if opposed

1. CAPSIL - no opposed and no abstentions
2. IPSF judges - no opposed and no abstentions
3. SEP student funding - no opposed and no abstentions
4. Accounting fees cannot be voted on as they are an invoice
5. The Workopolis contract has been signed and is a two-year contract, it was previously voted on

**BIRT CAPSI National accepts the proposed budget cuts for the remainder of the 2016-2017 Council year.  
(C McGrath/S Chatillon)  
Motion Carried.**

C McGrath explained we will now move on to discuss the PDW expenses. It is important to note that herself and Sophie had to consider cutting in all areas. For example, we could cut in awards but this would negatively impact our membership and result in a very small cost savings. Council can vote against this proposal and we will not go bankrupt, but 100% cost cutting for PDW is something that we need to explore.

S Châtillon explained that at CPhA we cut the cost of PDW registration, resulting in a cost savings of about \$6000. By cutting travel 100% we have a cost savings of about \$15000.

Total saving of 21\$ which means the deficit would be 30 000\$ instead of 50 000\$ (Approximately).

S Châtillon explained the other option is to propose a 50% coverage of travel costs, this would result in a cost savings of \$7651 + 6000\$ for registration = total saving of 13 000\$. Deficit reduced to 37 000 \$.

C McGrath explained that when we are talking about travel it refers to the flight and hotel for executive and the flight for seniors. C McGrath explained offers of a maximum allowance but this would disadvantage those with further and more expensive travels.

K Youssefian asked what percentage of our overall budget is represented by the cost of travel, for both conferences.

S Châtillon said that in a rough calculation the cost is about 16% of our total budget.

H Chan asked that if we do not make any cuts CAPSI can only last for another approximately 5 years. How long will it last if we make these 50% or 100% proposed cuts.

S Châtillon explained that cuts are going to need to be made going forward, to ensure a balanced budget is attained. She explained that an option for next year is for CAPSI to only cover conference registration for example.

C McGrath commented that it is challenging to address H Chan's question because this is the first step of many towards balancing our budget. There are a lot of other factors that play into it such as membership fees, PDW registration fees, further sponsorship, etc.

S Châtillon commented that due to the financial climate in the country sponsorship is harder to obtain and PDW has not been making as much of a profit as in the past.

C McGrath motioned to go into camera to discuss these options further.  
(C McGrath/P Thabet)  
Motion Carried.

*M Eisa joined the meeting at 7:46 PM EST.*

C McGrath motioned to go out of camera.  
(C McGrath/J Cote)  
Motion Carried.

**C McGrath called for a vote, all in favour of no cost cutting were asked to speak.  
No one was in favour of no cuts.**

C McGrath explained that we will be doing an online vote.

*K Hynes exited the meeting at 9:50 PM.*

**Results of the online vote:**

**BIRT CAPSI National imposes a budget cut of two-thirds (2/3) in the area of travel expenses for Professional Development Week 2017.**

**(C McGrath/S Châtillon)**

**Motion Carried. October 31<sup>st</sup>, 2016**

## 5. Funding for CAPSI Business Cards

D. Reithmeier

Item for Discussion/Motion: Discuss Options for Funding CAPSI Business Cards

Background Information/Summary:

Due to budgetary constraints, I am unable to fund business cards out of the CAPSIL budget. Printing them commercially would cost over \$800 which isn't feasible this year. Henceforth, we need to examine other possible funding options. I have come up with one possible funding model that we can use for this year:

Each person is responsible for funding their own business cards using their own budgets (or local budgets). Everyone would be able to visit their local Staples store and print 100 cards for appx. \$10

D Reithmeier explained that it is not feasible for the CAPSIL budget to cover the cost of business cards. This money can come out of local budgets or at personal costs.

C McGrath suggested avoiding CAPSI paying for their business cards unless they feel it is necessary for their position

P Thabet asked if the cards were position specific or have names on them.

D Reithmeier said that they currently do have names on them, it would be possible to remove them if people thought this would be a benefit financially.

N Szabolcs commented that for her position she thinks it is important to have her name on the card so that sponsors know who they are addressing.

## 6. Promoting the CAPSIL FB Page

D. Reithmeier

Item for Discussion/Motion: Suggestion for increasing CAPSIL FB page likes

Background Information/Summary:

Building likes for CAPSIL FB page has been a bit slow so far. I really appreciate the effort that everyone has put into trying to get this page off the ground, but it seems we still have some work to do. One way that we can increase the number of page likes is to directly invite all of our Pharmacy FB friends to the page. This is the approach that I took, and a large majority of the people that I invited accepted the invite. In order to do this, you simply visit the CAPSIL FB page, click on more tab near the top of the page, and then click on invite friends. This should bring up a list of your friends and you can go through the list and invite each friend by clicking on them. If you click on most of your Pharmacy friends and send them invites, then I am quite certain that most of them will accept your invite. If you guys have the time to do this, then I would be so very grateful!

## 7. CAPSI Elections - Members Running for the Same Position Multiple Times

R. St. Croix

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. There was concern at CPhA that the organization may appear biased if the same people run multiple times. This item was referred to the Ad-hoc Elections Committee. The committee would like to gauge council's opinion on the options of either (1) only allow members to run for a position they have already held in a by-election or (2) place a two-year cap on how long members may hold the same position on council.

R St. Croix explained the background information above.

N. Szabolcs asked if there was a historical perspective, if this was a past problem or if we were trying to avoid problems going forward.

C McGrath explained that we are trying to avoid problems, and CAPSI does not want to appear biased.

H Chan asked if we foresee a situation where we would do by-election(s) due to no one running

C McGrath commented that we would continue to hold by-elections until all positions are filled though two by-elections were required for the past two years.

P Thabet commented that this perceived bias may be due to our election procedure as opposed to the issue of running for the same position multiple times.

M Moreno explained that at UofT this is in effect where a member cannot run for the same position multiple times.

**C McGrath motioned to table this motion until PDW 2017.  
(C McGrath/S Châtillon)  
Motion Carried**

#### **8. Documentation regarding CAPSI's Not for Profit Status**

**K. Hynes**

Do we have any documentation stating that CAPSI is not for profit organization? We have a career fair booth requesting documentation to process the invoice. We have not come across this before.

Annually the CAPSI National President submits a "change of directors" to the association's lawyer. The lawyer then fills out the required documentation and submits this to the Government of Canada for continued registration. CAPSI's not-for-profit number is 378320-1.

C McGrath explained this issue was addressed prior to the TC and is just a point of information.

#### **9. Facebook Page Etiquette**

**K. Tress**

Council should pursue creating our own page that does not have CAPSI alumni. We are compromising the professionalism of the group when students who no longer participate in national CAPSI opportunities, or are students, post and comment on posts. I think we, as a council, have done very well posting things in addition to using our emails – congratulations everyone! We should use Facebook for CAPSI- and pharmacy-related needs only – if something personal needs to be asked of all members, messaging counterparts or utilizing another method should be evaluated, as to not compromise the professionalism of the page.

C McGrath explained that the Facebook group is being used by past council for non CAPSI related members which may be viewed as unprofessional.

R Ward suggested that we could remove people from the group once their term is served.

P Thabet commented that he understands the frustration but that this is a good way to contact past council and that if we post instructions on "housekeeping rules" he does not have a problem with maintaining things as they are.

S Trivedi explained that in the past they did consider removing members though they wanted the access to members.

N Szabolcs hadn't realized that there were previous council members and doesn't necessarily think that posts are relevant to previous councils.



J Butler agrees with N Szabolcs though if we are going to be posting anything that is controversial or confidential that should not be posted on Facebook and should go through email.

M Moreno explained that locally they always make a new Facebook page for each year and this has always worked well.

C McGrath explained we will now bring this matter to a vote.

**BIRT CAPSI National 2016-2017 create their own separate Facebook group of only the members currently sitting on council.  
(C McGrath/N Szabolcs)  
Motion Carried.**

## 10. Alumni Network

**S. Song**

One of our council members is trying to establish a CAPSI alumni network to make it easier for students to connect with each other after graduation. Do any of the other local schools have something similar in place?

S Song explained that a local council member is interested in creating an alumni network. Do other locals know about anything in their province or would we be interested in creating a CAPSI network?

C McGrath spoke to that it was brought up at the communications and marketing committee and we have also been gathering past members contact information as well.

N Szabolcs confirmed that this was brought up in conjunction with CAPSI's anniversary and there was discussion around having an alumni event as well.

M Moreno confirmed that this is a national endeavour as opposed to local.

C McGrath suggested S Song consult with N Szabolcs and the communications and marketing committee.

## 11. News and Resources Page

**H. Chan**

- Explanation of what these pages will be used for.
- Call for any content to post on the pages.

H Chan explained the resources page is already posted and the news page is in progress. In resources position papers and other documents can be posted at council's request.

## 12. PDW TV

**H. Chan**

- Explanation of the concept of recording short interviews with delegates to post on Instagram.
- Propose to trial for PDW 2017, then re-evaluate.

H Chan explained we would like to increase the transparency of our organization during PDW. This could be done in short videos on Instagram - including questions like "what is your favourite experience at PDW?" The website committee proposed to trial this at PDW 2017 and reassess it going forward.

J Butler explained that something similar came up during the PDW planning committee meeting yesterday and this could be well incorporated into this plan, she offered to put H Chan in contact with the marketing director.

*K Tress joined the meeting at 10:28 pm.*

### 13. Using Twitter during PDW and CPhA Conferences

H. Chan

- CFMS (Canadian Federation of Medical Students) use Twitter during conferences to show what they do during meetings and how our decisions impact our members
- Every time they passed a motion, they tweet about it to keep students engaged
- Would like to trial something similar for PDW 2017, then re-evaluate Explanation of what these pages will be used for.

H Chan explained that we were considering tweeting our motions as CFMS does to increase transparency.

J Cote commented that he thinks this is a great idea.

### 14. 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 CAPSI does not currently have any friends.

C McGrath motioned to move into camera.

(C McGrath/S Chatillion)

Motion Carried.

C McGrath motioned to move out of camera.  
(C McGrath/S Chatillion)  
Motion Carried.

**CAPSI National agreed to make AFPC a friend of CAPSI.**

**15. Elections 2017 Update**

**R. St. Croix**

This year the ad-hoc elections committee introduced a new document to the elections package. This document directs interested candidates to speak with their local representatives as well as submit additional information to myself, including a short bio and a headshot (optional). Nominees should be aware that with their permission CAPSI is intending to post some election materials (head shot, short bio and letter of intent) to the members only portion of the website for viewing by members who are unable to attend PDW.

R St. Croix explained the above information.

M Moreno questioned where the information regarding the headshot was.

R St. Croix directed her to the elections checklist and reinforced that the headshot is optional.

**16. Membership Satisfaction Survey**

**R. St. Croix**

The membership committee in collaboration with the agenda review committee has developed a short survey for our members. This survey is planned to be released through locals at the beginning of November and hopefully we will be able to discuss the results at PDW 2017.

R St. Croix explained the survey will be released next week, that it is only 10 questions, and requested locals distribute the information for this survey.

**17. Ethics charter of ULaval and Apotex bags**

**K. Youssefian**

K Youssefian explained that these backpacks are an advertisement for Apotex and that he does not think they will be able to be distributed at ULaval next year due to their ethics charter.

N Szabolcs explained that Apotex provides us with backpacks instead of money, this would be comparable to the Teva water bottles.

K Youssefian explained that it makes him uncomfortable that for example a third of pharmacy students are walking around with these backpacks.

N Szabolcs explained that we don't want to lose Apotex as a sponsor and that maybe this issue should be addressed further in the future.

C McGrath commented that this is a valid point and something that we can consider further.

**BIRT that this agenda point is referred to the ethics committee.  
(C McGrath/S Châtillon)  
Motion Carried.**

**18. CPhA Federal Lobby Day**

**C. McGrath**

Background information/summary: On October 18<sup>th</sup>, 2016 CPhA held its first federal lobby day on Parliament Hill in Ottawa, ON. CAPSI's President, President-Elect and Vice President of Professional Affairs attended the event on behalf of the pharmacy student body. Together with other pharmacy leaders, these students met with Members of Parliament to create awareness of the profession and provide information on how pharmacists can further benefit the health care system. The event

allowed for CAPSI to strengthen its relationships with other pharmacy leaders and to gain connections in preparation for our years to come and increasing our advocacy efforts in the future. CPhA's key messages to the federal government included:

- CPhA – Who we are, what the pharmacy profession does in terms of accessibility expanded services, value to the health care system and the trust between pharmacists and the public
- The renegotiation of the Health Accord
- Addressing the crisis over prescription drug abuse
- Improving the current medical marijuana regime

C McGrath explained that herself, P Thabet and M James attended the first lobby day at parliament hill. The first day was training. It was a great networking opportunity and it was good to be represented with CPhA as we no longer have a student representative on the committee.

## 19. PDW 2017 and 2018 Update

J Butler explained all of this information will be provided in an email to follow in regards to PDW 2017.

### Recent meetings

- Bi-weekly meetings to ensure council is regularly updated
- Ad-hoc meetings with National as required

### Logistics update

- All delegates must stay at the hotel (efficiency, liability)
- First round ends October 31, so please have lists of delegates sent to [pdw2017@gmail.com](mailto:pdw2017@gmail.com) by Nov 5 so we can promptly begin second round
- Online registration forms will be sent out Nov 10 for delegates to register for the conference
- Second round will begin Nov 11 and close Nov 16; registration form for second wave will be sent out by Nov 18 (i.e., 1-2 days; online registration form with name and school)
- The link for the hotel booking will be sent out approximately 1-2 weeks after the online registration form is sent out
- Online registration and hotel room booking must be completed by Dec 1
- All conference attendees must stay at the hotel, or they will not receive their registration package.
- Question for National: what are the exact AV requirements for CAPSI National meeting room? (i.e., projectors, screens, TVs, plug-in outlets; what's being provided and what is required?)
  - C McGrath will address this point via email after the meeting.

There is a strong desire from multiple council members to ensure fairness with the distribution of the hotel information. It was suggested this information come directly from the PDW planning committee.

### Education/competition update

- All the speakers have been confirmed and time slots have been assigned
- Retrieving biographies and presentations from speakers
- In the process of planning workshop logistics
- In the process of confirming OTC/PIC/CC competitors (reminder to send me the names of competition winners)
- Educational requirement: mandatory sessions + 6 additional sessions
  - J Butler will follow up with C McGrath regarding the Educational Policy document

### Social update

- Meeting with decorator to see decorations
- Signing contract with social venue
- Planning CNTP
  - J Butler will follow up with when information regarding this competition will be released to competitors

- Planning the details of the events

#### Finance update

- The PDWPC was granted \$40,000 from the previous Dean, with \$20,000 already received and up to \$20,000 to be used for remaining balances owing after the conference closes.
- The above \$20,000 is basically the “contingency fund”. As long as expenses do not exceed current projections, the PC will not request the \$20,000 post conference.
- CAPSI National will receive the 30 000\$ loan back as a priority

#### Sponsorship update

- Still working to get more booths filled at the trade show

#### Marketing/communications update

- Creating and organizing the welcome packages and survival guides for delegates

#### Webmaster update

- Posting regularly
- Possibly looking into asking a volunteer to help with social media throughout the conference

#### Bilingual update

- Continuing translation of educational materials and any other materials required

C McGrath emphasized the educational policy and the standard that delegates are held to.

P Thabet commented that although professionalism can be enforced at a local level if there are breaches of the educational policy we suggest it is brought up to the ethics committee to ensure consistency across the country.

## **20. PARS 2017 Update**

C McGrath reported on behalf of PARS 2017 that there is currently no funding in place for the conference. They are working very hard to gain sponsorship.

## **21. New Business**

K Tress explained that she is representing Canadian Pharmacy Students in China at an international conference and appreciates any suggestions and feedback she has received to this point.

## **22. Adjournment**

C McGrath motioned to adjourn at 9:55 PM EST.  
(C McGrath/S Châtillon)  
Motion Carried.