



**C A P S I   •   A C E I P**

**Unity – Professionalism – Advocacy – Academics – Excellence**

# **Professional Development Week 2017**

## **CAPSI National Council Meetings**

Winnipeg, Manitoba  
Wednesday, January 4<sup>th</sup> – Sunday, January 9<sup>th</sup>

**Day 1: Wednesday, January 4<sup>th</sup>, 2017**  
**Location: RBC Convention Centre – Millennium Suite**  
**8:30AM – 12:00PM, 1:00PM – 4:30 PM**

**1. Call to Order**

**C. McGrath**

C McGrath called the meeting to order at 8:32 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
S. Châtillon	Finance Officer
S. Saunders	VP Education
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
P. Hsu	Student Exchange Officer
S. Cunningham	CSHP Representative
J. Chu	UBC Junior Representative
S. Song	UBC Senior 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. Youssefian	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Scholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative
Regrets:	
J. Yu	IPSF Liaison
H. Chan	Webmaster

**3. Welcome, Introductions**

**C. McGrath**

C McGrath referred council to the vision and mission of CAPSI.

**4. Robert's Rules**

**P. Thabet/C. McGrath**

P Thabet referred the committee to Robert's Rules. Reminded council members to raise their hand to be added to the speakers list and that they may only speak twice for each agenda point, the second time being after everyone else has had a chance to speak.

**5. Acceptance of Old Minutes**

**C. McGrath**

**5.1 Summer 2016 Teleconference (Wednesday, August 17<sup>th</sup>, 2016)**

**BIRT CAPSI National accepts the minutes from the Summer 2016 Teleconference.  
C McGrath/K Tress  
Motion Carried.**

**5.2 Fall 2016 Teleconference (Wednesday, October, 26<sup>th</sup>, 2016)**

**BIRT CAPSI National accepts the minutes from the Fall 2016 Teleconference.  
C McGrath/J Butler  
Motion Carried.**

**6. 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*

**7. Executive Reports**

President

*See Annex*

President-Elect

*See Annex*

Past President

*See Annex*

VP Communications

*See Annex*

VP Education

*See Annex*

VP Professional Affairs

*See Annex*

Finance Officer

*See Annex*

Executive Secretary

*See Annex*

CAPSIL Editor

*See Annex*

IPSF Liaison

*See Annex*

Student Exchange Officer

*See Annex*

Webmaster

*See Annex*

#### 8. CSHP Student Delegate Update

S. Cunningham

S Cunningham explained CSHP is continuing to work on the evidence based medicine competition. They will also continue to include hospital based practice speakers at PDW. Her position will be re-elected at the AGM in October. S. Cunningham will not be present at CPhA 2017. The CSHP student delegate elect will be at CPhA 2017.

#### 9. Constitution Amendments

S. Saunders

Item for Discussion/Motion: BIRT CAPSI National accept the proposed amendments to the Bylaws of the organization to be presented during the CAPSI 2017 Annual General meeting.

Background Information/Summary:

Change Section 1.15 **Dalhousie Student Member**

FROM:

“A Dalhousie Student Member shall be an individual who is an undergraduate or PharmD student of the College of Pharmacy, Dalhousie University, or a registered pharmacy intern in Nova Scotia or other **maritime** province.”

TO:

“A Dalhousie Student Member shall be an individual who is an undergraduate or PharmD student of the College of Pharmacy, Dalhousie University, or a registered pharmacy intern in Nova Scotia or other **Atlantic** province.”

Change Section 1.16 **Newfoundland Student Member**

FROM:

“A Newfoundland Student Member shall be an individual who is an undergraduate or PharmD student of the School of Pharmacy, Memorial University of Newfoundland, or a registered pharmacy intern in Newfoundland or other **maritime** province.”

TO:

“A Newfoundland Student Member shall be an individual who is an undergraduate or PharmD student of the School of Pharmacy, Memorial University of Newfoundland, or a registered pharmacy intern in Newfoundland or other **Atlantic** province.”

S. Saunders explained that Newfoundland and Labrador is not a maritime province, and Atlantic would be more reflective of the two provinces.

C McGrath explained that this will need to be presented at the AGM though council needs to first vote on the motion.

**BIRT CAPSI National accept the proposed amendments to the Bylaws of the organization to be presented during the CAPSI 2017 Annual General meeting.**

**C McGrath/M Moreno**

**Motion Carried.**

## 10. Membership Status for PIC Competition Sponsor

**N. Szabolcs**

Item for Discussion/Motion: **BIRT** the party willing to sponsor CAPSI's Patient Interview Competition (PIC) be granted an appropriate CAPSI Club Membership upon providing a financial contribution for the competition.

Background information/Summary: During CPhA 2016 the following motion was approved:

**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**

At this time, CAPSI's Patient Interview Competition (PIC) is unsponsored. In hopes to recruit a sponsor for this educational benefit, CAPSI Club membership should be awarded just as we have approved for the IPSF Health Campaign Award.

N Szabolcs explained that to increase sponsorship for the PIC competition she would like to offer the sponsor CAPSI Club membership.

J Butler does not believe that this is fair to other sponsors who are Gold level, as this sponsor will receive extra exposure through the award.

C McGrath explained that we go to our current sponsors first, and then seek outside sponsorship.

N Szabolcs explained that we have sponsors currently in a similar arrangement, such as Apotex providing backpacks.

M Moreno asked for clarity on how sponsorship as a CAPSI Club members works.

N Szabolcs explained that currently different tiers of CAPSI Club are associated with different prices, the sponsors provide CAPSI with this sum of money and CAPSI may use that money at their discretion. Generally, sponsors who sponsor a specific event are not considered CAPSI Club members and do not receive the advertising associated with it. Our current CAPSI Club sponsors are not interested at this time in sponsoring the PIC.

K. Selva provided a historical perspective on the Apotex backpacks. It was a negotiation at the time with the VP Communication and Apotex instead of a monetary value.

S. Saunders at the local levels schools gets money to find the students as well as \$500 to fund the competitions, not all schools use this \$500.

M. Moreno states that at U of T they use the \$500 to cover the SP expenses.

Approximately:

School	Expense
UBC	\$100
Alberta	\$500
USask	\$50
U of M	\$250
Waterloo	\$400
Toronto	\$400 - but the cost is increasing next year to \$600
Montreal	\$15
Laval	\$500
Dal	\$50
MUN	\$50

C McGrath noted that although we can ask to restructure, that is not a guarantee from Pfizer.

N Szabolcs noted that to include the cost of running the competition the motion needs to be amended.

M Moreno explained that the money from Pfizer is currently being used to fund PIC and OTC as they are being run simultaneously.

C McGrath noted that is an important point of information to bring forward to Pfizer.

N Szabolcs questioned if we need to find a sponsor to fund the competitions.

C McGrath proposed to amend the motion to:

**BIRT** the party willing to sponsor CAPSI's Patient Interview Competition (PIC) be granted an appropriate CAPSI Club Membership upon providing a financial contribution for the competition.

C McGrath/S Saunders

**BIRT the party willing to sponsor CAPSI's Patient Interview Competition (PIC) be granted an appropriate CAPSI Club Membership upon providing a financial contribution for the competition.**

**C McGrath/J Côté**

**Motion Carried.**

## 11. Member Satisfaction Survey 2016

R. St Croix

Item for Discussion: A survey was released in November to gauge membership satisfaction across the country. We received 117 responses. Please see *Appendix C* for the results.

R St Croix presented the results found in Appendix C and noted that less first years responded and most students knew that they could run for elections at PDW. Most students didn't use the agenda but felt they should continue to receive the agenda. The last questions were open ended and asked for alternatives to the agenda. Findings were

very generic. Only about 117 people responded and overall, they seem pleased with this service.

C McGrath said we can only provide our members with the opportunity for feedback. She said we will be going to do a second response

K Tress said that R St Croix deserves credit for timing the release of the survey for all students.

K Selva questioned if we could brainstorm more ideas to get students involved in doing these surveys.

J Côté noted that the AGM would be a good time to release a survey and have members fill out the survey there.

N Szabolcs noted that during the AGM we are asking students to fill out ballots containing questions regarding the agenda. These questions will also be provided in a google survey for students who are at home. Now, students will have had three opportunities to respond to a survey regarding the agenda.

M Aizouki noted that we may be able to use a mobile survey format instead of passing out paper.

J Butler noted that they were considering this for PDW and she will contact the PDW planning committee.

C Caron noted that at dal they use google forms a lot.

C McGrath questioned when the best time would be for the next survey to come out.

School	Best time for survey
UBC	Late Jan or early Feb to coincide with local elections
Alberta	March but wants it available for a longer period
USask	February
U of M	No preferred time, but longer period
Waterloo	February because march is very busy
Toronto	Early February
Montreal	Open to Feb – march
Laval	March during PAM
Dal	February
MUN	February

R St Croix noted she will aim for early February, and will leave the survey opened for at least 6 weeks.

J Côté asked about having a survey in the AGM and using software. At CPhA 2016 CPhA used a software called sli.do and that they have an account.

C McGrath noted that it is likely too late this year, but we could ask for in the future.

## 12. Clarification of Who Qualifies as a Student Member

R. St Croix

Item for Discussion: According to CAPSI's operating manual, a *General Student Member* is "Defined as a full-time undergraduate or PharmD student of a faculty of pharmacy at any Canadian University, or a registered pharmacy intern in Canada who has effectively provided appropriate compensation for any prescribed fees to the Association."

There has been some confusion this year in terms of the eligibility of students who have completed their pharmacy degrees in other countries and are completing programs in Canada in preparation of their PEBCs. There have also been inquiries into students completing their Masters in Pharmacy.

C McGrath gave historical perspective of the various intern programs in different provinces.

**BIRT CAPSI National refer this agenda point to the Membership Committee to research who is considered an intern in the various provinces and to review the current membership classification structure.**

**C McGrath/K Tress**

**Motion Carried.**

## 13. CAPSI National Elections – Voting Protocol

C. McGrath

Background Information/Summary: In the event that both CAPSI local representatives are absent OR there is a personal conflict of interest, should an alternate member from that should be appointed to vote on behalf of the members.

C McGrath noted that there may be situations in the future where there is no local representative present from a school or that there is a conflict of interest such as two siblings or students who are dating.

M. Moreno clarified when a proxy would be required.

K. Tress asked for a standardized way of selecting a proxy among schools

M. Aizouki has concerns regarding whether another student would make the best decision on behalf of the students if they were less involved at a local level.

J Côté suggest president of the student association.

C McGrath noted that it may be a challenge for a student to come into our elections.

M Aizouki noted that a local CAPSI council member would be acceptable.

J Butler asked that if it was in the case of a conflict of interest, would the proxy only be for the vote where the conflict existed.

C McGrath confirmed that it would just be for this vote.

J Butler said she was unsure of being able to standardize the process of proxy selection. Similar to how the election process works differently at different school we may need unique selection processes.

S Cunningham said that CSHP has previously said no to allow proxies.

S Saunders questioned what would happen if there was no one to represent the given school.

C McGrath confirmed that if we did not have a proxy and no student was able to vote from the school, that school

would not be represented in the vote - which is a concern. She would like to refer this item to the election committee for a proposal in time for the winter teleconference. For PDW she questioned if council would be okay with having a local CAPSI council member or student society president.

J Butler suggest start with a executives for proxy

J Côté suggest bringing this topic up at the AGM.

K Selva noted that although it would be good to get members opinions, we may not have enough time to thoroughly explain to our members what is entailed in the election process.

S Châtillon questioned if we could present a hierarchy of who would represent members during the elections, for example a CAPSI national member from that school, if none available then a delegate from that school who is present at PDW.

K. Hynes asked if we foresee this happening this PDW

C McGrath confirmed that it was likely this year that there would be a conflict of interest.

BIRT CAPSI National allow a proxy to represent CAPSI members during the PDW 2017 election process in the event that a conflict of interest arises within the CAPSI National Council with respect to a specific candidate. The framework we will be using is outlined below:

Executive Council Member from the respective school

A student leader present at PDW 2017 from the respective school.

C McGrath/J Butler

M James questioned who would be picking the proxy.

C McGrath confirmed it would be at the discretion of council and noted it would be important to be transparent to our delegates. The local representatives would be in the best position to facilitate this process.

M Moreno asked for clarification that if the executive member was voting on behalf of the school would they still have their own vote.

K Selva confirmed that they would.

C Caron noted that the school's president would be the best person to represent the school.

C McGrath amends her motion:

BIRT CAPSI National allow a proxy to represent CAPSI members during the PDW 2017 election process in the event that a conflict of interest arises within the CAPSI National Council with respect to a specific candidate. The framework we will be using is outlined below:

~~Executive Council Member from the respective school~~

An **elected** student leader present at PDW 2017 from the respective school.

C McGrath/M. Aizouki

Motion Carried

M James noted that the student leader selected may not be elected on behalf of CAPSI members, but on behalf of the school's students in general. She also questioned if there was a true conflict of interest as council members are voting on behalf of their membership.

C McGrath noted that it is a concern of transparency and the potential perception of a conflict of interest from our members.

**BIRT CAPSI National allow a proxy to represent CAPSI members during the PDW 2017 election process in the event that a conflict of interest arises within the CAPSI National Council with respect to a specific candidate. The framework we will be using is outlined below:**

- **An elected student leader present at PDW 2017 from the respective school.**

**C McGrath / M. Moreno**  
**Motion Carried.**

C McGrath asked council members to consult with herself and R St Croix and in the event that this arises at PDW.

BIRT CAPSI National refer further discussion on the approval of a proxy for elections to the Ad-Hoc Electoral Committee for a proposal.

C McGrath amended the motion to:

BIRT CAPSI National refer further discussion on the approval of a proxy for elections to the Ad-Hoc Electoral Committee for a proposal to be created **in time for the Winter 2017 Teleconference.** .

C McGrath / P. Thabet  
Motion Carried

**BIRT CAPSI National refer further discussion on the approval of a proxy for elections to the Ad-Hoc Electoral Committee for a proposal to be created in time for the Winter 2017 Teleconference. .**

**C McGrath / J. Butler**  
**Motion Carried.**

C. McGrath motioned for a 15min recess.  
C. McGrath / J. Butler  
Motion Carried

#### **14. Increasing CAPSI Membership Fees**

**C. McGrath**

Item for Discussion: **BIRT CAPSI National increase membership fees from \$12 per member per year to \$15 per member per year starting September 2019.**

Background Information/Summary: In light of CAPSI's financial situation and our continued efforts to increase our membership benefits for students and interns, it makes financial sense for CAPSI National to increase fees. Membership fees have not been increased since CPhA 2008 effective June 3<sup>rd</sup>, 2009 (\$10 to \$12). The annual rate of inflation in Canada is approximately 1.5 - 2%. The proposed increase is reflective of the inflation incurred over the 10 years between the last membership fee increase. CAPSI is continually striving to provide further benefits to its members in an effort to properly advocate for the future of pharmacy practice and to foster a sense of unity amongst Canadian pharmacy students and interns. Increasing membership fees will allow for CAPSI to be fiscally viable for years to come and coordinate further membership benefits for members.

C McGrath resumed the meeting at 10:33 am.

C McGrath explained her point above. We are currently so financially strained that we cannot follow through with some of the great idea that members of council suggest.

S Châtillon explained that she can track as far back as PDW 2014 at this time, but we have been losing money each year. This is considered a structural deficit as our expenses are projected to be greater than our income.

C McGrath explained that this would hopefully entice more people to become CAPSI members in the future.

M Aizouki questioned how often CAPSI foresees increasing this fee to reflect inflation.

C McGrath noted that ideally this fee would increase annually, though this may not be possible due to fees being imbedded in some tuitions.

M Eisa questioned, as Waterloo has their membership drive in January/February, if this fee would come into effect for them in January 2020.

C McGrath confirmed this date.

K Tress requested if they could discuss this locally and then have each school speak from west to east.

School	Opinion on the fee increase
UBC	Agree with increase. 2019 is possible.
Alberta	Agree with increase. 2019 is possible.
USask	Agree with increase. 2019 is possible.
U of M	Agree with increase. 2019 is possible.
Waterloo	Agree with increase. 2019 is possible however may be challenging due to the 1 time fee collection.
Toronto	Agree with increase. Unsure of the implementation process but believe the timeline is possible.
Montreal	Agree with increase. 2019 is possible.
Laval	Agree with increase. 2019 is possible.
Dal	Agree with increase. 2019 is possible.
MUN	Agree with increase. 2019 is possible.

C McGrath noted that we are all in favour of the increase.

S Châtillon noted that increasing the fee to \$15, but we also need to decide how often we will be increasing fees to account for inflation.

K. Tress said that it would have to go the constitution at the AGM and does not believe that it is necessary for yearly

N Gajaria noted that although it would be possible in Toronto to do it annually, this may not be possible in other schools.

S. Saunders noted that it may be difficult to be able to incorporate yearly fee increases.

C McGrath explained that we don't want to go too far between increases as we want to avoid incurring the same deficit in the future.

M. Eisa said that schools with a one-time fee for 4 years the local reps would need notice of the fee increase two or three years in advance to avoid local council from losing money.

S Cunningham suggests to standardize the fee increase timeline (Set amount every x years).

**BIRT CAPSI National increase membership fees from \$12 per member per year to \$15 per member per year starting September 2019.**

**C McGrath/K Hynes**

**Motion Carried**

C McGrath noted that fee increases every 3, 4 and 5 years have all been proposed. She requested schools discuss this. She suggested that we do not need to have a specific fee increase at every interval, but require council to re-evaluate the fee every set number of years.

School	How often to increase fees
UBC	UBC would prefer a 3 year change.
Alberta	As students pay a one time fee at the beginning of the 4 years this increase is more challenging.
USask	3 years is best for USask.
U of M	3 years works best for Manitoba but they are flexible to longer options
Waterloo	Believes every 4 years is the most reasonable.
Toronto	Agreeable to 4 year increase, and possible shorter period for re-evaluation
Montreal	Thinks every 3 years is too frequent, every 4 or 5 years seems reasonable. This could always be reassessed in the future if more frequently seems necessary.
Laval	Agreeable to 3 year re-evaluation
Dal	Every 4 or 5 years would be best.
MUN	Increase every 5 years since there PharmD program is 5 years. Ok with the idea of a 3 year re-evaluation

S Saunders questioned how long it would take for each school to implement an increase. If we evaluated every three years and it took two years to implement it is a 5 year total before the next increase.

P Thabet noted that he agrees with the 3 plus 2 year timeline, and then space the next evaluation from the fee increase.

S Saunders noted that there is the potential for the point to be lost in turnover with this timeline.

K Selva suggested that be keep track of the suggested changes in all three president documents.

**BIRT CAPSI National re-evaluate the Association's membership fees at minimum every three years and if deemed appropriate a fee increase may be implemented at a minimum of two years following fee change approval.**

**C McGrath/N Scholten**

**Motion Carried.**

## **15. Increasing Professional Development Week Registration Fees**

**C. McGrath**

Item for Discussion: **BIRT CAPSI National** increase Professional Development Week registration fees from \$180 per CAPSI member to \$200 per CAPSI member, and from \$250 per non-member to \$270 per non-member effective for PDW 2020.

Background Information/Summary: With a growing trend of CAPSI's Professional Development Week Planning Committees struggling to recruit sponsorship and break even on conference expenses, CAPSI is at a financial risk of incurring the conference deficits. With the cost of entertainment industry rising, CAPSI should evaluate whether increasing PDW registration fees is appropriate.

C McGrath explained this issue came forward during the planning of PDW 2017.

J Côté requested a historical perspective on the last time the fee was increased.

P Thabet noted that the last increase was from \$175 to \$180.

K Selva confirmed this fee was not in the past 5 years, but we do not know exactly which year.

J Côté noted that this price seems reasonable based on their local conference.

C McGrath asked a point of information about pre-existing student conference fees and noted that this increase would not be implemented until PDW 2020 because the contracts before that have already been signed.

Ontario - Free because schools pay for it

Quebec - COCEP is 300\$ for 2 days

Atlantic - APAC is 115\$ for approximately 2.5 days and only has 1 gala dinner.

J Butler provided a point of information, she is in favour of this increase due to her own experience with the planning of PDW. Registration fees for this conference does not even cover the cost of food.

**BIRT this agenda point be referred to a joint effort between the Finance Committee and Constitutional Review Committee prior to CPhA 2017**

**C McGrath/K Hynes**

**Motion Carried.**

## **16. Setting Reimbursement Deadline for PDW Registration**

**C. McGrath**

Item for Discussion: **BIRT CAPSI National** implement a deadline for PDW registration fee reimbursement. (*Refer to the Constitutional Review Committee and/or Finance Committee*)

Background Information/Summary: For other professional conferences, reimbursement timelines are provided for

registration fees. This year CAPSI was faced with the challenge of determining whether students should be reimbursed for withdrawing their registration for reasons other than extenuating circumstances. The PDW Educational Policy outlines all other details of the conference expectations, should a registration withdraw date be implemented?

C McGrath noted that reimbursing is reasonable for compassionate reasons, but having a policy would increase clarity and is worth exploring. This would be in line with other conferences.

J Butler explained that over the past semester they did not receive the number of delegates that they expected and some students were dropping out of attending the conference.

N Gajaria said that at UofT they explicitly state that it is non-refundable

K Youssefian confirmed they also advertise it as non-refundable.

M Aizouki said that UofA they ask students to find a replacement.

N Scholten noted that at Dal they said the money was refundable until the point the money was paid to the PDW planning committee.

K Selva suggested that 50% of the conference fee be refundable up until one month before the conference.

M Eisa stated that many students are hesitant to sign up for PDW due to Co-Op and not being certain of employers allowing them to go.

S Châtillon agreed that we should have a standardized process with predefined eligible reasons for refund

M Aizouki questioned if students would make up reasons not to go.

J Butler suggested referring to the ethics committee if a gray area arose for a student not being able to attend.

C McGrath noted that we can either vote on a deadline or refer this item to the constitutional review committee for the winter teleconference.

C McGrath presented the following options for council to discuss:

1. Implement an overarching deadline in the turnover document to be relayed by locals and the PDW PC
2. Implement a deadline in the PDW Turnover document and Educational Policy - pay and sign
3. Setting a policy with a one month grace period of partial reimbursement (i.e. 50%)

School	Best option
UBC	Agree with option 2 but reviewing case by case.
Alberta	Agree with Saskatchewan. Agree with non-refundable except for extenuating circumstances.
USask	Supports option 1. Have a similar problem with placements in Saskatchewan plus extenuating circumstances.
U of M	Support option 2 plus 100% reimbursement in extenuating circumstances. Also support more

	leniency for waterloo due to their unique co-op position.
Waterloo	Would prefer an option where 100% reimbursement is possible, but see the value of a deadline (e.g. one month after the payment plus case by case basis)
Toronto	Toronto have previously been strict with a no refund policy and therefore there is no issue with stricter payment enforcement or partial reimbursements.
Montreal	Evaluate case by case with 100% reimbursement is possible but late flight booking is not a good reason
Laval	Case by case 100% reimbursement in extenuating circumstances
Dal	Option 2 is best but accept extenuating circumstances also.
MUN	Grace period of 1 month after paying

S Cunningham questions if we have an obligation to make students sign something to make the conference non-refundable.

C McGrath clarified that this is a point of discussion because it was an issue for this PDW and that although it is assumed that registration is non-refundable that it will be good to have this in writing.

M Moreno noted that they bold and put it in red that once students pay for the conference it is non-refundable.

C McGrath notes that most people agree with option two and this point should be referred to the constitutional review committee.

**BIRT this agenda point is referred to the Constitutional Review Committee to present at the Winter Teleconference or CPhA 2017.**

**C McGrath / K. Hynes  
Motion Carried.**

## 17. 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 vote on the following options:

1. Maintaining the Status Quo
2. Changing the Current Process

If council votes to change the process, then either:

1. Only allow members to run for a position they have already held in a by-election.
  2. Place a two-year cap on how long members may hold the same position on council.
- Please refer to *Appendix D* for a summary of the pros and cons of the various options.

R St Croix said this issue was brought up due to potential perceived bias by membership. However, this may also limit the selection of the best candidate if they have already held the same position.

N Gajaria stated that at UofT their constitution states that you can only hold a position once.

K Selva stated that this proposal came up after re-election of a previous webmaster and that hybrid option could be used where there is a maximum number of years and option to re-apply after this during a by election.

K Tress noted that she believes we struggle with promoting ourselves, and by having a limit on the time one can serve in a position this will allow more people to participate in CAPSI national.

N Szabolcs stated that there is benefit to having the same person hold the same position due to their experience but there may be benefit in not allowing executives to run for the same position in initial election and then be allowed during by-elections.

C McGrath called to question that we need to change the process - most people are in agreement.

R St Croix presented the following three options for council to informally vote on:

1. Only being able to run for the same position during a by-election
2. Only being able to hold the same position for a maximum of two years
3. After holding a position for 2 years, only being allowed to run for that same position in a by-election.

\*No restrictions on applying for a different position\*

K Tress asked to amend the word year to term in the motion.

S Saunders noted that withholding application from the person already holding the position may force an unnecessary by election adding work to the secretary.

**BIRT CAPSI National implement an election policy permitting current council members to hold a position for a maximum of two (2) terms, thereafter only being eligible to apply for the same position in a by-election.**

**C McGrath/S Saunders  
Motion Carried.**

Motion to recess until 1:00 PM.

C McGrath/K Hynes  
Motion Carried.

## 23. Plagiarism Software for SLC

S. Saunders

Plan moving forward

C McGrath called the meeting to order at 1:04 PM.

S Saunders explained that the committee discussed this point and do not believe it is necessary at this time. She will include in her transition document that plagiarism is not tolerated and include to recesses in the future if necessary. She also noted that the committee did not believe that assigning topics for the SLC was not necessary to reduce plagiarism.

J Butler didn't think that adding a theme would affect plagiarism.

J Côté explained that having a theme would help limit plagiarism and would also help guide students.

C Caron felt that a specific theme would not benefit the writing process, but having more suggested themes might help increase interest.

J Butler questioned if people write about their research.

S Saunders said that she has not seen that.

P Thabet commented that it can not be a previously published article.

**BIRT CAPSI National include more ideas for students to write about for the SLC.**

**C McGrath/M Eisa**

**Motion Carried.**

## 18. Travel Reward Points

S. Châtillon

Background information/Summary: With cuts to travel, the issue of using travel reward points such as airmiles was brought forward. As a council, we should have a discussion on how we wish to proceed with regards to using these points. One option is to reimburse a monetary value associated with the points (ie reimburse the full amount of the total value of the travel cost) or the other option would be to only reimburse the out of pocket money that was paid by a council member after deduction of points.

N Szabolcs explained that she was one of the people who brought this question to the finance officer. Though she understands that it would not be possible to redeem a cash value for the flight.

C McGrath explained that it would be difficult to justify this expense in the books if we were audited.

J Côté noted that it normally says the cost of the flight when you book it using airmiles.

M Aizouki asked if it was relevant to council travel this PDW

S Châtillon explained that there were requests for this conference but that they were denied so that we would be able to talk about it as a council.

K Hynes agrees

K Youssefian suggested that we cover the cost of taxes up to the cost of  $\frac{1}{3}$  of the cost of the flight.

R St Croix clarified that the  $\frac{1}{3}$  value was pertaining to this PDW but that it may be changed in the future.

BIRT CAPSI National reimburse for the total amount of residual fees incurred after the use of travel reward points, up to a maximum percentage of the total value of travel costs as established by council.

C McGrath/K Hynes

**Motion to table this motion until tomorrow.**

**C McGrath/K Tress**

**Motion Carried**

**19. Accounting Costs**

**S. Châtillon**

Background Information/Summary: The accountant who was closing our books for 2014-2015-2016 had agreed to do so free of charge as the accountants in Ontario were supposed to provide us with a portion of the completed work (which they had claimed they had done). Unfortunately, they never sent in the documentation so the task of closing the books for those years is quite larger than originally anticipated. As such, CAPSI would have to pay \$3,000.00 to close the books for those outstanding years, which is a fraction of the price that it would cost CAPSI get our new accountants to close the books. Usually, it costs \$7,000.00 to close the books for 1 year. The total for 2014-2015-2016 would be approximately \$21,000.00. Should council want, I can approach our new accounting firm to get a final quote before moving forward with my accountant.

S Châtillon explained the above point and that it is still advantageous for us to have this accountant close our books.

Motion to go into camera  
C McGrath/M Moreno  
Motion Carried.

Motion to come out of camera  
C McGrath/C Caron  
Motion Carried.

**BIRT CAPSI National approve a total payment of \$3, 000 to the accountant who has closed the books for 2014, 2015 and 2016.**  
**C McGrath/J Butler**  
**Motion Carried.**

**20. CAPSI National Agenda**

**N. Szabolcs**

N Szabolcs explained that the membership satisfaction survey slides will be used in the AGM and that there will be another survey completed. Ideally, at the next TC we will be able to determine if we will be continuing with the agenda. If we are not continuing the agenda, it is important to bring it to the company as early as possible as they are a CAPSI Club member.

M Aizouki explained that in Alberta, her university provides an agenda, she questioned if other schools do as well.

School	Best option
UBC	No other agenda, but the student society has considered it.
Alberta	Agenda
USask	Agenda
U of M	Agenda
Waterloo	Agenda
Toronto	Agenda but students prefer the CAPSI one
Montreal	Similar to Toronto.

Laval	Agenda
Dal	Agenda from school and NSCP (PANS)
MUN	Agenda, but less accessible

R St Croix noted that the secretary is supposed to order agendas for the non-student members, however there was no opportunity to do this in 2016.

N Szabolcs explained that we will merge the results of the three surveys and determine how to go forward. This is not a membership benefit we can easily switch to something else because we do not fund it ourselves.

## 21. Alumni Network

**N. Szabolcs**

Item for Discussion: The Communications and Marketing Committee has discussed the idea of an Alumni Network to be carried out at the local level. We would like to discuss our ideas about the network, as well as gain feedback from members.

N Szabolcs explained that at the last communications and marketing meeting they discussed having an alumni network. The idea of a national network was discussed, though the thought was this may be too much at once - though something we could aim towards. By introducing it locally first, this may be easier to implement. Some schools do have alumni events, however there is nothing formally structured through CAPSI National.

J Chu questioned if any school had a local CAPSI alumni network.

N Szabolcs noted that they were hoping with the new members only portal there may be able to be an alumni area, but this is very preliminary.

K Tress confirmed that we are discussing all CAPSI members, and not just past members of council. She questioned if we could build on current alumni events. She also noted that she has had discussions with one past alumni, and can see the value.

C McGrath noted that she can see the value of this, and questioned if we intended to charge these alumni.

N Szabolcs stated that she had not intended to charge them as it would be to the benefit of current members.

J Côté commented that there is no alumni network in Montreal and he can see the benefit. He suggested at CAPSI alumni event at CPhA.

K Youssefian noted there is an alumni network at his school and he is not sure if there is a benefit for them to have another network.

N Szabolcs commented that this, in terms of the value to the alumni, is something they struggled with. Though some people like to give back and this is a way of recognizing them.

M Moreno commented that it would be beneficial to have a list of past alumni who would be willing to participate in CAPSI events, such as judging for example. In terms of connecting with alumni however, there is less value as events like this already exist.

S Cunningham noted that it seems like we are talking about two separate things. A list of contact information versus a network of people to meet with or connect on social media.

N Szabolcs noted that although people have been discussing different ideas, the vision of the committee was more of a hybrid of these different ideas.

C McGrath suggested the committee first decide how to create an initial list of members and develop a plan of how they want to proceed further.

J Chu noted that each school could develop their own network and then build towards a national network.

Motion for a 5 minute recess.

C McGrath/P Thabet

Motion Carried.

## 22. Student Literacy Challenge Eligibility

C. Caron

Item for Discussion/Motion: Allowing National Council members to apply to the Student Literacy Challenge. How do other schools run their Student Literacy Challenge? In terms of judging, etc.

Background Information/Summary: Currently, members of the National Council are only allowed to compete in the Guy-Genest Passion for Pharmacy Award. There is no advantage to participating in this competition, as well as the Student Literacy Challenge, and thus Council should be allowed to participate in both.

**BIRT CAPSI National accept the changes brought forth below:**

### 3.1.7 National Council Competitions and Awards

All members of the National Council shall not be eligible to participate in any of the local or national CAPSI competitions. However, all members of the National Council shall be eligible to receive awards **and participate in challenges** sponsored by the Association.

## 9.2 Competitions of the Association

All competitions of the Association shall be conducted locally. Each winner of each local competition shall then advance to the National Competition held at PDW. Each winner shall receive:

- Complementary Registration to PDW;
- Travel and accommodation subsidy.

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

If a Member wins more than one competition, his or her travel subsidy can be used cumulatively, whereas the complementary registration to PDW shall not be treated as a cash prize, and is not cumulative.

### 9.2.1 CAPSI Compounding Competition

Teams of four (4) students compete by analyzing and preparing pharmacy compounds.

### 9.2.2 CAPSI Patient Interview Competition

Individual students compete locally by conducting a fifteen (15) minute patient interview, with the goal of identifying and resolving drug-related problems.

### 9.2.3 CAPSI Over-The-Counter Competition

Individual students compete by conducting a ten (10) minute patient interview with the goal of identifying OTC drug-related problems and making recommendations through appropriate counseling.

### 9.2.4 CAPSI Student Literary Challenge (REMOVE)

*Individual students compete locally by composing articles on issues relevant to Pharmacy. The winning entry at the local level is judged nationally and considered for publication in the Canadian Pharmacists Journal (CPJ).*

## 9.3 Challenges held by the Association

All challenges held by the Association shall be conducted locally. Each winner of each local challenge shall then advance to the National Competition held at PDW. Each winner shall receive:

- Complementary Registration to PDW;
- Travel and accommodation subsidy.

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

If a Member wins more than one challenge his or her travel subsidy can be used cumulatively, whereas the complementary registration to PDW shall not be treated as a cash prize, and is not cumulative.

### 9.3.1 CAPSI Student Literary Challenge

Individual students compete locally by composing articles on issues relevant to Pharmacy. The winning entry at the local level is judged nationally and considered for publication in the Canadian Pharmacists Journal (CPJ).

C McGrath called the meeting to order at 2:23 PM.

C Caron explained that upon looking at the rules for the SLC, it would be nice if council members were eligible to compete. Since in comparison to the PIC and OTC.

*J Butler, K Youssefian and S Cunningham entered the meeting at 2:25 PM.*

S Saunders agreed that in comparison to other competitions there is less of an advantage for a local representative in comparison to the PIC and OTC. However, there is the potential for bias with the competition as it is the responsibility of the local representative to advertise and organize the award.

N Scholten noted that like the Guy Genest Award, the member could remove themselves from the process and delegate to another member of council.

C McGrath explained the history of the Guy Genest Award. She noted that she agreed with S Saunders that there is a difference between awards and competitions. The competitions were created as a membership benefit whereas awards were created to recognize the leadership abilities or other relevant traits of the recipient.

C Caron commented that this is where she was coming from with enabling the members of council to participate in the SLC.

J Butler noted that she can see both sides of the argument.

Motion to go into camera  
K Tress/J Côté  
Motion Carried.

Motion to come out of camera  
C McGrath/K Youssefian  
Motion Carried.

C Caron mentioned that having council participate may increase participation at Dal.

S Trivedi noted that if we were to set a deadline past which CAPSI council members can apply if no one applies, they may then win by default.

M Eisa said that she still sees a large conflict of interest since she has had experience in the process and feels like she would have an advantage after that.

M James commented that she does not agree with S Cunningham because it isn't about the bias that may or may not exist, but the perceived bias of our members.

N Scholten responded that there is a perceived bias towards the Guy Genest award at her school. She also noted that the winning submission is published annually and available to members.

K Selva mentioned that if there is a strong candidate in the competition others may not want to run against them.

S Saunders noted that council members have access to the marking rubric, which is not something that general members have access to.

N Szabolcs questioned if we could have a second deadline.

S Saunders questioned the feasibility of this as there is a strict deadline as to when she needs to receive the documents.

Motion to call this agenda point to question.  
K Tress/J Butler  
Motion Carried.

**BIRT CAPSI National accept the changes brought forth below:**

### **3.1.7 National Council Competitions and Awards**

**All members of the National Council shall not be eligible to participate in any of the local or national CAPSI competitions. However, all members of the National Council shall be eligible to receive awards and participate in challenges sponsored by the Association.**

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- **Complementary Registration to PDW;**
- **Travel and accommodation subsidy.**

**The travel subsidy can only be used for travel and accommodation; all other expenses may be**

covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

If a Member wins more than one competition, his or her travel subsidy can be used cumulatively, whereas the complementary registration to PDW shall not be treated as a cash prize, and is not cumulative.

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#### 9.3.1 CAPSI Student Literary Challenge

Individual students compete locally by composing articles on issues relevant to Pharmacy. The winning entry at the local level is judged nationally and considered for publication in the Canadian Pharmacists Journal (CPJ).

C McGrath/S Trivedi  
Motion Defeated

#### 24. Award of Professionalism (AoP) Marking Scheme Update

S. Saunders

Item for Discussion: Our sponsors have expressed concern about the types of information/events being included in the applications. Changes will be made to the marking rubric this winter - FYI for the application this year.

S Saunders explained that there were concerns from some sponsors regarding the activities submitted as a part of the application. She reiterated the purpose of the award and noted that although some activities are beneficial to have, they do not need to be included in the award.

K Hynes thinks there should be some guidance as to what is required of locals when they are writing their awards submissions.

S Saunders found the award of professionalism rules in an old dropbox and said they have not been shared since in approximately 2011. She also noted that only one school provided a detailed budget, and this budget was helpful. She will provide more information this year on what is wanted from a budget.

M Eisa mentioned that it is always difficult to stay within the word count.

S Saunders said the budget does not count in the word count

K Hynes said that she is unsure what the importance of submitting our budget is.

S Saunders said it allows to compare PAMs and resources present and at hand between schools.

R St Croix mentioned that sitting on the committee there is much discussion on how to promote the profession to others as opposed to looking inward and increasing awareness between pharmacists.

K Tress asked for a point of information on how much is given to the winners

S Saunders noted they were 1st \$750, 2nd \$500 and 3rd \$250. She questioned if they could reduce the word limit back to 1000 words.

M Eisa said that she still needs the 1200 words.

S Trivedi agreed that the current word limit is necessary.

K Selva suggested to make it a requirement to have caption with photos and they were very informative and helped with the judging process.

S Saunders asked if anyone who applied had any questions about the process.

K Tress explained that they list every student who participates and she does not feel this is necessary.

#### 25. Judges for Compounding Competition

S. Saunders

Item for Discussion: Rules state judges should be pharmacists or faculty members, but I had a request this year to utilize pharmacy technicians because of the expanding scope of pharmacy practice. Any concerns with adapting the competition rules?

S Saunders explained the current judge requirements and the ask she received to use pharmacy technicians.

BIRT CAPSI National allow regulated technicians to judge the CAPSI Compounding Competition.

BIRT CAPSI National allow regulated technicians to be included in the judging of the CAPSI Compounding Competition.

C McGrath/M Aizouki  
Motion Amended

**BIRT CAPSI National allow regulated technicians to be included in the judging of the CAPSI Compounding Competition.**

**C McGrath/J Côté  
Motion Carried.**

## 26. Local PharmaFacts Competition

K. Tress

Item for Discussion: Toronto and Sask have held a local Pharmafacts Competition, using PEBC AgroHealth questions. I would like to bring up both arguments as to why this should and should not continue to happen, as I do believe that holding the event has created some controversy between our schools and the PDW PC.

K Tress explained this is the second year they have held a local PharmaFacts competition. Students at USask compete individually to represent their year at the national PharmaFacts competition. Last year, the USask Senior developed all of these questions herself. This year, K Tress looked through the AgroHealth database with permission and then forwarded these questions to the PDW PC to prevent the same questions from being used at PDW. It was raised that some schools having their own local competition is a specific advantage for these schools. In particular this has been raised as a specific potential advantage for K Tress as she looked through the database.

J Butler questioned if K Tress is suggesting stopping these local competitions.

K Tress explained she is raising this for transparency and she believes it would be best if all the schools began this locally.

J Butler suggested the VP Ed choose the questions to be used both locally and nationally.

M Moreno explained the historical perspective of the PharmaFacts competition at U of T.

C McGrath did receive a message from UofT asking for permission to ask AgroHealth and Paul Agro was excited to participate in our local events. Her perspective was that the sponsor was happy with the arrangement.

S Saunders agreed and said it is a good job to add to the VP ED portfolio

M Aizouki said it is good to only have one person know the questions chosen for local and national levels.

N Szabolcs provided a point of information that a membership benefit is a discount for AgroHealth.

K Tress explained that Paul Agro's view was that it was advertising for his company and the students did not seem to have a concern over paying for these questions later.

J Chu said that they do not have a local PharmaFacts, however it would be good going forward.

J Côté noted that there is a PharmaFacts competition during the Quebec student conference. They have their own source. He questioned if there was another company that we could work with.

C McGrath commented that not that she knew of at this time.

N Gajaria said that Paul suggested using the same questions at USask and U of T to not jeopardize national PharmaFacts at PDW.

BIRT CAPSI National add the selection of local PharmaFacts questions to the Vice President, Education position portfolio.

BIRT CAPSI National add the selection of local and national PharmaFacts questions to the Vice President, Education position portfolio.

J Butler/M Aizouki

Motion Amended.

**BIRT CAPSI National add the selection of local and national PharmaFacts questions to the Vice President, Education position portfolio.**

**C McGrath/M Eisa**

**Motion Carried.**

## **27. Research Event/Poster Fair for Future PDWs**

**S. Saunders**

## **28. Integrating Research Posters in PDW**

**K. Tress**

Background Information/Summary: During the IPSF Conferences I've attended, there is a period of time allotted for students who've done research to showcase their posters in an informal event. Being that academics is one of our values, I would like to discuss integrating this event into PDWs to come!

C McGrath explained that historically there was a version of a poster competition in the past.

K Tress explained that research is presented at World Congress, as academics is one of the pillars of our organization.

S Saunders said that she has spoken to the competition review committee and determined that they would have to coordinate with PDW PC to see when it would be held.

J Butler commented that she thinks it is a fantastic idea, even if it is not a competition. She agrees that health fair would be a good time.

C McGrath commented this could be a good conversation to have during some JOMs as well as with current PDW PCs.

S Cunningham questioned if at the IPSF conference the research needed to be completed as a pharmacy student.

K Tress confirmed that she believed so but that not all posters presented were research based.

## **29. Apotex Backpacks**

**N. Szabolcs**

Item for Discussion: The ethical concerns regarding the backpacks that were brought up at the previous meeting. Pass a motion to continue or discontinue the backpacks for 2017.

N Szabolcs explained that at the last teleconference the Apotex backpacks were brought forward as an ethical concern. There is a concern from Laval about the Apotex logo advertising too strongly for one generic company. They have been a long-standing membership benefit though they were recently improved. Apotex provides us these backpacks instead of donating money towards their CAPSI Club Membership. As we do not find these backpacks they are not easily replaceable. We allow our other sponsors to put their names on things, though she understands the concern with the backpack as it is worn so frequently. It is also a big part of our membership benefits however.

J Butler asked if it we are worried about other sponsors and asked for clarification of ethical concern.

N Szabolcs explained there was a concern this Apotex item appears more prominently than our other sponsors and our association with them may look too strong.

J Butler asked who is potentially offended by this association with Apotex.

C McGrath explained that all that Apotex gives us is backpacks. Other sponsors provide benefits to members in addition to swag.

M Aizouki commented that she believed a part of the issue with the backpack was the size of the advertisement.

N Szabolcs commented that this is something that can be discussed with Apotex.

Kevin Youssefian explained that other students at his school were associating pharmacy students with Apotex. He explained the bag provided in Appendix E.

K Hynes questions if this would damage our relationship with Apotex, as it is a longstanding relationship.

C Caron questioned if we could alter the positioning of the Apotex logo.

J Côté commented that potentially all our sponsors could be on the bag.

N Szabolcs states that she agrees with what everyone is saying, however we do not have free reign with these bags. A sponsor is buying bags for us and we are distributing them. She believes that it would be easier to have a discussion with Apotex to alter the positioning of the logo would be much easier than adding additional logos to the bag. This is a very long standing relationship, though she can look into the history of the bags.

R Hui agrees with C Caron in that backpacks are a core membership benefit; however, they are also very clearly visible to other. He has a concern with this very strong association, but repositioning the logo would be beneficial.

N Szabolcs noted that at Waterloo the Teva bags and other items are given out in the Apotex bag.

R St Croix provided a summary of the membership satisfaction survey and the responses regarding the backpacks. Most feedback received from members was very positive regarding the backpacks.

C McGrath presented a point of information saying that Apotex donated iPods directly to all 10 pharmacy faculties and gave subscriptions for iPharmacist. However, they are no longer offering this benefit. She noted that separating pharmacists from pharmaceutical companies has been a growing concern in pharmacy practice. She noted that there is a series of steps that need to take place to make the desired change.

K Selva commented that we should research the cost of the bag to make further decisions.

C McGrath commented that first N Szabolcs should discuss with Apotex about the bag and then decide how to proceed and what research may need to be done.

N Szabolcs questioned if we can continue with the bag for the 2017/18 year if there is not a new design in place when the process begins.

K Selva commented that if they are not willing to make changes this year, we should continue with the current design until we have a solid idea of what a replacement item would be. This would give us more time to research the options.

**30. ULaval Replacing CAPSI bags**

**K. Youssefian**

Item of Discussion: Based on the Ethics Charter of University Laval, the bags as they are made today cannot be distributed as of next year. See *Appendix E* for a picture of the bag. The bag would be the same as in the picture but a different color (dentistry is shown). Would you like CAPSI to have a pamphlet/information leaflet?

BIRT CAPSI produces a pamphlet/information leaflet explaining what CAPSI and it would be inserted in their bags.

M James noted that there is currently a CAPSI pamphlet that was distributed.

**31. Committee Updates & Breakout Session**

**C. McGrath**

**32. Adjourn**

**C. McGrath**

BIRT CAPSI National adjourn at 4:35 PM.  
C McGrath/P Thabet  
Motion Carried.

**Day 2: Thursday, January 5<sup>th</sup>, 2017**  
**Location: RBC Convention Centre – Millennium Suite**  
**12:30PM – 6:00PM**

**1. Call to Order**

**C. McGrath**

C McGrath called the meeting to order at 12:39 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
S. Châtillon	Finance Officer
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
P. Hsu	Student Exchange Officer
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. Youssefian	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Scholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative

**Regrets:**

S. Saunders	VP Education
J. Yu	IPSF Liaison
H. Chan	Webmaster

### 3. Travel Reward Points

S. Châtillon

Background information/Summary: With cuts to travel, the issue of using travel reward points such as airmiles was brought forward. As a council, we should have a discussion on how we wish to proceed with regards to using these points. One option is to reimburse a monetary value associated with the points (i.e. reimburse the full amount of the total value of the travel cost) or the other option would be to only reimburse the out of pocket money that was paid by a council member after deduction of points.

**BIRT CAPSI National reimburse travel expenses after the use of travel reward points, up to a maximum amount as predetermined by council. Reimbursement amounts are not to exceed the amount paid out of pocket by the individual.**

**C McGrath/K Tress  
Motion Carried.**

### 4. World Congress 2017 Taipei, Taiwan

K. Tress

Item for Discussion: I intend to go and I would like to be one of the General Assembly Representatives. I have expressed my passion for representing Canada in international pharmacy endeavors, I am confident that to uphold the experience, passion, and knowledge that Canada has demonstrated to have over the past years, that it is key that a previous GA Representative attend the conference to allow for the mentoring of future representatives.

K Tress spoke to Canada's leadership skills the General Assembly and the importance of continuity of members attending.

P Hsu explained that IPSF chooses their delegates for General Assembly. Canada has 3 official delegates.

C McGrath explained the financial implications of funding an IPSF member versus another member of council and for the potential for funding to not be provided in the coming year.

K Tress clarified that she is not seeking funding.

J Côté asked what the responsibility of those at world congress was in terms of our official delegates versus general students attending the conference.

P Hsu explained that the official delegates have voting privileges.

C Caron asked for clarification about the application process.

P Hsu clarified that in the past an email was sent to solicit interest in our membership.

C McGrath noted that it seems fair for K Tress to apply to be a delegate at the conference.

J Côté asked if need to pass a motion.

K Selva clarified that there was no need for a formal motion as there is no change to current operation.

M Moreno questioned how people apply to go to World Congress.

C McGrath and P Hsu clarified the difference between a world conference attendee and an official Canadian delegate.

K Tress clarified that she is requesting a guarantee for one of the spots, due to her history of attending World Congress this past year.

C McGrath requested we table this item until J Yu is available to review the topic.

**BIRT CAPSI National table this agenda item until the winter TC.  
C McGrath/J Butler  
Motion Tabled.**

**5. Selection of Next Top Pharmacist Competitors**

**K. Yeo/J. Butler**

Motion to go in camera at 12:56 PM.

C McGrath/K Hynes

Motion Carried.

Motion to come out of in camera at 1:04 PM.

C McGrath/P Thabet

Motion Carried.

J Butler explained the process in which they currently choose their contestants, wherein they choose collectively as a class.

K Hynes asked if it was mandatory for both a female and male contestant to compete?

P Thabet suggested gauging the method each local council uses to choose contestants.

School	CTNP Candidate Selection
MUN	They usually show the video from the previous year to first years. They do an anonymous paper vote to nominate 1 person + a wild card. Reps anonymously contact nominees to confirm nominees.
Dal	Last year they requested one female and one male. This year they transitioned to using google forms and seeking nominations.
Laval	Similar to UBC, first request volunteers and then nomination of peers. The person who won last year was unable to attend, runner ups were not interested.
UdeM	Similar to UofA where in there is an online survey and students are asked if they wish to participate over email. This year was more challenging to find people willing to compete. The student who won the competition at their school was unable to attend. The process of choosing a student to compete at PDW was very trying.
Toronto	Similar to UofA, wherein there is a google form and they nominate themselves or others to run. Generally 2-3 people per class. A vote is generally not necessary

	as normally the numbers nominated do not exceed the number able to compete.
Waterloo	Similar to UofA they set up a google form with the names of everyone in the class and 2 names are selected. Jr and Sr reps are the only ones to see nominations and contact the nominees privately to confirm acceptance of nomination
U of M	N/A - available above
U of Sask	Still Mr. Pharmacy at USask, though female candidates could apply. There is an email where students suggest other students in a google form, after that the caps reps review the results and ask candidates if they accept their nomination. Max 9 contestants
U of A	They have a selection committee and send out a google form to each class to nominate a member in their class. Nominees are privately emailed to see if they accept the nomination. Two delegates from each class.
UBC	Local exec member sets up their own committee. Participants volunteer to participate. Try to get two delegates from each class.

School	What happens when the first place candidate cannot attend.
MUN	Contacted subsequent winners.
Dal	Contacted subsequent winners and then asked those attending PDW
Laval	Contacted subsequent winners and then asked those attending PDW
UdeM	N/A - asked the question
Toronto	Has not happened.
Waterloo	Contacted subsequent winners
U of M	Contacted subsequent winners
U of Sask	Contacted subsequent winners
U of A	Contacted subsequent winners

UBC	Contacted subsequent winners
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K Selva noted that it is important to be clear that this is a voluntary activity and that nominees are not obligated to compete.

M Eisa noted that they do fundraising and treat their Next Top Pharmacist winner and provide them financial incentives like any other competition winner.

*Informal vote where we determined all schools provide a financial incentive.*

*C Caron leaves the room at 1:23 PM*

## 6. RxTx Problematic in Montreal

J. Côté

Item of Discussion: In a previous discussion, I had with CPhA's customer support, I was told that CAPSI serves an intermediate between the faculties and the students to obtain their email-address.

J Côté explained that students at his school no longer have access to the RxTx site through their school. He spoke with a representative from CPhA and asked if it would be possible to purchase a textbook and a 1 year subscription to the site. They were not interested in this arrangement and told them that Montreal students would be losing access to RxTx due to there no longer being a contract at their school.

C McGrath clarified if there was communication that they were CAPSI members.

J Côté confirmed this.

C McGrath provided information from last years JOM and stated that we will need to seek clarification from CPhA, because it is our understanding that all CAPSI member should have access to this app.

Motion to go into camera at 1:29 PM

C McGrath / K Tress

Motion Carried.

C Caron entered the room at 1:30 PM

Motion to come out of in camera at 1:34 PM

C McGrath/P Thabet

Motion Carried.

## 7. CFP Pharmacy Management Textbook Request

C. McGrath

Background Information/Summary: The Canadian Foundation of Pharmacy CEO, Dayle Acorn, has requested that CAPSI local reps assist the organization in creating an outline similar to that displayed in *Appendix F*. Currently, CPhA offers a discount on the Pharmacy Management textbook to CAPSI members. However, since this publication is still relatively new many professors are unaware of the various topics the book covers and can benefit students. This can potentially be mutually beneficial for CFP, CAPSI and CPhA by demonstrating to students whether or not the textbook is "worth" purchasing in accordance with their faculty's curriculum.

C McGrath explained The Canadian Foundation of Pharmacy. At Waterloo they have gone to different faculty members with the table of contents of the pharmacy management textbook. It is a very vast table of contents. CFP

requested that students take this table of contents to the relevant people at their faculties. There has been feedback that this is a valuable textbook. She questioned if consulting with faculty is something that local representatives are comfortable with.

School	Opinion on consulting with faculty
MUN	It is a required textbook, however the book is not being used for examination purposes and all students do not purchase it.
Dal	Required reading for the fourth year course and second year course.
Laval	Similar to UdeM in that they do not have mandatory textbooks. There is no one specific business class in the program.
UdeM	The book is not currently used and hasn't been popular. They would be comfortable presenting this idea to faculty especially if they have the book.
Toronto	Knows that the faculty is aware of the book, it is not used at this time. They do not think their faculty would be receptive at this time.
Waterloo	Required textbook.
U of M	It is a required textbook for the business course
U of Sask	Currently using the textbook, unsure if there is a business class in the PharmD program.
U of A	Currently using the textbook.
UBC	They would delegate the task to one of the co-authors of the book working at UBC

C McGrath suggested council members speak to the representative from CFP during the conference about the textbook.

## 8. National Health Sciences Conference 2017

### C. McGrath

Background Information/Summary: Although NaHSSA has dissolved; the University of Saskatchewan Health Sciences Students' Association (HSSA-SK) is looking to host a National IPE conference in March of 2017. This conference will incorporate a Healthcare Team Challenge case based event as well as an educational conference component. The chair of this event has asked if there would be interest in this event from pharmacy students at other schools. Information to follow in *attached presentation*.

*R St Croix left the room at 1:47 PM*

M James was made aware of the dissolution but not the reason why.

C McGrath was made aware of difficulty with the election and lack of turnover. Currently there is no NaHSSA council but it may be brought back with a successful election. Currently, there is intention to hold an interdisciplinary conference at the University of Saskatchewan from HSSA-SK. C McGrath tried to gauge interest among locals.

*R St Croix returned at 1:51 PM.*

K Tress thinks the idea is great but isn't sure of our relationship with NaHSSA

M James explained that at this moment NaHSSA does not technically exist. Before when NaHSSA existed, the Alliance was trying to determine how to integrate with them. Now the conversation has changed to how to fill the void they left. The Alliance is now trying to support local level activities.

K Tress noted that she believes the students at Saskatchewan should be developing this conference under a larger body. She has concerns that this conference could take away from the PARS conference. She also questioned the ability to plan a conference over a couple of months.

C McGrath clarified that this conference will be held on a provincial level, however they are looking at opening the conference nationally.

K Selva questioned if a presentation could be made for CAPSI regarding this conference. She also provided a historical perspective on the position of VP PA and the association with NaHSSA. We still support NaHSSA, however we wanted to move forward with the Alliance.

J Butler does not believe this conference would be successful with students in Manitoba.

C McGrath questioned how many schools have an interdisciplinary student group at their school.

*With: UBC(HSSA), Alberta (HSSA), Sask (HSSA), Waterloo (Interprofessional Educators Collaborative of Waterloo Wellington, WHPC), Toronto (IPHSA - Interprofessional Healthcare Students' Association), Dal (DalHSSA)*

S Cunningham questioned if the conference was requesting collaboration or monetary assistance.

C McGrath confirmed that they were only seeking to gauge the interest of pharmacy students.

M Eisa said that there is financial support from faculty to go to professional development opportunities.

K Tress said that if needed she can ask the faculty for financial support.

K Youssefian stated there is poor interest in interprofessionalism at Laval.

M James questioned council if they would like a summary on the Alliance.

*Council confirmed this would be valuable.*

Motion for a recess at 2:10 PM.

C McGrath/J Côté

Motion Carried.

## 9. Pictures for TEVA Presentations

K. Tress

Item of Discussion: Our local Communications Coordinator finds that it is problematic to take photos of students who are being presented to during the presentations. Do we have any other ideas of things to provide to them to demonstrate our gratitude for having this opportunity and the impact that TEVA is making.

K Vo and J Côté exited the meeting at 2:20 PM

C McGrath called the meeting to order at 2:25 PM

K Tress explained that all of their presenters have been instructed to take pictures during presentations, without including faces. Currently they do not believe this has been working adequately, as either the photographs are not meaningful or the schools are not comfortable with any pictures being taken.

N Szabolcs noted that this can be brought up with Teva again. There has been some very good feedback this year. Letters and feedback from students or teachers are also valuable, in addition to photographs. She will try to seek more information about what Teva is looking for.

K Tress said that having something specific would be good.

M Aizouki questioned the purpose behind the pictures.

N Szabolcs is not completely clear on this at this time, she believes it was so they know the kits are being used for the benefit of the community. She will ask for more explicit details.

K Hynes agreed that it is challenging to get valuable pictures. This past March her school completed to 1500 children, so sending these numbers to Teva could also be valuable.

J Butler said that she does not believe they have taken photographs, but has provided feedback on the kits.

M Moreno suggested we create a google doc where we could keep track of key statistics regarding the kits - such as the number of students being presented to or the number of pharmacy students participating.

P Thabet suggested a representative from Teva attend a presentation if they are available to attend.

## 10. CAPSI Elections – Candidate Campaigns

C. McGrath

Background Information/Summary: Currently section 4.1.5 “Election Procedure Guidelines” in the OM states “No promotional material may be used during the candidate speeches (posters, props, etc.).”

The questions has been raised as to whether or not this should be removed and candidates should be allowed to promote themselves via social media. Concerns have been voiced by the membership regarding CAPSI National’s election procedures. In order to operate in a more transparent manner and to provide membership with the opportunity to participate in elections to make an informed decision on candidates should this be amended?

C McGrath explained that our members only portal may not be used at PDW elections, but will be up for bi-elections.

*J Côté and K Vo entered the meeting at 2:37 PM*

M Eisa explained that their school does not allow self promotion on social media.

M Aizouki noted that she thinks it’s fair for candidates to showcase with they are, however by removing it from social media this keeps it more fair.

M Moreno likes the members only portal since it is not accessible to all.

K Tress questioned what other groups do for their own elections, such as CPhA.

C McGrath explained this arose due to a desire to provide information to students at home, and was in line with some other organizations.

R St Croix questioned whether the members only portal was in violation of this section of the operating manual.

C McGrath brought to the council for an informal vote on whether the members only portal is in violation of this component of the operating manual.

*CAPSI informally voted that they do not believe that the members only portal is in violation of the operating manual, but chose to bring this point to motion for transparency.*

*A friendly amendment was suggested to change speeches to campaign.*

S Cunningham mentioned that changing the motion from speeches to campaign we are further limiting candidates.

C Caron agreed with S Cunningham

J Butler said that the current wording talks about “promotional material” thereby excluding networking as a promotional material.

J Côté asked why there are restrictions on self promotion

M Eisa’s concern with self promotion is professionalism and to be cautious about it not becoming a popularity contest.

C McGrath noted that through self promotion our members would not be able to reach all of CAPSI’s members.

N Szabolcs asked about the difference in election procedures between executive and local members.

**BIRT CAPSI National refer this agenda item to the Ad-Hoc Electoral Committee.**

**J Butler/K Hynes**

**Motion Carried.**

## 11. CAPSI Video

**N. Szabolcs**

Item of Discussion: Update the council on our ideas for the video. Call for members to help with the creation of the video if they would like to be involved

N Szabolcs presented the progress of the committee and said she will work to set up a timeline in the near future

P Thabet asked if there was going to be two versions for each language or if we could present one version with both languages alternating.

## 13. PAM Advocacy Video

**M. James**

Background Information/Summary: PAM provides a great opportunity to showcase the opinions and passion of pharmacy students. Part of CAPSI’s benefit is to create a national voice for pharmacy students. Creating a national advocacy video directly hearing from pharmacy students across the Canada could be a really impactful initiative to showcase on our website and social media. This could include having CAPSI members from each school answer one or both of the following questions:

- Why they chose pharmacy
- One thing the public should know about pharmacists

I would estimate each pharmacy school would need to gather around 10 students for short video segments. All the video footage would be compiled and edited by myself (and H Chan if possible). Would this be something locals are willing to do?

M James said she would support VP Com in her video endeavour.

#### 14. Interprofessional PAM Event Topic Selection

M. James

Background Information/Summary: At the CPhA conference it was decided that every school would participate in an interprofessional PAM event. The format will be a panel given a patient case to work through. The emphasis will be placed on how the team works through the case and not the actual case study solution. Given the different curriculum structures I would like to obtain consensus on what topic would be best to structure the case around. Last years case study was on Renal Failure. I have provided five options but am open to any ideas. I would like the council to vote on which topic is best suited for this event.

Option 1: Diabetes

Option 2: CHF

Option 3: COPD/Asthma

Option 4: Rheumatoid Arthritis

Option 5: Schizophrenia

K Tress said she was unaware that there was a predetermined case study although she knew there was an interprofessional event and therefore isn't certain about the feasibility at this point.

K Hynes suggested having interprofessional students attend the event

J Butler asked if it was for health professionals or students

M James answered that it would be students

J Côté asked who will be providing the case

M James said that it would be the VPPA and the advocacy committee.

K Hynes mentioned that there was a lot of interest with transgender health and could be an interesting case

S Saunders enters room at 3.14 PM.

M Eisa asked about the flexibility of the case to allow each school to allow involvement of other programs.

M James said that it could be adjusted to incorporate other professions.

M Aizouki asked if they could design their own event if they could not accommodate the topic

M James said that this could be done as an event is preferred over no event, however we still want to promote unity by having the same case across schools.

M Moreno asked if prompting questions could be attached too.

J Côté expressed concern about being able to design a case of adequate complexity.

M James answered and said we had adequate resources and could trial this at least for one year before re-evaluating

J Butler clarified that we are creating questions not answers which allows us to design more complex cases.

S Cunningham expressed that the value is in the process and not the answer.

J Côté clarified that when he meant complexity, he was not talking about the clinical aspect but rather about the variety of involvement from other professions.

C McGrath clarified that it is still the local council's choice on which professions to include in the panel discussion.

M Moreno explained that last year they modified the case as needed for UofT to implement it.

## 15. PDW 2018 Pre-Conference

M. Aizouki

Background Information/Summary: The PDW 2018 PC is currently in the process of developing a pre-conference networking event to take place in Alberta's beautiful Rocky Mountains prior to the official conference. The expected dates for the pre-conference are Monday Jan 8th and Tuesday Jan 9th, with return to Edmonton on Wednesday Jan 10th for the start of PDW 2018. Organizing a pre-conference event provides us with an opportunity to increase interest and value for those students who are purchasing expensive flights, as well as promote inter-school networking at a level, which is not typically available.

M Aizouki explained that PDW 2018 PC was looking into a skiing even in Banff prior to PDW, and wanted to gauge interest from locals. The event will be happening two days prior to the PDW.

R Ward asked if there would be additional costs

M Aizouki replied yes.

N Scholten clarified difficulty with missing additional days of school for school, especially in a non-academic context.

MUN - Thinks it would be an extra incentive to go to PDW and may provide more value to the travel costs.

Dal - Thinks that advertising it as part of PDW is a way to get faculty buy in.

Laval - Does not see a problem with faculty acceptance.

UdeM - Unsure about acceptance of non-educational reasons for days missed of school.

UofT - Thinks there would be interest if it was during the first week of class, but if it is the second week students may not want to miss class as much. Unsure if UofT faculty would be accommodating for non-academic reasons

Waterloo - Unsure of school buy in.

U of M - also unsure of buy in of non-academics

USask echoed U of T.

UBC - same as U of T

C McGrath motioned for a 10 minute recess returning at 3.50

C McGrath / K Tress

Motion Carried.

## 16. Approval of Operating Manual Updates

C. McGrath

Item for Discussion/Motion: **BIRT** CAPSI National accept the updates to the Association's Operating Manual.

Background Information/Summary: During PDW 2016, CAPSI National passed a motion stating that the Association's Operating Manual be updated annually to reflect CAPSI's current operations. The Constitutional Review Committee has reviewed the minutes from the 2015-2016 Council year, along with the CPhA 2016, Summer 2016 Teleconference, and Fall 2016 Teleconference minutes.

C McGrath called meeting to order at 4:00 pm

C McGrath gave a brief explanation of CAPSI's meetings in person and teleconferences. Explained that the constitutional review committee reviewed the manual and made changes that council then reviewed. Changes include wording changes and making things more clear. There are changes implemented for elections but they are not added yet for PDW 2017 and by-elections.

P Thabet echoed this.

**BIRT CAPSI National accept the updates to the Association's Operating Manual.**

**C McGrath/J Butler**

**Motion Carried.**

## 17. Evaluation of PDW Seat Allocation Formula

P. Thabet

Presenting recommendations of the constitutional review committee. Refer to *Appendix G*.

C McGrath explained that at CPhA 2016, schools were partnered to allow for extra seats for their partner school due to school conferences that would be cancelled for PDW. Waterloo and Toronto were paired for PDW 2016.

Dal-MUN and Montreal-Laval were also paired.

Gave a history of the ask of 25% by PDW 2017.

R St. Croix, K Selva and J Butler entered at 4:05 pm.

P Thabet stated that the committee put together a few options. Although a partner school allocation of 10% may seem very large - the schools range from the largest to smallest and therefore this needs to be accounted for. It should be noted this is a maximum allocation.

J Butler noted that the 10% ask is before the allotted seats are removed from the calculation of seat allocation.

C McGrath explained that first the host schools seats are removed, then the allocated seats and then the remaining seats are divided based on the number of CAPSI members at each school.

P Thabet explained that these partnered schools already have conferences between these two schools, due to hosting PDW these schools, due to sponsorship, lose the ability to host a local conference that year. We are trying to increase the number of seats available to this partnered school to account for the loss of their local conference.

K Youssefian asked how many places the partner school would receive if they received 10% of 600 seats at PDW.

P Thabet confirmed it would be 60 additional seats.

N Szabolcs questioned if the partnered school would still be receiving their normal proportion of seats.

P Thabet confirmed that they would.

J Côté noted the large numbers of Ontario students able to attend PDW due to a partnership.

J Butler stated she would be comfortable giving these seats to Ontario schools in lieu of them losing their own conference

M Moreno stated that the interest is incredibly high for PDW in Ontario and that the numbers presented in the formula are comparable to the numbers seen at PDW 2016 hosted by Waterloo.

K Hynes noted how meaningful the 10% would be to a small school such as MUN.

P Thabet emphasized it is a 10% cap.

K Selva noted that we are not changing what is already being done, we are adding in an additional part of the allocation process.

R Ward confirmed that it is a very large benefit when they are the partnered school and a very small loss when other schools are partnered.

N Gajaria questioned if this affected second round.

C McGrath noted all seats available after the first round would go to second round as currently occurs.

M Moreno questioned if partnered schools would still be eligible for second round.

C McGrath commented they would be eligible.

**BIRT CAPSI National accept the proposed seat allocation formula of a 10% cap in the acknowledged partnered schools' request for additional Professional Development Week seats. The Professional Development Week partnerships acknowledged by CAPSI include:**

- **University of Waterloo and the University of Toronto**
- **University of Montreal and Laval University**
- **Dalhousie University and Memorial University of Newfoundland**

**C McGrath/S Trivedi**

**Motion Carried.**

## **12. PAM 2017 Update**

**R. St Croix**

Item for Discussion: Due to concerns from many provincial pharmacy bodies about maintaining momentum during the full month of March, it was considered to return to having a Pharmacist Awareness Week (PAW). Instead, it has been decided to continue to have PAM but for CPhA and the provincial bodies to concentrate on a week within that month (dates have not been finalized). All materials will still be marketed as PAM and will be very similar to last year.

R St Croix explained the information available above.

K Selva questioned which provinces were considering switching to PAW.

R St Croix noted she was not aware at this time.

C McGrath questioned if schools had a preference between PAM and PAW.

UBC - They do not collaborate with their provincial body, support PAM.

Alberta - Some collaboration occurs with the provincial association, continuing with PAM.

USask - Prefer to continue with PAM

U of M - Would like to have greater collaboration with PPA for pharmacy awareness. Student apathy contributes to the stresses attributed with PAM.

Waterloo - some collaboration with the provincial association. Unable to do it in 1 week due to # of events held during the month.

U of T - collaborate with provincial association, but not particularly during PAM . Prefer PAM.

U de M - Provincial associated does PAW but there is little collaboration during the two and they would prefer to do PAM as it is easier to plan activities during a month rather than condensed into a week

Laval - Provincial body over one week, not very much collaboration but try to convey a similar message to the provincial body.

Dal - Unsure of provincial body but unaware of any changes on their behalf. Having it spread out over a month offers good flexibility.

MUN - have been in conversations with provincial body, they do collaborate - both MUN and provincial association

R St Croix found the minutes from the working group she attended with CPhA. The week decided was March 6th to the 10th. Very few provinces had begun planning this. It was decided that 7 provinces decided to do polling.

C McGrath questioned if local representatives saw value in meeting tomorrow as they did at CPhA.

*An informal vote was held and the meeting was agreed upon.*

## **18. Evaluation of PDW Host Order**

**P. Thabet**

Presenting recommendations of the constitutional review committee. Refer to *Appendix H*.

P Thabet explained it was brought to the constitutional review committee to reassess the order for schools hosting PDW. The partnership process revealed flaws in the current order of PDW. The order was developed trying to space the partnered schools as much as possible and trying to prevent subsequent PDWs being held on the same side of the country.

C McGrath provided a point of information explaining the current host seat formula. She also provided a historical perspective on the mandatory cycle for PDW. Prior to this schools would bid on the opportunity to host PDW.

P Thabet explained the current proposal and displayed the neighbouring schools are generally split by five years. He noted that they also considered the cost between destinations and determined that every student should have the opportunity to attend one accessible conference during their time in school. It was noted these changes would come into effect in 2020.

K Selva questioned if PDW returning to Montreal earlier was manageable.

*K Vo exited the meeting at 4:59 PM.*

C McGrath explained that if a school decides they are unable to host PDW, they must submit this in September three years prior to the date they are scheduled to host PDW.

*K Vo entered the meeting at 5:02 PM.*

**BIRT CAPSI National amend section 6.1.1 “Host Selection” of the Operating Manual from:**

**University of Manitoba, University of Alberta, Memorial University of Newfoundland, University of Toronto, University of Saskatchewan, Dalhousie University, Université de Montreal, University of British Columbia, Université Laval, University of Waterloo.**

**TO:**

**Université de Montreal, University of Saskatchewan, University of Toronto, Dalhousie University, University of British Columbia, Université Laval, University of Manitoba, University of Waterloo, Memorial University of Newfoundland, University of Alberta**

**Effective for Professional Development Week 2020.**

**C McGrath/K Youssefian**

**Motion Carried.**

Motion for a recess at 5:05 PM.

C McGrath/P Thabet

Motion Carried.

**19. PDW Seat Reservation for Canada’s Next Top Pharmacist**

**C. McGrath**

C McGrath called the meeting to order at 5:15 PM.

C McGrath explained that at this time these seats are not reserved, and the question was brought forward by many local representatives. If we did choose to make a change in this it would not come into effect until 2020 as contracts have already been signed.

K Tress does not see a problem. Because Canada’s Next Top Pharmacist is such a new event we should wait till the event is established before moving forward.

School	Opinion on seat reservation
MUN	Not a problem at this time
Dal	Not a problem at this time
Laval	Not a problem at this time
UdeM	Not a problem at this time
Toronto	Not a problem at this time
Waterloo	Not a problem at this time
U of M	Not a problem at this time
U of Sask	Not a problem at this time

U of A	Not a problem at this time
UBC	Would like it, but not necessary

P Thabet noted that the change in total number of seats per school would be minimal with either national seats or local seats for CNTP.

R St Croix clarified that there may be some small differences, for example an extra seat to a small school and a seat lost from a larger school

**BIRT CAPSI National refer this agenda point to the Constitutional Review Committee.**

**C McGrath/K Tress**

**Motion Carried.**

## 20. PDW Seat Reservation for CSHP Local Representatives

**S. Cunningham**

S Cunningham noted that she was not present for the discussion at CPhA, though the discussion did not seem to be favourable. She explained the structure of the committee of representatives which she chairs. This committee is not very active as these representatives are spread across the country. CSHP believes that having an annual in person meeting would be beneficial for these individuals. At this time only Alberta reserves a seat for their CSHP representative. She also noted that Quebec does not have CSHP representatives.

K Selva questioned if all CSHP representatives are CAPSI members and asked for clarification on the nature of the intended meeting.

S Cunningham noted that she is unsure if all of the representatives are CAPSI members and explained it would probably be a meeting that is a couple hours long and would be similar to the presidents meeting.

School	Relationship with CSHP representative
MUN	Good relationship between the two but not closely working. Sr and Jr CSHP Position
Dal	And class reps. Have a CSHP Sr and Jr. They do not work with them at all
Laval	No CSHP or APES
UdeM	No CSHP or APES
Toronto	There is an external affairs position in their society, it is a two year position. Every second person holding this title is considered the CSHP liaison. They collaborate on their school council, though not to a large extent. They have a CSHP student council.
Waterloo	Similar to UofT where there is a CSHP student council.

	There is some collaboration, however there are concerns with transparency and the relationship is not overly positive at this time. The head of the council sits on the student society.
U of M	Just 1 rep but they don't work with them much
U of Sask	Jr and Sr CSHP rep. They invite them to their meetings as ex officio members and collaborate on some things.
U of A	Currently trying to develop a stronger relationship to CSHP. Their representative is not a CAPSI member.
UBC	The relationship is deteriorating. There is a Jr and Sr.

P Hsu explained a similar issue arose with IPSF and they now have skype meetings.

S Cunningham confirmed they currently hold these meetings.

C McGrath asked for the history on having a CSHP delegate on CAPSI.

S Cunningham noted she did not know the whole history

R Ward suggested holding a meeting at PDW and allowing schools to decide if they would reserve a seat for their own representative.

K Hynes thinks it would be a good idea to see the involvement, prior to reserving seats but is unsure of locals deciding if they want to reserve a seat or not.

M Moreno said that perhaps a meeting could be held for those CSHP reps attending PDW.

C McGrath questioned if S Cunningham could pass on this information to her successor.

S Cunningham confirmed this is possible.

## 21. Extending Executive Positions

**C. McGrath**

**21.1 Item for Discussion/Motion:** BIRT CAPSI National extend the position of Student Exchange Officer to September 2017.

Background information/Summary: During PDW 2016, the position of SEO was extended for an additional four month period to lessen confusion among students participating in the IPSF Student Exchange Programme.

C McGrath explained the history of this point and its relevance to continuity for the students who are having international placements.

P Hsu noted that last year this extension worked very well.

C McGrath clarified that the SEO does not need to attend CPhA, they will just maintain this title to coordinate SEP.

K Selva noted that we normally trial a change for one year, and then make it a permanent change if successful. She

would like us to consider making this a permanent change.

J Côté asked if there is a 6 month extension, would it prevent this student from running for another position after their terms as IPSF liaison/SEO.

C McGrath noted that this is a valid point.

N Szabolcs questioned if they could hold a new role while maintaining their SEO title for an additional six months.

K Selva noted that there is an understanding that members help as ex-officio members, though this is a unique case due to the nature of international travel.

**BIRT CAPSI National extend the position of Student Exchange Officer to September 2017.**

**C McGrath/S Saunders**

**Motion Carried.**

**BIRT CAPSI National refer this agenda item to the Constitutional Review Committee to determine if this will be a permanent change.**

**C McGrath/P Thabet**

**Motion Carried.**

**21.2 Item for Discussion/Motion:** BIRT CAPSI National extend the position of Finance Officer for a six (6) month period, to be re-evaluated at Professional Development Week 2018.

Background Information/Summary: In light of CAPSI National's current financial situation, it may be in the best interest of the Association to extend the term of our current Finance Officer to allow for a longer transition period. The position holder would not necessarily be required to attend CPhA 2017 but would receive recognition for their continued work and commitment to CAPSI.

C McGrath explained the background available above.

S Châtillon explained she would be present at CPhA provided she can be off work. She also expressed her desire to have this extension longer than just this year.

C McGrath suggested we could re evaluate the extension at CPhA 2017.

K Selva suggested re-evaluating at PDW 2018 as council will have more experience at that time.

N Szabolcs asked if this would be similar to the VP Communications position and there would be an incoming and outgoing VP Finance.

S Châtillon confirmed that this was the plan to have two people hold the position from PDW until CPhA.

N Szabolcs spoke to the value of having an outgoing VP Communications present at CPhA.

S Châtillon believed the Finance Officer should be responsible for closing the books for their year.

R Ward noted that she believes that having the outgoing Finance Officer attend at a cost would be valuable in the avoidance of future problems.

**BIRT CAPSI National extend the position of Finance Officer for a six (6) month period, to be re-evaluated at Professional Development Week 2018.  
C McGrath/M Aizouki  
Motion Carried.**

**22. 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 reminded representatives to upload their documents prior to the end of PDW.

**23. Adjourn**

**C. McGrath**

BIRT CAPSI National adjourn at 5:40 pm.  
C McGrath / P Thabet  
Motion Carried.

**Day 3: Friday, January 6<sup>th</sup>, 2017**  
**Location: RBC Convention Centre – Millennium Suite**  
**2:00PM – 6:00PM**

**1. Call to Order**

**C. McGrath**

C McGrath called the meeting to order at 2:09 PM.

**2. Attendance**

**R. St. Croix**

C. McGrath	President
K. Selva	Past President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
S. Châtillon	Finance Officer
S. Saunders	VP Education
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
P. Hsu	Student Exchange Officer
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. Youssefian	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Scholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative

**Regrets:**

N. Szabolcs	VP Communications
J. Yu	IPSF Liaison
H. Chan	Webmaster
S. Cunningham	CSHP Representative

### **3. PARS 2017 Update**

**C. Voit**

C Voit provided a presentation to update council on PARS 2017.

S Châtillon questioned C Voit regarding the limited sponsorship this far.

C Voit confirmed that CAPSI would incur the loss.

S Châtillon expressed concern as CAPSI is already in a deficit.

M James questioned if cost reduction strategies have been employed.

C Voit provided a cost breakdown for events and gave examples of items they have considered changing and what is and what is not feasible. She explained that the primary cost was hotels, and there is viable alternative to these options.

M James asked what C Voit is basing the decision off in late February to continue or cancel PARS 2017.

C Voit explained this is a conversation that needs to occur with CAPSI and she does not have a clear answer at this time.

C McGrath spoke to the poor image canceling this conference would bring to CAPSI, but also the importance of not incurring a large deficit. We can't be afraid to cancel, but we also need to do more promotion.

K Selva questioned if the 120 Canadian delegates includes volunteers.

C Voit confirmed that the 120 includes volunteers.

J Butler questioned what contingencies have been put in place in the event delegate numbers are not as high as expected.

C Voit confirmed there is a contract for 25% attrition and that seats will be opened more generally to various countries half way through phase one.

K Selva questioned if it was necessary to hold an opening and closing gala.

C Voit confirmed that this is not necessary and the opening gala could be scaled back.

K Selva questioned if the excursion was something required the conference cover.

C Voit confirmed the excursion is required.

### **4. PDW 2018 Update**

**A. Bhullar/D. Niaz**

The PDW 2018 planning committee presented an update on their conference.

C McGrath provided a point of information that there is an agreement with CSHP that there will be at least one hospital pharmacy talk at each PDW.

C Caron questioned what happens if capacity is reached for the club.

The PDW PC explained there is a very large capacity and that is unlikely to happen, however they will be providing the club an approximate number of delegates attending.

J Côté noted that Canada's Next Top Pharmacist 2016 had some fair type games included in their Octoberfest theme, so be careful not to make it too similar.

K Tress questioned if the opening gala was a plated dinner.

The PDW PC explained it has not been decided at this time, they are still considering a buffet but want to speak with sponsors.

C McGrath questioned that if a new keynote speaker was chosen would this be an additional speaker or would we be replacing the current speaker.

The PDW PC noted it would be an additional speaker.

C McGrath motioned for a 10 minute recess at 4:40 PM.

C McGrath/P Thabet

Motion Carried.

## **5. PDW 2019 Update**

C McGrath called the meeting to order at 4:58 PM.

C McGrath questioned if the 2019 PDW PC would like to use CAPSI email addresses.

The PDW PC agreed to this.

C McGrath asked if there was a preliminary budget.

R Ward explained it is in the process but the need to solidify numbers with the conference center and the hotel.

R Ward asked for perceived interest in travelling to NL.

UBC - believes interest will be low due to cost, support survey

Alberta - unsure and agrees with doing a survey

Sask - perceived interest

Manitoba - perceived interest

Waterloo - similar interest to Winnipeg

UofT - similar interest to Winnipeg

Montreal - slightly increased interest from Winnipeg

Laval - unsure, support interest

Dal - high interest

K Selva suggested budgeting for 300, 400 and 500

## 7. French Translations & Professionalism

K. Youssefian

Background: For at least 2 years now, the translation has either been left last minute, or has been done through Google Translate. It is not professional to do this as a National Association. We strive for professionalism, but we end up doing this kind of presentations.

Translation should never be done through Google Translate.

If we cannot get translation to be done correctly, we should not use Google Translate and only post English slides.

K Youssefian noted that in Niagara Falls it was asked that CAPSI no longer utilize google translate. At this conference, there have been a lot of mistakes with translation.

D Reithmeier apologized as the head of the translation committee, and noted that he was not aware that this was occurring.

M Aizouki noted that at a previous meeting the idea of having other organizations translate our documents. She questioned if this was looked into.

K Youssefian noted that he looked into it but was not able to find anything.

J Butler spoke to the experience from PDW 2017 and noted that it was challenging from their perspective to find people who were willing.

C Caron noted that the problem with translation is not when verb tenses are wrong or other small errors, but when the errors are laughable.

J Côté noted that he feels it would be valuable to have a real translator rather than relying solely on students.

S Châtillon noted that despite the deficit she would support allocating money for this.

K Selva suggested we look into language departments at our schools for assistance. It was also discussed at the president's meeting to have a two-tiered system, where in the more proficient students complete the proof reading.

S Cunningham spoke to CSHPs experience, where in they used to have a translator but found that it got too costly.

N Scholten noted that the documents need to be given to translators with more time.

P Thabet noted that we should refer this point to the translation committee. He also suggested that we could potentially approach Quebec companies to assist with translation funding for the benefit of Quebec students.

BIRT CAPSI National refer this agenda item to the finance and translation committee.

C McGrath/M Aizouki

Motion Carried.

## 8. National Compounding Competition

S. Saunders

S Saunders explained that one of the appendices was not provided to the teams until halfway through the competition - however all teams received the appendix at the same time and judges will take this into consideration.

## 9. Competition Feedback

S. Saunders

S Saunders questioned if anyone perceived any issues with a post competition survey.

No issues were raised.

## 10. Mock OSCE Questions

S. Saunders

S Saunders asked if and when schools host mock OSCEs

MUN - After finals exams in April, CAPSI completely hosts it. You must be a member to participate

DAL - MOCK OSCEs are run by the faculty

Laval - no MOCK OSCEs

Montreal - a lot of lab training in school, MOCK OSCEs do not seem necessary. The class rep organizes it on occasion

Toronto - second semester, wanted to start in January but may have to push it down, talked to faculty and they wanted to do their own as well, one for fourth year (faculty) and third years from CAPSI.

R St Croix left the room at 5 40 PM

Waterloo - Two tracks of OSCEs are occurring, there is a \$5 cost for students.

R St Croix returned at 5:41

Manitoba - one for the fourth-year students before PEBCs, 3rd years volunteer as SPs, if they do not volunteer in 3rd year they cannot participate in 4th

USask - run two sets of MOCK OSCEs, one for 2nd years and one for 3rd years. Non-CAPSI members are charged.

Alberta - 4th year rep runs MOCK OSCEs

UBC - a separate group hosts MOCK OSCEs and charges students.

## 11. Election Preparation

R. St Croix

Motion to go into camera.

C McGrath/P Thabet

Motion Carried.

Motion to go out of camera.

C McGrath/K Hynes

Motion Carried.

Motion to go into camera.

C McGrath/P Thabet

Motion Carried.

Motion to go out of camera.

C McGrath/J Côté

Motion Carried.

Motion to go into camera.

C McGrath/S Saunders

Motion Carried.

Motion to go out of camera.  
C McGrath/K Youssefian  
Motion Carried.

K. Tress left the room at 6.18 pm

Motion to go into camera.  
C McGrath/M Eisa  
Motion Carried.

Motion to go out of camera.  
C McGrath/M Moreno  
Motion Carried.

K Tress returned and J Côté left at 6:24 pm.

Motion to go into camera.  
C McGrath/ N Scholten  
Motion Carried.

Motion to go out of camera.  
C McGrath/ K Youssefian  
Motion Carried.

### **13. Adjourn**

**C. McGrath**

BIRT CAPSI National adjourn at 6:32 pm.  
C McGrath/P Thabet  
Motion Carried.

**Day 4: Saturday, January 7<sup>th</sup>, 2017**  
**Location: RBC Convention Centre – Millennium Suite**  
**10:00AM – 12:00PM, 1:00PM – 3:00PM**

**1. Call to Order**

**C. McGrath**

C McGrath called the meeting to order at 10:24 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
S. Châtillon	Finance Officer
S. Saunders	VP Education
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
J. Yu	IPSF Liaison
P. Hsu	Student Exchange Officer
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. Youssefian	Laval Senior Representative
R. Hui	Laval Junior Representative
N. Scholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative
N. St-Onge	Voting Proxy for Montréal

Regrets:

H. Chan

Webmaster

**3. Overview and Discussion of Election Candidates**

**C. McGrath**

Item for Discussion/Motion: **BIRT CAPSI National** move into camera for the elections discussion.

*BIRT CAPSI National move in camera at 10:24 am.*

*C McGrath/M Moreno*

*Motion Carried.*

*BIRT CAPSI National move out of camera at 10:55 am.*

*C McGrath/P Thabet*

*Motion Carried*

*BIRT CAPSI National move into camera at 11:00 am.*

*C McGrath/M Eisa*

*Motion Carried*

*BIRT CAPSI National move out of camera at 11:35 am.*

*C McGrath/S Saunders*

*Motion Carried.*

*BIRT CAPSI National move into camera at 11:39 am.*

*C McGrath/K Hynes*

*Motion Carried.*

*BIRT CAPSI National move out of camera at 11:59 am.*

*C McGrath/M Moreno*

*Motion Carried.*

BIRT CAPSI National take a recess for 20 minutes at 12:00 pm.

C McGrath/M James

Motion Carried.

C McGrath called the meeting to order at 12:26 pm.

*BIRT CAPSI National go into camera at 12:26 pm.*

*C McGrath/K Vo*

*Motion Carried.*

*Motion to come out of in camera at 1:22 PM.*

*C McGrath/P Thabet*

*Motion Carried.*

*Motion to go in camera at 1:45 PM*

*C McGrath/P Thabet*

*Motion Carried*

*Motion to come out of in camera at 2:10 PM.*

*C McGrath/P Thabet*

*Motion Carried.*

**4. President Vote of Confidence**

**R. St Croix**

*Motion to go into camera at 2:18 PM*

*K Selva/P Thabet*

*Motion Carried.*

*Motion to come out of camera at 2:25 PM*

*K Selva/K Tress*

*Motion Carried.*

**An informal vote of confidence was passed.**

**5. President-Elect Vote of Confidence**

**R. St Croix**

*Motion to go into camera at 2:27 pm.*

*C McGrath/M Aizouki*

*Motion Carried.*

*Motion to go out of camera at 2:36 pm.*

*C McGrath/M James*

*Motion Carried*

**An informal vote of confidence was passed.**

**6. IPSF Liaison Vote of Confidence**

**R. St Croix**

*Motion to go in camera at 2:39 pm.*

*C McGrath/K Hynes*

*Motion Carried*

*Motion to go out of camera at 3:07 pm.*

*C McGrath/P Thabet*

*Motion Carried.*

C McGrath reiterated that a request was made for executive council members to receive feedback at or before PDW on their performance in their position.

**BIRT CAPSI National table this vote of confidence until the Spring TC.**

**C McGrath/P Thabet**

**Motion Carried.**

**7. Joint Officer Meeting Updates**

**C. McGrath**

K Tress requested information regarding TEVA and the photos they have previously requested.

N Szabolcs explained that TEVA was happy with the pictures that we provided and were receptive to multiple different ideas, they also clarified that this information was for internal purposes.

C McGrath noted that the TEVA strategic planning seminars are not being continued at this time. She explained the rest of the JOM updates will be provided in writing.

**8. New Business**

*Motion to go into camera at 3:14 PM.*

*P Thabet/J Côté*

*Motion Carried*

*Motion to go out of camera at 3:25 pm.*

*C McGrath/K Youssefian*

*Motion Carried.*

C McGrath summarized the achievements of the 2016-17 council thus far.

**9. Adjourn**

**C. McGrath**

**BIRT CAPSI National adjourn at 3:32 pm.**

**C McGrath/M Aizouki**

**Motion Carried.**

**Abstentions: K Selva**

## Appendix A

Dinner Tuesday, January 3<sup>rd</sup>, 2017

- 7:00PM Meet in the lobby of the Delta Winnipeg
- 7:30PM Dinner with Council – Kings Head Pub ([www.kingshead.ca](http://www.kingshead.ca))
- 8:00PM Program to Start – Caitlin McGrath & Pierre Thabet

## Appendix B: Standing Committees

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

Composed of:

- Finance Officer (Chairperson) – S Châtillon
- 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

**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 Szabolcs
- 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 Châtillon
- 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 Reithmeier, 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

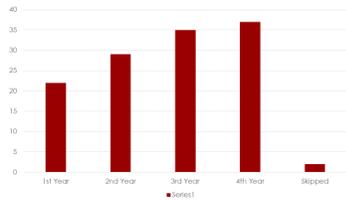
One Senior Representative from Eastern Canada (East of Waterloo) – N Scholten, K Hynes

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

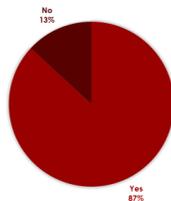
# Appendix C

## Membership Satisfaction Survey Results Meeting Day #1: Agenda Item 9

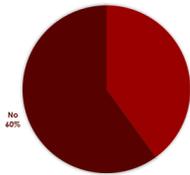
What year are you currently registered for in your pharmacy program?



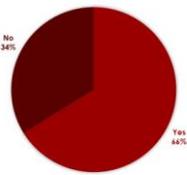
Did you know that as a CAPSI member you are eligible to run in the CAPSI National elections each January at Professional Development Week (PDW)?



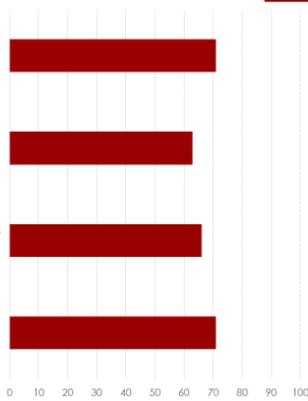
Do you use the annual agenda?



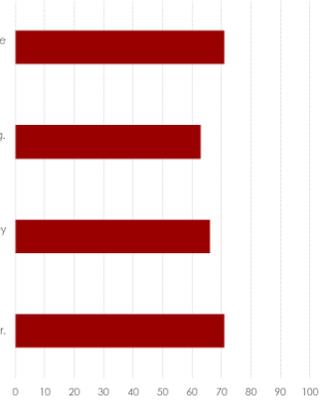
Do you think CAPSI members should continue to receive the agenda in the future?



I would recommend other pharmacy students become member of CAPSI.



I would recommend other pharmacy students become member of CAPSI.



Do you have an alternative membership benefit recommendation to the CAPSI agenda?

- Clipboard
- Calendar
- Coupons/Discounts
- More Lunch and Learns or Symposiums
- Study Guides
- More local events
- Other

Any other suggestions (e.g. CAPSI swag, events, etc.)

- Jackets
- Pens
- OSCE Prep
- Better backpacks
- More debates
- More local events (e.g. local PharmaFacts)
- More competitions at PDW

## Appendix D

### Ad-Hoc Electoral Committee: Members for the Same Position Multiple Times Meeting Day #1: Agenda Item 14

2-year maximum	Running in by-election only	Maintaining Status Quo
<p>Pros</p> <ul style="list-style-type: none"> <li>- Gives more freedom to the current position holder – they don't need to wait to see if they can run</li> <li>- Provides more clarity to the general membership</li> <li>- Clear guideline, easily enforceable</li> </ul>	<p>Pros</p> <ul style="list-style-type: none"> <li>- General membership will not be deterred from running for a position due to the current position holder running for the position again</li> <li>- If another candidate is not interested the current member would have the opportunity to run for the position for multiple years</li> </ul>	<p>Pros</p> <ul style="list-style-type: none"> <li>- If the current position holder is the best candidate for the position they are able to continue in that role, benefiting council</li> </ul>
<p>Cons</p> <ul style="list-style-type: none"> <li>- Provides an absolute cap on the time a member can hold a position, potentially preventing the most qualified candidate from holding the position</li> <li>- Members may not want to run against the current position holder, lessening the pool of candidates running</li> </ul>	<p>Cons</p> <ul style="list-style-type: none"> <li>- The current position holder may be the most qualified person for the position, by imposing this restriction we are potentially preventing the most qualified from running</li> <li>- By-elections are not held in all positions; some people would never be able to run for their desired position a second time</li> <li>- Potential for this to be abused in the future (hopefully this would never happen) and not elect a qualified candidate because people know the current position holder is interested</li> </ul>	<p>Cons</p> <ul style="list-style-type: none"> <li>- General membership may be deterred from running for a position against the current position holder</li> <li>- There may be instances where the general membership views CAPSI national as being biased towards current council membes.</li> </ul>

## Appendix E

ULaval Replacing CAPSI Bags  
Meeting Day #1: Agenda Item 27



# Appendix F

## CFP Pharmacy Management Textbook Request EXAMPLE Meeting Day #2: Agenda Item 6

**University of Waterloo – School of Pharmacy**

**Applications for Pharmacy Management in Canada**

**Roderick Slavcev - PHARM 350** (Fundamentals of Business Administration)

**Cynthia Richard - Professional Practice series**, and if the textbook became required reading we would potentially ask students to read the following:

- Chapter 17
- Chapter 20
- Section VI
- Section VII
- Section IX
- Section X

I think most of the textbook could be used in some portion of the curriculum, including the elective courses.

**Sherilyn Houle - Practicing Application Skills**

- some recommended readings that may be relevant to some lab activities:
  - Chapters 10-12, 25, 42, 44-45
  - Section IX

**Elaine Lillie – Business Selectives**

I see the text having use in the business selectives, particularly the one oriented toward community.

**Kelly Grindrod – Social Media Marketing**

- Chapter 52

# Appendix G

## Evaluation of PDW Seat Allocation Formula Meeting Day #2: Agenda Item 16

### Item 1: PDW Seat Allocation Review

The following 2 options were discussed with the following conclusions:

1. Giving partners to PDW host schools a percentage based on remaining seats (after removal of host seats and reserved seats), in addition to their entitled seats.
  - a. Seems like a good idea since the benefit of being partnered to a host school is standardized across all 6 schools affected.
2. Giving partners to PDW host schools a percentage based on their entitled seats, in addition to their entitled seats.
  - a. Not a preferred option since the number of extra seats is variable depending on school size. With both MUN and Dal, being considerably smaller than Laval, UdeM, UofT and Waterloo, this creates significant inconsistencies and is not a preferred option for seat allocation.

C. McGrath suggested giving partners to PDW host an additional percentage based off the total conference seats. This would simplify calculations and understanding of the process and reduce risk of confusion or errors in subsequent council turnovers.

3. Giving partners to PDW host schools a fixed percentage based on the total number of seats in addition to their entitled seats.
  - a. J. Butler, S. Trivedi, P. Thabet were all in agreement with this and agreed that increased simplicity is an asset in addition to fairness and equal opportunity to all members.
  - b. C. McGrath suggested using an additional 10% to initial seats (based on membership proportion). J. Butler, S. Trivedi, P. Thabet all agreed with this seeming reasonable.
  - c. See appendix for seat allocation of option 3 with 10%, 7.5% and 5% being additionally given to partnered school.

## Appendix H

### Evaluation of PDW Host Order Meeting Day #2: Agenda Item 17

#### Item 2: PDW Order

With six of ten schools being partnered and the current PDW order separating UdeM and Laval by only 1 year, as with UofM and UofA, a revised PDW order is needed. Key factors taken into consideration were PDW student accessibility, fair and equal rotation of regions within Canada, attempting to balance costs and equal separation of neighboring or partnered schools (UBC and UofA, USask and UofM, UofT and Waterloo, UdeM and Laval, Dal and Mun).

As such, the following order was suggested in contrast to the previous:

YEAR	PREVIOUS	SUGGESTED
2015	Quebec	-
2016	Niagara	-
2017	Winnipeg	-
2018	St. John's	-
2019	Toronto	(1) Montreal
2020	Saskatoon	(2) Saskatoon
2021	Halifax	(3) Toronto
2022	Montreal	(4) Halifax
2023	Vancouver	(5) Vancouver
2024	Quebec	(6) Quebec
2025	Niagara	(7) Winnipeg
2026	Winnipeg	(8) Waterloo
2027	St. John's	(9) St. John's
2028	Toronto	(10) Edmonton
2029	Saskatoon	(1) Montreal
2030	Halifax	(2) Saskatoon

S. Trivedi, J. Butler, C. McGrath were all in agreement with the proposed change to the order as it varied in geographic region and provided equal spacing between paired or neighboring schools. This allows for maximum accessibility of PDW to pharmacy students across the country - all were in agreement that this should be presented to council at PDW. C. McGrath mentioned that this was the same order as Kavy and Sydney had brought up previously.



