



Unity – Professionalism – Advocacy – Academics – Excellence

August 17th 2015
CAPSI Summer Teleconference
8pm EST



1. **Welcome, Call to Order**

K. Selva

Kavy called the meeting to order at 8:01 EST

2. **Attendance**

S. Scherbey

K. Selva	President
C. McGrath	President-Elect
S. Scherbey	Executive Secretary
V. Gohil	VP Communications; Incoming
P. Trivedi	Finance Officer
L. Buddo	VP Education
D. Burton	VP Professional Affairs
L. Pritchett	CAPSIL Editor
P. Hsu	IPSF Liaison
K. Sin	UBC Senior Representative
A. Schmode	Alberta Senior Representative
M. Aizouki	Alberta Junior Representative
K. Joorisity	Saskatchewan Senior Representative
K. Tress	Saskatchewan Junior Representative
A. Phung	Manitoba Senior Representative
J. Butler	Manitoba Junior Representative
E. Dinh	Waterloo Senior Representative
A. Zaheer	Toronto Senior Representative
M. Moreno	Toronto Junior Representative
C. Benoit	Montréal Senior Representative
A. Paré	Laval Senior Representative
N. Sholten	Dalhousie Senior Representative
P. Thabet	Dalhousie Junior Representative
S. Saunders	MUN Senior Representative
K. Hynes	MUN Junior Representative

Regrets:

C. Woit	Student Exchange Officer
JF. Côté	Montréal Junior Representative
J. Otal	CSHP Representative
H. Chan	Webmaster
A. Carrière	Past President
J. Rolandi	UBC Junior Representative
M. Eisa	Waterloo Junior Representative
K. Youssefian	Laval Junior Representative



3. Acceptance of Old Minutes

K. Selva

Background: CPhA 2015 Teleconference Minutes (Wednesday, May 27th- Sunday, May 31st 2015)

**BIRT CAPSI National accepts the minutes from the CPhA 2015 conference. (K. Selva/V. Gohil)
Motion Carried.**

4. Local Council Updates

S. Scherbey

See Annex.

5. Membership Registration

S. Scherbey

Background: We currently submit the names and email addresses of all our members to CPhA in order for students to be able to register for CPhA membership benefits (ex. RxTx App). Please use the format that I have sent out when registering your members. The email address they put into this registration will be the one that they must use when registering on the CPhA website.

There are two deadlines: **September 27th, January 29th**

After this date, names will be submitted to CPhA (DATE TBD). After information is uploaded on CPhA's end, students will be able to register with CPhA.

K. Joorsity asked if representatives are to send an entirely new members list or just the new members that are registered this year.

S. Scherbey clarified that a full list of each school's members should be submitted.

K. Selva noted that this is a more accurate way for CPhA to register members.

K. Sin asked how students who didn't graduate were to get their benefits, and added that their local council does not ask these students to pay additional fees to CAPSI but they are still CAPSI members.

S. Scherbey clarified that when the entire membership list is submitted, these students will be re-registered provided their names are included on the membership list.

6. Laval Membership Fees

A. Paré

Background: As already mentioned, we conducted a referendum in June. In the referendum question, we divided the CAPSI membership fee between our 3 yearly semesters so it would be more acceptable for our students. We told them that the raise would be of 7\$ per semester. We were told by the Faculty that the CAPSI fees would be included to our tuition fees starting in fall 2015. However, I've got bad news last week that the Finance Office will not be able to include the raise for the upcoming fall semester and the raise will be postponed to winter 2016 because the deadline is too short. We wanted to put pressure on the University for them to speed up the process



and have our raise by Fall. Unfortunately, the woman who is in charge is on holiday and comes back on August 17th. Hopefully, I'll have more info to tell you guys. If we can't have the raise in time for fall, we're looking into the possibility to have a 14\$ raise for the winter 2016 fees and then, continue on the 7\$ per semester. If it's not possible, we might have to collect a 7\$ fee from every student this fall which is really the worst case scenario.

What I wanted to ask you is: **When do we have to pay the membership fees to CAPSI National? What's the deadline? With the background info in mind, would it be possible for CAPSI to push back the required payment from ULaval to Winter 2016?** If not, AGEF (our local student association) has agreed to lend us the 8\$ per student until I get the 14\$ payment in Winter. However, they would like the deadline to be pushed back as much as possible in order for them to get the money from their membership fees (it takes quite a while since it's included in the tuition fees).

P. Trivedi noted that there is no specific deadline.

K. Selva questioned local representatives to see when things were sent in last year.

S. Scherbey commented that Saskatchewan sent their fees in October. S. Saunders added that it was at the end of October, and cheques for competition money were not sent out to locals until membership fees were paid to national.

K. Selva stated that earlier is better and suggested that P. Trivedi set a deadline within two weeks of membership campaigns to send cheques, and also to work independently with Laval. She also suggested including a note for the next finance officer to set deadlines in future years. Both P. Trivedi and A. Parè were satisfied with this suggestion.

7. Textbook Sales

S. Scherbey

Update from CPhA : 20% is the standard bulk discount. CPhA will be waiving shipping fees for local representatives. There is also the possibility of online access to the CTC. Textbook sales should be in by September 27th (the same date as membership databases), but I will confirm this with CPhA and notify council.

E. Dinh added that students brought up that the CTC was available and Stephanie (CPhA) was able to get access codes for free for Waterloo.

N. Scholten asked if with electronic copies, students will have to submit their email addresses?

K. Selva suggested that CPhA would have this information from the membership drive.

8. CPhA Lunch and Learn Requests

S. Scherbey/K. Selva

Background: Locals will have to contact CPhA if they would like a lunch and learn presentation; many schools are doing joint presentations. Some already have this arranged by their faculties



K. Selva explained that the reason is because to be a CPhA member you have to be a CAPSI member or a member of a provincial association, thus they don't have to recruit like they once did. This may make presentations easier.

J. Butler noted that at Manitoba, local CAPSI council has made their own slides and presentation in the past.

K. Selva suggested that locals talk to their councils and if they want to coordinate with CPhA, they can go from there.

D. Burton added that he is working with CPhA to have a streamlined approach--- eg. With OPA and CPhA --- a streamlined presentation that schools can use to help unite students – prepared by September.

9. PAM Requests for Materials

S. Scherbey

Background: What do locals want for PAM? I will be meeting this fall with CPhA—the sooner ideas come in, the more we can work to make them a reality.

K. Selva asked if locals had any points or suggestions.

A. Schmode proposed a banner that can be printed, and J. Butler also agreed that this would be a good idea to have the same design across Canada.

K. Tress explained at U of S, there are digital screens around campus. It would be nice if CPhA could develop powerpoint slides that could be used in these boards.

K. Selva added that CPhA will have a banner designed for the website. If anyone has any ideas, contact Shelby.

10. Distribution of Student Survey

L. Pritchett

Background: Tracking responses anonymously is much more work, versus not tracking anonymously (for prize draw), also discuss if prize draw will be done nationally or locally, also discuss which students the survey should be distributed to .How should this be sent out to students? Leah made it through Survey Monkey—some features cost money such as having a certain number of questions, at CPhA it was discussed to have some sort of incentive for students doing the survey. Would a prize be sponsored nationally? Or locally?

P. Trivedi said that local prizes would be more convenient, but as national still has a small surplus, there is no harm in putting up a small prize at a local level.

K. Selva asked how many prize winners there would be.

L. Pritchett explained that if prizes were drawn locally, one per university. If it was national, there would be 3-5 winners out of everyone entered into the draw. L. Pritchett does not foresee any issues in drawing from a national list. She also explained that the timeframe would be the 2nd to 3rd



week of September. The survey would be opened for a month, then it could be closed and looked at before Christmas.

K. Selva suggested giving a month or two for locals to decide, then send emails to local representatives.

A. Zaheer questioned if schools would be providing the same prize, ie. a \$10-20 Tims gift card, and L. Pritchett explained that prizes would be similar from school to school.

S. Scherbey asked if responses could be tracked, and if prizes could be determined this way [determine the amount of prizes given out by the number of participants in the survey]/

L. Pritchett explained that responses can be tracked. Unfortunately with the free platform you can track each student and who responded by their email address. To keep it anonymous for tracking completion, we would need to send the survey to each CAPSI member individually. If the survey was distributed by locals for distribution, then it would need to be tracked by asking a question via the school – students would find this to be non- confidential, and a lot of work. There is also the option of: if you want to be considered for a prize, please put your email in for a draw. L. Pritchett also touched on concerns about mass emailing, and explained that laws are to be enacted at the end of this year.

S. Scherbey noted that it would be a lot of work to email all 3600 CAPSI members individually.

L. Pritchett summarized that the options are as follows: ask each student for their email address at the end of the survey or have locals give out email addresses of CAPSI members for an anonymous survey (such as with the CAPSI membership lists).

K. Selva asked that if there is an option of having the “add an email address to be entered for a prize”, as the last question of the survey.

L. Pritchett questioned if this was a better option, to add a disclaimer that their email address would not be tied to their responses.

K. Joorisity added that since local representatives are not reading the surveys, there shouldn't be an issue with anonymity.

Camille Benoit left the meeting.

11. Translation Committee

L. Pritchett

Background: Things are going well so far but need to ramp up student participation once school starts, will be sending out a sign-up form for students interested but want to brainstorm ways to try to get a lot of students interested (possibly having a “drive” at the beginning of the year?), can also incentivize (students with large contributions receiving recognition). Locals: when you get people to sign up for CAPSI ask them to consider being a member.



K. Selva suggested writing a post for locals to use on their Facebook page, and perhaps a write up for schools with more information on the committee. Locals should also promote this at their membership drives.

L. Pritchett added that translation committee promotion is especially important at the French speaking schools!

12. Clarification on Social Media

L. Pritchett

Background: CAPSIL editor is supposed to make a certain amount of social media posts? Which social media, how often, etc?

C. McGrath looked in previous minutes and each president, CAPSL editor, and VPPA are to make 2 social media posts per month.

K. Selva questioned who these posts should be sent to, and explained that she'd get more clarification from the Webmaster. Hopefully these will begin as of September.

S. Scherbey reminded executive members to upload election position videos by September.

13. Deadline for CAPSIL

L. Pritchett

Background: As of September the call for submissions to the CAPSIL including school showcases: U of Manitoba, Montreal, and Dalhousi. The call for submissions will be the week of September 14th or 21st. There will be a call for translation committee, and locals are to keep a look out for more information – mid October will be deadline for CAPSIL submissions.

14. Resources for Competitions

L. Buddo

Background: Students got to PDW last year and there was confusion on what references were allowed, this was different from home schools. L. Buddo is looking to streamline allowed references, taking into consideration a survey she sent to locals. Right now, compounding: allow students to use any print resources, and a selected list of websites to have consistency for teams moving onto national. A list will be emailed when materials are sent out for competitions.

A. Zaheer questioned how this would be monitored.

L. Buddo said that this would partially be an honour system, and during national competition, people would be walking around monitoring this.

K. Selva said that usually computers can be made to restrict what students can open.

E. Dinh said in past competitions, all allowed websites were already open on the screens.



K. Selva noted that clear restrictions would have to be set up if using online resources was acceptable.

15. Hosting Pan American Regional Symposium

C. Woit/K. Selva

Background: The Regional Working Group is looking for a host for the 10th Pan American Regional Symposium. It would be a smaller scale conference - this year there is 110 participants and last year was 8. We are trying to grow the presence of the Pan American Regional Office and IPSF (Canada is one of the larger members).

The following is from Cassandra Woit, SEO:

Some background information: the Pan American Regional Office of IPSF was re-established 3 years ago, and since then it has been steadily growing. In 2014 they held the 8th Pan American Regional Symposium in Brazil, with only 8 delegates. In 2015 they held the 9th PARS in Argentina, with a huge increase to 110 delegates. In addition, historically PARS has been planned in less than 1 year. They want to continue this growth by having full member of PARO hold the next PARS. Full members include Canada, USA and Costa Rica. I would like to put forth a bid to host the 10th PARS in Canada. Kavy suggested that I prepare answers for the following questions to be able to decide on the feasibility of hosting in summer 2016 (historically in June). I will verify when the bid needs to be received by PARO executive to determine which information needs to be included in our bid. I look forward to your feedback and hope we can be the future host of PARS!

1. What is the composition of the committee that we will need to recruit to organize the symposium (# people, titles)

A – The committee can be variable, but the Reception Committee from PARS 2015 included the Chairperson of PARS, general advisor, treasurer, academic, communication, alimentation (or hospitality), and transportation, with an additional 16 people as part of the helping committee. We can organize it similar to PDW if we like, as there are no real requirements for the committee size.

2. Which position(s) on CAPSI National would be best suited to be responsible for corresponding with the planning committee

A – I would run to be the Chairperson of PARS, so I would be the contact person between the planning committee and CAPSI.

3. How will we decide on a host city, if it isn't a city with a pharmacy school then I am concerned the planning process will be challenging just because we do need at least 1-2 students near the venue location to ease logistics - just a thought

A – The two ideas I had were Ottawa, ON and Vancouver, BC. For Ottawa, I would want to reach out to CPhA regardless if we are going to host PARS, and since they just held their conference in Ottawa they



may be able to help with organizing logistics. For Vancouver, I would like to contact the previous planning committee to discuss logistics.

4. How long does it take to plan the average symposium (~100 delegates)

A – In 2014 they had started planning PARS in Costa Rica, however 8 months before the symposia they were unable to complete planning. Brazil took over planning but unfortunately due to the change there was only 8 participants. I believe Argentina planned PARS in 14 months. I realize this may be short notice, however I want to work with the other regions to provide speakers so it is encompassing of our entire region, and would take some of the planning off our hands.

5. What have previous budgets been with respect to number of delegates

A – The way registration fees work is based on the time of registration. Phase 1 prices are the most affordable, and the prices increase between Phase 2 and 3 to accommodate the logistics of adding additional participants.

6. How much is registration, what is the registration process like?

A – The registration is done online through an application form. When applications are received, the contact person of the respective country would be contacted to confirm that the student is a member of their organization. Once that is done an order is provided to the student to complete the money transfer within 10 days. Once this is received they are official registered as a participant. I've asked for the budget from PARS 2015 so we can discuss that once I receive it.

7. Could we get a trend of how many delegates attended the symposium in the past few years

A – The last 2 years were the first PARS since 2002, so there isn't a recent trend that I can give you. We are currently hoping to grow PARS to some of the other regional symposia, which host anywhere between

8. What will be the focus/primary aim for the symposium (how will we promote this to our members?)

A – The primary focus/aim would be to increase students knowledge of pharmacy practices within our regional office. I would also like to have speakers from other regions to highlight pharmacy in other countries. The social events are also a huge draw, especially International Night, which highlights food and drink from all the countries in attendance.

9. Could you provide a breakdown of the events at the symposium (i.e. last year's schedule)

A – Below is the schedule from PARS 2015:



The events include speakers, workshops, poster presentations, Leaders in Training activities, the regional assembly for the regional working group and Official Delegates and a public health campaign. The social program is variable, but events that must be scheduled is International Night and Canadian Night.

10. How many Canadian students can attend?

A – Since PARS has only recently been reinstated, there are no quota systems in place to limit the number of students from each country. For PARS 2015 the majority of attendees were from Argentina, however I believe there will be a large interest in attending PARS in Canada that we may need to limit numbers. I would suggest it be based on the number of students registered with their organization and go from there, once we decide on the maximum number of attendees.

11. How long will it be?

A – In 2015 PARS was 6 days.

12. Do we have a transition document of some sort for guidelines on how to organize the symposium?

A – I have the document from Jorge, the previous Chairperson of PARO, which I have attached. Unfortunately it is in Spanish, so I will try to have it translated (I only received it August 14th, 2015).

Background (K. Selva): C. Woit mentioned we can put in a bid which would be next year in the summer time. Planning times from 14 to as few as 8 months have occurred in the past plus Cassandra was willing to chair this committee. Would council be interested in putting in a bid for 2016 or would we bid for 2017?

J. Butler asked if committees would have to be from the same area, as it sounds like it is spread across Canada.

K. Selva explained that the province holding the conference would have to have members to do things such as meet with venues.

P. Hsu inquired about the budget, and K. Selva explained that similar to PDW, sponsorship would be recruited. P. Hsu suggested that if it was held in the same province as PDW it would be hard to find sponsorship, PDW would be in Alberta in 2018, and CPhA is in Calgary for 2016.

K. Selva clarified that C. Woit was considering Ottawa and Vancouver as potential venues, although sponsorship may be touch in Ontario due to PDW 2016. The planning committee would be composed of members from all the schools, and is a completely separate committee from PDW. K. Selva asked council how they would feel about having this come forth for 2016, as it is a good opportunity to showcase Canada.



K. Sin figured Vancouver would likely be the best, but there is not enough time to get things in order, especially since it is touch to gain sponsorship in Vancouver, with not as many industry contacts.

P. Thabet asked if sponsorship could be gained internationally.

K. Selva suggested that this would be something the committee would need to look into. Although it appears that 2016 is too rushed, would CAPSI be involved in looking into this for 2017, as it seems more feasible?

Council agreed that it would be more feasible, and the decision could be made at CPhA of 2016, to put in a bid for 2017.

16. TEVA Leadership Seminar

K. Selva

Background: TEVA has hosted leadership seminars for pharmacy students in the past and continue to do so. Dianne from TEVA has expressed particular interest in holding a session at Manitoba and Dalhousie this upcoming year as they have not held a session at either of those schools in recent years.

J. Butler clarified that Manitoba is already in the works of planning this, and currently this is offered to CAPSI members only. N. Scholten also has been in contact with Dianne Bridger from TEVA.

17. Pfizer Competitions Update

L. Buddo

Background: Pfizer would like to send a local rep to each school to come present the competition awards they sponsor and cheque on the date that competitions are ran.

K. Selva mentioned that local representatives should send L. Buddo an email of when their competitions will be.

K. Sin asked if Pfizer had expectations when giving out awards, such as a ceremony. Also, for winners to receive prize money, they must go to PDW.

K. Selva responded that there is no specific expectations.

L. Buddo explained that for Pfizer to sponsor the competition, they are technically not allowed to sponsor travel expenses, which is what money has been used for in the past.

K. Selva added that they want to have Pfizer reps to see what events are like.

A. Zaheer brought up the concern that since their OTC, and PIC competitions are the same day, the winner is not announced that night.



L. Buddo agreed to survey locals to see when they distribute prizes.

K. Selva noted that locals should not feel pressure to change how they do competitions, as this is not part of the contract with Pfizer.

K. Joorisity voiced concern, as in the past competitions were ran similar to BC, and questioned if they have to change how prize money is given out.

L. Buddo mentioned she would look into this further and make an outline of how prizes are distributed.

18. PDW PC 2016 Update

N. Chhaniyara

Background: The PDWPC had their site visit in June and representatives went to Niagara hotel for a meeting. Thus far meals have been chosen and the schedule has been finalized. Buses have been booked, and they have secured a company to set up the health fair with 35 booths. Sponsorships have been contacted and they have received conformation. They are currently waiting on sponsors to select packages, and there is a delay due to summer, although PDWPC hopes to have a thorough update in September. IN regards to marketing, they are making a conference survival guide, which is currently in progress.

Amber Lee Carrière entered the meeting.

The club has been booked and paid for and they are waiting for band conformation. Currently they would like to confirm if PDW 2015 revenues that were going to be mailed to PDW2016 have been sent.

K. Selva explained that these revenues would not be sent to PDWPC, they would be sent to CAPSI national. PDW 2016 gets three instalments of \$10,000, and then \$3,000 extra.

P. Trivedi clarified that PDW 2016 has already received \$30,000, there is just \$3,000 left.

N. Chhaniyara noted that they received an initial \$5000 before signing the hotel, then got the loan from CAPSI for \$5000.

P. Trivedi looked in the finance information and noted that PDW 2016 got two cheques for \$5,000, one cheque for \$20,000 in September (amount from PDW 2014), thus they have received \$30,000 thus far and only have an amount of \$3000 left to receive.

A. Carrière explained that PDW 2014 took a long time to close their books due to waiting for a cheque from a sponsor, and this may be the source of confusion for PDW 2016.

N. Chhaniyara brought up the logistics of a cool down room, which was debated at CPhA. Essentially, this was proposed in an attempt to reduce noise in the hotel. It is possible to get this, however, no outside food or drinks could be brought in. It would be just a room for fathering, thus this defeats



the purpose as people would want to bring in some sort of drink. Also, they are only able to rent it until 1am. PDW 2016 is questioning moving forward with this.

A. Carrière explained that this was done in 2010 at Toronto, when people got dropped off from their buses they could meet with their friends before heading up to their hotel rooms.

K. Selva suggested that this room would be slightly impractical, and the restrictions may deter students from using this room which puts it to waste.

P. Trivedi voiced concern over people violating the room and incurring additional costs.

N. Chhaniyara added that the hotel has a one strike policy. Students will be kicked out after one noise complaint. This should be stressed to members.

K. Selva asked if the survival guide would be in French as well. N. Chhaniyara explained that it is drafted in English but can be translated into French. N. Chhaniyara also added that the keynote and motivational speakers are confirmed and deposits have been given.

N. Chhaniyara explained the deadlines: Round 1 will be open Friday, October 23rd, competition winners' names will need to be given by October 22nd. This will close the 28th of October. Round 2 will be November 2nd to 7th.

K. Selva asked if this is an issue for members.

A. Zaheer explained that sometimes their competitions run into November. K. Selva explained that this is something the PDWPC should have on their radar.

A. Carrière asked where Mr. Pharmacy seats come out of, and K. Joorisity explained that it just comes out of local seats.

A. Zaheer asked if students must make their own rooms independently, at a local level. N. Chhaniyara explained that rooms are booked for the number of delegates, it is up to each school/delegate to arrange the rooming situation and then call the hotel themselves. Instructions will be provided with registration details.

K. Selva asked how to handle schools that don't completely fill rooms. N. Chhaniyara noted that there is no information yet on this. A. Carrière added that this is rare, it only happened one time at Quebec, and students find other odd numbered rooms via the Facebook page, and locals help to arrange this.

L. Pritchett, V. Gohil, K. Sin, A. Phung, and N. Chhaniyara exited the meeting.



19. PDW PC 2017 Update

J. Butler

Background: Thus far the promotional video has been in the planning stage. A draft should be done by the beginning of September for approval. Pamphlets will be handed out at the trade show of PDW 2016, and they are also in the process of coming up with other promotional ideas. A draft sponsorship package has been completed and sent to S. Huynh, outgoing VP Communications. The hotel and conference centre contracts were signed in July.

K. Selva added that this package should also be sent to V. Gohil, current VP Communications.

20. Adjournment

BIRT CAPSI National adjourns this meeting at 9:59pm (EST). (K. Selva/ A. Zaheer)
Motion Carried.



Annex of Executive and Local Council Updates

CAPSI Summer TC- August 17th 2015

University of British Columbia

(K. Sin/ J. Rolandi)

- June:
 - Summer Student Research Program BBQ
 - BBQ for students and professors doing research projects during summer
 - Good turnout, raised around \$300 for PDW fundraising
- August:
 - CAPSI Textbook Sales
 - Joint with Lambda Kappa Sigma, set for last week of August

University of Alberta

(A. Schmode/M. Aizouki)

- Started our team for Run for the Cure, have already raised over \$1000
- Planning a saving second base softball tournament in September, currently looking for food sponsorship
- Booked rooms for CAPSI Lunch and Learn and PDW Info Session
- Have received Backpacks and water bottles!

University of Saskatchewan

(K. Joorisity/ K. Tress)

- Since CPhA, Kaitlyn and I have been brainstorming new ideas for the year and getting ourselves organized for the upcoming school year
- We have been working on organizing our sponsorship package for the upcoming year to help secure funding for our events as well as creating an ongoing spreadsheet of who we can reach out to for sponsorship for upcoming years
- Started organizing our CAPSI membership drive which will be happening the 2nd or 3rd week of September

Upcoming Events:

- Date: 2nd week in September
- Location: Thorvaldson Building
- Description: A presentation lunch and learn geared towards first year students and other students who are interested in becoming CAPSI members. Introduce our council, provide students with an understanding of how valuable it is to be a CAPSI member and get students signed up and send them off with their new backpack, waterbottle and dayplanners.
- Cost: ~\$200
- Support needed from CAPSI: CAPSI local council will fund the food for this event.



University of Manitoba

(A. Phung/ J. Butler)

3rd Annual Saving Second Base Slow Pitch tournament

Date: Saturday August 29th, 2015

Location: John Blumberg Softball Complex and District Stop Nightclub

Description: This is our annual charity slow pitch tournament, for which we raise funds in support of the current philanthropic efforts of CAPSI. This year we will be raising money for Plan Canada. A slow pitch tournament will be held throughout the day at John Blumberg Softball Complex. Pharmacy students are encouraged to form teams with their friends and family to compete in the tournament. Teams must be minimum 10-12 players (maximum 15). Prizes, donated by sponsors, will go to the team that comes in first place and the team with the most spirit. In the evening, an “after-party” social will be held at the District Stop nightclub.

Expenses: 100\$ for 4 baseball diamonds at John Blumberg Softball Complex (includes food and drink canteen), 150\$ for graphic design and tickets from District Stop

Proceeds: 10\$ for the social per person, 15\$ to compete in the tournament per person OR 20\$ for both (tournament/social) per person. Any monetary donations received through sponsorship requests (we have currently received 350\$ from the College of Pharmacists of Manitoba)

CAPSI Awareness Week

Date: September 14th to 18th, 2015

Location: Apotex Centre, College of Pharmacy, University of Manitoba

Description: Throughout the first full week of classes, CAPSI holds a variety of events to promote CAPSI, our College and the profession of pharmacy to students, particularly the first years. Currently there are no scheduled events for the Monday, due to inconvenient class schedules. Tuesday we are planning on having a lunch and learn, where Alan and Jennifer will give a presentation about CAPSI, the Centennial Award winner, Alexis Wanner, will give a presentation about her experience at the CPhA Conference in Ottawa and either Brenna or Barrett from Pharmacists Manitoba Inc. will give a presentation regarding CPhA/Pharmacists Manitoba and the profession of pharmacy. Wednesday is CAPSI bowling night at Academy Lanes. Thursday is Swag Day, where everyone who signs up for a CAPSI membership will receive his or her CAPSI Swag. Friday is Pink Day/Kiss for the Cure, where we will be raising funds for our Run for the Cure team. There is also talk of hosting a bake sale on the Friday for increase our Run for the Cure funds

Cost: Bowling: 89\$/lane + pizza and pop at Academy Lanes.

University of Waterloo

(E. Dinh/ M. Eisa)

- Ran OTC Week in June where we sold t-shirts, had a trivia night at a local bar, and ran mock OSCEs. We also ran a social media challenge during the week
- Our annual volleyball tournament for JDRF was a great success and we raised almost \$1200 from admission sales and raffle tickets
- Currently running a textbook sale with CPhA which will wrap up at the end of August. We will run another textbook sale in November for our incoming first year students
- This Fall term we are looking forward to: organizing our IPSF campaign, running competitions, running OSCEs for fourth years



University of Toronto

(A. Zaheer/ M. Moreno)

- Textbook sales are occurring
 - Selling: Dipiro (full text), Dipiro (handbook), Pharmaceutical Calculations Textbook
- Waiting to hear back from La Roche Posay for basket donations for RFTC
- Organizing an ice-cream social for first year mixer
- Planning to team up with other groups on campus for RFTC
- Going to do manicure for a cure again this year

Université de Montréal

(C. Benoit/ JF. Côté)

- During the summer, we've been thinking about increasing the number of students at UdeM :
- Having a CAPSI booth with the CAPSI banner during the second week of school, with coffee and donuts to talk to the incoming students about CAPSI members' privileges (Mr. Pharmacy, PDW, PAM...)
- Have a computer so the students can already submit their inscription to the CIBC run for the cure
- Offer them the possibility to buy books to a reduce price (ex. CPS) etc.
- Jean-Felix has been working hard to get funds with our student association to promote healthy measures in schools (ex. Pediatric Kits...)
- He also participated to the translation committee during all summer (which I've been unable to due to my summer vacation in British Colombia and without the presence of my computer...)

Université Laval

(A. Paré/ K. Youssefian)

- We conducted a referendum for including CAPSI membership fees to our tuition fees. Which had a positive outcome. Each AGEF (Association Générale des Étudiants en Pharmacie, our local student association) member will now be a CAPSI member as well. This will nearly double the number of ULaval CAPSI members compared to last year which was exceptional since we held the PDW;
- Partnership with a local existing committee (KIÉPUL) has been established. The KIÉPUL is aiming to inform the public about their health as well as promoting the role of pharmacists to the population via making educative videos, publishing in local newspaper and online, putting up booths in shopping centers and doing presentation in classes (primary and high schools). They involve a lot of students and cover a large amount of subjects. This partnership will mainly help us with participating more significantly to PAM;
- Promotion of the CAPSIL has been done to some students I know who might be interested. Mainly for sharing the opportunity they have to submit articles. It is an unknown thing at ULaval among students;
- I discussed the opportunity for CAPSI to have its own spot on our local monthly newsletter. It's taking a digital turn so we have to rethink its purpose. It still not official but the response has been positive so far. It will help us reach out to students more and get exposure. It will help us promote the purpose of being a CAPSI member and, hopefully, students will feel like they are getting a lot for the money they accepted to pay. Since the inclusion of CAPSI to the tuition fees can be undone by another referendum for the years to come, it's important that the students feel like being a CAPSI member is a valuable thing.



Dalhousie University

(N. Scholten/ P. Thabet)

- Since CPhA, Pierre and I have spent some time planning for the upcoming year. Pierre is working on a presentation to our student body in order to increase the amount of our local CAPSI fees; we hope to present this at the upcoming fall AGM and have it instated for September 2016.
- I have developed a budget for the year, and have been working on ways to fundraise so that we can host more events at Dalhousie.
- Orientation week event: Picnic in the park and game night
 - Sept 10th
 - Picnic in the park will be held at the Halifax commons and will provide first years a chance in get to know their classmates and upper years outside of the college. We will be provided food (Sandwiches and snacks) and asking people to bring their own sporting equipment (if desired.)
 - Game night will be held on campus in the Health Professions Lounge, it is a non-drinking event. We will be providing many board games for people to play, as well as a candy bar.
 - Total budget for this event is set to a maximum of \$500.00 to cover the food. Both locations are free of charge.
- Career Fair: CAPSI will have a booth at the career fair on September 21. We will be using this as an opportunity to promote CAPSI within the student body and to start sign-ups for PDW 2016 (if possible).
- CPhA booksale and ice cream social
 - Date undetermined.
 - We will be holding the CPhA booksale in September. The ice cream social is an event we hold to pass out the books to those who have purchased them. The ice cream social typically costs around \$150.00 and has a great turnout every year.

Memorial University

(S. Saunders/ K. Hynes)

- We have been planning MUN's first CAPSI Awareness Week that will happen from September 21-27. It will include a CAPSI/CPhA(?) Lunch and Learn for the first years, our annual CAPSI Career Fair, EBP Competition, a social media campaign and Saving Second Base Fundraiser. We will also be giving out welcome packs that contain book bags, water bottles, agenda, acronym sheet for first years, buttons (photo attached below) and possibly other items.
- Our membership fees will be changed this year pending a vote with our student society. In the past, CAPSI and MUPS (student society) had a combined fee of \$40 per year (\$20 MUPS, \$20 CAPSI), but we found that in upper years, students would not join. We will be implementing an \$80 one-time fee to become a member for 4 years. It is being phased in this year as \$80 for first years, \$60 for second, \$40 for third and \$20 for fourth.
- We have an anonymous cash prize for the EBP competition and depending on our budget, our local CAPSI may match the donation.





- Our Career Fair is happening on September 23rd. We currently have 8 booths signed up and are working on more.
- Our Run for the Cure team has been created and we are planning fundraisers such as a bake sale, pink day, boob box and the softball tournament.
- We are in the process of developing a budget for the upcoming year with our local CAPSI finance officer.
- We have been in touch with Teva regarding our ad. We do not have an internal newsletter, so we will include the ad and a thank you to Teva in the Phar Side (a weekly email that goes out to students, faculty and staff).

Upcoming Events:

- CAPSI Awareness Week (September 21-27)
 - CAPSI and CPhA(?) Lunch and Learn for the first years
 - Career Fair
 - EBP Competition
 - Saving Second Base Fundraiser
- Run for the Cure (October 4)

Executive Reports

President

(K. Selva)

PDW

- Receiving updates from PDW PC 2016 and 2017. Loans and advances on loans have been reviewed with Finance Officer and sent to co-chairs accordingly. Assisted in the retrieval/confirmation of PDW 2015's loan repayment. Acquired a copy of CAPSI's insurance information and distributed it to PDW 2016 and sent copies to Finance Officer and Pres-elect to ensure it is in references for transition documents (our insurance is due for renewal next year).

Website

- Keeping in contact with Pres-elect and Webmaster regarding website progress. Had a brainstorming session and reviewed website budget. Currently under the \$4000 budget.

Constitutional Review Committee

- Reviewing/editing assigned sections of the OM – in progress.

CPhA

- Corresponding with Christine from CPhA throughout the summer in preparation for the new school year. Working alongside Shelby (secretary) and Christine to organize the logistics of bulk textbook purchases, reviewing our plan for CAPSI membership drive and starting the planning process for CPhA – CAPSI presentations to be customised for each school. Further discussion will be had regarding creation of a members only section to the CAPSI website.

Pfizer

- Had a JOM with Pfizer (Nancy). Reviewed PDW 2016 sponsorship information (Pfizer has now confirmed sponsorship). Discussed the competitions sponsored by Pfizer, including a description of each competition, award breakdown and confirming the naming of each competition. Multiple edits have been made to the CAPSI website following a thorough review by Nancy.

TEVA

- Discussed expanding the TEVA leadership seminars. Dianne plans to contact schools within September to organize details for the



President-Elect

(A. Carrière)

Past President

(C. McGrath)

- Constitutional Review Committee:
 - E-mail with task list sent out
 - Initial review/edits of Operating Manual underway
- Website Committee:
 - Translations for French site are under way
 - Transition meeting with webmaster and president – July 18th
 - Final invoice received
- Keeping up with e-mails cc'd to me

VP Communications

(V. Gohil)

- Followed up on the current status of the Apotex bags as well as Agenda delivery, will have the information for the locals at the earliest I receive it.
- Confirmed TEVA delivery with shipping/tracking numbers forwarded to all locals. Negotiated with TEVA for the addition of a TEVA bag, pens as well as journals in addition to the water bottles (will include wash up kits as well).
- Reached out to Novartis, Astra Zenica, and Merck to provide placebos of their respective inhaler devices. As of now have had responses from Novartis as well as Astra Zenica and have sent them the requested number of placebo devices.
- Contacted previous CAPSI Club Members to renew their contracts, as of now TEVA, Pfizer have confirmed their renewal. It appears CU ads and CPhA have agreed to do the same.
- Conducted an Agenda Committee Skype meeting on the 11th of August, the minutes have been attached to this email.
- Reaching out to new prospective sponsors, thus far have been in talks with La Roche-Posay.

VP Professional Affairs

(D. Burton)

- Working on pamphlet to be handed out by locals to incoming first year students (Completed by end of next week)
- Creating CAPSI specific slides for CPhA Lunch and Learn presentations (Completed by end of August)
- Media Package (Completed by early September)

VP Education

(L. Buddo)

- Wrote OTC and PIC competitions, currently out for review
- Sent out Fall competitions survey to locals to assess needs/support from national and determine current reference materials used for compounding competitions to make it standard.
- Reviewed and updated materials in VP ED dropbox/google drive

Finance Officer

(P. Trivedi)

- RE: CAPSI Credit Card- I've met with ScotiaBank representatives in Saskatoon and Regina based on these conversations it is becoming clear that a Credit Card is not as beneficial as once thought; with limited purchase "spurts" (travel for CPhA and PDW, and smaller less frequent



things during the year) it is not as useful as previously thought; I am meeting once more with another rep who was on a sabbatical the week of AUG 24, who will be able to shed more light on this.

- CPHA Payments- all payments have been completed. (one exception and I am in contact with this member)
- PDW Payments- Large amount has been paid out to PDW 2017. We have received our payout from Laval.
- Sponsorships – Thanks to VP Comm’s great work we have already received good chunk of money from TEVA. It has been deposited

Executive Secretary

(S. Scherbey)

- June: completing the minutes, working with the membership committee to draft ideas to bring forth to CPhA
- July: Teleconference with Christine Dalglish (CPhA), and Kavetha Selva to discuss textbook sales, membership benefits and CPhA Lunch and Learns
- August: Organizing for TC, working with the Elections Committee to research other organizations’ elections procedures, organizing the membership drive for the fall, contacting local representatives in regards to membership

CAPSIL Editor

(L. Pritchett)

- continuing to prepare for the upcoming school year, when things will really get going
- so far: -purchasing Adobe InDesign was delayed because of needing to buy a new laptop!
- student survey was developed
- website translation underway
- translation committee sign-up sheet developed, will go out with a call for members in early September (“drive”?)
- Staples cards sent out to each school (did everyone get them?)
- Recognition sent out to two recipients from last year’s translation committee
- **REMINDER:** fall school showcases! U of Manitoba, U de Montreal, and Dalhousie!
- thank you to everyone who filled out my request for contact info and addresses. Since many council members will be using the mailing addresses for schools, would it be useful if I made a Word doc of each address on a separate page so it could be printed out and taped to a package easily?

IPSF Liaison

(P. Hsu)

- Informed local IPSF reps about Monthly Health Campaigns and created google drive to start compiling a bank of powerpoints for future years
- Prepared presentation for World Congress 2015
- Completed application for the Sidney J Relph Award for Overall best IPSF Member Organisation
- Shared the IPSF introduction powerpoint and SEP powerpoint with local IPSF reps
- Provided documents to local IPSF reps with additional information on SEP



Student Exchange Officer

(C. Voit)

- Confirmed incoming student exchanges – We had 9 students confirmed, however 3 withdrew due to other obligations, and one did not show up at all
- Attended World Congress as Official Delegate in the General Assembly
- Received the award for Best Contact Person of IPSF, Canada was selected as the recipient of the Sidney J. Relph Award for Best Overall Member Organization of IPSF
- Attended the SEO meeting at World Congress
- Discussed hosting a student from New Zealand between November-February to confirm a spot for a Canadian student in New Zealand in May-August
- Completed most of turnover with Phoebe – to be completed August 20th, 2015 – we will also be completing our elections video
- Attended the Pan American Regional Symposium in San Luis, Argentina as Official Delegate in the Regional Assembly
- Discussed increasing host sites with a member of a European delegation, and they reached out to their local colleges/professional organizations to send out a call for interested pharmacists to host international students

Upcoming events: FIP Congress, Dusseldorf, Germany—September 29th to October 4th 2015

Webmaster

(H. Chan)

- **Website Updates**
- All council member profiles have been updated with descriptions
- Received the final invoice from the design firm – total design cost is \$4194.36
 - They already gave us a significant discount for the error and miscommunication they caused by accidentally transferring the domain over to them
 - Won't need to deal with them again until we decide to create user logins
- Translation committee has been working hard at the translations
 - Aiming to finish translating and posting everything by PDW
 - I've already updated some of the finished translations
- Website committee (to be discussed during committee meeting unless you feel it should be mentioned during TC)
 - Social media submissions – aim to have each member of website committee submit at least one facebook post/tweet per month
 - Proof reading English site – a first proof reading was done last term, but there seems to still be many mistakes (aim to be done proof reading by PDW?)
 - Developing webmaster profile
 - CAPSI local pages – description of council, events for the year
 - Deciding what to include in members only portions of sites
- **Other Webmaster Updates**
- Email names are still an issue and I've exhausted everything I can do from my end. All I can think of now is that the names must be sending based off of what each person has the contact saved as in their own contact list, OR an old google+ account is still linked to it and it has to be removed - neither of which I can do from my end without actually logging into each account and manually doing it myself for each person. I will still keep trying to look for a solution and update if I find anything.



August 17, 2015

CSHP-Supported Speaker Session at PDW Update

Provided by Jaskiran Ota & Samantha Cunningham

1

At the CSHP-CAPSI Joint Officers Meeting at CPhA Conference 2015, the CSHP National Student Delegate brought up how CSHP could increase involvement and advocacy of hospital pharmacy at PDW. One such avenue discussed was having CSHP be involved with the planning of a speaker session/talk on a clinical hospital pharmacy topic. This was brought to the CSHP National Board meetings at the Summer Educational Sessions on August 15, 2015 to determine how CSHP National feels it is best to proceed. For background information, it is important to note that the CSHP National Board is comprised of the Executive Committee and one Branch Delegate from each of the provincial branches of CSHP. The opinions of these delegates were discussed and used to formulate the official motion put forward.

2

As it is a CAPSI-organized event, the Board felt that the best way to proceed on an annual basis would be at the provincial level, with communication flowing as a request from CAPSI to the CSHP provincial branch. As such, the following motion was passed at the CSHP Board Meeting on August 15, 2015: *"That CSHP National actively seek new involvement at CAPSI's Professional Development Week through the establishment of a hospital pharmacy-specific talk during each annual conference."*

3

In order to have this come to fruition, the CSHP Student Delegate will seek the contact information of the PDW co-chairs. The CSHP Student Delegate will then put the PDW co-chairs in touch with the corresponding Branch Delegate, who will work with the CSHP provincial branch to facilitate the recruitment of a speaker in line with the conference goals. The financial and/or logistical implications of this CSHP support are to be discussed at this level, with the CSHP Branch Delegate and PDW planning committee. This session will not be used as a membership recruitment drive for CSHP, but rather seen as an educational event. The role that local CSHP student representatives will play is to be determined by the Branch Delegate and PDW planning committee.

4

In the coming weeks, the outgoing and incoming CSHP National Student Delegate will prepare a framework document that will serve as a guideline on what this partnership will look like and to be passed onto CSHP Branch Delegates, CAPSI National Council, and future PDW organizers.