



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Summer Teleconference 2016

CAPSI National Council

Wednesday, August 17th, 2016

1. Call to Order

C. McGrath

C McGrath called this meeting to order at 8:00 pm EST.

2. Attendance

R. St. Croix

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

3. Position Updates

University of British Columbia
See Annex

University of Alberta
See Annex

University of Saskatchewan
See Annex

University of Manitoba
See Annex

University of Waterloo
See Annex

University of Toronto
See Annex

Université de Montréal
See Annex

Université Laval
See Annex

Dalhousie University
See Annex

Memorial University of Newfoundland and Labrador
See Annex

4. Executive Reports

President
See Annex

President-Elect
See Annex

Past President
See Annex

VP Communications
See Annex

VP Professional Affairs
See Annex

VP Education
See Annex

Finance Officer
See Annex

VP Professional Affairs
See Annex

Executive Secretary
See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

5. **Acceptance of CPhA 2016 Minutes**

C. McGrath

**BIRT CAPSI National accepts the minutes from CPhA 2016.
(C McGrath/K Tress)
Motion Carried.**

6. **Non-Student Member Registration Dates**

R. St Croix

Item for Discussion/Motion: BIRT membership benefits for non-student members will begin at the beginning of the month after payment has been received by the finance officer and will continue for a total of twelve months.

Background information/Summary: This item was referred to the membership committee during CPhA. CAPSI does not currently have a policy regarding when membership benefits are active for non-student members.

The membership committee believes that beginning membership benefits at the beginning of each month will allow for a balance between the commencement of benefits and administrative responsibilities.

M Moreno asked if for new people who want the RxTx app, do we message at the beginning of each month?

R St. Croix clarified that this only refers to members who are not students, meaning pharmacist and associate members for example and therefore the same CPHA affiliate benefits for students do not apply.

BIRT membership benefits for non-student members will begin at the beginning of the month after payment has been received by the finance officer and will continue for a total of twelve months.

**(R St. Croix/P Thabet)
Motion Carried.**

7. **Financial Updates**

S. Chatillon

Item for Discussion/Motion: BIRT CAPSI National trial the utilization of a bookkeeper for a one-year term.

Background information/Summary: The end of year closing statements from the accountant have not been completed since 2013. Currently we are working on closing the books properly to start the year ahead on the right foot.

Utilization of QuickBooks hasn't been done properly since 2011 due to limited knowledge of financial bookkeeping that we have as pharmacy students. Database is incomplete and not a good reference point. Moving forward, it would be most beneficial to hire someone with knowledge in the field to maintain our books. This person can also ensure continuity from year to year as new financial officers are elected. Additionally, CAPSI should start exploring other options for accounts as the currently company did not support us in the right way.

S Chatillon explained that the current software we are using to track finances is not working appropriately to track accounts and some items have been missing. We have two options moving forward, we could re input everything since 2011 (3 months of full-time work and not feasible) or we could hire help and pay them for a few hours each month to ensure our future revenue is inputted accurately. Due to our background as students being pharmacy we do not necessarily have the knowledge to fix this issue completely ourselves. Currently we have money set aside for bookkeeping, the estimated cost for option two would be about \$30-40 per hour and about 3 hours per month. The company we are currently working with is not working effectively and our books have not been properly closed since 2013. This company is charging \$7000 to close our books and these numbers they are proposing using may not be accurate.

C McGrath asked S Chatillon to clarify how it option one where we would go back and re-enter all of our numbers since 2011.

S Chatillon explained the process of how they would go through all incoming and outgoing funds that we have records of (e.g. cheques). By moving forward with a bookkeeper we will be starting fresh and have a better picture for our accountants for what we are working with.

C Woit thinks it would be best to move forward from where we are and make sure that we are doing it properly in the future.

K Tress questioned if business students would be able to assist us with this at a reduced cost.

S Chatillon commented that it was an option though she is not sure on the curriculum and it may need to be a more advanced student.

P Thabet commented that he thinks a student would be a great option though we do have a budget for expense like this and a professional would offer more continuity and accountability.

S Chatillon commented that she agreed and that the issue of continuity is very important in the current financial state of the organization.

J Butler questioned the \$7000 cost to close our books and how we would choose a bookkeeper in terms of what city they are located in (as the location of the finance officer changes).

S Chatillon explained the need for officially closing the books. Because we have >50 000\$ of revenue we have to the "middle class detail". This costs about 7000\$. We have not paid that since 2013 as we have not our books closed. We can inform the government that our books were overlooked and go forward with the numbers that we have. S Chatillon's accountants suggests closing the books from previous years to move forward. For the 2016 year we will have to pay about 7000\$ to close the books. The bookkeeper will be bilingual and willing to stay on long term. The role of the finance officer will be responsible of reimbursements and getting information, income and expenses to bookkeeper. Her accountant recommended someone.

C McGrath spoke to the second question where in we have a lawyer located in Winnipeg who works with the president (who introduces themselves to the lawyer each year). The financial officer would still be responsible for the finances but an element of this would be communication with the book keeper.

S Chatillon commented that an option to consider in the future is to change accounting firms to one which offers bookkeeping services.

R Ward would like clarification about whether this will add to our deficit or if this is actually included in our budget. Will we getting another accountant double up on our expenses for this year?

S Chatillon commented that there is currently money set aside for accounting and that we would need to work within this set budget though that this element is very important because we do not currently know where we stand financially. Once we get more information on the exact cost of closing the books and a bookkeeper we can further discuss this point.

C McGrath stated that they have been reviewing the financial situation together and that getting a bookkeeper is the first step of multiple in rectifying the current financial situation.

JF Cote questioned if it would cost 7000 to close the books? How much will it cost?

S Chatillon clarified that closing the books is \$7000 but that our accounting firm has not been very cooperative and are not providing adequate support. We have not been paying them to close our books but they have been sending us invoices. They claim the books have not been closed because they have not received the necessary information from the finance officer.

JF Cote questioned how much it will cost to change accounting companies.

S Chatillon states it is 30-40\$ per hour with 3-4 hours a month

Jen - Point of privilege - Can everyone put your phones on mute please

**BIRT CAPSI National trial the utilization of a bookkeeper for a one-year term.
(S Chatillon/C Woit)
Motion Carried.**

8. Amendments to Operating Manual, Chapter 8 , Section 8.5

S. Chatillon

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

Section 8.5 Expense Reimbursements

a) From:

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

To:

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

b) From:

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

To:

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

c) Add:

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

d) From:

All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March 15;

To:

All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March 1;

*This is to allow enough time to properly close the books for the current fiscal year and allow proper turnover.

*if submitted March 1, then Finance Officer has 30 days to issue cheque (March 30), then CAPSI council member have 30 days to deposit (April 30). This leaves enough time to properly close books and allow incoming Finance Officer to start working on new budget with a proper closing number.

e) From:

Cheques can only be cashed up to six months of the cheque date before it becomes a stale-dated cheque;

To:

Cheques can only be cashed up to one months of the cheque date before it becomes a stale-dated cheque for CAPSI council members and three months for all other parties;

f) From:

CAPSI National will not reimburse members for the costs incurred due to luggage fees for travel;

To:

CAPSI National will not reimburse members for the costs incurred due to luggage fees for travel or seat selection fees;

g) From:

Accommodation reimbursement for PDW will commence the night before the meetings begin up to and including the last night of the conference, whereas for the CPhA conference, accommodation reimbursement will commence the night before the meetings begin but neither the last night of the conference nor the cost of the Gala will be reimbursed.

To:

Accommodation reimbursement for PDW will commence the night before the meetings begin up to and including the last night of the conference, whereas for the CPhA conference, accommodation reimbursement will commence the night before the meetings begin but neither the last night of the conference nor the cost of the Gala will be reimbursed. **This may only occur should the Finance Officer be present at CPhA, have access to physical turnover documents (ie cheques) and proper signing authority has been completed.**

The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association's annual budget unless approved by the Finance Committee with at least a two-thirds (2/3) majority vote.

S Chatillon commented that after looking at the reimbursement forms for 2016 she had some points that she wanted to change with regards to the operating manual. She provided a description of these expenses visible above.

C Woit first questioned if up to 30 days after expenses are incurred or 10 days [following the event after the event needs to be broken into two points or further clarified (e.g. can't reimburse before the event has occurred) and second that the manual should include mention of e-transfers and not just cheques.

S Chatillon agrees with C Woit in that the wording could be 30 days after an expense has occurred or 10 days after the attendance of an event. She also agreed with the addition of e-transfers to the manual.

P Thabet asked how we cheques made out to CAPSI council would be stale after 1 month versus 3 month to other parties

S Chatillon clarified that legally cheques are good for six months but that she would strongly encourage members to deposit their cheques earlier.

N Szabolcs is confused about the 10 days. She thought it was 30 days after the event. N Szabolcs is worried that 10 days does not allow enough time to mail the required documents, receipts, etc...

K Selva joined the meeting at 8:45 pm.

C McGrath proposed making it a 30 day window for all expenses.

P Thabet commented that 30 days may be too much time after the event for a strict deadline.

C McGrath commented that though a 30 day deadline may be in place the finance officer may encourage a culture to send in these documents as soon as possible after the event.

J Cote asked about seat reservation fees.

S Chatillon clarified that this all to promote purchasing the cheapest options and not increase the financial burden on CAPSI.

J Cote will the seat verification fees be verified by the finance officer at the time of reimbursement. At the point of reimbursement any extra fees incurred for the flight/travel will be deducted from the total amount reimbursed.

S CHatillon explained that the seat reservation fees are visible on the invoices provided to the finance officer and they are not currently being reimbursed.

J Butler suggested the use of date stamps on envelopes prior to being sent.

C McGrath asked the finance officer for her opinion on the 10 versus 30 days.

S Chatillon is fine with the 30 day window and stated that it is just important to get these documents tot he finance officer as soon as possible.

BIRT CAPSI National accept the following amendments to Chapter 8: Finance, of the Operating Manual.

Section 8.5 Expense Reimbursements

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To:

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

b) From:

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

To:

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

c) Add:

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

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The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association's annual budget unless approved by the Finance Committee with at least a two-thirds (2/3) majority vote.

(C McGrath/K Hynes)
Motion Carried.

9. Workopolis

S. Chatillon

Item for Discussion/Motion: BIRT CAPSI National continue partnership with Workopolis.

Background information/Summary: Previously, CPhA had an agreement with Workopolis (signed in 2010) where all jobs postings packages bought for our site pharmacy specific site (pharmacyjobs.ca) resulted in profit that was split 50/50 between Workopolis and CPhA. From the 50% given to CPhA, 8% came to CAPSI. Due to restructuring, CPhA has pulled out of this agreement. This has left the opportunity for CAPSI to now share profit with Workopolis in a 50/50 split for revenue generated from the purchase of job posting packages. A new agreement will be drafted by Workopolis and reviewed by CAPSI. A decision will then have to be made to decide if we wish to continue this partnership. CAPSI's commitment would be to promote Workopolis to our membership and sponsors (i.e. social media post, info letters which are already drafted by Workopolis).

S Chatillon commented that at CPhA we had received cheques from Workopolis and we looked into this since to determine the exact origin of this money. CPhA was working with Workopolis and we as a partner of CPhA were receiving 8%. CPhA has since abolished this partnership, though we have the option to continue this partnership on our own with Workopolis. They understand that we are a student organization and will make reasonable expectations. This contract with them could be signed in the next couple of months.

J Butler questioned if CPhA is comfortable with CAPSI continuing this relationship with Workopolis.

C McGrath spoke regarding her conversation with a member of CPhA and that there would not be repercussions on CAPSI if this relationship with Workopolis continues.

C Woit questioned if there was a cost to CAPSI in this contract with Workopolis,

S Chatillon stated that there is no cost. Our only obligation is to promote the website to sponsor, companies and students.

J Cote questioned that if CPhA was ceasing their relationship with Workopolis to pursue a different avenue for job postings.

C McGrath explained that CPhA are setting up another website but at this time there is not much to add about this. C McGrath will be speaking with Christine Dagleish (CPhA) soon about changes at CPhA. CPhA would be removed from the contract/partnership and will be adjusted to be with CAPSI solely. It can also be updated to mirror our website in aesthetics.

J Cote commented that CPhA has been so generous to CAPSI and was wondering if there was an option to partner further with them on this matter.

C McGrath commented that she will gather more information tomorrow during her meeting with CPhA.

N Szabolcs questioned if Workopolis would fall into a sponsorship category.

S Chatillon commented that she does not believe they would be a sponsor as both members of the partnership are profiting.

N Szabolcs asks because CU advertising is a CAPSI club member but they are in a similar situation as Workopolis where they give us revenue and they also make revenue.

C McGrath noted that there was previously no discussion of sponsorship in the previous contract and there has been no discussion of it thus far.

N Szabolcs questioned if the communication with Workopolis would stay with the finance officer or would be transferred to the VP Com.

S Chatillon commented that she is not positive at this time but the responsibility of depositing the cheques would remain with the finance officer.

C McGrath offered to share the contract and all prior to voting. Or would they prefer time to review the documents and

J Cote wants to wait until the contract has been reviewed.

C Woit wants to double check partnership since it is financially viable

J Cote reminds us to take into account exposure and that revenue may decrease without the exposure from CPhA.

C McGrath provided a point of information that we will not receive revenue based on clicks but it will be based on employers purchasing advertising packages on the site.

S Chatillon noted that she asked a similar question during the meeting with Workopolis and that she does not believe the advertising previously was necessarily CPhA driven.

BIRT CAPSI National continue partnership with Workopolis.

(C McGrath/D Reithmeier)

Motion Carried.

Abstention: Montreal

10. CAPSI Birthday Cake

M. Aizouki

Background information/Summary: PDW 2018 PC was wondering whether CAPSI would be willing to help out with some of the costs associated with purchasing cake for the celebration of CAPSI's birthday during PDW 2018.

M Aizouki explained that PDW 2018 in Alberta is CAPSI's birthday and they would like to purchase a cake, she provided a break down of the options and prices - ranging from \$200-\$400.

C McGrath explained that at the total cost is less than \$1000 it can be referred to the finance committee.

**BIRT this agenda item be referred to the finance committee.
(C McGrath/ J Cote)
Motion Carried.**

11. Sponsorship Updates

N. Szabolcs

- i) Updates regarding finalized contracts in place and contracts currently in process
- ii) Delivery and shipping of agendas, Apotex backpacks, Teva water bottles, bags and kits
 - (1) Members should be receiving (or have received) the Teva materials this week
 - (2) Backpacks are expected to arrive later this week or early next week, and the agendas will be delivered next week
- iii) Reminder: if ordered kits, must send photos or feedback for Teva's marketing purposes
- iv) PIC/IPSF sponsorship solicitation
- v) Local solicitation of sponsors for remaining funds associated with local competitions

N Szabolcs explained that about three quarters of the major sponsors have had contracts sent to them. Some sponsors have had turnover with the contact person. By the end of next week everything should be delivered if not contact N Szabolcs and she will look into it. N Szabolcs reemphasized the importance of providing Teva with photos of the kits (such as operation washup) for marketing purposes.

12. Ad-hoc Agenda Review Committee Updates

N. Szabolcs

- i) Clipboards
 - (1) sold as local fundraising item during PAM to determine if they would be worth selling via the website, or as a membership perk, in future years
- ii) Agenda Use Survey
 - (1) Second survey to launch in October regarding use of the handbook, which will include more specific alternatives for the members to choose from
 - (2) Vote at PDW to maintain or dissolve the agendas
- iii) General update on what the council will be doing over the next few months

N Szabolcs explained that during the Agenda Review meeting it was decided that fiscally we can not afford to add clipboards as a membership benefit at this time. It was brought forth during the meeting to use the clipboards as a fundraiser during PAM. We would like to vote if everyone would like to move forward with this idea and then potentially for a clipboard design. Additionally, we would like to have another survey in October regarding the agenda. This survey would have more information on the handbook. Hopefully by providing more concrete information to students we will receive a better response. We could then vote at PDW if we are going to continue or resolve the agenda.

M Eissa questioned if the fundraising would be going to locals or to CAPSI national.

N Szabolcs commented that this would still need to be determined. Explained that it was also considered to sell them on the website but that trialing them through schools first seemed a better option. N Szabolcs doesn't want to speak for the full committee regarding specifics.

13. Communications & Marketing Committee Updates

N. Szabolcs

- i) Prezi (Jen)

- (1) Reminder about the prezi for use at the local schools to provide information to potential members during orientation
- (2) Feedback from the prezi
- ii) SWAG
 - (1) Want to create a unifying item that can be sold at each school (i.e. I Heart My Pharmacist tshirts), that includes a capsli logo on it
- iii) CAPSI's 50th anniversary in 2018
 - (1) Want to create a logo and some promotional materials for this
- iv) General update on what the council will be doing over the next few months
 - (1) Promo video
 - (2) Alumni campaign

J Butler explained what Prezi is and compared it to PowerPoint though less linear. The presentation regards what CAPSI is and would be appropriate for membership drives. J Butler said that others can edit it to be specific to each school and explained how to get a free account. Will provide a video for the process for the Manitoba account in the future.

N Szabolcs explained that the communications and marketing committee would like to produce a unifying item that is sold at all pharmacy schools across Canada. This item would have the CAPS logo. Also considering the creation of a logo for the 50th anniversary and promotional materials to go along with this. If anyone has any comments regarding these points, contact N Szabolcs.

14. Competition Promotion Material Survey Results **S. Saunders**
Item for Discussion/Motion: Survey results and discuss the plan moving forward

Background Information/Summary: A survey was created to discuss student participation levels for CAPSI competitions and if promotional materials would be beneficial. Results and possible materials will be discussed for competitions this fall.

S Saunders explained that it was about a 50/50 split between schools thinking their competitions were well promoted and attended.

J Cote commented that social media in his view would more so be in terms of a banner or profile picture and would be in the form of a pdf.

S Saunders commented that she would need assistance from someone who is more tech savvy in order to create this.

J Butler commented that in Manitoba she would prefer an image to post within her school's Facebook page.

15. Survey of Membership Satisfaction **R. St Croix**

Background information/Summary: The membership committee has discussed releasing a survey in mid-October to assess where we currently stand with our members. This would be a short survey with primarily likert scale style questions and some room for additional comments. The results of this survey could be discussed at PDW 2017. If anyone has any comments or suggestions, they would be appreciated.

R St Croix explained the purpose and timeline of this survey.

16. CAPSI Honorary Life Member **C. McGrath**

Background information/Summary:

2.1.4 Honorary Life Members

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

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

2.1.4.1 Honorary Life Member Privileges

The members above are entitled to the following:

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

**BIRT this agenda item is tabled until the Fall TC.
(C McGrath/P Thabet)
Motion Carried.**

17. Friends of CAPSI

C. McGrath

Background information/Summary:

11.1 Friends of CAPSI

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

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

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

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

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

All funds generated from this initiative will be used to support the National Council members with their travel costs as they attend bi-annual face – to – face meetings and contribute to the Association’s continued endeavors. These funds will be managed exclusively by the Finance Officer and inputted into the subsequent year’s budget for discussion at the National Council meetings during the annual CPhA conference.

**BIRT this agenda item is tabled until the Fall TC.
(C McGrath/P Thabet)
Motion Carried.**

18. AFPC CanExEd Committee

C. McGrath

Background information/Summary: AFPC has formed a committee evaluating Canadian Pharmacy Experiential Education across all ten pharmacy programs in the country. Within this committee are multiple working groups focusing on different priorities of the committee in terms of reviewing, improving and standardizing Canadian pharmacy experiential education. AFPC would appreciate student input on all of these working groups. If CAPSI reps are interested please review the document provided and inform the Presidents of your interest.

C McGrath explained the CanExEd Perpetual Plan to everyone and offered to all to participate. She will send an invitation to CAPSI National and that then we may opening to others members if there is no interest at national council level. Any questions?

J Butler asked if there is a deadline

C McGrath commented that she will provide a deadline through email.

19. CAPSI – CPhA Post-Conference JOM Update

C. McGrath

Background information/Summary: A CAPSI-CPhA follow-up JOM was held after the CPhA conference in Calgary to further discuss action items for both parties.

a. CAPSI –PPA Survey

C McGrath explained that CPhA would like to have a better understanding of the relationship between the local CAPSI councils and their respective pharmacy provincial advocacy body. This will help CPhA gain insight on the PPA student members and benefits offered in hopes to expand the benefits offered to students through CAPSI. Locals are asked to fill out the survey by the deadline so CPhA can assess prior to PDW.

b. CAPSI Textbook Sales Survey

C McGrath explained that early next week there should be something for herself and H Chan to review regarding the members only portion of the website. CPhA has requested a general outline of the textbook sales at each school in order to standardize the process across the country and that the members only site will not be used in this coming year. We may be able to use a new method at Waterloo in January 2017. Discussions regarding increasing CAPSI's advocacy is continuing.

20. Dipiro Textbook Sale M. Moreno

Background information/Summary: One of the textbooks U of T CAPSI will be selling this year is Pharmacotherapy: A Pathophysiologic Approach 10th edition by Dipiro. The contact person from the publisher asked us if any other reps are selling this textbook, and requested us to pass on contact information if you are interested in selling the book at your school

M Moreno explained that CAPSI sells the Dipiro textbook instead of minor ailments and therapeutic choices at the University of Toronto. If anyone else is interested in selling this textbook they should contact M Moreno.

J Butler point of information. U of M have a free online version for students.

M Moreno explained that they have access to this text online at their school as well but some students still wish to have a hard copy of the textbook.

21. Update: Interprofessional Competition – PDW S. Saunders/M. James

S Saunders and M James had nothing new to report at this time.

22. Update: Interprofessional Alliance and Naturopaths M. James

M. James stated that the alliance has decided to table this topic within the alliance since CFMS have not been yet spoken to their membership

23. PSF event & student ambassadors P.Thabet

Item for Discussion: Provide an update/clarification about the possibility of a World Pharmacist Event / PSF event in September.

Background information/Summary: PSF are looking to have a student representative at each school promote PSF membership, help fundraise and raise awareness. They are looking for a way to share a call for this position.

P Thabet explained that he will be in further discussion with the local representatives but that PSF would like to have a representative at each school. More information will follow within the next month.

24. Local Issues D. Reithmeier

Item for Discussion/Motion: Survey of local reps for required information

Background Information/Summary: I recently sent out a couple of surveys to local reps to gather some important information. The first one inquired as to whether they had received a cheque for CAPSIL survey and a Staples discount card.

The second survey asked each school where they displayed the printed versions of the CAPSIL and asked them how many English and French copies they think they need to adequately fill these display sites. The purpose of the second survey was to see if we could decrease the number of copies that we print to reduce costs.

I have received the information from some of the schools, but I would like to use this opportunity to quickly gather outstanding information from schools who haven't had the opportunity to complete the survey.

**BIRT this agenda item is tabled until the Fall TC (or more information to follow via email)
(D Reithmeier/P Thabet)
Motion Carried.**

25. Motion to create a new CAPSIL Facebook page

D. Reithmeier

Item for Discussion/Motion: Motion to create a new CAPSIL Facebook page

Background Information/Summary: During CPhA, I brought forward the idea of creating a CAPSIL FB page that would serve as a central hub for CAPSIL marketing and the recruitment of articles and translators. It was brought to my attention that a CAPSIL Facebook page already existed, and it was suggested that we attempt to either re-launch or close the existing page before opening a new one.

The CAPSIL email receives notifications from the current CAPSIL Facebook page which means that the CAPSIL email address is linked to the Facebook account which controls the page. I was able to reset the password for the Facebook account that controls the CAPSIL page using an email password reset request, but when attempting to login with the new password I am halted by a security check which asks for the date of birth associated with the account. After a few failed attempts at guessing the date of birth, I decided to reach out to the CAPSIL editor and webmaster from the year the CAPSIL page appears to have been launched (2012). I made contact with both of them, but neither of them were able to provide me with the security information required to access the Facebook account. They suggested that I contact editors/webmaster from 2011 as they both believed the page was created before they took over their respective roles. I have reached out to the 2011 editor and webmaster, but I am yet to hear back from either of them and I am doubting that I ever will since it has been close to a month with no response. As a result, it appears as though re-launching or closing the current CAPSIL Facebook page will be quite impossible.

The good news is that launching a new page without closing or otherwise dealing with the currently active page shouldn't cause problems or confusion for two main reasons:

1. If you enter "CAPSIL" into the Facebook search engine, the currently active page does not appear in the search results because of the way the page was named. The creators of the page named it "Canadian Association of Pharmacy Students and Interns Letters", and thus it does not appear in the search results when "CAPSIL" is used as a search string in Facebook.

Henceforth, if we created a new page and named it "CAPSIL", then our members could easily find the right page by punching "CAPSIL" into the search engine which is what the large majority of them would likely do. This alone would likely prevent our members from mistakenly liking the wrong page.

2. The majority of the page likes generated for the new CAPSIL page will likely come from council generated page-like invitations which will ensure that members are directed towards the new page.

Therefore, I am seeking council approval to launch a new CAPSIL Facebook page without closing or otherwise dealing with currently active page.

D Reithmeier explained the information available above.

J Butler questioned if this page could be Facebook verified.

D Reithmeier commented that he was not aware that Facebook did this but that he can look into it.

**BIRT CAPSI National create a new CAPSIL Facebook Page.
(C McGrath/P Thabet)
Motion Carried.**

26. Business Cards

D. Reithmeier

Item for Discussion/Motion: Unveiling of new business card design and discussion of printing options

Background Information/Summary: Thanks to everyone for voting on their favorite designs. The business card design that will be used this year has been posted to our Facebook page. I can print 1000 cards locally for appx. \$90. This would provide each council member with 30 cards each. I am also going to submit the design to our staples commercial rep to get some quotes on commercial printing of the cards. It likely will not be any cheaper, but we may be able to get higher quality for roughly the same price. I will keep you all in the loop.

**BIRT this agenda item is tabled until the Fall TC (or more information to follow via email)
(D Reithmeier/P Thabet)
Motion Carried.**

27. PDW Non-Student Member Seat Reservation

R. St Croix

Item for Discussion/Motion:
BIRT the following sections of the operating manual

“2.1.2.4 Associate Student Member, Pharmacist Member, and Supporting Member Privileges

The members above shall be entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI National Council
- The opportunity to participate in local CAPSI events
- One (1) CAPSI Agenda per Membership Year (upon publication)
- Access to all issues the CAPSIL, published during the Membership term
- Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences
- Invitation to Professional Development Week (PDW) including a PDW registration brochure and PDW promotional material as published by the PDW host committee
- Additional membership benefits may be awarded at council's discretion”

Be changed to read:

“2.1.2.4 Associate Student Member, Pharmacist Member, and Supporting Member Privileges

The members above shall be entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI National Council
- The opportunity to participate in local CAPSI events
- One (1) CAPSI Agenda per Membership Year (upon publication)
- Access to all issues the CAPSIL, published during the Membership term
- Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences
- Invitation to enter the second round of registration for Professional Development Week (PDW) and receive PDW promotional material as published by the PDW host committee.
- Additional membership benefits may be awarded at council's discretion”

Background information/Summary: This item was referred to the membership committee at CPhA. Currently it is listed as a membership benefit in the operating manual that all non-student members are to receive invitations to PDW. As of now, a non-student member has not attended the conference however this is something we can address now to prevent problems moving forward. As all of our student members are not able to attend the conference due to limited space the membership committee does not believe that non-student members should receive an invitation prior to student members.

R St Croix explained the above information.

BIRT the following sections of the operating manual:

“2.1.2.4 Associate Student Member, Pharmacist Member, and Supporting Member Privileges

The members above shall be entitled to the following:

- **The opportunity to voice interests and opinions through members of the CAPSI National Council**
- **The opportunity to participate in local CAPSI events**
- **One (1) CAPSI Agenda per Membership Year (upon publication)**
- **Access to all issues the CAPSIL, published during the Membership term**
- **Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences**
- **Invitation to Professional Development Week (PDW) including a PDW registration brochure and PDW promotional material as published by the PDW host committee**
- **Additional membership benefits may be awarded at council's discretion”**

Be changed to read:

“2.1.2.4 Associate Student Member, Pharmacist Member, and Supporting Member Privileges

The members above shall be entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI National Council
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- Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences
- Invitation to enter the second round of registration for Professional Development Week (PDW) and receive PDW promotional material as published by the PDW host committee.
- Additional membership benefits may be awarded at council's discretion"

(C McGrath/S Trivedi)
Motion Carried.

28. PDW Seat Allocator

P. Thabet

Item for Discussion: The excel document "Seat Allocation Simulator" is available in the 2016-2017 Google Drive in the Constitutional Review Committee folder.

Background information/Summary: The document has three tabs that will auto populate based on fields that you can change – Total Seats, Reserved Seat, Host %, Partner %. The specifics of the calculations are found in a yellow box on each tab of the excel document.

P Thabet explained that in the Google Drive a document to show possible seat allocation methods is visible.

29. PDW 2017 Update

J Butler stated everything was on track and that we just had PDWPC meeting. No questions and no further updates.

K Selva updated that they will trial the online room booking with CAPSI council before delegates go ahead and use it.

30. PDW 2018 Update

M Aizouki stated that the website is ready and waiting for approval. They are also getting in touch with sponsors, though not requesting sponsorship at this time. The health fair will have a two tier system. They are contacting local industries to gauge interest in sponsors. Financially they are just waiting for the next installment of the 30 000 \$ loan for the sum of 10 000\$.

31. PARS 2017 Update

C Woit explained that in Zimbabwe she had the opportunity to speak with the chair of the event. At this time there is concern regarding sponsorship and she would like locals to reach out to their contacts and forward the information to herself. There is a schedule of events for the conference and contracts have been signed with the hotel.

32. New Business

None at this time.

33. Adjournment

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