



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

Summer Teleconference 2017

Tuesday, August 8<sup>th</sup> 2017

9:00 PM AST

**1. Call to Order** **P. Thabet**

*P. Thabet called the meeting to order at 9:03 PM*

**2. President's Address** **P. Thabet**

*P. Thabet highlighted CAPSI's goals and the direction of council.*

**3. Attendance** **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
J. Butler	VP Communications
J. Cote	VP Education
J. Mejia	VP Professional Affairs
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
J. Yu	Student Exchange Officer
K. MacMillan	CSHP Liaison
J. Chu	UBC Senior Representative
H. Kaliei	Alberta Senior Representative
M. Contreras	Alberta Junior Representative
S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
R. Anisman	Toronto Junior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative

**Regrets:** C. McGrath, I. Yang, Clarke, G. Anhoury-Sauve, M. Lu, A. Mew, F. Pare, A. Clarke

**4. Acceptance of previous minutes** **P. Thabet**

CPhA 2017 Minutes

[https://docs.google.com/document/d/1Z6PiNvkk\\_ogwRf-qAjqKdtOAvqRggPrwN-ZTKSbHJrA/edit?ts=590e4031](https://docs.google.com/document/d/1Z6PiNvkk_ogwRf-qAjqKdtOAvqRggPrwN-ZTKSbHJrA/edit?ts=590e4031)

\*Add M. Lu to Marketing/ Communications Committee (J. Butler) - Amendment page 30 of CPhA 2017 minutes.

**Amendment to add M. Lu to the Marketing Communications Committee  
P. Thabet/ R. Ward**

**BIRT CAPSI National accept the minutes from CPhA 2017**

**P. Thabet/ R. Ward**

**Motion Carried**

## **5. Local 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*

P. Thabet encourages all locals to check out what others are doing to get ideas for the new year.

## **6. Executive Updates**

President

*See Annex*

President-Elect

*See Annex*

Past President

*See Annex*

VP Communications

*See Annex*

VP Education

*See Annex*

VP Professional Affairs

*See Annex*

Finance Officer

*See Annex*

Executive Secretary

*See Annex*

CAPSIL Editor

*See Annex*

IPSF Liaison

*See Annex*

Student Exchange Officer

See Annex

Webmaster

See Annex

CSHP Liaison

See Annex

## **7. Webmaster as part of the Marketing and Communications Committee**

**J. Butler**

Background:

- As I have sat on this committee during my time as a local representative, I know that having the webmaster part of this committee was very beneficial. Margaret has accepted my invitation to join this committee for the 2017-2018 year, but I'd like to make the webmaster position a permanent member of this committee for the coming years

P. Thabet echoes that having the previous Webmaster has a part of the committee has been integral in the last year. He asks if M. Lu had thoughts about it being a permanent change?

J. Butler expressed that she did not get a clear answer but that it is unlikely M. Lu is opposed.

**BIRT Webmaster be added as a member of the Marketing and Communications Committee beginning in the 2017-18 school term.**

**J. Butler/ S. Barillaro**

**Motion Carried**

## **8. Addition of Scotiabank Representative to Website**

**J. Butler**

Background:

- Scotiabank's contract: CAPSI will mention the availability of Scotia Professional Student Plan to their membership and display the Scotiabank representative assigned to each faculty on the CAPSI website (information to be provided to the CAPSI President – Elect by Scotiabank prior to August 31st of each year)
- I've reached out to Scotiabank in order to receive this list but have yet to hear back

J. Butler looks to let locals know that this will be put on the website in the upcoming year. She asks the group if anybody has questions.

## **9. Addition of Meeting Minutes to the CAPSI Website**

**J. Butler**

Background:

- I noticed about a month ago that none of the meeting minutes for 2016-2017 were up on the website. I'm glad to see that all the minutes are now posted. If people notice that the meeting minutes have not been posted for some time, please point it. In order to maintain transparency with our membership, members should be able to access meeting minutes in a timely fashion (and not a year after the meetings occurred)

T. Sanders brought forward that a timeline regarding when minutes should be posted.

P. Thabet agrees that this is a good choice.

## **10. Wiley Sponsorship Tier**

**J. Butler**

Background:

- They are wanting to provide a 25% discount on textbooks. Do we wish to provide them with "Friends of CAPSI" status (or another title) for this discount?

J. Butler discussed that Wiley had contacted CAPSI with interest of providing donations. She did ask for feedback from locals, and gathers that locals did not think the discount would be used. She would like to wait to determine whether their contribution would reach Friends of CAPSI status. She is hoping to gather feedback from council.

P. Thabet asks whether councils feels strongly in either direction?

JF. Cote stated that this benefit may add benefit to the CAPSI membership regardless of the frequency of use of the discount codes. He suggests a trial year be initiated.

J. Butler suggests that Wiley should be in charge of tracking CAPSI member's use of the textbook code. She adds that if they want to move up, then they should demonstrate that.

P. Thabet agrees that Friends of CAPSI is appropriate, and that Wiley can decide whether they'd like to move up from there.

P. Thabet asks if textbooks are used from Wiley at their universities.

J. Butler suggests that there is not, but some students may want to purchase textbooks individually.

## **11. Change of Elections Procedure**

**K. Tress**

Background:

- Ad-Hoc Electoral Committee meeting met on Friday, July 28<sup>th</sup>
- A reform to the elections procedure was discussed, including deterrents to students running, deterrents to students not being interested, etc.
- All speeches and questions must be recorded before the PDW Conference. No members will speak at elections at the conference. A suitable timeline was not discussed, though could be at the start of PDW, by an early January date, or in December.
- Executive members will make themselves available to discuss with potential candidates their positions in the weeks after the call for elections and the close of elections
- The Executive Meet and Greet will no longer be used to answer questions of candidates interested in running for an executive position in the original election.
- All videos will be made available online for a set period of time through the CAPSI Member's Only Portal

What barriers does council see to above suggestions?

P Thabet thanked Kaitlyn for following through with updating our elections procedure.

K Tress informed everyone that it is her priority to finalize our procedure this year or in the near future.

P. Thabet discussed talking about the points one at a time. He suggested that all candidates being in video is a big change.

H. Kaliel asked for clarification if the question and answer speeches would be shown at PDW.

K. Tress affirmed that this would occur.

H. Kaliel agreed that the opinions of students at PDW is integral.

JF. Cote asks for clarification of when the videos will be presented at PDW. He adds that locals would have to be adamant in ensuring that students are paying attention to the videos, as videos tend to allow students to be more distracted than listening to a speech.

K. Tress mentioned that this would breach the PDW contract.

P. Thabet points that keeping people engaged during speeches but also encouraging more candidates is key.

D. Shymanski believes that this will assist in encouraging participation in the election. As far as timelines go, she would like to suggest December as opposed to right before PDW as it would make it much more feasible to complete.

K. Tress affirms a timeline is necessary to keep in consideration.

D. Shymanski suggested a timeline prior to the end of the term. She asks if it would be possible to have an adjustable timeline at the local level.

K. Tress does not think a timeline that is adjustable as it would make the candidates' time on the website unfair.

J. Butler mentioned that as an executive and prior local that have the deadline prior to finals may discourage students from participating. Having the deadline after finals may allow more students more time to involve themselves. She suggests that CAPSI wouldn't want students to have to choose between school and CAPSI.

K. Tress mentioned that this was a concern to bring up, but that having translating the videos as a phase two may make the timeline more crunched if a deadline is called at the beginning of January.

H. Kaliel confirmed that one week before PDW this year will be January 3.

B. Houle comments on Waterloo's intern learnings during September to December and stresses that a local representative may not be able to film them.



K. Tress mentioned that this has been discussed previously, wherein a local representative in a different province was asked to film for a member from an alternative school.

P. Thabet asked what would happen if a local representative where the applicant is currently placed is unable to record the video.

K. Tress suggested that other alternatives could be used in this situation, such as recording a Skype call.

P. Thabet asked for clarification regarding the posting of the candidates videos to the members only portal. He asked if there is a limited number of times a member could view a candidate's video.

K. Tress affirmed that everything will be put online before PDW.

P. Thabet expressed the importance of the timeline of posting the videos and allowing our members to have enough time to access and view them in their free time.

P. Thabet suggested that the election deadline for candidates package be set for December 7.

*J. Butler left the call at 10:01 PM EST.*

H. Kaliel suggested that a week over Christmas break might be monumental for getting more candidates. She suggested that local impact is gathered at PDW mainly, and a later deadline may gain more candidate interest to apply after exam stress is done. Hannah suggested that it is more important for candidates to have more time rather than student have more time to view the videos.

P. Thabet agrees that great candidates are important, and that there is validity to both sides of the argument.

C. Caron expresses concerns about students filming during Christmas break.

K. Tress points out that the call for elections comes out on October 10th this year and that candidates would have after that time to reach out.

C. Caron expresses that it would be hard the first year to have an earlier deadline, but it would be easier in future years and that locals will just have to push to ensure that there are people running for positions.

R. Ward echoes that from a local perspective it would be easier to have videos filmed before exams started at schools, and worries that some students may be at a disadvantage by finishing exams later than others, having less time to prepare.

P. Thabet echoes that it will be difficult to get a hold of students for filming during the Christmas break. He does think that advertising the time that students have before (starting on October 10th) to film.

S. Trivedi states that as a representative it is important to advertise to students the full three months ahead so we can film during that time up to two weeks before PDW (over Christmas break) as a last resort.

*D. Shymanski left the call at 10:08PM ET.*

*D. Shymanski entered the call at 10:10PM ET.*

*M Lu has entered the call at 10:11PM ET*

K Tress states that we could move the three month date (as stated in the constitution) up to four months if necessary. However, from her past experience, videos tend to come in last minute.

JF Cote asks if the translation will be up to the translation committee or if this will be up to the individual to translate their documents.

K. Tress said that most schools offer some translation services (through AISEC).

P. Thabet mentioned that one month prior to PDW is the most preferable timeline.

C. Caron point of clarification whether a certain school can make the deadline sooner than the national deadline.

K. Tress confirmed that locals could make the deadline sooner.

P. Thabet asks if this process will also be followed in coming years or if we will revert back to our old electoral procedure.

K. Tress expressed that it would be ideal to adhere to the new elections procedure, but that if this proved to be inefficient, a new procedure may be necessary.

*R. Ward left the call at 11:56 pm NST.*

**BIRT the candidate packages be due one month prior to the start of PDW 2018.**

**P Thabet/ S Trivedi**

**Motion Carried**

**BIRT the candidate speeches and questions all be recorded and submitted to the Executive Secretary one month prior to the start of PDW 2018.**

**P Thabet/ T Sanders**

**Motion Carried.**

K. Tress asked for clarification from Margaret regarding what would be the most efficient way to post the videos or links on the members only portal.

M. Lu clarified that December 10th will be a suitable timeline.

**BIRT Candidate's elections packages, comprised of the resume, letter of intent, video link, and optional photo and candidate biography, be made available to the membership prior to the start of PDW 2018 via the Members Only Portal.**

**P. Thabet/ S. Trivedi**

**Motion Carried**

## **12. PDW 2018 Update**

**H. Kaliel/ M. Contreras**

Background:

- follow up regarding selected 1<sup>st</sup> round registration deadline (Oct 6th), flight freeze, letter to Deans
- follow up on poster presentation action item from CPhA
- release of PDW 2018 FAQs + promotional material

H. Kaliel summarized her email update over the weekend.

H. Kaliel asks locals to reach out to their deans about PDW logistics within the near future.

H. Kaliel expressed that all promotional material will be sent out before the end of August.

H. Kaliel summarized details regarding the PDW Poster Presentation. She expressed that it is intended to be a competition locally but rather a showcase nationally. A poster rubric has been created by H. Kaliel and a professor from the University of Alberta. H. Kaliel pointed out that there is no presentation score. The PDW PC's goal is to have 20 posters with two from each school. She noted that because it is the first year of the competition, it is not logistically easy to be able to account for more or less poster interest from each school. Thus, if a school is unable to send two posters, those spots may remain empty. She expresses this can be altered in future years. H. Kaliel also expressed that there is no saved spots for these students who submit posters.

P. Thabet looks forward to the competition.

*C. Sehgal left at 10:35PM AST.*

J. Chu asks what the topics of the presentation can be on.

H. Kaliel expresses that it can be anything that the student has done organized research for at the university level.

P. Thabet asked if students can do research not necessarily related to the university, but rather to the hospital or a drug company.

*C. Caron left at 10:42PM AST.*

H. Kaliel expressed this would be acceptable.

P. Thabet congratulates PDW 2018 for their fantastic online presence, and encourages council to share posts personally or through local pages.

H. Kaliel expresses she is very open to any questions from council. She can forward you to the right PC member. She asks that's she's cc'd in emails to the PC.

### **13. PDW 2018 Reimbursement Structure**

**S. Barillaro/ P. Thabet**

Background:

- Discussed with finance committee and agreed that last year's reimbursement structure should remain the same for this year.
- This would mean that the expenses covered for executive positions would be 1/3 the cost of the hotel and 1 round-trip flight of their choice (CPhA or PDW); expenses covered for local Sr Reps would be 1 round-trip flight of their choice (CPhA or PDW); no expenses covered for local Jr Reps.

S. Barillaro expressed this could be voted upon each year and discussed the potential of having a Financial Meeting previous to CPhA each year.

P. Thabet highlighted the disadvantages of new council members becoming blindsided by CAPSI's financial situation. He brings forward that CPhA is more fully covered than PDW.

**BIRT CAPSI National reimburse Executive members for 1/3 of hotel costs and 1 round-trip flight of their choice (CPhA 2017 or PDW 2018) for National Executive Members and Senior Representatives.**

**S. Barillaro / M. Contreras  
Motion Carried.**

#### **14. Translation of CAPSI Documents**

**S. Barillaro**

Background:

- JF received a quote back from one of his contacts
- For just the OM we are looking at roughly \$4,000
- Should we look into getting quotes from other individuals and proceed from there?

S. Barillaro asks council where they should go noting this value.

P. Thabet asks whether not having the documents translated impacts their members, and whether they think that the high price tag would affect their members opinions?

JF Cote points out that the document is read by people who primarily want to be involved, and that not translating it would not affect their membership as many are bilingual themselves.

R. Hui points out that the document also must be re-translated every year, which is an even bigger price tag. He expresses that those who want to be involved, in addition to being bilingual, would understand the financial undertaking.

P. Thabet expresses that council can always assist if somebody is looking to get involved.

R. Hui suggests that the Operating Manual is a lot for one person to do, but if a whole committee works on it, then it is still doable within the committee.

M. Lu asks that when changes are made, why are they not immediately translated?

P. Thabet thanked M. Lu for her point.

## **15. Canada's modest IPSF Presence**

**G. Anhoury-Sauve**

Background:

- CAPSI's international presence and implication
- Canada is very little involved in the International Pharmacy Student Federation compared to other countries as I have noticed during my SEP in Cyprus. Also, in other countries, most of the students are aware of what IPSF is, the activities and programs related to it, and the benefits they get from their memberships. They are also very participative in the IPSF events and programs, such as the world congress, health campaign and SEP, which I feel is not the case in Canada.

J. Yu highlighted that G. Anhoury-Sauve intends to work alongside Locals to bring more IPSF opportunities forward in Canada. G. Anhoury-Sauve is looking to make the SEP program into an elective.

P. Thabet discussed the highlighted difficulties in all schools being different among each other and points out that he will bring this forward when he speaks to AFPC next.

P. Thabet comments that CAPSI is strong locally and nationally, and that there are so many opportunities that students often don't know what to select, wherein IPSF may get left behind. It is always something to promote more.

K. Tress stated that Matthew Hung, student from the Laval University, is now the president of the Pan-American Regional Symposium of IPSF.

P. Thabet expresses his congratulations toward Matthew.

R. Hui points out that Matthew Hung will do a great job.

## 16. PDW Educational Policy Update

T. Sanders

Background:

- The PDW Educational Policy had not been updated since October of 2013. The Constitutional Review Committee, along with assistance of Hannah Kaliel, have reviewed and updated the educational policy to reflect our current expectations of all PDW delegates.
- Link to google doc:  
<https://docs.google.com/a/capsi.ca/document/d/1kEhzv08c5Wn7kvDwIE3db3qPn7tgrftNMShQ7u5sGMs/edit?usp=sharing>

P. Thabet expresses that this is a means of being proactive and ensuring that students understand the professionalism that CAPSI wishes to uphold at the event.

**BIRT CAPSI National Council approves the updated PDW Educational Policy on August 8th, 2017.**

**T. Sanders/ H. Kaliel**

**Motion Carried.**

## 17. Advice for Life Award

P. Thabet

Update and Background

Issue for discussion: Timing for local representatives

Reference:[https://docs.google.com/a/capsi.ca/document/d/1nv230fDLUEmrN-lcmLFgoum\\_eOcbGkMveP2PCPGaUo/edit?usp=sharing](https://docs.google.com/a/capsi.ca/document/d/1nv230fDLUEmrN-lcmLFgoum_eOcbGkMveP2PCPGaUo/edit?usp=sharing)

P. Thabet informed that the point of the competition was for students to produce evidence-based 20-30 minute presentations on a relevant topic. The proposed budget is around \$15,000. P. Thabet expressed that the competition would be run on the same way that other competitions are, with a local competition followed by a winner that gets advanced to PDW. Locals will be provided with a rubric and are expected to find judges. A proposed timeline can be reviewed in the link above. P. Thabet asks whether the timeline is suitable for members?

Locals can choose whether or not there is a seat saved for this person at PDW. At PDW, all local winners would be recognized, followed by the winner. Proposed cash awards can be reviewed in the document.

J. Chu thinks that's enough time for UBC

P. Thabet reconfirmed the timeline for the competitions. He affirms that as there is no concerns, he will bring forward this Kamran.

*K. MacMillan left the meeting at 11:24PM AST.*

**18. Student of the Month Award**

**P. Thabet**

Target deadline = January 2018. Promote new opportunity at PDW 2018.

<http://capsi.ca/capsi-student-of-the-month/>

P. Thabet directed everyone towards the link on our CAPSI website. He updated everyone that this is a rough draft of the format we would like to follow for nominations.

**19. Update on Pfizer Consumer Healthcare**

**P. Thabet**

Pfizer Consumer Healthcare have recently undergone internal restructuring and as such will no longer be supporting CAPSI as of September 2018. For the coming year, they will aid transition by providing us with \$12,500 for PDW 2018, and \$2,000 as a CAPSI Club member.

P. Thabet points out that this is an opportunity to find more sponsorship areas.

S. Barillaro asks for confirmation when we are getting which funding.

P. Thabet affirms that \$12,500 will go to PDW, \$2000 for CAPSI Club Membership, and 0\$ for competitions (Guy Genest, OTC, etc.)

S. Barillaro confirmed that discussion on this will take place among executives on a later date.

**20. SEP Visa Issues**

**J. Yu**

Background:

- There have been quite a few issues in regards to visa applications from students applying not seen in previous years, possibly due to the current political climate. Want to provide council with a quick update in regards to this as well as potential gain some insight from council on how to deal with this issue.

*E. Cowley left the meeting at 11:32 PM AST.*



K. Tress expressed that this is participant specific in most cases.

J. Yu would like council to be aware of the difficulties.

P. Thabet expressed that applicants should be let known that about these difficulties in case they decide to take that into consideration. He asked about writing letters for the participants.

J. Yu confirmed that there is invitation letters are sent out to all incoming SEP participants.

## **21. Opening Up Committees to General Membership**

**K. Tress**

Background:

- During CPhA 2017 CAPSI National Council decided to open up the Website Committee, Membership Committee, Ad-hoc Electoral Committee, and Ad-hoc CAPSI 50th Celebration Committee to general membership to join
- K. Tress is willing to make an advertisement or email for locals to make accessible at their school. Chairs of each committee should include how many students their committee shall be accepting and from which schools (if applicable), characteristics or skills that these students should have, the application process and an explanation of what these students will be doing.
- Goal would be to have this promoted during Membership Week
- Application process – should this be similar for all committees?

K. Tress states she will take on making an advertisement to pass on to locals containing all necessary information. She explains that she would like the application process should be the same for all four committees that will be accepting general members.

P. Thabet expresses that J. Mejia's Advocacy Committee may also be opened up to members in a non-formal manner. He highlighted the differences between this committee's involvement and other committee's involvement.

J. Mejia asks for a point of clarification whether the Advocacy Committee was opened up as well or not.

K. Tress looks into CPhA 2017 minutes.

J. Mejia requests opening up the Advocacy Committee. He stresses the importance of opening this specific committee up.

P. Thabet clarified that the Ad-Hoc Advocacy Committee was not formally opened up to general members at CPhA 2017 but it can be formalized or revised in the future.

J. Mejia expressed that he would like to open up the committee sooner than later and will approach this at the Fall TC.

## **22. Pharmacy Technicians Student Membership**

**K. Tress**

Background:

- During CPhA 2017 the Membership Committee was asked to look into the development of a Pharmacy Technician Student Membership as well as analyzing membership benefits available to non-general members. This was reviewed by committee members individually and will be further explored between Sept 1 2017 and AGM 2018.

K. Tress points out that this was something the membership committee decided to pursue and will be looked at further between now and January 2018 (PDW).

## **23. Review of Action List from CPhA 2017**

**K. Tress**

**23.a. Student Mental Health and Wellness** J. Mejia/ Advocacy Committee

**23.b. Post regarding Advocacy in Quebec** J. Mejia/ P. Thabet/ J. Cote

**23. c. French speaking student on Competition Review Committee**

**Presidents**

**23.e. World Pharmacists Day Initiative**

**J. Yu/ G. Anhoury-Sauve/**

**IPSF/SEP Committee**

- To be discussed in September with incoming IPSF representatives.

**23.f. JOM with DUX**

**J. Butler/ P. Thabet**

- This has not yet been acted upon

**23.g. PSF Partnership**

**C. McGrath/ Ethics Committee**

**23.i. Transition Contract Development**

**C. McGrath/ Ethics Committee**

**23.j. Clipboards and CAPSI Video**

**J. Butler/ Communications and**

**Marketing Committee**

- This has not yet been acted upon

**23.k. Social Media Posts as a Club Member Benefit** **T. Sanders/**  
**Constitutional Review Committee**

Background:

- During CPhA 2017 the Constitutional review Committee was asked to look into the addition of social media posts as a possible Club Member benefit. This possibility will be discussed, along with input from VP Communications, between September 1 2017 and PDW 2018.

**23.I. Textbooks Sales** **P. Thabet**

- P. Thabet expressed via email that textbook sales will not be taking place online this year.

K. Tress listed all of these points that were discussed at CPhA 2017 that were to have an action during this TC but weren't discussed. She has listed these points to be sure nothing has been forgotten.

**24. Banking Formalities** **R. Hui**

Background:

- Require dual signatures for bank withdrawals with logged receipts for each transaction, this would help prevent any financial abnormalities and a better follow-up.

P. Thabet states that National council is not able to dictate what local councils decide to do, however this is a great suggestion for local councils so representatives can be held accountable.

**25. Facebook Group for Competition** **JF. Cote**

Background:

- As discussed on CPhA. Is there opposition in creating such a group?

K. Tress expresses that she does not think that a competitor's group is a good idea.

J. Chu wonders why there is a need for a Facebook competition group

JF. Cote explains that he would like to have this group so students can experience unity on a national level.

S Trivedi echoes K. Tress's point.

P. Thabet understands both sides of the argument, and suggests that local winners all be in touch with each other after the local competition. He suggests that this point be viewed over the next month.

**New Business**

None available.

**Motion to Adjourn**

**P. Thabet/ JF. Cote**

**Motion Carried**