



**CAPSI - I'ACEIP**  
**CPhA 2009 MEETING**  
**Halifax, Nova Scotia**  
**Friday, May 29<sup>th</sup> to Tuesday, June 2<sup>nd</sup>, 2009**

*Foundation*

*Strength*

*Unification*

# Message from the President

Dear Members of the CAPSI National Council,

Welcome to another Council term. This year we will be meeting on the East Coast in Halifax during the 97<sup>th</sup> annual National Conference of the Canadian Pharmacists Association.

The CAPSI National Council has limited opportunity to meet face – to - face throughout the Council term. The CPhA conference serves as a transition period with the hand – over from outgoing to incoming for many of the council members. As a result, this meeting is extremely important with many tasks to accomplish in preparation for our upcoming term.

We are coming together to represent and act as a voice of Canadian Pharmacy students for our more than 3800 members and ten pharmacy schools across Canada. I congratulate you all for becoming involved. It is evident that the individuals involved in CAPSI are committed to the betterment of themselves and their peers and dedicated to enhancing the profession of Pharmacy. I encourage you to embrace the challenges and successes that you will encounter over the next year and enjoy the rewards that membership in the National Council has to offer.

I hope that you will take this opportunity to collaborate with one another and network with the leaders of Canadian pharmacy while enjoying your time in Halifax! I look forward to meeting you all and working with you in promoting and representing the interests of Canadian pharmacy students throughout our term.

Sincerely,

Brad Elliott  
National President 2009 – 2010  
Canadian Association of Pharmacy Students and Interns  
College of Pharmacy  
Dalhousie University  
Mobile: 902 – 222 – 7758  
Email: [bradelliottwr@gmail.com](mailto:bradelliottwr@gmail.com)

# CAPSI MEETINGS – AGENDA

## CPhA 2009 – Halifax

### Thursday, May 28<sup>th</sup>, 2009 – Four Points Sheraton

- All day Arrivals
- 6:15 pm \*Dinner with Council at the *Foggy Goggle*  
\* Meet in the lobby of the Four Points Sheraton

### Friday, May 29<sup>th</sup>, 2009 – Capitol Room – Four Points Sheraton

- 8:15 – 9:00 am Breakfast on your own time
- **9:00 – 10:45 am** **General Council Meetings**
- 10:45 – 11:00 am Break
- **11:00 – 12:30 pm** **General Council Meetings**
- 12:30 – 1:00 pm Lunch
- **1:00 – 3:00 pm** **General Council Meetings**
- 3:00 – 3:15 pm Coffee Break
- **3:15 – 5:00 pm** **General Council Meetings**
- 5:00 – 7:00 pm Free Time
- 7:00 – 9:00 pm Ice Breakers/Team building
- 9:00 pm Social Activity/Pacifico

### Saturday, May 30<sup>th</sup>, 2009 – Capitol Room – Four Points Sheraton

- 8:00 – 9:00 am Breakfast on your own time
- **9:00 – 10:30 am** **General Council Meetings**
- 10:30 – 10:45 am Break
- **10:45 – 12:00 pm** **General Council Meetings**
- 12:00 – 1:00 pm Lunch
- **1:00 – 4:00 pm** **Designing the Future Together: A Blueprint for Pharmacy Leaders and Partners Showcase** (Atlantic Ballroom, Westin)
- 4:00 – 6:00 pm Conference Registration/free time (Westin Nova Scotian)
- *4:00 – 4:20 pm JOM with c/COMPRIS [Presidents only] (Maritime Room, Westin Nova Scotian)*
- *4:30 – 5:30 pm JOM with the CACDS [Presidents, ISPF Liaison, SEO, Executive Secretary] (Maritime Rooms, Westin Nova Scotian)*

### Sunday, May 31<sup>st</sup>, 2009 – Suite 258 – Westin Nova Scotian

- 7:30 – 9:00 am CE Breakfast (Atlantic Ballroom or Harbour Room, Westin)
- 8:00 – 8:15 am Constitution Review Committee meeting
- 8:15 – 8:30 am Website Committee meeting (Suite 258, Westin)
- 8:30 – 8:45 am Agenda Review Committee meeting (Suite 258, Westin)

- 8:45 – 9:15 am *JOM with Pharmasave [Presidents, Vice President Education, Secretary] (Suite 258, Westin Nova Scotian)*
- **9:30 – 9:45 am** **Welcome- CPhA President Warren Meek (Commonwealth Ballroom)**
- **9:45 – 10:30 am** **Keynote Speaker- Dave Williams (Commonwealth Ballroom)**
- 10:30 – 11:00 am Coffee Break
- 11:00 – 12:00 am ratiopharm CFP Report (Harbour Room, Westin Nova Scotian)
- 12:00 – 2:00 pm Lunch and Learn (Commonwealth Ballroom, Westin)
- 2:15 – 3:00 pm *JOM with Scotiabank [Presidents, Finance Officer, Vice President Communications, Executive Secretary] (Suite 258)*
- 3:00 – 3:30 pm *JOM with ratiopharm [Presidents, Vice President Interprofessional Affairs, Executive Secretary, Vice President Education, Student Exchange Officer] (Suite 258, Westin)*
- 3:30 – 4:15 pm *JOM with CSHP [Executive Only] (Suite 258)*
- 4:15 – 4:30 pm Finance Committee meeting (Suite 258, Westin)
- 4:15 – 5:30 pm Free Time
- **5:30 – 7:00 pm** **Awards Ceremony (Commonwealth Ballroom, Westin)**
- **7:00 – 8:00 pm** **Awards Ceremony Reception (Via Rail Station)**
- 9:00 pm CAPSI / FL / CAW Fun Night (Halifax Alehouse upper floor)

#### Monday, June 1<sup>st</sup>, 2009 – Pier 21 & Cunard Centre

- 8:00 – 8:15 am *Pick up Breakfast (sponsored by Novopharm) (Pier 21)*
- **8:15 – 9:15 am** **“Brunch and Learn” Robert’s Rules Presentation with David Windross (Pier 21)**
- 9:15 – 9:30 am Break
- **9:30 – 10:00 am** **PDW 2009 Planning Committee Presentation**
- **10:00 – 10:45 am** **PDW 2010 Planning Committee Presentation**
- 10:45 – 11:00 am Break
- **11:00 – 11:45 am** **PDW 2011 Planning Committee Presentation**
- **11:45 am – 12:15 pm** **IPSF Presentation**
- 12:15 – 1:30 pm Lunch at the Trade Show (Cunard Centre)
- 1:30 – 2:30 pm *JOM with CPhA [Executive Only] (Pier 21)*
- 2:30 – 4:00 pm Cocktail Hour with Exhibitor (Cunard Centre)
  - 4:00 – 7:00 pm Free Time
- 7:00 pm Lobster Dinner (Cunard Centre)

#### Tuesday, June 2<sup>nd</sup>, 2009 – Westin Nova Scotian & Four Points Sheraton

- 7:30 – 8:45 am CE Breakfast (Atlantic Ballroom or Harbour Room, Westin)
- 8:00 – 8:15 am Membership Committee meeting (Bedford Room, Westin)
- 8:15 – 8:30 am Competition Review Committee meeting (Bedford Room)
- **9:00 – 10:30 am** **CPhA AGM (Commonwealth Ballroom, Westin)**
- 10:45 – 11:15 am *PEBC [Presidents] (Bedford Room, Westin Nova Scotian)*

- 11:15 – 11:45 am *JOM with Apotex [Presidents, Vice President Communications, Executive Secretary, SEO] (Bedford Room, Westin)*
- 12:00 – 1:30 pm Lunch / Speaker (Tradewinds Room or Atlantic Ballroom, Westin Nova Scotian)
- **1:45 – 4:30 pm** **General Council Meetings (Capitol Room, Sheraton)**
- 6:00 – 7:00 pm President's Reception
- 7:00 – 9:30 pm President's Gala

**Wednesday, June 3<sup>rd</sup>, 2009 – Lord Nelson Hotel**

- 9:00 – 9:30 am *JOM with the AFPC [Brad Elliott and Jonathan Mailman]*

**CAPSI General Council Meetings – May 29<sup>th</sup> to June 2<sup>nd</sup>**  
**CPhA 2009 – Halifax, Nova Scotia**  
**Friday, May 29<sup>th</sup>**

1. Call to Order
2. Welcome / Attendance / Introductions
3. Acceptance of Old Minutes
4. Year End School Reports
  - 4.1 University of British Columbia
  - 4.2 University of Alberta
  - 4.3 University of Saskatchewan
  - 4.4 University of Manitoba
  - 4.5 University of Waterloo
  - 4.6 University of Toronto
  - 4.7 Université de Montréal
  - 4.8 Université de Laval
  - 4.9 Dalhousie University
  - 4.10 Memorial University of Newfoundland
5. Executive Reports
  - 5.1 President
  - 5.2 President-Elect
  - 5.3 Past President
  - 5.4 VP Communications
  - 5.5 VP Education
  - 5.6 VP Interprofessional Affairs
  - 5.7 Finance Officer
  - 5.8 Executive Secretary
  - 5.9 CAPSIL Editor
  - 5.10 IPSF Liaison
  - 5.11 Student Exchange Officer
6. CSHP Student Delegate Update
7. Blueprint for Action Update
8. CAPSI Membership as a requirement at UBC
9. IPSF Health Campaign 2009-2010
10. IPSF Student Exchange Programme Selection Committee
11. IPSF Health Campaign Award Proposal
12. Scotiabank Alliance Agreement
13. CAPSI Symposia Sponsorship
14. CAPSIL Editor Laptop Repair and Scope of CAPSIL Editor Duties
15. Committee Dissolution
16. Committee Formation
17. Symposia Topic Discussion
18. National Mock OSCE Question Bank
19. Honourary Life Members

20. 2009-2010 CAPSI Corporate Partners
21. 2009-2010 CAPSI Club
22. PDW Educational Subsidy Policy
23. Canadian Patient Safety Institute
24. VP Interprofessional Affairs Discussion with Local Reps
25. VP Education Discussion with Local Reps
26. Other Business

### **Saturday, May 30<sup>th</sup>, 2009**

1. Call to Order
2. Proposal for “A Plan for Strengthened Unity”
3. CAPSI Student Agenda
4. CAPSI – Baxter Canada Inc Scholarship
5. Disability Insurance Presentation to Members
6. CAPSI – McGraw Hill Partnership
7. New CAPSI Competition
8. CAPSI Position on ELPharmD
9. Re-evaluation of the criteria of the Award of Professionalism
10. Liability, insurance, a continued discussion
11. Other business
12. Designing the Future Together: A Blueprint for Pharmacy Leaders and Partners Showcase
13. Student Interview Guide Update with c/COMPRIS
14. Joint Officer Meeting with CACDS

### **Sunday, May 31<sup>st</sup>, 2009**

1. Committee Meetings:
  - Constitution Review Committee
  - Website Committee
  - Agenda Review Committee
2. JOM with Pharmasave
3. JOM with Scotiabank
4. JOM with ratiopharm
5. JOM with CSHP
6. Committee Meeting:
  - Finance Committee
7. Awards Ceremony
8. Awards Reception

### **Monday, June 1<sup>st</sup>, 2009**

1. Call to Order
2. Robert’s Rules Presentation
3. PDW 2009 (St. John’s) Presentation
4. PDW 2010 (Toronto) Presentation
5. PDW 2011 (Saskatoon) Presentation
6. IPSF Presentation

7. Other Business
8. JOM with CPhA Board

**Tuesday, June 2<sup>nd</sup>, 2009**

1. Committee Meetings
  - Membership Committee
  - Competition Review Committee
2. JOM with PEBC
3. JOM with Apotex
4. Call to Order
5. Wyeth Consumer Healthcare Past-President Award Presentation
6. Student Survey
7. NHPN Update
8. Council Member's Handbook
9. Finance
10. Budget
11. Standing Committee Reports to Council
12. Sponsorship/Stakeholder Update
13. Other Business

**Wednesday, June 3<sup>rd</sup>, 2009**

1. JOM with AFPC



## Friday, May 29<sup>th</sup>, 2009

1. **Call to Order: Jonathan Mailman called the meeting to order.**

2. **Attendance/Welcome/Introductions: Rajwant Minhas took the attendance and Jonathan Mailman welcomed the incoming council.**

O. Famuyide	Acting Advisor for the President
B. Elliott	President
P. Kwok	President Elect
J. Mailman	Past President
A. Ghumman	VP Education
N. Valani	Finance Officer
S. Luong	VP Interprofessional Affairs
J. Morrison	VP Communications
J. Wentzell	Past VP Communications
R. Minhas	Executive Secretary
B. Churchill	CAPSIL Editor
K. Langejans	IPSF Liaison
A. Smith	Student Exchange Officer
L. Powell	UBC Senior Representative
S. Yue	UBC Junior Representative
A. Young	Alberta Senior Representative
G. Gandoke	Alberta Junior Representative
J. Gagatsek	Saskatchewan Senior Representative
A. Lamb	Saskatchewan Junior Representative
C. Gennick	Manitoba Senior Representative
L. Delavau	Manitoba Junior Representative
M. Linesman	Toronto Senior Representative
A. Sylvestre	Toronto Junior Representative
V. Boran	Waterloo Junior Representative
A. Haikalis	Montréal Senior Representative
M. Mahfouz	Montréal Junior Representative
J. Poirier	Laval Senior Representative
E. Glenza	Laval Junior Representative
H. Doyle	Dalhousie Senior Representative
S. Creaser	Dalhousie Junior Representative
A. Chan	CSHP Student Delegate

Regrets:

J. MacLean	Memorial Senior Representative (will be arriving later on in the afternoon)
J. Oliver	Waterloo Senior Representative

J. Cyr

Memorial Junior Representative (will be arriving later on in the afternoon)

A. Ghumman is acting as the proxy for J. Cyr. O. Famuyide is acting as the advisor and J. Mailman's term has been extended in order to train B. Elliott.

### 3. Acceptance of Old Minutes

- PDW2009
- TC1 (February 17, 2009)
- TC2 (March 23, 2009)

**BIRT CAPSI National accept the old minutes from PDW 2009, TC1 (February 17, 2009) and TC2 (March 23, 2009).**

**L. Powell/A. Smith**

**Carried**

### 4. Year End School Reports

**University of British Columbia**

**University of Alberta**

**University of Saskatchewan**

**University of Manitoba**

**University of Waterloo**

**University of Toronto**

**Université de Montréal**

**Université Laval**

**Dalhousie University**

**Memorial University of Newfoundland**

**University of British Columbia**

**Lyle Powell/Su-Fei Yui**

Please refer to the appendix

L. Powell shared having low participation in the Operation Wash-up. Suggestions from the council: promote it well in class and stress that is easy and really interactive.

**University of Alberta**

**Ashley Young/Greg Gandoke**

Please refer to the appendix

At U of A, the IPSF representative position was with the interdisciplinary representative, now the position has been split into IPSF representative and interdisciplinary representative. We will re-evaluate in 2009-2010 to see if we will split IPSF further into a Senior/Junior position.

**University of Saskatchewan**

**Jessica Gagtek/Amy Lamb**

Please refer to the appendix

**University of Manitoba**

**Crystal Gennick/Laura Delavau**

Please refer to the appendix

Low attendance at the events was discussed and suggestions were put forward by other schools. Some of the suggestions: Email the students to confirm the attendance, promote using flyers right before the event and putting them on the desk, don't disclose the kind of food available, cookies and coffee is a good and less expensive option, and receive a \$5 deposit, black list people who don't keep their commitment and refer them to the professionalism committee, tie it into professionalism.

**University of Waterloo**

**Victor Boran**

Please refer to the appendix

**University of Toronto**

**Meaghan Linesman/Anne Sylvestre**

Please refer to the appendix

**Université de Montréal**

**Amanda Haikalis/Mylène Mahfouz**

Please refer to the appendix

**Université Laval**

**Jonathan Poirier/Emira Glenza**

Please refer to the appendix

**Dalhousie University**

**Hayley Doyle/ Sarah Creaser**

Please refer to the appendix

**Memorial University of Newfoundland**

**Jennifer MacLean/Jill Cyr**

Please refer to the appendix

**BIRT CAPSI National break for 12 min.**

**N. Valani/ J. Morrison**

**Carried**

## **5. Executive Council Reports**

**President**

**President-Elect**

**VP Communications**

**VP Education**

**VP Interprofessional Affairs**

**Finance Officer**

**Executive Secretary**

**CAPSIL Editor**

**IPSF Liaison**

**Student Exchange Officer**

**President**

**Jonathan Mailman**

Please refer to the appendix

S. Lavoratore took care of the surveys from the schools and more information would be available towards the end of the conference.

**President-Elect**

**Brad Elliott**

Please refer to the appendix

**Past-President**

**Omolayo Famuyide**

Please refer to the appendix

**VP Communications**

**James Morrison/Jason Wentzell**

Please refer to the appendix

**VP Education**

**Ammara Ghumman**

Please refer to the appendix

All the schools are required to send the following information to VP Education: Information covered in OTC, therapeutics courses so that for OTC competition can be fair for everyone. If no changes have occurred in the curriculum, please notify A. Ghumman via an email.

**VP Interprofessional Affairs**

**Sarah Luong**

Please refer to the appendix

**Finance Officer**

**Nevina Valani**

Please refer to the appendix

**Executive Secretary**

**Rajwant Minhas**

Please refer to the appendix

**CAPSIL Editor**

**Brittany Churchill**

Please refer to the appendix

**IPSF Liaison**

**Kendell Langejans**

Please refer to the appendix

**Student Exchange Officer**

**Amy Smith**

Please refer to the appendix

Ways to increase the number of host sites for the SEP program were discussed and it was made clear that host sites are not just limited to community pharmacies but include hospitals and pharmaceutical industries as well. At U of S, IPSF was highly promoted as a perk to join CAPSI as other organizations hardly have an international component. Students can also apply for the exchange within 4 years of graduation. Suggestions were made on how to increase the number of host sites: contacting recent graduates (possible if they are members of CPhA), advertisements, PDW and using the agenda. The issue of students being manipulated by the host sites as free labor or technicians was brought up and it was found that there are no set guidelines in order to prevent that.

**6. CSHP Student Delegate Update**

**A. Chan**

- Serves as a link between CSHP and CAPSI.
- Over the year, attends two meetings with CSHP and two meetings with CAPSI.
- SES (Summer Education Session) formerly known as the AGM dates: August 8-11, 2009
- The time of membership is from June to June.
- Anna Huisman from University of Toronto is taking over the position in August. It would be a two year position as compared to one year.
- CSHP doesn't support entry level PharmD program and more information is available on the website.
- Any ideas for collaboration between CSHP and CAPSI are welcomed.

J. Mailman asked the schools if they have a CSHP Representative on campus:

MUN: Yes, although the position is currently vacant. (By-elections will be held in September)

DAL: Yes we have a Junior and Senior CSHP rep as well as a first and second year class rep.

U Laval: We don't have a CSHP representative.

U of T – One of the CAPSI reps serves as the CSHP rep for a two year term. This year and next it will be Anne Huisman.

U of Waterloo – We have an OB-CSHP Rep who sits on student council.

U of Manitoba –Yes, we have a CSHP Rep, it is the second year class president.

U of Saskatchewan- Yes we have a local CSHP and CPhA rep.

U of A: This position used to be part of the President's portfolio and has now been moved to a separate CSHP Rep. position.

UBC: CAPSI Junior Representative is the local CSHP rep.

## 7. Blueprint for Action Update

## O. Famuyide

- Initiative to move the profession forward: The **Blueprint for Pharmacy** is a multi-phased, strategic initiative to develop a vision and an action plan for the future of pharmacy in Canada.
- The Task Force was established in December 2006 to define a clear action plan for the future of pharmacy. Chaired by Dr. David Hill, the 19-member Task Force includes broad representation from pharmacy stakeholders across Canada including faculty, student representatives, pharmacy technicians and representatives.
- Mandate : to draft and come up with a plan
- 5 key areas: 1) pharmacy human resources, 2) education and continuing professional development, 3) information and communication technology, 4) financial viability and sustainability and legislation, regulation and liability
- Part of role: incorporate the feedback we get and incorporate the pieces
- Working groups launched in Feb 08; student reps sitting on one of the 5 groups

- Hope we have a say and input in the development in the document
- As CAPSI we should continue to be engaged and at the end of day, we want people to feel that CAPSI represents them. Members were encouraged to attend the talk tomorrow on blueprint.
- At U of S, students did a project on blue print and students were asked to sign it a week after the project as the momentum was still there.
- The dean at U of S also sits on the task force and the UBC dean is a co-chair of Educational Development and hence is very active.
- N. Valani added that Dr. David Hill is the chair and a great resource. He is willing to come to CAPSI and educate students about the program.

### **BIRT CAPSI National breaks for lunch:**

**A. Ghumman/ S. Luong**

**Carried**

### **8. CAPSI Membership as a requirement at UBC**

**L. Powell**

Implementation of mandatory CAPSI Membership is being considered at UBC. This discussion is designed to garner feedback from those schools that already have this in effect, as well as thoughts from those schools that have explored implementing this in the recent past (problem, structure, when to start, etc).

Council members agreed that it is a challenge to make the CAPSI Membership mandatory. M. Linesman shared that U of T had to go through the whole process of obtaining approval which was refused the first time when CAPSI National increased the membership fee as the increase affected their student fee. One has to accept it as a challenge and try again. U of S tried getting the approval 3 times in the past 15 years and has given up now. A. Young shared that U of A, the CAPSI membership fee is included in the student fee, but students have an option to opt out. Suggestions: Make students aware of the benefits of being a member and ask what they would like to be discussed in the symposiums, review the accomplishments in the past and mention CAPSI in the welcome letter along with the other organizations.

### **9. IPSF Health Campaign 2009-2010**

**A. Smith/K. Langejans**

Directive: *BIRT CAPSI National accepts the AIDS Awareness Campaign as the national IPSF CAPSI health campaign for 2009-2010.*

- Focus has been on HIV/ AIDS for the last two years and it would be the same for this year.
- Developed good contacts with various organizations (i.e. Little Travelers)
- There was a discussion on switching to a different topic as AIDS has been overly done, but switching campaigns would be like starting from scratch when really it is still a building process and IPSF reps are fairly new.
- A. Smith suggested doing an extra campaign and she can build and set it up. There are resources available on other campaigns: PowerPoint presentations and databases etc. A. Lamb added that changing the topic would not be a big challenge.

**Directive: BIRT CAPSI National accept the AIDS Awareness Campaign as the national IPSF CAPSI health campaign for 2009-2010.**

**Carried.**

**10. IPSF Student Exchange Program Selection Committee**

**A. Smith**

During the last Council term we stood up an ad hoc committee to aid in the selection of those applicants that would be chosen to experience the IPSF Student Exchange. With the obvious value received from this committee, the following motions are presented:

**Motion: BIRT CAPSI National establish an Ad hoc committee to carry out the student selection process for the IPSF Student Exchange Program, with the results to be announced at or immediately following PDW, composed of SEO (Chairperson), IPSF Liaison, President-Elect, One (1) Sr or Jr Rep from the West (West of Ontario), One (1) Sr or Jr Rep from the East (East of Manitoba) and to be chaired by SEO.**

**A. Smith/ N. Valani**

**Carried**

**BIRT CAPSI National accept the ad hoc committee – IPSF Student Exchange Program Selection Committee, with the results to be announced at or immediately following PDW for 2009/2010 consisting of SEO (Chairperson), IPSF Liaison, President-Elect, One (1) Sr or Jr Rep from the West (West of Ontario), One (1) Sr or Jr Rep from the East (East of Manitoba) and to be chaired by the SEO.**

**K. Langejans/ A. Young**

**Carried**

**Motion: BIRT CAPSI National accept the IPSF Student Exchange Program Selection Committee as a standing committee of the Association and defers discussion to the Constitution Review Committee for inclusion in the Constitutional amendments presented to the Membership at PDW2010.**

**A. Smith/ K. Langejans**

**Carried**

**11. IPSF Health Campaign Award**

**A. Smith**

Each year the support Canadian students provide to IPSF continues to grow and CAPSI member are able to adapt a broader perspective of pharmacy on an international level. The growing success of IPSF is largely due to the dedication of the Local Exchange Officers (LEO's), also known as Local IPSF Liaisons. To strength IPSF in Canada even further we need to provide continuous support to our LEO. The addition of an award specific to IPSF, to be presented at PDW, would strengthen the relationship between CAPSI and IPSF. The award may be given to the LEO Sr/Jr who is most dedicated to their position and therefore has the most successful Health Campaign within the first term. The implementation, sponsor, amount, and criteria for the award may all be determined by council.

**12. Scotiabank Alliance Agreement**

**J. Mailman**

Please refer to Appendix: Will be discussed later on as we still need to have a meeting with JJ.

### **13. CAPSI Symposia Sponsorship**

**J. Mailman**

Motion to un-table discussion from PDW2009

**BIRT CAPSI National table this topic until CPhA 2009.**

**S. Lavoratore/R. Knott**

**Carried**

As finances are getting tighter for both CAPSI National and the Local Chapters and as increasing pressure is being placed on the Local chapters to offer more to the Membership with less funds, this discussion is to draw a consensus about offering the CAPSI Symposia to a sponsor for an "Unrestricted Educational Grant." At PDW it was discussed that in attempts to attract our members to attend these events, Local CAPSI chapters have taken it upon themselves and to provide refreshments for these participants. With these associated costs, it was asked if we should actively search out National sponsorship to help defer some of these costs.

Points to consider:

- Some symposia topics may be controversial and may not be agreeable to the sponsor.
- If we lost sponsorship, it could jeopardize continuation of the symposia if we do choose to offer it for sponsorship.
- Local solicitation of sponsors has worked in the past for some schools

Discussion:

- a) Where does funding come from for the CAPSI symposia at each local?
- b) Do we want to offer the CAPSI National Symposia as a sponsorship opportunity?

**BIRT CAPSI National untable the discussion on CAPSI Symposia Sponsorship.**

**N. Valani/ J. Gagatek**

**Carried**

UBC: Pharmasave sponsors the symposium and gives \$200 to UBC per symposium.

U of A: No set sponsorship; use annual sponsors, good to keep it at local level.

U of S: No set sponsor, not a big deal if we have food or not, it is preferred, but most of the seminars are organized in rooms where food is not allowed.

U of Manitoba: No set sponsor, Shoppers Drug Mart donates \$600 to our general council and that \$600 is requested for symposium.

U of W: Remedy Rx

U of T: No it is taken out of the budget, need sponsors.

U of Montreal: No, it is taken out of the budget, would be interested in a national sponsor.

U of Laval: No, it is taken out of the budget, would be interested in a national sponsor

DAL: The last couple of years we were not able to organize the symposium.

MUN: No soliciting, local council covers it.

- There is not a specific sponsor, but some have asked what we have on our agenda.
- This is a chance for local reps to approach sponsors and we should try to find more funding as it is not standardized.
- It was recommended that the council should plan the topics beforehand so that the sponsors are aware of the benefits and where the money is going.



- It was concluded that CAPSI National should go for national sponsorship and if there is a second symposium it could be organized by using a local sponsor or have no sponsor at all.
- O. Famiyude recommended evaluating Pharm D program and other topics by doing a student survey.
- The student survey sponsored by Walmart on Single/Double Tier system was not held at all schools due to timing. The council agreed that all the schools should have equal access to opportunities and communication should be kept open between national and local level without any mixing.

**Discussion closed.**

**14. CAPSIL Editor Laptop Repair and Scope of the CAPSIL Editor Duties J. Day/J. Mailman**

In transit last year the CAPSIL Editor Laptop screen was damaged. The screen requires complete replacement and has been quoted between \$900-1000 (with a 3-4 week turn around). The computer's memory is not sufficient to hold both, the pertinent files as well as the layout/editing program. It is of the opinion of the out-going CAPSIL Editor that this expense is not justified and therefore recommends two items:

- a) That the laptop be replaced by an external hard drive (that she has donated to CAPSI National), and
- b) The position duties needs to be adjusted so future applicants must have access to a computer to be able to install the program

This discussion is to draw a consensus about repairing our capital asset as well as points a&b.

- Years ago an editing software was purchased, the hard drive is not large enough for the software and one has to use personal computer to install the software
- J. Day and A. Chernenkoff suggested saving all the files on the hard drive, passing it on and using the personal computer.
- Question for discussion: Do we want to replace the laptop or replace the hard drive?
- J. Day donated a hard drive
- Finance Officer N. Valani brought attention to \$25000 deficit and emphasized that \$1000 is a lot to spend at this time
- Most of the students have access to a laptop these days

Motion:

**BIRT CAPSI National replace the laptop with used external hard drive and look at updating the position duties so that the member has access to a computer.**

**B. Churchill/ A. Young**

**Carried**

**BIRT CAPSI National defer the revision of CAPSIL editor position to the CRC (Constitutional Review Committee).**

**N. Valani/ J. Gagatek**

**Carried**

What should be done with the old one?

- J. Day recommended recycling the laptop as hard drive can be formatted or recycled.

## 15. Committee Dissolution

R. Minhas

The following 2008-2009 committees must be dissolved: Website Committee, Constitutional Review Committee, Finance Committee, Membership Committee, PDW 2008 Conference Planning Committee, Competition Review Committee, Ethics Committee, Agenda Review Committee, Ad hoc IPSF Student Exchange Selection Committee, ad hoc Committee to Review the Name and Portfolio of the Position VP Interprofessional Affairs, ad hoc Single vs Two-Tier Student Survey Committee, and the ad hoc CAPSIL Committee.

**Motion: BIRT CAPSI National dissolve the following 2008-2009 committees: Website Committee, Constitutional Review Committee, Finance Committee, Membership Committee, PDW 2008 Conference Planning Committee, Competition Review Committee, Ethics Committee, Agenda Review Committee, ad hoc Committee to Review the Name and Portfolio of the Position VP Interprofessional Affairs, ad hoc Single vs Two-Tier Student Survey Committee, and the ad hoc CAPSIL Committee.**

R. Minhas/ A. Ghumman

## 16. Committee Formation

R. Minhas

The following committees must be formed:

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

Composed of:     -*Finance Officer (Chairperson) – Nevina Valani*

                      -*President – Brad Elliott*

                      -*One Senior Rep. from Western Canada (West of Ontario) – Meghan Linesman*

                      -*One Senior Rep. from Eastern Canada (East of Manitoba) – Crystal Gennick*

**BIRT CAPSI National accept the 2009-10 Finance Committee consisting of N. Valani, C. Gennick, B. Elliott, M. Linesman and to be chaired by N. Valani.**

R. Minhas/ P. Kwok

Carried

- **Constitutional Review Committee:** Drafts, reviews and amends the CAPSI Constitution, in addition to other official documents and contracts as necessary.

Composed of:     -*President-Elect (Chairperson) – Polly Kwok*

                      -*Executive Secretary – Rajwant Minhas*

                      -*Two other members, which may include Senior Reps. or members of the Executive Council – Jennifer MacLean and Hayley Doyle*

**BIRT CAPSI National accept the 2009-10 Constitutional Review Committee consisting of P. Kwok, R. Minhas, J. MacLean, H. Doyle and to be chaired by P. Kwok.**

R. Minhas/ M. Linesman

Carried

- **Membership Committee:** Responsible for ensuring that all CAPSI members receive their membership benefits and work to facilitate the promotion of CAPSI during CAPSI Awareness Week.

Composed of:     -*Executive Secretary (Chairperson) – Rajwant Minhas*

- VP Communications – James Morrison
- One Senior Representative – Ashley Young

**BIRT CAPSI National accept the 2009-10 Membership Committee consisting of R. Minhas, J. Morrison, A. Young and to be chaired by R. Minhas.**

**R. Minhas/ A. Ghumman**

**Carried**

- **2010 Professional Development Week Conference Planning Committee:** Facilitate the organization of PDW 2010 in Toronto, Ontario.  
Composed of:
  - Local Senior Representative from the host school – Meaghan Linesman
  - CAPSI President as an *ex-officio* member – Brad Elliott
  - Local Planning Committee as per the discretion of the host school

**BIRT CAPSI National accept the 2009/2010 PDW Conference Planning Committee consisting of M. Linesman, B. Elliott and local planning committee as per the discretion of the host school.**

**R. Minhas/ J. Gagatek**

**Carried**

- **Website Committee:** Responsible for maintaining and updating the CAPSI National Website.  
Composed of:
  - President-Elect (Chairperson)* – Polly Kwok
  - VP Communications – James Morrison
  - CAPSIL Editor – Brittany Churchill
  - One Senior or Junior Rep. from Quebec – Jonathan Poirier
  - One Senior Rep. from Western Canada – Lyle Powell
  - One Senior Rep. from Eastern Canada (excluding Quebec) – G. Gandoke (junior rep from U of A)
  - Webmaster (*ex-officio*) – TBA

**BIRT CAPSI National accept the 2009-10 Website Committee consisting of P. Kwok, J. Morrison, B. Churchill, J. Poirier, L. Powell, Webmaster (TBA) and to be chaired by P. Kwok.**

**R. Minhas/ A. Young**

**Carried**

- **Ethics Committee:** Responsible for the addressing all ethical matters brought to the CAPSI National Council.  
Composed of:
  - *Past President (Chairperson)* – Jonathan Mailman
  - President-Elect – Polly Kwok
  - CAPSIL Editor – Brittany Churchill
  - VP Communications – James Morrison
  - Finance Officer – Nevina Valani
  - Senior or Junior Rep from a French – Emira Glenza and English speaking school – Jessica Gagatek

**BIRT CAPSI National accept the 2009-10 Ethics Committee consisting of J. Mailman, P. Kwok, B. Churchill, J. Morrison, N. Valani, E. Glenza, J. Gagattek, and to be chaired by J. Mailman.**

**R. Minhas/ M. Linseman**

**Carried**

- **Agenda Review Committee:** Responsible for the review of the CAPSI National Agenda prior to distribution.

Composed of: - *VP Communications (Chairperson) – James Morrison*

- CAPSIL Editor – Brittany Churchill
- One Senior or Junior Rep from a Quebec School – Amanda Haikalis
- One Senior or Junior Rep from Western Canada (West of Ontario) – Crystal Gennick
- One Senior or Junior Rep from Eastern Canada (East of Manitoba) – M. Mahfouz

**BIRT CAPSI National accept the 2009-10 Agenda Review committee consisting of J. Morrison, B. Churchill, A. Haikalis, C. Gennick, M. Mahfouz and to be chaired by James Morrison.**

**R. Minhas/ N. Valani**

**Carried**

- **Competition Review Committee:** Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level.

Composed of: - *VP Education (Chairperson) – Ammara Ghmman*

- Past-President – Jonathan Mailman
- One CAPSI Rep. from an English-speaking school different from the home school of the VP Education – S. Luong
- One CAPSI Rep. from a French-speaking school different from the home school of the VP Education – E. Glenza

**BIRT CAPSI National accept the 2009-10 Competition Review Committee consisting of A. Ghumman, J. Mailman, S. Luong, E. Glenza and to be chaired by A. Ghumman.**

**R. Minhas/ A. Young**

**Carried**

- **IPSF Student Exchange Program Selection Committee:** Committee formed to carry out the student selection process for the IPSF Student Exchange Program, with the results to be announced at or immediately following PDW, composed of

- SEO (Chairperson) – Amy Smith
- IPSF Liaison – Kendall Langejans
- President-Elect – Polly Kwok
- One (1) Sr or Jr Rep from the West (West of Ontario) – Sue Fei Yue
- One (1) Sr or Jr Rep from the East (East of Manitoba) – Hayley Doyle

**BIRT CAPSI National accept the 2009-10 Ad hoc IPSF Student Exchange Program Selection Committee consisting of A. Smith, K. Langejans, P. Kwok, S. Yue, H. Doyle and to be chaired by A. Smith.**

**R. Minhas/ N. Valani**

**Carried**

*\*\*Note: Due to time constraints, not all committee meetings could be incorporated into the agenda. Committee Chairpersons will be responsible for scheduling an appropriate date and time to meet with committee members during the CPhA conference if time as not been allotted for in this agenda\*\*\**

## **17. Symposia Discussion**

**S. Luong**

This discussion is to brainstorm possible symposia topics and then to decide on two symposia topics for 2009-2010.

- The topics recommended during discussion: H1N1 flu, electronic dispensing, changing role of the pharmacist, Alberta patient centered care, Pharm D, blueprint, Interdisciplinary practice.
- Difference in the legislation amongst the provinces is an issue.
- S. Luong recommended local councils picking two topics that are of interest to their province.
- S. Luong suggested that the discussion should be deferred as members would need to brainstorm.

**BIRT CAPSI National table the Symposia discussion.**

**S. Luong/ J. Morrison**

**Carried.**

## **18. National Mock OSCE Question Bank**

**J. Mailman**

At PDW, the National Council elected to create a bank of stations/questions to be collected/ held by the Executive Secretary. This discussion is to elicit feedback on the idea of holding a “national” Mock OSCE, with stations being created and distributed centrally from National.

## **19. Honorary Life Members**

**J. Morrison/J. Wentzell**

Honorary Life Members are exceptional individuals who have in one way or another contributed to CAPSI in a significant manner on a National level. In order to be named a HLM, a person must be nominated by a council in one year, and then accepted by the following council in order to ensure for the continuity of dedication. No more than one HLM may be nominated per year by the council.

*Current HLM's include James Mann, David Windross, Bev Allen, Guy Genest, Fares Attala, Vivian Quiring, Shelly (Malinowski) Stepanuik, Alan Kyte, Dorothy L. Smith and Larry Pereira. This discussion is intended for the submission of names for nomination by the 2008-2009 council.*

Nominations made during the discussion (N. Valani): Murray Brown, Wyeth Consumer Health Care Reasons: strong advocate of CAPSI, budgets for Wyeth, hires students, offered to help for IPSF, goes above and beyond, and indirectly does a lot for the country.

**BIRT Murray Brown be nominated as the 2009-10 Honorary Life Member.**

**N. Valani/ J. Gagatsek**

## Carried

In order to ensure the continuity of the nominee's dedication, next year's council must also accept the nomination of Murray Brown.

### 20. 2009-2010 CAPSI Corporate Partners

J. Morrison/J. Wentzell

A CAPSI Corporate Partnership is defined as a corporate entity that demonstrates a commitment to intangible support that goes beyond monetary contributions and for which they do not receive direct recognition. Corporate Partners must have a strong national presence and be committed to providing CAPSI members with better opportunities to develop themselves professionally. *Corporate Partners for 2008-2009 were Apotex, Novopharm, Wyeth Consumer Healthcare, and ratiopharm.*

- Every year CAPSI is supposed to review the contributions of corporate partners and reassess the partnership.
- Apotex: Very involved, GOLD CAPSI Member has been a sponsor for the past 10 years. Due to financial restrictions, they are discontinuing the back pack program. U of S has lots of back packs left from last year – would be addressed later on. They are backing out because of the economic recession; therefore a letter would be sent addressing the issue. If there are any changes to the status, there is a grace period of 3 months to a maximum of 12 months. Council has voted that Apotex be issued a letter by the VP Communications at PDW 2010 in Toronto, notifying them of CAPSI's consideration in removing their CAPSI Corporate Partnership for the 2010-2011 academic years secondary to reduction in previous sponsorships and programs.
- Novopharm: Corporate partners for this year but would be assessed for next year. Still supporting PDW and doing a leadership seminar but the amount would be found out after the JOM on Monday.
- Wyeth Consumer Healthcare: Maintained
- Ratiopharm: Maintained

**BIRT CAPSI National send a letter to Apotex informing them that we are considering changes to be made to their corporate partnership status.**

**G. Gandoke/ A. Young**

**Carried**

### 21. 2009-2010 CAPSI Club

J. Morrison/J. Wentzell

- Compared to last year, revenue from CAPSI Club membership is down from \$18,000 to \$13,500. Six previous CAPSI Club Members (including 4 previous Gold level sponsors) decided not to purchase a membership of any level. Reasons cited for this decline were strictly financial and did not reflect an unsatisfied relationship with CAPSI or its members. To date, CAPSI Club members for the 2009-2010 academic years include;
- Gold level Sponsors (2000\$)
- Pharmasave National, ratiopharm, Scotiabank, Shoppers Drug Mart, Walmart, Wyeth Consumer Healthcare  
Club Member Sponsors (500\$)

## **22. PDW Educational Subsidy Policy**

**J. Mailman**

Please see the Annex.

This discussion is to explore the mandatory implementation of this policy to ensure maximum attendance at CAPSI National events held during PDW

- M. Linesman suggested that the policy should enforce that the students need to attend 2 out of the 3 events - AGM, elections, awards ceremonies and 2 of the 3 main speakers and the policy should be more intensive this year
- Difficult and challenging to implement but overall it was pretty successful.
- For 2009 PDW students got reimbursed more due to low attendance at PDW. The issue of poor attendance at AGM and elections was discussed
- At U of S, point system was implemented and students had to volunteer at the conference besides fundraising and students were also made to sign the educational subsidy protocol.
- It was decided that a policy should be developed and standardized card should be developed for all the schools.
- O. Famiyude gave an example of schools in States where students have higher attendance at events and are more involved because of policies being in place. It would be good to encourage students to come to elections as they will become more aware and more involved.
- O. Famiyude added that the policy was made when she was the chair and if changes need to be made it has to be taken to the CRC and PDW planning committee. As of now, it is the responsibility of local reps – item 3 (2007-2008 meeting minutes CPhA conference)
- It was voted that reprisal of PDW Education Subsidy Protocol to be deferred to CRC:

**BIRT reprisal of PDW educational subsidy protocol to be deferred to CRC with recommendations brought to council by august 1<sup>st</sup>, 2009.**

**A. Young/J. Morrison**

**Carried**

## **23. Canadian Patient Safety Institute, Safety Competencies**

**J. Mailman**

### **Implementation Advisory Committee Invitation.**

This Spring the CPSI invited CAPSI to join the SCIAC as a relevant expert. After creation of the 6 core competencies, they would like to form the SCIAC to create strategies to engage educators and employers to implement these Safety Competencies in curricula and the workplace. This is a two year commitment, and at no cost to the Association. This discussion is to decide whom we shall nominate to sit on the SCIAC.

- J. Mailman nominated P. Kwok.

- N. Valani disagreed as last year she would like the President to sit. In the event, president - elect doesn't become president, wouldn't look good for CAPSI.
- The exact responsibilities: one face to face meeting.
- A. Young mentioned that if something happened in the past, we need to look in the future and not think about what ifs and the President is busy with other responsibilities

**BIRT Polly Kwok be nominated to sit on SCIAC (Safety Competencies Implementation Advisory Committee) as a relevant expert.**

**A. Young/ K. Langejans**

**Carried**

**BIRT CAPSI National adjourn for the day:**

**N. Valani/P. Kwok**

**24. VP Interprofessional Affairs Discussion with the Local Reps**

**S. Luong**

Please refer to the appendix:

**25. VP Education Discussion with the Local Reps**

**A. Ghumman**

Please refer to the appendix:

**26. Other Business**



**Saturday, May 30<sup>th</sup>, 2009**

**1. Call to Order: 9:02 am**

**Health Campaign: Amy Smith**

- **Inspired by the PAW Award**
- **Would like to be presented at PDW**
- **\$250-500 range for the award**
- **N. Valani agreed that the IPSF representative should have some incentive, but because of the tight budget presenting the school with a plaque might be a better option.**
- **During discussion there was an inquiry about the judges, but it is not something that has been thought through; any additional costs of having a judge would be looked into.**
- **The issue of timing was raised as students are preparing for the exams when the application is due. J. Mailman added that CAPSI would be a year behind in recognizing the individual as he/she might be out of the school by the time they get the award.**
- **A. Smith was passionate about the idea and felt that IPSF is bringing in a considerable amount into the operation of the organization, but has been put in the back and things need to be stepped up.**
- **There was a debate regarding other positions in the council not being treated in a fair way, for example CAPSIL as other reps need to be brought up as well. A. Lamb disagreed with Ashley saying that the Health Campaign award was not concerned with CAPSIL editors as both positions have different roles and criteria and it was the right time for IPSF to get recognized.**
- **J. Gagatek and N. Valani thought that it is good to have an incentive for students as it would help schools have a better turn-out and we have an international voice.**
- **Sponsorship is another issue that was discussed. L. Powell suggested asking for donations in the name of school for example, for AIDS campaign as compared to provision of lunch; and this would be a good gesture by the company.**
- **J. Mailman pointed out that determining the kind of award is the priority and liked the idea of donation and plaque. N. Valani suggested approaching the deans as they like to sponsor students.**
- **Cash award was suggested to be better than plaque as schools would take it as an asset.**

Motion:

**BIRT CAPSI National form an IPSF health campaign award committee consisting of IPSF liaison (K. Langejans), VP Inter-professional affairs (S. Luong), SEO (A. Smith), finance officer (N. Valani), VP Communications (J. Morrison), 1 senior rep (J. MacLean) and to report at the fall teleconference to be chaired by K. Langejans.**

**(Chair was elected on a later date: June 2, 2009)**

**R. Minhas/A. Young**

**Carried**

Discussion:

- B. Churchill added that although initializing this award is an excellent idea, there are other reps that are not being recognized and liked the idea of donation better.
- G. Gandoke agreed with idea of getting donations as the whole goal is to spark interest and suggested that first couple of years the award should be for the rep and to take things off we could go for donations for the school in order to get more volunteers.
- A. Smith recommended having a proposal for the criteria, getting a rough application, time frame, deadline, and suggestions for judges. The intent is to spark interest among reps.

L. Powell called it a motion as everyone nodded.

**Motion to call the question:**

**L. Powell/ N. Valani**

**Carried**

Vote on the main motion:

**BIRT CAPSI National form an IPSF health campaign award committee consisting of IPSF liaison (K. Langejans), VP Inter-professional affairs (S. Luong), SEO (A. Smith), finance officer (N. Valani), VP Communications (J. Morrison), 1 senior rep (J. MacLean) and to report at the fall teleconference.**

**A. Smith/ M. Linesman**

**All in favor: 17**

**Opposed: 1**

**Abstentions: 1 (B. Churchill)**

**Carried**

**BIRT CAPSI National break for a 5 min break:**

**A.Young/ A. Ghumman**

**Carried.**

**Meeting called back to order at 9:42 am by B. Elliott.**

**2. Proposal for “A Plan for Strengthened Unity”**

**A. Young/J.Blais**

**Please refer to Annex**

**BIRT CAPSI National open the topic "A Plan for Strengthened Unity" for discussion.**

**A. Young/ A. Haikalis**

**Carried**

**Discussion:**

Question posed to all schools:

**How many schools act as liaison with their pharmacy undergraduate society? Independent or sit on the committee?**

UBC: We are an independent organization and CAPSI Liaison sits on the Undergraduate Society's meetings.

U of A: Our Jr. and Sr. CAPSI Reps are part of our local undergraduate council (APSA). We do not have a separate CAPSI council. The Sr CAPSI rep. sits on both the general local council as well as the Executive of the local council. The Jr. CAPSI rep sits on the general local council. Both Jr. and Sr. Reps have a vote on the general council and the Sr. has a vote on the Executive council.

U of S: The junior and senior representatives both attend the Pharmacy and Nutrition students association meetings but they don't sit in ours.

U of Manitoba : Our undergrad society is UMPHSA and both the senior and junior rep attend all of these meetings. We have 1 vote on this council. CAPSI and UMPHSA work very closely at our school.

U of T: At UofT both the junior and senior CASPI reps sit on UPS. As a pair we have one vote. Otherwise, CAPSI is a separate council made up of individuals who are specifically CAPSI reps.

U of Waterloo: CAPSI is separate; junior and senior attend student council meetings and share one vote.

U of Montreal: Both Jr and Sr are on the council, senior in the executive as well

U of Laval: Both Jr and Sr are on the council, senior in the executive as well

DAL: CAPSI Jr and Sr both attend the undergraduate society council meetings but we only have 1 vote between the two of us. We have our own bank account and handle our own events but we use the council meetings to voice our opinions and make announcements about CAPSI events/info.

MUN: At MUN, the CAPSI junior and senior sit on our undergraduate pharmacy society: MUPS and have voting rights. There is a MUPS position that serves as liaison between MUPS and our university undergraduate union (MUNSU). That person attends both MUPS and MUNSU meetings.

N. Valani agreed that it is a great idea, but not something CAPSI should organize and believes brief orientation would be great.

CAPSI Council has been able to sit in the meetings of CUP (Council of Undergraduate Presidents).

J. Mailman agreed that the ideas are great, but the issue of high expenses due to the addition of another seat was discussed.

Dorothy L. Smith (HLM), our first CAPSI President runs a consulting business in Toronto and could be approached.

Issues with organizing an orientation i.e. SPEP, school, work were discussed.

Communications with memberships (email list serve, regular national email blasts): Creation of a national list serve is against the rules of some schools

J. Mailman welcomed newer ways of generating revenue.

A. Haikalis supported the plan and liked the communication idea and felt that CUP should be included in the tele-conference so that they are more aware of the going on of CAPSI.

J. Mailman shared that all of the CAPSI meetings are open to any of the members.

J. Morrison suggested helping the CUP set up a teleconference amongst them as opposed to having it with the CAPSI Council so that CAPSI facilitates the conference rather than hosting it.

P. Kwok supported the email list idea as it would help make CAPSI a more transparent organization to the students. She also suggested revamping the website as it is underutilized now.

G. Gandoke proposed that students should get a welcome email and an invitation to PDW referring them to the website. Further, he suggested selling CAPSI apparel (shirts) as a means to generate money.

J. Mailman responded that no emails are generated nationally, but they can be sent locally.

The general consensus that the council reached was creating a committee.

**BIRT CAPSI National form a committee to discuss a plan for future implementation of “A plan for strengthened unity” to report progress to CAPSI council at fall teleconference consisting of President (B. Elliott), A. Young, VP Communications (J. Morrison), Finance Officer (N. Valani), 1 representative west of Toronto (G. Gandoke), 1 representative east of Waterloo (A. Sylvestre) and to be chaired by the President (B. Elliott).**

**R. Minhas/A. Haikalis**

**Opposed: 1 (P. Kwok)**

**Carried**

**BIRT CAPSI National break for 10 minutes.**

**B. Elliott/B. Churchill**

**Carried**

P. Kwok agreed that the ideas are excellent, but the implementation might take some time and some of the ideas could be allocated to the committees already formed.

J. Mailman agreed with P. Kwok and suggested pushing the discussion to PDW as all the teleconferences are three hours already.

B. Churchill suggested adding the updates in CAPSIL as compared to sending out emails as students are more likely to read the CAPSIL.

**Motion to call the question and end the discussion.**

**B. Elliott/ A. Haikalis**

**Carried**

**3. CAPSI Student Agenda**

**J. Morrison/J. Wentzell**

To provide an update on Advertising and costs and to gather discussion and feedback on the pro's/con's of continuing the Agenda (as is) for the 10/11' academic year.

\$11,000 earned from advertising.

Total \$23,000

Running deficit- about \$4500 -\$2000

Wyeth is looking into prototypes for padfolios, for now Novo Pharm ones are being used. Creative ideas needed in order to save money and earn revenue.

- Agenda costs \$23,000 and pad folios cost \$17,000 and we made about \$ 23,000 in advertising last year from agendas.

Suggestions to generate revenue:

- Padfolio containing dividers with advertisements on them.
- Handbook for students with job postings as students use the agenda for references only.
- Handbook in the padfolio with advertisements in it.
- With the padfolio option, the second and third year students might have one already so the first years would be the ones using it more.
- Look into paperless options as it would be more budget and environment friendly.

Discussion:

- CAPSI had a handbook in 90s but it got changed to agenda. The surplus revenue came from agendas when O. Famuyide was President which was used to send the President and IPSF Liaison to Germany to the IPSF Congress and has been in decline since then.
- Some schools mentioned that students used the agenda as they arrived early.
- N. Valani: There are 845 first year students in total all over the country and at our bookstore the price of the calendar is \$7 each.
- The cost of calendar for all the students would be \$24,000 as compared to \$ 23,000 for agenda. Please don't make the students feel overwhelmed with advertisements.

- O. Famuyide suggested looking into what other organizations are doing for example, American Universities.
- The general consensus is that students appreciate conversion tables and agenda could be substituted with calendar posters and have advertising blocks.
- Printing the posters would be less costly and people want more return for their money.
- Council agreed that giving out a calendar is a better idea as not many people are using the agenda and sponsors would see a value in it as it is more creative and useful.

**BIRT CAPSI National VP Communications (J. Morrison) look into using a dry erase wall calendar and company handbook and explore into different appropriate options as compared to an agenda.**

**G. Gandoke/J. Poirier  
Carried**

#### **4. CAPSI- Baxter Canada Inc Scholarship**

**J.Morrison/J. Wentzell**

An update and general discussion:

- Late in the 2<sup>nd</sup> semester, CAPSI and Baxter Canada were looking into developing a unique sponsorship - CAPSI's first student scholarship. They are proposing a scholarship for a student which would cover the tuition for 4<sup>th</sup> year, but due to financial constraints they are unable to do it this year.
- Will be followed up by J. Morrison.
- The amount is whatever costs are incurred by the students, but it was recommended to have a maximum.

#### **5. Disability Insurance Presentation to Members**

**J. Morrison/J. Wentzell**

Update and proposal to gather feedback on implementing a Disability Insurance Presentation by Great West Life to pharmacy students.

As a method to generate revenue for the local CAPSI chapters and to increase awareness of professional responsibilities CAPSI is in discussion with Martin Marezki, representing a Disability Insurance product by Great West Life designed exclusively for pharmacy students.

A program is already in place and through partnering with this representative we hope to generate revenue for CAPSI in exchange for increased recognition and improved student turn-out for the company's presentations. Junior and senior representatives at schools will serve as a liaison between the company and the students.

There are financial benefits as DAL has already received \$300 for the grad class. They will be purchasing a booth at PDW and space in CAPSIL. The financial amount has not been determined the financial amount; at PDW, we got a consensus that we should go forward with this partnership.

The money would only go to the graduating student body and there are representatives in each province.

## **6. CAPSI- McGraw Hill Partnership**

**J. Morrison/J. Wentzell**

An update and general discussion.

This partnership is designed to help generate funds at a CAPSI local ( and perhaps National) level while providing Pharmacy related texts to students at a reduced rate as compared to the University bookstore prices. A similar initiative is in place between McGraw-Hill and various Medical Student groups across the country. Although it seems to be a quite simple concept, the application has thus far been met with hesitation, primarily from University bookstores. We have also examined several logistic factors including one-time use coupons, online sign-in, and confidentiality and shipping demographics. To this point, the most simple approach seems to favour a book drive, where specific orders are taken by local representatives and a bulk quantity is shipped directly to the schools (or bookstores) for pick up.

### **Discussion:**

- We should contact all the bookstores as we don't want to step on their toes. The company provides the books to CAPSI at a 12% discount as compared to book store prices.
- There is no consensus on the discount % amongst the different chapters and it is up to the local chapter to decide that.
- As some bookstores didn't allow it, it might be unfair to make it mandatory.
- B. Elliott proposed having a standardized percentage in order to make the process fair across the nation.
- Members mentioned the fact that some of the books are available online to students via the University and it comes down to what the five books are.
- The council would like Dipiro to be one of the books.

## **7. New CAPSI Competition**

**J. Mailman**

Motion to untable the following motion:

**BIRT CAPSI National table New CAPSI Competition discussion, to be re-evaluated at CPhA 2009.**

**S. Lavoratore/J. Wentzell  
Carried**

This discussion was initially visited at PDW2009 and it was decided that we were to revisit the topic here. The possibility of creating a new CAPSI Competition, to be structured similarly to the "Critical Appraisal Series Under Pressure Exam" that occurs at the end of 3<sup>rd</sup> year at Dalhousie was discussed. If we were to move forward with this concept we would have to make several changes to the basic format and would need to secure sponsorship prior to moving forward with this new initiative. This discussion is designed to re-evaluate this proposal.

**BIRT CAPSI National untable the discussion about the new CAPSI competition.  
B. Elliott/N. Valani**

## Carried

### Discussion:

- This idea was brought up at PDW, many things need to be discussed: team or individual, questions, number of people, sponsors, should this be a national or local competition?
- The issue of difference in the curriculum at different schools was brought up, for example as compared to DAL, U of T has very little experience with evidence based medicine as they only have a tutorial on it.
- J. Mailman shared that discussion has taken place with Dr. Z at different levels and it is a good thing to get students started.
- It is expected to be a light cost and take about 2-3 hours. H. Doyle suggested doing a trial run locally.
- J. MacLean liked the fact that it is a group competition and it will be popular and would like the team members to be from different years.
- Questions regarding the marking scheme and difficulty to formulate questions came up.
- J. Mailman added that Dr. Z would work together with CAPSI and doesn't want to implement it the way it is done in DAL. A new question needs to be created. The judge will look at the work afterwards and the competition would be at one place as compared to students moving around to different stations.
- O. Famuyide brought attention to that there are certain skills that need to be incorporated in different curricula; it doesn't have to be as extensive as in DAL. We should incorporate the shift from product centered care to patient centered care; something that reflects the change in our profession and the coming future.
- An example of a scenario: there are 2 groups and they develop PICOS, DRPS and students have to find the best evidence. A
- A. Young, N. Valani, M. Linesman and J. MacLean support the idea and favor organizing the competition at a local level as compared to the national level.
- M. Linesman favors local competition due to budgeting concern as like compounding competition it could lead to huge expenses because of providing the students with promising text books and recognizing them at PDW, covering registration and prizes etc.
- J. Wentzell felt that it would be a statement competition and very impressive and getting a sponsor would not be hard. He agreed with J. Gagatek that it should be a national competition and judged like Student Literary Challenge.



- B.Elliott believes that it would be a great competition and it shows what we stand as an organization as it is a new concept and that we are striving for a change.

**BIRT CAPSI National should defer the new CAPSI competition on critical appraisal to CRC to review and to be brought back at PDW 2010 with more information.**

**M. Linesman/A. Young**

**Carried**

**Amend the motion to read: “BIRT CAPSI National should defer the new CAPSI competition on critical appraisal to Competition Review Committee to review and have committee prepare a proposal to be presented to sponsors at PDW and include the VP communications J. Morrison as a reference for Competition Review Committee to be brought back at PDW 2010 with more information.”**

**B. Elliott/A. Young**

**Carried**

#### **Discussion:**

- A.Smith felt that our efforts would be better placed if we include it in the curriculum as we are bound to encounter this in future.
- A.Chan suggested developing a workshop instead of a developing a competition and then looking at the numbers and feedback.
- A.Ghumman felt that September is too short of a deadline as she would need to talk to Dr. Z a lot, like the OTC competition is not as easy as it looks.
- General consensus amongst the council members was to defer the discussion to Competition Review Committee to review and come back at PDW 2010 to discuss with more information.

**BIRT CAPSI National break free until 6:30 pm.**

**B. Elliott/J. Gagatek**

**Carried**

**Meeting called to order at: 6:35 pm**

**General consensus: To continue with the meeting until we finish all the items on agenda.**

#### **8. CAPSI Position on EL PharmD**

**J. Mailman**

Please refer to the Appendix, the Association’s current position on EL PharmD. This is the current position of the Association and has been referenced several times by other individuals and organizations over the past two years. It has been suggested that this change is inevitable, out of our hands whether we support this change or not, and that we should not update the position but rather

simply retract the statement. As well, it has been noted that some may consider that this statement excludes portions of our current membership. This discussion is to decide if we need to push forward to update our Position Statement.

Consensus: CAPSI doesn't support EL PharmD, but research needs to be done. CPhA thinks it is moving forward, we will support it the way the faculties support it.

CAPSI Symposium was organized at some universities and we should look at the feedback and the views of faculties on it.

J. Mailman questioned how should CAPSI National proceed with our statement, whether we revisit it? Modify it or assess it?

Significance of CAPSI's position: Our partner organizations should know about our stance.

U of A and U of S are in the process of implementing the entry level PharmD program and U of S was against it before. Other faculties are undecided.

Blueprint is addressing a lot of issues such as change in the length of the program: At U of Montreal it is still a 4 year program.

M. Linesman is passionate about the Entry Level Pharm D and stated that students want a clinical role.

The difference between the graduate PharmD and Entry Level PharmD is the amount of clinical experience students get.

B. Churchill is opposed to the ELPharmD as a graduate PharmD program provides training and experience beyond the required B. Sc. (Pharm). Entry-level Pharm. D. graduates may not have the same amount of clinical time and extra training as someone who completed the program as a Graduate student. This would of course depend on the requirements of the programs completed. She felt that entry-level Pharm. D. programs could detract from the significance of the "Pharm. D." title for those who completed the graduate program if graduates of EL-Pharm. D. do not have the same level of knowledge and experience.

She agreed with other benefits of ELPharmD programs, such as increased clinical time; however would need more information about the differences between individual entry-level and graduate Pharm. D. programs before making a decision on whether or not to support them (i.e. agree or disagree).

M. Linesman mentioned that every school would have a different version of ELPharmD, for example at U of T the curriculum is being enhanced along with the blueprint. A. Haikalis agreed that along with the bachelors all the new programs are going to be different all over the nation.

J. Morrison added that at U of T the PharmD program has not been approved yet as the program under consideration has less clinical time and technically wouldn't be PharmD.

J. Mailman added that retracting the statement cold would indicate that CAPSI is stepping away and not doing anything about the topic.

CSHP doesn't agree with the enhanced clinical time as hospital pharmacists lack time to teach students.

CPhA has stated that they will support the choice faculties make.

N. Valani added that retracting the statement cold would mean we are against it. She added that as we are representing our student bodies, we need to advocate that students want more clinical experience. If students get certified to give vaccines they would not be turned away from the hospitals.

A. Lamb agreed with the faculty's statement.

On the contrary, J. Wentzell felt that retracting the statement cold, doesn't mean we are against it.

J. Mailman read over CAPSI's statement on ElPharmD and interpreted it as that we don't support the switch as there is no evidence that it is better.

A. Sylvestre questioned whether we have evidence that the PharmD program is better.

H. Doyle asked if the position statements have to be approved by students by vote.

J. Mailman replied that we could revisit it (literature research, symposium and talk to student bodies). He was not 100% sure about the answer therefore, O. Famiyude would be consulted.

B. Elliott proposed retracting the statement, conducting surveys and then changing the statement after researching the topic.

A. Haikalis questioned the reliability of the research as it depends on the whether the research was done in the States or in Canada.

M. Linesman suggested that in order for CAPSI National to revise it, a plan is needed.

N. Valani voiced her concern about staying neutral that it would mean that we don't care. She suggested having optional symposiums rather than making it mandatory for students.

M. Mahfouz agreed with A. Haikalis and N. Valani about having optional symposiums.

J. Wentzell agreed with A. Haikalis and added that until we have the information we should let them know that CAPSI National is not neutral and emphasize that we are looking into it.

J. Morrison recommended not using the word 'neutral' to prevent misleading people that we are against it. J. MacLean read the CSHP statement from 2005 and advised using the words, 'support research or investigation'.

P. Kwok advised deferring the ELPharmD investigation to CRC for further evaluation.

**BIRT CAPSI National change their current statement on entry level PharmD to promote investigation and considering entry level PharmD.**

**J. MacLean/ A. Haikalis**

**Carried**

The council agreed on conducting research and investigation and getting back to the council at PDW 2010.

**Amend the motion to read: “BIRT CAPSI National change their current statement on entry level Pharm D until further research can be done and to defer the research to CRC and to report back to National Council by PDW 2010.”**

**P. Kwok/ J. MacLean**

**Carried**

**Discussion:**

J. Mailman and J. MacLean proposed including that CAPSI is retracting the current statement to the statement.

**Amend the motion to read: “BIRT CAPSI National retract their current statement on entry level Pharm D until further research can be done and to defer the research to CRC and to report back to National Council by PDW 2010.”**

**J. MacLean/ P. Kwok**

**Amendment carried.**

A. Ghumman mentioned that in 2007, CAPSI pulled out its membership in NHPN because of NHPN’s position on single vs. two tiered health care. CAPSI felt that it would need its members’ opinion before committing to a pro/anti position on single tiered health care system. In order to get the opinion, single vs. two tiered health care system mandatory symposium was held. As a result of the information obtained from the local representatives, a further survey was administered during the 2008-09 year. Drawing from the experience, it is likely that membership opinion is obtained before issuing a revised position statement on entry level Pharm D.

**Motion to call the question after the amendment:**

**J. Morrison/J. Gagatek**

**Carried**

**9. Re-evaluation of the criteria of the Award of Professionalism**

**J. Gagatek**

I would like to know more about the reason behind the Award of Professionalism being for activities done during PAW only. I think it would be worthwhile to entertain the idea of possibly extending the criteria and application to include activities performed at each school to promote CAPSI as well as the profession to both fellow students and the community. I believe there is value in having the emphasis on PAW events, but I think it also limits some schools from qualifying due to access of speakers, time etc during that week. I think in order to be fair to all schools that the award is given to the school that does the most for their students year long and who can involve the most people. I don’t think it is feasible to have this be instilled this year if it were to be approved, but next year (at CPhA 2010 as an extension of the yearly report).

**Motion: BIRT CAPSI National re-evaluates the criteria for the application of the Award of Professionalism such that credit is given for all activities executed by CAPSI local for the benefit of their members, student body and community during the entire academic year.**

**Discussion**

J. Mailman responded to J. Gagatek's request of talking to Ratio-Pharm that it was too late for this year to do that. Personally, he liked the way the award is right now.

J. Gagatek felt that the criteria are unfair as all the schools are not the same and proposed basing the decision on the yearlong events rather than just focusing on Pharmacy Awareness Week (PAW).

J. Morrison mentioned that At U of T, instead of CAPSI National event directors plan the event and not CAPSI national. As every school is different; therefore he advised changing the motion.

A. Lamb brought up the issue of unequal class sizes amongst different schools across the national and advised CAPSI National to recognize the efforts students put into the events.

A. Ghumman felt that compiling the year long events would be a tedious process. At MUN there is a separate person who takes care of the PAW events and the class size is 40 people.

B. Churchill favored the original method and agreed with A. Ghumman and J. Morrison. She added that recognizing the efforts would be hard at MUN because a separate group organizes PAW as compared to the other year long events which are organized by CAPSI.

N. Valani mentioned that size matters as a bigger council can plan more events throughout the year.

Su Fei Yue agreed with N. Valani on the issue of class size and added that PAW is representative of what each school is doing and an opportunity to show case what they do to promote professionalism. She was not against extending the criteria to the whole year, but thought that the current criteria are sufficient.

A. Young agreed with A. Ghumman and suggested changing the name of the award to 'PAW Week Award'.

**Motion to call the question.**

**J. Morrison/ A. Ghumman**

**Carried**

**Opposed: 1**

**Vote for/against the motion:**

**All in favor: 3 (N. Valani, J. Poirier, J. Gagatek)**

**Oppositions: 11 (A. Ghumman)**

**Abstentions: 5 (V. Boran, A. Haikalis, Su Fei Yue)**

**Defeated**

**BIRT CAPSI National break for 5 min.**

**A. Ghumman/A. Haikalis**  
**Carried**

**Meeting called back to order: 7:53 pm**

**10. Liability, insurance, a continued discussion**

**J. Mailman**

Alcohol issue: we have a directive there which doesn't mean that we don't support alcohol. We can't draw funds from sales of alcohol/tobacco. If you go to a dance club and choose to consume alcohol as an adult it is your choice. If you go to a bowling event the point is not consuming alcohol but having fun. For a club Crawl on is covered by the liability insurance of club you are in, but in between the clubs it is on the organizing committee.

- One of the evenings it was organized was at a place in Edmonton as there was drinking allowed at that place.
- J. Mailman proposed that there is a need to create a directive that when local events are run one should be cognizant of the liability insurance and we are opening ourselves to no written policy on it.
- J. Wentzell questioned whether CAPSI National is responsible for the insurance when it comes to leaving an event. J. Mailman responded that it depends on the province.
- N. Valani suggested against getting an insurance if it is expensive to get one and suggested asking respective schools.
- A lawyer needs to be consulted in order to determine the cost.
- A. Young recommended that CAPSI National should not go too much into it as it has not happened in the past and if something happens it can be looked at it then and a directive should be made.

**BIRT CAPSI National put in place a policy that all event organizers are aware of the liability issues before, during and after an event when planning.**

**A. Young / C. Gennick**

**All in favor: 2**

**Oppositions: 12**

**Abstentions: 3**

**Defeated**

- **Discussion tabled until PDW.**
- **Mattias Berg consulted a lawyer when he was in Edmonton (at Water Park) and lawyers advised that CAPSI does not require insurance.**
- **N. Valani was against the motion as she supported conducting research before looking into the issue.**

- **J. Gagatek agreed with N. Valani as because everything has been going fine.**
- **PDW has liability insurance under the school that plans the events.**
- **A.Ghumman agreed with N. Valani and asked if there is any liability insurance for OSCEs or PEBCs.**
- **G. Gandoke agreed with the motion as now we are under hotel's liability insurance.**
- **Consulting a lawyer costs about \$300 per hour.**

**J. Gagatek provided an example of a situation that may require liability insurance: shuttling people in a bus every 10 min between the hotels for a conference. At the PDW in Saskatchewan, it would be covered by PDW.**

**Motion to call the question.**

**G. Gandoke/ J. Morrison**

**Oppositions: 1**

**Abstentions: 1**

**Carried**

**A.Young suggested proceeding after getting all the information from J. Mailman.**

**N.Valani questioned the usefulness of motion as sometimes one could have a wrong discretion on getting insurance for an event.**

**CAPSI National adjourn for the day.**

**J. Morrison/ C. Gennick**

**Carried**

## **11. Other Business**

**J. Mailman:** At DAL, U of A ,U of T, Universite de Lavale, U of Manitoba we have apotex backpacks sitting around. What are we doing with this? At PDW, we made a motion agreeing that schools should redistribute them if there is no conflict of interest (if another sponsor comes to support us).

Status at each school:

UBC: Do not know

U of A: No

U of S: About 10

U of M: Some

U of Waterloo: Do not know

U of T: No

U of Montreal: No

Universite de Lavale: 50 left

DAL: Do not know

MUN: Yes, 5-10

- 12. Designing the Future Together: A Blueprint for Pharmacy Leaders and Partners Showcase**
- 13. Student Interview Guide Update with c/COMPRIS** **Presidents Only**
- 14. Joint Officer Meeting with CACDS** **Presidents, SEO, Executive Secretary**

### **Sunday, May 31<sup>st</sup>, 2009**

**1. Committee Meetings**

- a) Constitution Review Committee
- b) Website Committee
- c) Agenda Review Committee

**2. Joint Officer Meeting with Pharmasave**

**Presidents, VP Education, Finance Officer, Executive Secretary**

**3. Joint Officer Meeting with Scotiabank**

**Presidents, VP Communications, Finance Officer, Executive Secretary**

**4. Joint Officer Meeting with ratiopharm**

**Presidents, VP Interprofessional Affairs, Executive Secretary**

**5. Joint Officer Meeting with CSHP**

**Executive Council**

**6. Committee Meeting**

- a) Finance Committee

**7. Awards Ceremony**

**8. Awards Reception**

**9. Wyeth Consumer Healthcare Fun Night**

### **Monday, June 1<sup>st</sup>, 2009**

**1. Call to Order**

**2. Robert's Rules Presentation**

**David Windross**

**3. PDW 2009 (St. John's) Presentation (9:30 am)**

**4. PDW 2010 (Toronto) Presentation (10:00 am)**



- 5. PDW 2011 (Saskatoon) Presentation (11:00 am)
- 6. IPSF Presentation
- 7. Other Business
- 8. Joint Officer Meeting with CPhA Board  
Please refer to the appendix

A. Smith/K. Langejans

Executive

## Tuesday, June 2<sup>nd</sup>, 2009

### 1. Committee Meetings

- a) Membership Committee
- b) Competition Review Committee

### 2. Joint Officer Meeting with PEBC

Presidents

Please refer to the appendix

### 3. Joint Officer Meeting with Apotex

Presidents, Executive Secretary, VP Communications

Please refer to the appendix

### 4. Call to Order

### 5. Wyeth Consumer Healthcare Past-President Award Presentation

12:35 pm

### 6. Student Survey

S. Lavoratore/J. Mailman

This past year the Association carried out a survey of our members to garner the opinion on Single vs. Two Tier healthcare in this country. This discussion is to serve as an update of progress thus far and findings.

- Update from S. Lavoratore: 650 students favored single tier vs. 700 favoring two tier.
- 4 Walmart gift cards were given out as they sponsored us.
- Now, we need to develop a position paper. J. Mailman has made a connection with CPhA board (Jeanette) and would be working with Sarah and Jeanette over the summer.

## **7. New Health Professionals Network (NHPN) Update** **S. Lavoratore/J. Mailman**

When the NHPN initially formed, the National Council elected to join on behalf of our members. Two years ago the National Council elected to consult the membership via a symposium to garner the thoughts on Single Tier Healthcare in Canada, and then attempted to approach the issue using the student survey last year. This discussion is to allow us to come to a consensus and to then provide feedback to the NHPN in regard to the Association's Membership status.

- Met with NHPN physically in 2008, currently there are no goals or plans set by NHPN
- CAPSI members favor 2 tier – not politically associated with NHPN
- A. Ghumman questioned the validity of survey results.
- A. Lamb mentioned that no surveys were obtained from the 4<sup>th</sup> year class at U of S and they might have broader and better perspective on the issue as compared to other years
- N. Valani clarified that the 4<sup>th</sup> year class was well-informed and provided with many opportunities.
- The council decided to wait and assess until NHPN approaches the council with their new objectives.

**BIRT CAPSI National withhold any decision on our relationship with NHPN until they contact us with their new objectives and restructuring so we can make a better informed decision.**

**A. Lamb/ A. Haikalis**

**Carried**

## **8. Council Member's Handbook** **J. Mailman**

Many years ago the Association had a "National Council Member's Handbook," a brief to help guide Council members throughout the year. Elements of this book were taken to create the current Operating Manual. This discussion is to elicit feedback as to whether the Council should embark upon re-creation of this book.

- Question posed to the council: Do you want to defer this to me or Constitutional Review Committee (CRC), where do we want to defer this?
- The council voted on J. Mailman finishing it up and then sending it to the committee to review.

**BIRT CAPSI National defer the discussion on the CAPSI council's handbook for J. Mailman to further investigate and report back at PDW 2010.**

**A. Smith/ B. Churchill**

**Carried**

Ad hoc Committee: P. Kwok would like to apply for exchange but she is on selection committee and a replacement is needed.

A. Smith moved to remove the President Elect position from the Ad hoc IPSF Student Exchange Program Selection Committee

**Motion: BIRT CAPSI National establish an Ad hoc committee to carry out the student selection process for the IPSF Student Exchange Program, with the results to be announced at or**

immediately following PDW, composed of SEO (Chairperson), IPSF Liaison, President-Elect, One (1) Sr or Jr Rep from the West (West of Ontario), One (1) Sr or Jr Rep from the East (East of Manitoba) and to be chaired by SEO.

A. Smith/ N. Valani

**BIRT ammend the motion to read “BIRT CAPSI National establish an Ad hoc committee to carry out the student selection process for the IPSF Student Exchange Program, with the results to be announced at or immediately following PDW, composed of SEO (Chairperson), IPSF Liaison, One (1) Sr or Jr Rep from the West (West of Ontario), One (1) Sr or Jr Rep from the East (East of Manitoba) and to be chaired by SEO**

**K. Langjans/ J. Gagatek**

**Abstained: 2**

**Amendment carried**

A. Smith will review with the committee to find out if national council member would be allowed to go on exchange.

## **9. Finance**

**N. Valani**

### **a) Motion passed by CAPSI General Council via email in 2008-2009:**

BIRT CAPSI National provide a second \$5,000 loan to the PDW 2010 (University of Toronto) Committee to be taken from the PDW 2008 profit for a total of \$10,000 worth of loans; both \$5,000 loans (a total of \$10,000) to be re-paid in full at the CAPSI year-end (June) meetings in 2010.

L.Dagg/J.Swidrovich

**Carried**

**The 2008-2009 Finance Committee discussed the options below and recommended that option (c) is chosen – essentially the additional \$5000 loan becomes a CAPSI loan from CAPSI National. It no longer belongs to the PDW pool of money.**

- a. Does it go back into PDW surplus where 15% of the \$5,000 becomes U of A's?
- b. Does it go back into PDW surplus where 15% of the \$5,000 becomes U of T's because they were fortunate enough to have been the one hosting that year?
- c. Does it become considered CAPSI National's because it was in effect a second loan to U of T?

What does General Council think should be done with \$5,000 loan coming back from PDW 2010 next year that came from the PDW 2008 surplus?

Discussions:

\$5000 is not going to be in put in budget until next year.

Suggestions:

Increase the loan given out to the PDW Planning Committee to \$10,000, but the issue is that CAPSI National has to accept the money before it goes out.

**BIRT the original \$5000 loan given to PDW 2010 from CAPSI National be returned back to CAPSI National at CPhA 2010 with intent of going back to PDW start loan.**

**N. Valani/A. Smith**

**Carried**

**b)Reimbursement Policy**

Please refer to the Annex.

The Reimbursement Policy has undergone many revisions by the 2008-2009 Finance Committee and we are hoping accept the policy into the Operating Manual at this time. Motion to un-table the motion from the Spring Teleconference:

**BIRT CAPSI National accept the reimbursement policy as recommended by the Finance Committee of CAPSI National 2008-2009.**

**L. Dagg/J. Oliver**

**c) CAPSI Policy for PDW Financials**

At the CPhA 2008 Conference (Victoria), there was a request made to create a policy for the PDW financials for further guidance. The 2008-2009 Finance Committee worked on such policy and it must be discussed by the 2009-2010 General Council

Discussion:

- Amend the policy in order to include the University of Waterloo.
- Instead of including 9 schools, divide it between CAPSI National and the number of participants from each school.
- In the event U of T makes no money, there is no educational subsidy.
- It is based on that PDW committee, it is not supposed to generate money and there should be no educational subsidy.
- The general directive is that the council either defers it to a forum or discuss it at the teleconference over the summer.

**BIRT the discussion of revenue from PDW 2009 be deferred to forum or teleconference to come to a conclusion no later than July 3, 2009.**

**N. Valani/ C. Gennick**

**Carried**

**Closing remarks:**

B. Elliott has an open door policy, please communicate if you can't meet the deadlines or need extra time and feel free to discuss personal issues as well.

CAPSI National needs a webmaster; therefore please let your contacts know about the opportunity and ask them to send an email to P. Kwok ASAP.

**BIRT CAPSI National adjourn for the day.**

**A.Ghumman/A. Smith**

**Carried**

**10. Budget**

**N. Valani**

Please refer to the Appendix.

Deficit: \$22,000

Current savings: \$25,000

CAPSI National had surplus when Adam was President, but has been in decline since then and we cease to exist as an organization if we go below zero.

There is a maximum value for reimbursement.

N. Valani went over the budget discussing estimated expenses of each executive member.

PDW Registration Fee for a:

CAPSI Member: \$175

Non – member: \$250

Industry representative: \$400

Years before CAPSI National wanted to trade off registrations with other health care organizations like Canadian Nurses Students' Association and Canadian Medical Students' Association, so that we could go to each other's conference, but this hasn't happened.

CAPSI is not for a profit organization, and need to charge GST in case we move up over \$50,000.

Revenue from agenda: \$17,700

Cost of printing: \$23,500 + shipping

CAPSI Club: \$11,500

There was a general consensus on removing \$500 for translation from the budget.

Competition Review Committee is responsible for doing translations for the OTC Competition. Quebec representatives would be doing the translation for PDW slides.

**BIRT CAPSI National eliminate the translation fee as it is being costly for association upon recommendation by the schools in Quebec under the condition that slides be provided by December 25<sup>th</sup> of each year.**

**N. Valani/A. Haikalis**

**Carried**

**BIRT CAPSI National break to take a 10 min break.**

**A. Ghumman/A. Smith**

**Carried**

K. Gudmundson CPhA Representative joined the meeting at 1:45 PM.

J. Mailman was presented with a remembrance token by the Wyeth Consumer Health Care President.

Deficit after the above discussions and changes: \$9941.25

\$2000 from Scotia bank as part of their membership in the CAPSI Club was included in the budget.

Discussions were made on whether to reimburse V. Boran as he attended the meeting as a proxy for the Senior Representative from University of Waterloo

**BIRT CAPSI National reimburse a junior representative who comes to conferences (PDW and CPhA) instead of a senior and acts as a proxy for the senior representative taking effect from this conference CPhA 2009.**

**L. Powell/N. Valani**

**Carried**

- Some of the members felt that this could be used as a strategy by senior representatives to save money locally. A. Smith disagreed with the motion as she felt that this was a learning experience for V. Boran and he didn't attend the whole CPhA Conference.
- Discussion surrounded around the lack of budget at University of Waterloo in order to reimburse for conferences and therefore, CAPSI National lending a helping hand.
- Members felt that every school should have a representation at the conferences, according to the constitution it is mandatory for the reps to attend PDW but the CPhA Conference is optional.
- The fact that University of Waterloo has a different curriculum and has classes during the CPhA conference was brought up. The reps should know that the location will change every year and they should be prepared.
- There should be a valid reason for a senior not making it; otherwise he/she has a responsibility to be at the conferences.

**Motion to call the question.**

**A.Smith, A.Haikalis**

**Abstention: 1**

**Carried**

Deficit after the above discussions and changes: \$8037.30

CPhA registration fee for MUN Junior - \$0.00

New deficit: \$7853.75

Parking fee is not included in the reimbursement policy.

**BIRT CAPSI National will not provide the PDW registration fee for webmaster for PDW 2010, but guarantee a spot for PDW 2010 and the webmaster would cover for their own expenses.**

**A. Smith/N. Valani**

**Carried**

B. Elliott recommended doing some sort of recognition for the webmaster.

**Motion to call a question**

**N. Valani/A. Young**

**Carried**

J. Wentzell proposed the idea that CAPSI National reimburse for 75% of the cost after PDW and CPhA and assess if the 25% can be reimbursed for and thus making up for the deficit.

N. Valani added that logistics are difficult as everything would have to be assessed in March and cheques are usually deposited in March which leaves less time.

J. Mailman shared that a similar idea was shared at CPhA Ottawa and this would be hard on executives not supported by local CAPSI.

J. Mailman stressed that according to financial directive we are responsible for finding the best option fiscally.

Members were encouraged to sign-up for an email service in order to receive notifications regarding flight sales as compared to adding this duty to someone's portfolio.

Deficit: \$7678.75

J. Gagatek: What is the membership fee at each of the schools?

UBC: \$20/year collected all at once.

U of A: \$200 for 4 years for both organizations.

U of S: \$20/year

U of Manitoba: \$65 for 4 years

U of T: It is included in the UPS fee

U of Montreal: \$60

U of Laval: \$60 for 4 years collected at the same time.

DAL: \$2 to local and \$10 to National which might be increased to \$12 National in the future

MUN: \$35 for both society and CAPSI/year

U of Waterloo: \$60

**Suggestions to cover the deficit:**

Promote membership after graduation (Current fee: \$20/ year goes to National)

L. Powell suggested increasing the membership fee.

Issues: Recent increase in the fee at some schools

Takes a year to implement, therefore something to look into for future

L. Powell recommended switching to electronic CAPSIL as compared to printing it.

Issues: Would sponsors like electronic or print? They can be persuaded by what students use.

N. Valani added that CAPSIL printing cost is only \$600, therefore we should focus on bigger costs.

**BIRT CAPSI National remove the printing costs of CAPSIL and the directive that each school prints out copies for local members.**

**L. Powell/A. Lamb**

U. Of Laval can't send the CAPSIL to students via email.

B. Churchill disagreed with the directive as MUN wouldn't cover for printing.

**Motion to call the question**

**N. Valani/L. Powell**

**Abstentions: 2 (B. Churchill)**

**BIRT CAPSI National pay a max of \$50 for the Membership database.**

**N. Valani/S. Luong**

**Carried**

Deficit: \$3220.31 after 75% reimbursement.

**BIRT CAPSI National seniors and juniors be covered 75% of their expenses by CAPSI National for PDW and CPhA conferences for year 2009 and 2010.**

**N. Valani/A. Lamb**

**Motion to call the question**

**A. Smith/N. Valani**

**Oppositions: 2**

Voting on actual motion:

**BIRT CAPSI National seniors and juniors be covered 75% of their expenses by CAPSI National for PDW and CPhA conferences for year 2009 and 2010.**

**N. Valani/A. Lamb**

**Oppositions: 2 (K. Langejans)**

**Carried**

**CAPSI National break for 15 minutes.**

**N. Valani/L. Powell**

**Carried**

**J. Gagatek, A. Lamb and A. Chan left early because of the flight timings.**

**K. Gudmundson would be acting as the proxy for further discussions for U of S**

Deficit: \$3320.31

A. Smith brought up the issue of 2 IPSF positions only getting 50% coverage and having to spend \$1500 each out of their own pockets. She recommended that considering the fact that IPSF brings in money with Student Exchange Program both the reps should be covered 100%.



K. Langejans and A. Smith were really passionate about the issue of reimbursement for IPSF rep and SEP Program and feel that expenses could be a reason for low participation in the National elections.

L. Powell added that \$ 30,000 is generated in terms of fees and the reason behind 50% coverage is that it is supposed to be one trip but since there are two positions, only half is covered.

N. Valani confirmed A. Smith's point that IPSF brought in about \$3000.

Net profit from IPSF: \$2000  
Cost paid to attend the congress in 2008: \$2500

**BIRT CAPSI National table the discussion of IPSF reimbursement to PDW 2010.**  
**N. Valani/B. Churchill**  
**Carried**

Finance committee can authorize up to \$2500, but more than that they have to consult with the CAPSI council.

**Motion to call to question:**  
**K. Langejans/N.Valani**  
**Oppositions: 2 (A. Smith, A. Sylvestre)**  
**Abstentions: 2**

**BIRT CAPSI National stop producing the agenda for 2010.**  
**N. Valani/ A. Young**  
**Oppositions: 4 ( A. Smith, K. Langejans, L. Powell)**  
**Abstentions: 2**  
**Carried**

Deficit: \$7300

A committee has been set up to look into alternatives for the agenda and the general consensus is to stop producing the agenda for 2010.

**Motion to call the question**  
**N. Valani/B. Elliott**  
**Abstentions: 1**  
**Carried**

CAPSI National has savings of \$25,000 and it is unreasonable to draw from the cushion.  
P. Kwok suggested cutting the amount of reimbursement given to CAPSI executive by a proportion.  
K. Gudmundson encouraged the executive to approach the faculty and other student bodies in order to cover the expenses.

L. Delavau left at 3:59 PM

**BIRT CAPSI National change the presidential budget for administration expenses to \$100.**  
**B. Elliott/L. Powel**  
**Carried**

**BIRT CAPSI National does not cover the registration expenses for Outgoing VP Communications (J. Wentzell) for CPhA 2009.**  
**B. Elliott/ A. Ghumman**  
**Carried**

**BIRT CAPSI National reduces the administration expenses for executive secretary to \$100.**  
**B. Elliott/ N. Valani**  
**Carried**

Su Fei Yue left at 4:20 PM.

Deficit: \$2295.31

\$2555.03 total per executive = \$127.52 for each conference that we need to work.

**BIRT each executive member excluding IPSF Liaison and SEP officer, be expected to pay \$127.52 at their expense for both conferences CPhA 2009 and PDW 2010.**  
**N. Valani/P. Kwok**

**\$0 Balance budget**

**Amend motion to read “BIRT each executive member excluding IPSF Liaison and SEP officer, be expected to pay \$150 at their expense for both conferences CPhA 2009 and PDW 2010 and Past President only pays \$150 for only PDW 2010.**  
**L. Powell/A. Haikalis**  
**Carried**

**Motion to call the question**  
**A. Young/L. Powell**  
**Carried**

**BIRT CAPSI National approve the budget for April 1, 2009 – March 31 2010.**  
**N. Valani/A. Young**  
**Carried**

The issue of storage and bringing the boxes of copies of minutes, photocopies of AGM slides and CAPSIL editor material was discussed. Currently, the boxes are stored with University of Toronto Pharmacy Undergraduate Society (UPS). P. Kwok offered bringing the boxes to meetings, but University of Toronto is satisfied with the current system.

**BIRT University of Toronto representatives are responsible for storage and reference of the CAPSI archives.**

**M. Linesman/ A. Lamb**

**Abstentions: 1  
Carried**

**11. Standing Committee Reports back to Council**

**Various Committee Chairs**

**12. Sponsorship / Stakeholder Update**

**B. Elliott/J. Mailman**

This discussion is intended to provide an update to council on Joint Officer Meetings with various stakeholders during the CPhA conference.

**13. Other Business**

**13a: CPhA Membership**

**K. Gudmundson**

**CPhA student membership has been low even though it is free and there has not been a big push.**

**CPhA will review free membership and we do not want to lose it. It might be changing the membership in July. If grads sign up this year, they get the next year's membership for free, therefore, it is to their benefit to sign-up now.**

**K. Gudmundson asked for consensus on if universities should do a mass book sale.**

**UBC: It would not hurt, if it is complicated we are okay with doing it online.**

**U of A: Same as UBC.**

**U of S: Would like it**

**U of T: Students like the idea of getting their books at home.**

**U of Laval: There is no CPhA representative on campus.**

**DAL: No CPhA rep, having a brief blurb about advertising to students would be great.**

**J. Mailman added that idea is interesting but most of the students order online.**

**K. Gudmundson would talk to Amanda on the issue of some universities of not having a CPhA rep.**

**K. Gudmundson would send an email about blueprint, about its use in curriculum and supply copies of blue print for assignment.**

**The issue of absence of video tele-conference due to inability of our sponsor to continue supporting us in the coming future was discussed. CAPSI is looking for manpower and resources and not sponsorship.**

**J. Mailman added that we have done video tele-conferencing for 12 years and are unaware of the cost.**

### **13b) Symposium discussion**

**Sarah Luong**

6 Possibilities

#### **Topic – Number of votes**

H1N1/pandemic/natural disaster preparedness - 5

Machine vs. electronic dispensing - 9

Use of electronic health records -3

Pharmacist prescribing

Blue print

Interdisciplinary practice -1

S. Luong recommended picking two main topics and organizing a symposium using one of those. The second symposium topic can be chosen by the school. S. Luong would prepare the documents for first two topics.

#### **Motion**

**BIRT each local CAPSI council for their mandatory symposia can have a choice between the two topics of electronic dispensing or H1N1/ pandemic flu preparation and for second symposium which is optional may choose a topic of their choice.**

**S. Luong/A. Sylvestre**

- N. Valani agreed with motion but suggested that there should be consistency across the nation.
- J. Mailman advised making a smaller list of topics for the second symposium as he is concerned that opening it to anything in the world could lead to our name being used in any way.
- For the past symposium, Marie Hellene, Former VP Education made a list of second symposium that people could choose from.
- J. Gagatek suggested looking into topic of pharmacists doing immunization.

#### **Motion to call the question**

**N. Valani/A. Sylvestre**

**Carried**

#### **Motion to untable the discussion**

**J. Morrison/ P. Kwok**

**Oppositions: 1**

**Carried**

**BIRT CAPSI National and CAPSI local be aware of the liability precautions to be considered prior to planning of the events until financially acceptable to be evaluated by seniors by asking a qualified free legal aid at their local student bodies for advice without any cost incurred to CAPSI National.**

**A. Lamb/ A. Young**

N. Valani suggested local reps talk to their schools and get an estimate of the cost of liability insurance.

B. Elliott felt that as the topic of insurance concerns National CAPSI it falls under his portfolio and he would contact individual deans.

J. Gagatek asked to clarify what a free student legal aid meant.

A. Ghumman mentioned that at MUN they have a risk management group and was found using the term 'student society' confusing.

J. Morrison left for a break 9:07 pm.

Amend the motion to read, "BIRT CAPSI National and CAPSI local be aware of the liability precautions to be considered prior to planning of the events until financially acceptable to be evaluated by seniors by asking a free qualified legal aid for advice without any cost incurred to CAPSI National.

A. Ghumman/ A. Lamb

Carried

J. Morrison back at 9:09 pm

J. Mailman added that from last year's experience the legal advice would not be free.

J. Mailman answered M. Linesman's question about CPhA that they have a liability insurance and can be approached to get more information.

### **Motion to call the question**

**N. Valani/ J. Poirier**

**Carried**

N. Valani suggested to amend the motion to state that instead of seniors it is the responsibility of the President specific to CAPSI. However, later on she cancelled her amendment and asked to retract the legal aid part if acceptable. A. Lamb and A. Young accepted all the friendly amendments.

**Amend the motion to read, "BIRT CAPSI National and CAPSI local be aware of the liability precautions to be considered prior to planning of the events until financially acceptable to be evaluated by seniors by asking universities without any cost incurred to CAPSI National.**

**A. Lamb/ A. Young**

**All in Favor: 8**

**Oppositions: 7**

**Abstentions: 4**

**Carried**

Motion to adjourn: 5:43 PM

