

PRESIDENT (Bradford Elliott)

This past year has been an incredible ride and I would like to express my utmost appreciation for the passion, dedication and commitment I have received from the CAPSI National council during my term. The 2009 - 2010 council year was an unusual one due to the resignation of the initial President - Elect for the 2008 - 2009 year. This provided a unique opportunity in which I was able to declare candidacy for the Presidential position without having a President - Elect year to prepare. With tremendous encouragement and the incredible support that I received from both Jonathan Mailman and Omolayo Famuyide, I was able to handle the steep learning curve and prepare in a very short timeframe for my term as President. I cannot thank them enough; they helped to ease the transition and allowed me to have an unforgettable experience as CAPSI National President.

Since my last update during the PDW 2010 conference in Toronto, Ontario, I have continued to oversee the day-to-day workings of the CAPSI National council. I am committed to enhancing our communication with associations such as CPhA, CFMS, CNSA and many others so that we may learn from these organizations and collaborate with them in order to provide for our membership. In partnership with CPhA, we have begun working on our pharmacy jobshop website and hope to launch sometime in the summer, we have also been discussing ways to enhance the lines of communication between our organizations so that our students may have better access to some of the incredible initiatives that CPhA has developed and will undertake in the future. As well, in response to the Government of Ontario's generic drug reform, I worked closely with the pharmacy student society presidents of Ontario to develop a petition that was distributed nationwide (obtaining close to 800 signatures in less than 48 hours) and produced a letter addressed to Deborah Matthews on behalf of CAPSI National and our members, close to 3800 pharmacy students from across Canada.

In preparation for my transition into the role of Past - President, I have reflected on some of the experiences I have had with CAPSI as President, the individuals I have had the pleasure to meet and the amazing work that gets done by this 100% student run, voluntary organization on a daily basis. I feel very fortunate to have served as President for the 2009 - 2010 council year and look forward to working with the 2010 - 2011 council under the leadership of Polly Kwok. I believe that we have put together an outstanding group of individuals and I look forward to seeing where we go from here!

PRESIDENT-ELECT (Polly Kwok)

This year has been a continual learning experience, most of my work was involved in committees, communicating with the presidents (present and past) and planning for the CPhA Conference (agenda, schedule, JOM with sponsors).

Website Committee

- We appointed Yin Hui, from the University of Toronto, as our National Webmaster for 2009-2010. (See her report to follow)
- Updates on the website:
 - o New layout but keeping the CAPSI colours (black, red, white)



- New front page links to highlight key links
- Updated forum, with added sections and new layout
- French intro on the front page
- Updated the Pharmacy school website links
- Continually updating new International Pharmacy opportunities, elections, billeting, etc
- New submitting question to council option, sends all inquiries to the president-elect email
- New Facebook fan page for communication with the members
- Yin has done an excellent job in working with the website committee to update and revise the current CAPSI website.
- Final action of the Website Committee: Appointed Franky Liu, from University of Toronto as the National Webmaster 2010-2011.
- Goals for next year: Increase website traffic, develop the membership section of the website, ensuring all the Scotiabank modules are accessible on the website, adding the IPSF SEP blog as a link on the website

Constitutional Review Committee

- Documents reviewed 2009-2010:
 - Developed the PDW Educational Policy that was implemented at PDW 2009
 - Updated and revised the Entry Level Pharm D Position Paper which was approved by council at PDW 2009
 - Updated the OM and bylaws (approved by the membership at PDW) to the current practices of CAPSI
 - Reviewed the PDW letter of agreement document to be discussed at CPhA 2010
 - Revised the election protocol in the OM awaiting approval by council

Ethics Committee

- No official meetings were held.

Safety Competency

I represented CAPSI on the Implementation Advisory Committee of the Canadian Patient Safety Institute for the Safety Competencies. Participated in a face-to-face meeting in Ottawa July 2009 and continued to participate in a working group for Tools and Incentives for implementation (which met via teleconference November 2009)

PAST-PRESIDENT (Jonathan Mailman)

This year was a different year from many in the Presidential side of the house and a different experience for me. With the President-Elect resignation and then late by-election of Mr. Brad Elliott, the council of the time decided to extend my term in office to allow Brad time to be socialized and prepare for his Presidential term. This changed my experience both as a President and then Past-President. Because of this I was given the task of organizing a second opening Council meetings at a CPhA conference, given with the moral support and guidance of my Past-President, Omolayo Famuyide and the organizational support of Brad to organize those meetings.



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I was a little more actively involved with the Council than I believe a Past-President should be: my main task once Brad was confirmed in his role as President was supposed to be to act as his advisor and to add an historical prospective to Council discussions. However I additionally worked on the Friends of CAPSI proposal, helped advise the new Translation Committee on how to prepare their Terms of Reference Document, and spent weeks liaising and working with former PDW Planning Committees to develop an updated reference document for PDW Planning Committees, which for some time was coined as the "PDW Planning Committee Letter of Agreement."

The Friend of CAPSI was an idea that had its inception prior to me joining Council but never really got off the ground. I have asked that it be a discussion point later on in the meetings and I hope that it does not fall by the wayside. There are a small number of people who have already expressed interest in this initiative and hopefully with time this number may increase.

The PDW Planning Committee Letter of Agreement from its inception was designed to allow us to fulfil our Constitutional requirement to have a contract signed between CAPSI National and the PDW Planning committee. As work continued, the document then developed into something that should most likely replace the section in the Operating Manual which describes PDW planning, which is currently so far out of date that it still describes billeting of the delegates. Once I had completed the consultation portion of the project I turned it over to the CRC for their review and hopeful addition to the OM at your meetings this week. The document could not be completed without the help of Adrienne Dufour (PDW2007), Robin Clouston (PDW2009), Yolande McGeoghegan (PDW2009), Nevina Valani (CAPSI National Finance Officer 09-10), Hayley Fleming (PDW2010), Nicole Zelensky (PDW2011), and Jessica Gagatsek (PDW2011 and UofS Sr Rep 09-10). I would like to express my gratitude for all of their help, guidance, direction, and candour; I have never planned a PDW so without their help this update would not have been as comprehensive as it is.

My closing point is for all of you, the CAPSI National Council. Being elected into this position also brings you into our family; a family that has been growing for over 40 years. You will be working very hard to provide wonderful opportunities for your peers, our members, and a vast majority of them will have no idea how much work you have done. Unless you go applying for awards or looking for accolades, you may not get recognized for what you will be doing, but the people sitting around this table will know what you have done. As I said, you are a family, you are a team, you must work together. If you are having trouble with something, overwhelmed, unsure, anything, the people around you will help, they will support you. It is the responsibility of everyone around our table to support the other people on this Council and to continue the operation and viability of the Council. You each have your personal responsibility, either to your local chapter or with respect to an Executive Member's portfolio, but ultimately without this Council, there is no CAPSI, and without each of you, there is no Council.

VP COMMUNICATIONS (James Morrison)

CAPSI Club Membership

CAPSI Club sponsorships are at a record high this year compared to the last several.



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Gold: Apotex, CPhA, Pfizer Consumer Healthcare, Pharmasave, ratiopharm, Scotiabank, Teva Canada, Wal-Mart

Silver: ax/iz financial solutions

Club: CU Media, Shoppers Drug Mart

Increased revenue compared to 2009-10 (\$13,500 initially) and 2008-2009 (\$18,000).
20010-11 CAPSI Club total revenue of \$18,500

ax/iz financial solutions (Martin Marezki martin@axizfinancial.com)

ax/iz partnered with CAPSI this year to deliver presentations to each graduating class in Canada, excluding Quebec where they do not operate. Each CAPSI local promoted the event to 4th year students (including non-CAPSI members). CAPSI locals were paid \$5 per student attending the session. The presentations were very well received and prizes were provided (nintendo Wii, iPod etc). As part of the agreement, ax/iz was a silver CASPI Club member and they were provided **two** articles in the CAPSIL. This fall ax/iz presented a webinar for CAPSI National and it was quite effective in informing CAPSI National as to the content.

One issue with the program is that U of Saskatchewan did not receive a presentation because their campus does not permit solicitation. ax/iz financial solutions will determine, later in the summer, if the program will continue for next year. I do anticipate the offer returning since ax/iz financial solutions has committed to CAPSI Club again.

Teva Waterbottles

Teva has agreed to provide water bottles again this year for first year CAPSI members. I have provided Dianne Bridger the number of bottles needed by each school and the mailing addresses and contact for each Sr CAPSI rep. The bottles have already been ordered by Teva.

Apotex

Apotex has gone from cutting almost all our programs to bringing many of them back. During 2009-10 they still provided the iPharmacist coupons. After working closely with Struan Keir at Apotex, they will be expanding their programs with CAPSI again. Next year there will be coupons for money off installing iPharmacist software onto iPhone & iTouch. Apotex is also bringing back the CAPSI backpacks for first year students which are in the process of being ordered. They joined CAPSI Club again at the Gold level and purchased the back cover of the Agenda for \$3995.

McGraw Hill Book Order

This fall was the first time CAPSI tested the partnership with McGraw Hill. McGraw offered a discount off several publications which CAPSI ordered through the local book store at their school. The intent was that CAPSI would sell the books above the price that McGraw offered as a fundraiser. There were many issues in implementing the book sales this year, many of which stemmed from miscommunication

at local book stores. Uptake was poor and only a few schools participated. The incoming VP Comm, Maria, is in touch with David Mahon at McGraw Hill in order to improve the process for this year.

Agenda/Careers Page

At CPhA conference last year we decided to cancel the agenda as a CAPSI benefit. The reason being that it was costing CAPSI approximately \$4000 or more to produce.

I contacted CU Media/CU Advertising and informed them of our decision. In order to save the agenda, CU collected several price quotes for agendas and the best price was with Friesens. After a few adjustments the contract with Friesens costs \$9690.00, plus HST and shipping. The previous printing company we used charged over twice this.

CU has also guaranteed us \$9000.00 in revenue from advertisements which they solicit for us. If over \$18,000 of adverts are collected the revenue is split 50:50. With this new arrangement it was predicted that the agenda could turn a profit instead of being a financial burden to CAPSI and the agenda was reinstated at PDW 2010.

Current revenue from the Agenda is \$16,395.00. Once the cost of printing, shipping, and taxes are factored in we will be making approximately \$5000 on the Agenda. This number may increase as CU Advertising continues to book advertisements on our behalf.

CU Advertisements also solicits sponsors for our CAPSI Careers Page on the website. So far this year there is only one sponsor. Last year, there were two sponsors. Each company pays \$500 to place their logo and a link to an employment opportunity, CAPSI receives half of this revenue.

In Summary

As we entered this past year we were facing a future with few tangible CAPSI benefits and record low revenue from sponsorships. We will now have the Teva Water Bottles, Apotex Backpacks, and CAPSI Agendas to offer our members. In addition, CAPSI Club revenue is back to where it should be and the agenda is turning a substantial profit. We also introduced two programs that benefit CAPSI Locals directly: McGraw Hill Book Order & ax/iz financial solutions disability insurance presentations.

VP EDUCATION (Ammara Ghuman)

1. Evidence Based Practice Competition

Information from this competition was forwarded to the incoming VP Education to present to potential sponsors at the CPhA Conference.

2. Mock OSCEs

The Mock OSCE Review Committee updated a number of Mock OSCEs for use this year. The Mock OSCEs were sent to PEBC to evaluate and were then forwarded on to local representatives. These were intended to help graduating pharmacy students prepare for licensing exams.

VP INTERPROFESSIONAL AFFAIRS (Sarah Luong)

This past year as VP Interprofessional Affairs has been a fulfilling and exciting experience. Through my work and interactions, I have seen great strides health care has taken to embrace interprofessionalism. Students, educational leaders and health care professionals are enthusiastic about increasing interprofessional collaboration. My position has given me the opportunity to attend amazing conferences across Canada, sit on a number of great committees and meet incredible individuals. This year, VP Interprofessional Affairs went through a few changes with additional roles and was renamed VP Professional Affairs.

My term began with the Canadian Pharmacist Association Conference (CPhA) in Halifax, which was a welcoming and educational experience that introduced me to the role of VP IP and the CAPSI council. At this conference I began to take on the new roles delegated to VP IP to develop the symposia topics and organize the community outreach programs. This year for the symposia, the council decided to pursue two topics instead of one in order to ensure that a relevant issue was presented at each school across Canada. I created outlines for the chosen topics, remote dispensing and emergency preparedness, to help guide each local council on their planning process. For community outreach initiatives, the programs that were pursued this year included Ratiopharm's Operation Wash-Up and Allergy and some schools participated in the high school outreach program focused on sexual health awareness topics. In addition to VP IP roles, I joined the competition review committee during CPhA to help proofread and look over documents of various national competitions spearheaded by VP Education throughout the year.

In terms of interprofessional involvement, I sat on the Canadian Interprofessional Students' Network (CISN), which is a working branch of the National Health Sciences Students' Association (NaHSSA). Being on CISN, I worked with enthusiastic student leaders from a variety other health care professions to discuss interprofessional issues and opportunities. For those who aren't aware, the purpose of CISN is to serve as a networking tool for students who have questions or are looking to connect with another profession. In addition to teleconferencing with CISN, I also helped re-draft the invitation letter sent out to recruit new health care professions to the network. As a member of CISN and as the VP IP, I was fortunate enough to attend the 2010 NaHSSA conference, which was held in Hamilton, Ontario. At the NaHSSA conference, I met with CISN members face-to-face as opposed to our regular teleconferences. In addition, I was able to attend a variety of fascinating speaker sessions. I was blown away by the passion expressed by so many students from different professions about interprofessional collaboration with NaHSSA. After attending the conference, I felt that pharmacy representation needed to be increased at this annual event. My hope is that in the future this conference is made more transparent to our faculties across Canada. This year I also started a new initiative to research interprofessional activities that were occurring in schools across Canada. With this information, I hoped to create a guide to help give schools ideas about what could be done to promote interprofessionalism on their campuses. Through CISN, I found out that NaHSSA had already started a similar project and proposed that I pass on my research to contribute to their guide. I believe this guide will help inspire students on ways to create a greater awareness for the importance of interprofessionalism.

At PDW I followed up with each school on their progress on symposia and community outreach programs. I was also excited to be a part of a very significant meeting with the presidents of the Canadian Federation of Medical Students and the Canadian Nursing Students' Association. It is a rare occasion that we are able to gather the student association presidents of three key players in health care for a face-to-face meeting. Great discussion was brought up about possible collaboration on interprofessional initiatives and setting up a couple teleconferences in the year to further discuss issues of interest.

Serving as CAPSI's VP IP has been a truly a rewarding experience. In this past year, I have gained a great deal of knowledge and have met many inspiring people. Moreover, I see great things for the future of interprofessional collaboration and education. Thank you for allowing me to serve as your VP of Interprofessional Affairs. I wish the best of luck to the incoming CAPSI council!

FINANCE OFFICER (Amy Wong / Nevina Valani)

Due to personal issues, Nevina handed over the position to me earlier than CPhA. I have been book-keeping all of last year's finances into QuickBooks (and finishing that up as we speak), creating the budget and starting the process of filing yearend taxes with our accountant.

1) PDW Reimbursement Cheques

All reimbursements were made out by February, 2010.

PDW 2010 estimated expenses: **\$20 058.75**

PDW 2010 actual expenses: **\$13 282.04**

Difference: \$6776.71

2) National Compounding Competition

As I was updating QuickBooks, I noticed there was an error with the prize money distribution for the National Compounding Competition. Medisca sponsors \$1000 for the national winners. According to Ammara, the outgoing VP Education, the breakdown should have been \$400 split between the 1st place team, \$300 for 2nd place team, \$200 for 3rd and \$100 for 4th. However, upon inspection from the bank statements and cheque stubs, each team MEMBER received the full amount and not ¼. Thus, \$3000 extra was given out to winners.

2) Yearend taxes

Our fiscal year runs April 1st to March 31st. I am in the process of gathering all the required documents to send to our accountant to file our taxes, which are due in September. There's no penalty fee if we file late, but ideally, we want to get it in on time. Since our accountant is away in July and August and he needs 3-4 weeks turnover, I need to send everything in ASAP so that he can get it done for June.

EXECUTIVE SECRETARY (Rajwant Minhas)

1. Elections: I facilitated the National CAPSI elections at PDW and three rounds of by-elections.

2. Membership Committee: Last year, a substantial decrease in student membership at different schools was observed. Therefore, as the membership committee we looked at ways to provide more tangible benefits to the students. I collected feedback from various schools and found that students wanted the Apotex backpack back and teva novo-pharm bottles were quite popular as well. Therefore, our VP Communications James Morrison was successful in having the backpack and bottles continued for next year. I also approached 2 faculty members at UBC to post links to their websites on therapeutics based on evidence based medicine on the CAPSI website. These links have been posted under Resources on CAPSI benefits so that students can benefit from the podcasts and charts and other study aids posted on them. One of the other suggestions was to develop a reference guide with lab values and formulas as a benefit and VP Communications is in discussion with Walmart on this topic.
3. CRC: As part of CRC, I worked closely with Polly Kwok, Hayley Doyle and Jennifer MacLean to develop PDW Educational Policy, CAPSI's position on Entry Level Pharm D, and to update the operating manual and bylaws and the elections protocol.
4. Membership database: I have collected the final membership numbers from different schools.
5. I also worked with Brad to send out letters to Presidents of Undergraduate Society of each school and Deans/Directors of different universities.
6. As usual, I answered questions posed by students from Canada and all over the world about membership and CAPSI via email throughout the year.

CAPSIL EDITOR (Brittany Churchill)

This past year has been quite successful for the CAPSIL. Three editions of the CAPSIL were published and many pharmacy students submitted thought-provoking articles. The CAPSIL representatives at each school were very helpful in collecting articles and promoting the CAPSIL. I appreciate all their hard work.

Throughout the year, I have focused on building and maintaining partnerships with CAPSI's partners, CAPSI club members and CAPSIL advertisers. CPhA has submitted a column to each edition of the CAPSIL this year and also purchased three full-page advertisements in the CAPSIL. Scotiabank published two articles under the terms of the CAPSI – Scotiabank agreement. Copies of the CAPSIL were sent to each of these contributors. In addition, Anna Huisman, our CSHP Student Delegate, published a CSHP Corner column in two issues of the CAPSIL.

I've remained in contact with Rosemary Killeen, the editor of CPJ. She indicated an interest in reviewing student submissions to CAPSIL for the Student Forum section of the CPJ. Each edition of the CAPSIL was submitted to CPJ for this purpose.

The Industrial Pharmacy Residency program purchased advertisements in all three issues in the CAPSIL. Their representative has already expressed interest in purchasing ad space in the CAPSIL for 2010 – 2011. As well, CAPSI Club logos were featured in each CAPSIL edition. Through

collaboration with James Morrison, VP Communications, all advertising requirements with respect to CAPSI Club were met.

This year I have been an active participant in the Website and Membership committees (the Ethics committee was not called upon during my term). I was also pleased to see the formation of the CAPSI National Translation Committee and to become the chair of that committee. So far, this committee has only been officially responsible for translating the Letter from the President for the Spring 2010 CAPSIL. However, bilingual members of CAPSI National have provided help in translating items throughout the year. A Terms of Reference for this committee was drafted by Jonathan Mailman and will be submitted to the Constitution Review Committee (CRC) for further review.

I have also been working on an initial draft of a document entitled Guidelines for Accepting Articles from Sponsors for Publication in the CAPSIL. This document should serve to clarify the requirements when CAPSI's sponsors submit articles for publication. This document has been sent to the new CAPSIL Editor, Yin Hui, with the intent that it will be submitted to National Council for review.

IPSF LIAISON (Kendell Langejans)

IPSF Items:

- Communications with IPSF
 - Updated CAPSI information with IPSF as required
 - Contributed to online discussions about the future of IPSF
 - Conveyed calls for various IPSF and PARO (Pan-American Regional Office) committees through the local reps
- Health Campaigns
 - HIV/AIDS was the mandatory health campaign for fall, but was not done at all schools
 - Smaller campaigns done throughout the year (ex diabetes at U of A, TB at U of T)
- CAPSI-IPSF Health Campaign Award
 - Developed in collaboration with Amy Smith, awarded for the first time at PDW 2010 for the HIV/AIDS Campaign 2009
 - 2 strong applications from U of S and U of T, award won by U of S
 - Organized judging and compiled scores
 - Printed certificate for 2009 award
 - Currently soliciting sponsorship for future awards to support IPSF activities at the winning school
- Communications with local representatives
 - Started an IPSF representative Facebook group, which was very underutilized
 - Files shared via Yahoo group
 - Messages mainly sent via email at the request of local reps, but found that students didn't want to check both – suggestion for next year = only use the Yahoo group, and tell local reps to use the email alert setting. That way, all messages are stored in one place for easy reference



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C A P S I • A C E I P

- In person meeting held at PDW, e-meetings via Skype scheduled in January for reps who did not attend PDW
- Continually updated the CAPSI website on all IPSF related things (with lots of help from Yin!)
- Suggestion for next year = cc Sr/Jr on all IPSF communications to keep them informed
- Changeover
 - Amy and I met in Calgary in early April to discuss changeover and strategic planning for IPSF and SEP for the next few years
- SEP Summer 2010
 - Placing international students in Canada, and coordinating with local CAPSI Sr/Jr/IPSF reps to make sure students see the best of Canada
 - 12 sites have confirmed students, 3 more in the works
 - Placing Canadian students abroad from the second round of applications – total of 22 Canadians travelling abroad this summer
 - Drafted local welcoming committee guidelines and sent to every school hosting students – CAPSI council members, IPSF reps, and students going on exchange
 - Investigated insurance options for Alberta and Ontario (at the request of potential hosts)
 - Everyone should have access to the Google document of both Canadian and International students, if you don't, please let me know
- Mobile Pharmacy in Northern Uganda Project – throughout 2010
 - Promoted to CAPSI council at PDW and asked local reps to spread the word to students
 - Fundraisers held at U of A and U of T, funds will be wired after CPhA
 - Since my last update, budgetary problems have arisen in MPNUP – the original budget was underestimated, and fundraising goals have not been met, such that an additional \$12000 US is needed to continue the project to completion
 - The executive and VIP group are currently discussing whether or not to continue the project, with a deadline for the decision of May 20
 - If IPSF decides to continue the project, a MPNUP fundraiser will be mandatory in September, as funds will still be needed then
- Vancouver 2012 World Congress Proposal
 - Discussed with Suzanne and Amy via telephone in April, and drafted response for the forum (and discussion here, as it appeared later than expected on the forum)
- 56th World Congress – Ljubljana, Slovenia
 - I have confirmed Suzanne and myself as official delegates for CAPSI
 - Suzanne will be attending the Leaders in Training program before the Congress
 - I wrote 13 confirmation letters prior to the first registration deadline – UBC: 4, U of A: 4, U of T: 2, U de M: 1, ULaval: 2
 - It is not too late to register – the second registration deadline is May 31, so if students are interested they can still contact me

Communications with other Groups:

- PSF (Pharmacists without Borders):
 - "Pilot" presentation did not happen at U of A due to slow responses from PSF and running out of time
 - Contact is made to arrange for presentations earlier in the year next year
- FIP – International Pharmaceutical Federation

- Finished compiling and submitted the school information requested by FIP

Goals for 2010-2011:

- Simplify SEP application process by making online payment an option
- Improve SEP Deposit Policy with consultation from council
- Increase number of host sites to at least one in every province, and 20 total
- Investigate necessity and feasibility of waivers for both Canadian and international SEP participants

STUDENT EXCHANGE OFFICER (Amy Smith)

It has been a really busy and productive year for SEP and IPSF in Canada. I included a list of projects and activities undertaken throughout the year.

Conferences Attended:

- CPhA 2009 Halifax
- IPSF World Congress 2009 Bali, Indonesia
- PDW 2010 Toronto

1) Standardize Welcome packages

- For incoming students to Canada
- Tourist information
- Info about CAPSI
- Info about Canada
- Unique to each province
- Kendell will gain feedback from SEP selection committee and 2010 incoming students and alter for next year

2) CAPSI-IPSF Health Campaign Award

- First recipient in 2010 (UofS)
- Currently still seeking sponsorship (Walmart)
 - They have all award materials and information and should be followed up with at CPhA

3) Standardized Marking Scheme for Outgoing CAPSI members on SEP

- Standardized way of scoring CAPSI members wanting to go on SEP
- Altered after SEP selection committee used in 2010 selection
- Worked really well!

4) Promotional Blitz for Host Sites

- Goal for summer 2010 is 20 host sites (Currently have 16!)
 - Currently, this means 24 students can go abroad in 2011! Our goal is 30!
- Contacted all provincial associations and/or colleges to provide free advertising for the program
 - via email, fax, newsletter, interview, etc
- Provided a lot of exposure for the program
- *Next year would like to continue and contacting drug distribution companies to insert promotional flyers*

5) Promotion of SEP in Canada to the world

- designed promotional power point on SEP in Canada to distribute to other SEO's and students
- *Send powerpoint out to SEOs next spring*
- *Increase promotion of the program to international students to attract the best candidates*

6) SEP Application Fee

- addition of a deposit was put into effect for the 2010 SEP year
- CAPSI members were required to provide a deposit upon application to discourage withdrawing from the program without adequate notice and to assist with incoming students
- *Re-assess the deposit in November 2011*

7) Wait List for SEP

- implemented to ensure we utilized the maximum number of application we could
- Quantity of wait list is to be ¼ of total
- wasn't required in 2010

8) Regional SEO – PARO

- Increase involvement in the Pan-American Regional Office
- Provide support to countries which are new to IPSF
- Elected for 2010

9) SEP on Facebook

- Including pictures of students who have gone on SEP

10) CAPSI SEP Bloggers

- CAPSI students who are participating in SEP for 2010 will be blogging about their experiences (on the CAPSI website) while they are abroad
- International students will also have the opportunity to do the same when they are coming to Canada

11) Updated CAPSI Website

- provided updated information for the new website

12) IPSF Humanitarian Subcommittee

- Design Coordinator
- Designed promotional materials for MPNUP

13) AF Reallocation Project

- New IPSF project
- Allowed CAPSI an opportunity to bid for additional spots to send CAPSI students abroad in summer of 2010
- Received 4 additional spots for CAPSI members
- Had a second call for applicants and filled three of the positions!

14) Google Database

- All interested applicants (both international and CAPSI) were placed into a google document database
- All Jr/Sr, Local IPSF Representatives, and exec can view
- Both IPSF and SEO have the ability to alter
- Promotes additional collaboration between the two positions
- Host sites are also included on the database
- Please view database to see when students are coming to your city