



Annex of Executive and Local Council Updates

CPhA 2014

Saskatoon, Saskatchewan

May 30th – June 3

Local Council Updates

University Of British Columbia (M. Kazem/K. Sin)

CAPSI Button Sales (Early April)

- Manually made buttons with different designs and allowed students to submit their own layouts to make their buttons using a "button press"
- Well received within the faculty as students and clubs ordered several bulk orders.
- Total profit = \$97.30

CAPSI Good Luck Candy Grams (prior to start of the final exams)

- Advertisement for this was done late, so orders suffered as a result
- Small number of orders (mostly friends buying for each other)
- Could be improved next year by getting the different local clubs involved.
- Total profit = \$37.70

CAPSI-TILAK Award of Professionalism

- Kevin (UBC Jr) organized the application & had 3 total applicants fully complete it
- Will organize a committee to select the recipient late in the summer or early September to prepare the award engraving to be completed by our AGM in November
- Similar number of applicants to previous years (most people don't really want to apply for the award near the end of the year, could consider moving the award for sometime in September next year)

SSRP BBQ (Weds June 25th)

- Successful turnout
- Lots of faculty members + students turned out to this event. Even prospective first year students starting at the faculty in September 2014 showed up which was great.
- Great advertisement for CAPSI as a whole
- Total profits ~\$200

Aggro PEBC Questionbank

- Sent out the unique UBC ID's to 25 students
- Limited response provided regarding the quality of the questions, or how the service benefited the students.
- A few students expressed that the question bank had "Lots of questions that were incorrect" which students didn't appreciate.
- One student also asked me "what the purpose of this discount was" considering the fact that many of the questions had errors.

Univeristy of Alberta (D. Burton/A. Schmode)

Pharmacy Awareness Month

- Diabetes and Nutrition Clinic -- Student's performed blood glucose testing and body composition analysis while educating the public on ways to prevent diabetes and how to lead a healthy lifestyle.
- Pharm D Info Session – Professors and Students provided information about the Pharm D program. This was our first year having the program and it sounds good so far.
- Hot Chocolate Giveaway – Gave Hot Chocolate and PAM Sleeves out to students in one of the science buildings on campus. Provided information about the program.
- PAM TGIF – It was a final night of fun for all four years to come together for some socializing and drinks before the stress of finals hit.

- Ronald McDonald House Lunch – A few of our students made a pasta lunch for the families staying at the Ronald McDonald House as a way to give back to the community.
- Pharmacy Mixer – Students and Pharmacist's (over 100 people) came together for a night of socialization and networking at a local campus pub. The first part of the night we provided discussion topics and played musical chairs to get people mingling and mixing. For the last half of the night people were allowed to socialization and dance. There was over a \$1000 worth of prizes given away. It was a great way to finish off PAM.

April/May

- Elected CAPSI Jr. – We then held our APSA elections where we brought in our new CAPSI Jr Alyssa.
- Agro PEBC Questions – The students seemed to appreciate having access to this resource. I have not done a survey yet to see how useful the website was and whether it was worth the money or not. I also provided a few MOSCE cases to our fourth students to help them with their practice sessions.
- Professionalism Award – Helped Leah finish the final details.

University of Saskatchewan (S. Scherbey/K. Joorisity)

- PAM Wrap Up: CAPSI Sports Night (final event of the year at a local sports dome, CAPSI merchandise given away as prizes)
- CAPSI Local AGM
- Local Elections and change-over of council (1st meeting, new council (14/15) and old council (13/14) meet and greet)
- AGRO Health PEBC Codes: ~50 people applied—(liked it, but mistakes were a nuisance)
- Tying up loose ends. Final cheque to charity (Core Neighborhood Youth Coop): \$3464. 56 (Over double of what was raised last year!!)

University of Manitoba (A. Wanner/A. Phung)

- Completed elections for the new local council and completed council turnover
- Wrapped up PAM 2014
- Begun planning the Second Saving Base Slow Pitch Tournament fundraiser for the 2014 Run for the Cure

University of Waterloo (H. Meginnis/E. Dinh)

- **Elections (March/April)**
 - We have selected our new UW CAPSI Council. We filled all of the positions as many people applied
 - All of the turnover was completed in April and our new council was ready for the start of May

- **Summer Term**
 - CAPSI-DM -- We are having two talks this summer. The first one was held on May 28th hyperglycemic emergencies. There was a great turnout of students (approximately 50 students). Second one will be held in July on insulin initiation. Johanne Fortier will be coming back to talk about this (she did the first CAPSI-DM talk)
 - **Run for the cure**
 - Planning a freezie sale at the school in June
 - Planning our annual beach volleyball tournament at a local pub. Tickets sell for \$5 for general attendees and \$10 for volleyball players. There is also a raffle draw. All proceeds go to Run for the Cure
 - Planning a first year vs. third year soccer game in conjunction with our student council. They have proposed it be called the "CAPSI Cup" and funds raised will go to Run for the Cure (funds will either come from admission or from raffling off formal tickets donated by the student council)
 - Possible fundraising ideas: bake sale, barbeque, slo-pitch tournament
 - **OTC Week – Geared towards first years**
 - Planning a trivia night at a local pub.
 - Planning a symposium talk on cough and cold
 - Planning the Mock OTC OSCEs for first years as they have to do OTC OSCEs as a part of their exams in first year.
 - **Teva Strategic Planning Seminar**
 - Date is set for July 9th
 - Will invite members of students councils first and then open up sign ups to everyone if there are any extra spots at the Delta Hotel in Kitchener
 - **IPSF/SEP Presentation**
 - Will do this presentation to the students during July so that the students know about SEP and IPSF opportunities. Will be giving snacks as an incentive for students to attend
 - **Social Media Challenge**
 - Will be run in June Students answer questions regarding pharmacy on social media.
 - Those who participate each day are entered into a draw for a prize.
 - **PDW 2016**
 - Council is still having meetings and is fully elected. They keep both the Sr. and Jr. representatives updated with their progress and setbacks
 - Presentation will occur during CPhA 2014
 - **Exam Protocol Meeting**
 - Discussed with the dean of the school giving student leaders (ie. CAPSI reps) a chance to write any exams missed due to conferences. He agreed and this will be in place in the future
 - **Future**
 - Fall term – there will be three classes in term this year instead of only one! This means CAPSI competitions will get even more turnout

University of Toronto (A. Patel/A. Zaheer)

- Agro MCQ Prep Discount Code: we had 50 fourth year students send in requests for a discount code
- Submitted our Application for the Award of Professionalism (done by local council's Events Directors)
- Preparing our Summer Mail-out Package for textbook sales to First & Upper Years
- Getting together fundraising ideas for CIBC RFTC

Université de Montreal (S. Lepage/C. Benoit)

- Elected Camille Benoit as our new Junior and Stéphanie Lepage as Senior
- We now have (mini) CAPSI Council who will organize PAM and other CAPSI related activities
- We have started planning our first ever Mr Pharmacy competition that will be held in November 2014.
- We have concluded our first edition of PAM

Université Laval (K. Pilon/S. Chahine)

- Turnover for the Senior rep
- Election of our Junior Rep, Sonia Chahine
- PDW preparation, see power point for updates
- Our school local council is currently in the process of reevaluating the ethics part of our relationships with sponsors. Changes might need to be done in the near future.
- Our school has a politic that every sponsor that comes to school to do a lunch and learn has to pay a certain fee. As for the CPhA lunch and learn at the beginning of September, I'm trying to derogate from this politic since CPhA is a non-profit organization.

Dalhousie University (M. Harrison/S. Rehan)

- Elected our 2014-2015 Dalhousie local council (aside from first year rep)
- Participated in the 2014 Professors Auction (submitting two items for auction)
- Completed our Kids and Medicine programs
- Distributed Agro Health codes to fourth year students

Memorial University of Newfoundland and Labrador (K. O'Keefe/S. Saunders)

Executive Updates

Past-President (J. Johnston)

President (A. Carrière)

- **Turn-over**
I have been getting caught up/organized with Janice Coleman (incoming secretary) and Kavetha Selva(incoming president elect).

Janice and I have been strategizing how to organize our communication and how best to communicate with the council prior to CPhA and email turn-over

Kavetha and I have been discussing her upcoming role and what I was doing at this time last year. I have been cc'ing her on ALL emails since her election

- **CPhA Planning and Preparation**

I have been reviewing old emails, old CPhA agendas, and talking to CPhA coordinators (Janet and the local representative) about CAPSI scheduling and needs (i.e., a square table arranged for 32 people with wi-fi access and multiple extension cords).

I have been reviewing old materials and talking to VP Com (Stephen Huynh is incoming; Saleema Bhaidani is outgoing) and VP Ed (Alysha Prata) about arranging Joint Officer Meetings (JOMs) and items for discussion/JOM agendas.

I have contacted the sponsors and stakeholders that the incoming President usually contacts for CAPSI JOMS and have been working alongside VP Com to arrange JOMs with new potential sponsors.

I created a pre-departure package with the forms necessary for travel reimbursement and our financial policy (to facilitate the job of VP finance – Ellen Boyd), a draft agenda and suggested packing list (based on my own experience with CPhA in the past, and knowing what “team building” exercises we would be doing – i.e., brief written introductions and photo scavenger hunt).

- **Agro iMCQ**

For the first time this year we have issued unique identifier codes to CAPSI members. With these codes, CAPSI members have been able to purchase Agro iMCQ at a discounted rate (-20%). The sales have been a success but some issues with access and the materials have been identified. The provision of this benefit and feedback to Agro is ongoing.

- **Webmaster**

I have been sending repeated reminders to the webmaster to initiate and complete turn-over of the webmaster position. The success of this has not been seen yet.

- **Website**

I have been amalgamating all of the work that the 2013 – 2014 Website Committee did for the content of the website (now that we will be having the website redesigned). The incoming Website committee will be charged with a lot of content creation and editing but hopefully we can unveil the new website for PDW 2015

- **Questionnaire**

I have been emailing with Jason Johnston (incoming Past President) and Patrick Monaghan (outgoing webmaster) to try to access the last questionnaire. I was not with council at CPhA 2012 in Whistler (I was working abroad at the time) and therefore missed the presentation of the questionnaire results. The questions have been found in French and the questionnaire we put out will likely be based on these questions but reviewed by one of the committees or ad-hoc committees. The intention was for this questionnaire to be released last year – I am aiming for it to be available by September-October 2014.

- **PDW/CAPSI Club Sponsorship Clarification**

I have been working with Stephen and the PDW 2015 Planning Committee to clarify some confusion with respect to sponsorship. There has been an “issue” with the increasing sum of funding requests for PDW on our national sponsors. This has become a challenge because the recognition for these funds is variable (based on that year’s PDW sponsorship package). What was offered exclusively in 2014 is not exclusive for PDW 2015 and we have to mediate that discrepancy with our national sponsor to recognize their overall contributions. These talks are ongoing. I would like to highlight, again, Stephen’s contributions to this discussion. His insight and demeanour have been very valuable.

We will look into building this “sponsorship relationship bridging” into the VP Com responsibilities at CPhA. Furthermore, we will make sure that there is clearer partnership and lines of communication with PDW PCs, particularly sponsorship, and CAPSI National going forward.

- **PDW 2015**

I have been touching base with the PDW 2015PC to help with the sponsorship issue alluded to previously, and help with organizing the schedule of the week and other minor issues/questions/comments that have come up since then.

- **Lines of Communication**

I have been working to ensure that I am cc’ed on emails that are important for pres-elec/pres to see (e.g., PDW/CAPSI Club Sponsorship) while trying to emphasize that I am not micromanaging anyone’s work, but staying in the loop so that I can have the full picture when I speak to sponsors or make executive decisions.

President Elect (K. Selva)

VP Communications (S. Bhaidani/S. Huynh)

- Finally got all the money for our CAPSI Club Membership (from the past 2 years)
- Lost two sponsorships: Apotex and CACDS, result of miscommunication

- Stephen and I are in the midst of communicating with new sponsors: Target, Safeway and Agro
- We are going to implement our new CAPSI Club Sponsorship timeline into place
- Sent out the CAPSIL to all of our sponsors and they love it
- Working on the Agenda. Compared to last year it will be a full year calendar. I'm revamping the CAPSI pages and I want to include all of your pictures in there
- Picked the winner of the agenda contest: Humirah Sultani from Alberta. She's donating her \$100 winnings to the Afghans' Students Association. [*---Will include her name in our agenda*]
- Transition with Stephen. Re-organize our CAPSI files to ensure a smoother transition. Soliciting sponsors and maintaining existing sponsorship with our regular sponsors.

Finance Officer (E. Boyd)

- Jihad had some issues with the cheques but we now have enough cheques to last multiple years and got them for \$100 dollars
- I have been working on the budget a lot lately which is to be approved at CPhA.
- Budget still has a surplus for us to determine how to use throughout the year.
- Turnover is almost complete and I will be paying invoices and sending payments to reimburse CAPSI National in the upcoming weeks

Executive Secretary (J. Coleman)

- Completed the minutes for the TC
- Spent time reviewing the constitution and operating manual
- Completed turnover with Joshua Sharpe (past secretary)
- Brainstormed on streamlining council communication via e-mail and use of the google drive

CAPSIL Editor (A. Lau)

- Skype conversation with Danielle for turnover
- Intent for the coming year: transition to InDesign with focus on the look and feel of the CAPSIL while maintaining, or possibly improving, the quality of content from the previous year
- Possibility of creating interactive PDFs with embedded anchors for online versions (this may take some time to happen, my goal would be to look into tutorials and hopefully get the ball rolling before the end of this year)
- Quotes from TLAC for printing
 - 1) 24 pages, full colour, 70lb paper
 - 50 copies = \$519.75 + HST
 - 100 copies = \$926 + HST
 - 2) 28 pages, full colour, 70lb paper
 - 50 copies = \$606.38 + HST

- 100 copies = \$1080 + HST
- 3) 24 pages, colour covers, black and white interior, 70lb paper
 - 50 copies = \$167.31 + HST
 - **100 copies = \$334.62 + HST**
- 4) 28 pages, colour covers, black and white interior, 70lb paper
 - 50 copies = \$185.31 + HST
 - 100 copies = \$370.62 + HST
- 5) 24 pages, the same configurations as the Monograph this year (harder card paper colour covers and black and white interior)
 - 50 copies = \$225 + HST
 - 100 copies = \$450 + HST
- 6) the above with 28 pages
 - 50 copies = \$242 + HST
 - 100 copies = \$484 + HST
- Currently working on new layout options for upcoming CAPSIL issues on InDesign

IPSF Liasion (C. Voit)

SEO (C. Stoneman)

- Currently arranging incoming exchange students. 5 students have been confirmed so far. Our first student is arriving in Toronto on May 31st. I'm still hoping to place a few more students in August or September because the number of students we place this year determines the number of Canadian students that can go out on exchange the next year.
- I've also been looking into hosting students in Canada in December/January to increase our numbers. Students in Australia and New Zealand and potentially other countries have their 'summer break' during our winter and it would be great if we could give them the opportunity to do their SEP in Canada. There are current challenges with this situation because of the timing of when students must apply to the online database.
- I've received all of the information for our outgoing exchange students from Cassandra McEwan and I've been transitioning to SEO.
- I've created my handover documents for Cassandra Voit.