



CAPSI Fall TC Agenda

Monday, October 27th, 2014

8:30pm EST

1. Call to Order

A. Carrière

A. Carriere called the meeting to order at 8:30 pm.

2. Attendance

J. Coleman

A. Carrière
J. Johnston
K. Selva
S. Huynh
A. Lau
A. Prata
E. Boyd
H. Chan
C. Woit
C. Stoneman
J. Otal
M. Kazem
D. Burton
A. Schmode
S. Scherbey
K. Joorisity
A. Wanner
A. Phung
H. Meginnis
E. Dinh
A. Patel
A. Zaheer
S. Lepage
C. Benoit
K. Pilon
S. Chahine
M. Hickey
S. Rehan
K. O'Keefe
S. Saunders

President
Past President
President-Elect
VP Communications
CAPSIL Editor
VP. Education
Finance Officer
Webmaster
IPSF Liaison
Student Exchange Officer
CSHP Representative
UBC Senior Representative
Alberta Senior Representative
Alberta Junior Representative
Saskatchewan Senior Representative
Saskatchewan Junior Representative
Manitoba Senior Representative
Manitoba Junior Representative
Waterloo Senior Representative
Waterloo Junior Representative
Toronto Senior Representative
Toronto Junior Representative
Montréal Senior Representative
Montréal Junior Representative
Laval Senior Representative
Laval Junior Representative
Dalhousie Senior Representative
Dalhousie Junior Representative
MUN Senior Representative
MUN Junior Representative

Regrets

K. Sin

UBC Junior



U laval co chair.

3. Approval of Old Minutes

A. Carriere

BIRT CAPSI national approve the minutes from the Summer TC on August 19, 2014.

A. Carriere/ A. Prata
Carried.

4. PDW Questions

J. Coleman

S. Scherbey asked about how rooms will be delegated to schools. We had a certain number of rooms set for each school based on their total seats, what happens if we have odd numbers?

J. coleman explained that the rooms will be re-allocated once we have solid numbers of delegates per school, as some schools didn't fill all their seats while others will need extras in second round.

M. Harrison noted that Dalhousie had to reschedule their compounding competition until November due to a campus lock down. She asked how to go about submitting those delegate names.

K. Pilon said to send in the list of delegates as it stands and then just submit the competition winners when you have their names. If someone is on the winning team who had a seat, we can just work backwards and reassign that seat to another student.

H. Meginnins asked if there is a date set for registration and hotel payment to the PDWPC.

K. Pilon clarified that there is no set date right now, just submit your money when it is collected.

5. List of duties for the VP PA position

K. Selva

K. Selva posted a list of what the VP PA committee has come up with for the position of VP PA. She asked for council feedback about the document.

A. Carriere asked if this is the format that will be going in to the operating manual and constitution.

K. Selva noted that this is just a document to inform council of current ideas and see what everyone thinks.

A. Carriere explained that this will be reviewed by council on the first day at PDW, then voted on before it is presented to the membership for approval at the AGM.



6. Update on progress with the website

K. Selva

H. Chan explained that she will be meeting with the web design firm next week to confirm what content is going in which sections of the website. From there, it is just a copy and paste project to get everything back on to the website. Unfortunately, not all the French content will be available by PDW, but the hope is to have the homepage available in French for the launch. There are three points that she wanted to make note of for discussion.

- 1) A page for each local council where events for the year are listed which could be updated with pictures at each semester. Council was in agreement that this is a great idea. Patel asked if it is possible to update the page with pictures throughout the year.

K. Selva suggested that updating the pictures at the end of each term would be a more streamlined approach.

h. Chan noted that she would look in to the feasibility of having each school manage photo uploads for their page.

- 2) Would like to develop a Career Action Center like Waterloo has, where students can go to see who to contact to have resumes reviewed, professional development advice and cover letter writing advice. She asked local representatives to provide her with a link for those services at each school so members can access them.
- 3) Will be using a new Google form for the website profiles to make it more user friendly. If you have already submitted your profile you do not need to do it again. Do not worry about uploading pictures as we took the website pictures at CPhA.

7. Standardized Marking for Local SLC competition

A. Prata

Background: As a council, we do not have marking criteria for the local SLC. I would like to have some discussion on this and I would be happy to prepare a standardized marking sheet based on local input

A. Prata explained that she would develop a criteria and ranking system so that marking is more standardized across the country. She asked if schools are interested in something like this.

H. Meginnis liked the idea. She offered to send the marking sheet that UW is currently using for marking the SLC.

A. Prata thought that was a good idea, asked if other schools had forms they would like to share so she can pull from each form to create one marking scheme.

8. Actionable Items/Requests

H. Meginnis.

H. Meginnis noted that sometimes requests for council members to do tasks (fill out a form, send a cheque) are not communicated by email and only by Facebook, which makes it difficult to organize. She asked if tasks could be formally asked via email and have reminders through Facebook.



J. Coleman agreed and noted that it also helps with turnover for the person coming in to the position next.

A.Carriere reminded council to explain how you have organized the inbox for the next person in the position when preparing for turnover.

9. Membership Database

J. Coleman

J. Coleman wanted some feedback about the membership database and how it could be streamlined. How does each school do it, and could we come up with one method or form that is standard for each school? She will also make note of a date for next year's secretary to let you know when we need this information well in advance, so it isn't a scramble like it was this year.

A.Prata explained that U of T can only get a paper copy so making a standardized system for each school to follow wont work for that school. sha – u of t will only give a paper copy.

J. Coleman asked if she can take that paper copy and convert it in to an electronic version?

A. Carriere explained that the way U of T does it protects the school from confidentiality issues. CPhA wants the list because membership benefits are coordinated through them. For this year, CPhA will use our membership list and clarify members on their own.

J. Coleman suggested that she can reach out to Christine at CPhA to see what direction or method CPhA wants to go with the membership list.

10. PAM Committee Coordinator

J. Coleman

J. Coleman explained that at the last TC we discussed having a point person to be a resource for each local council for planning PAM. That person would have the marketing materials, answer questions and coordinate the national event. She did not receive any nominations so just wanted to bring it up again to see if anyone is interested. A deadline of Friday, October 31st was set for nominations.

11. Other Business

a) Financing Webmaster Attendance at PDW 2015

A. Carriere

Motion:BIRT that CAPSI 2014-2015 fund the transportation, accommodations and registration fees of the 2014-2015 webmaster to attend PDW 2015.

A. Carriere/J. Coleman

Carried.

A.Carriere explained that Huyee took on a lot of work and brought a lot of ideas to the table. It would be great to have her at PDW for the launch so she can have further input when the committee meets in person. Also, since we will be launching the website at PDW it would be nice to acknowledge her work at the conference.



E. Boyd confirmed that it is financially feasible.

A. Carriere suggested revisiting this at PDW, to see if we can have the webmaster at conferences like PDW more often. She also asked how much of the cost would be reimbursed by the University of Waterloo.

J. Coleman suggested just paying the entire cost of registration rather than have her be reimbursed by her school as we have the budget for it and it makes the process easier.

b) CPhA membership benefits

A. Carriere

A. Carriere explained that the CPhA App is free to CAPSI members, so ensure that we are promoting it. There will be a nice ad in the CAPSIL this fall.

c) Strategy for ISPF Health Campaign – Juvenile Diabetes **A. Carriere**

A. Carriere wanted feedback from council to see if we need to form a subcommittee or point person, similar to as suggested for PAM, as we are going in to a year where we have fundraised for who different charities, so locals can have more support.

H. Meginnis asked if this would be for fundraising or for the awareness week that each school runs?

A. Carriere clarified that it would be for the week, but it could be used for fundraising as well.

C. Woit explained that this falls under her portfolio and she has been working with the local IPSF reps quite closely.

d) Clarification of budget

E. Boyd

\$10,000 surplus, wanted to clarify the surplus. It does not affect motion made about reimbursing the webmaster for PDW attendance.

e) Question about JDRF fundraising

S. Scherbey

S. Scherbey wanted to know the cut off for fundraising for JDRF.

A. Carriere clarified that the cut off is any time before CPhA, because we will have the next health campaign topic for CPhA.



S. Scherbey explained that IPSF reps at U of S contacted JDRF. JDRF set U of S up with an online space where people can donate online and the fundraising done by the school can also be loaded there as well. JDRF invited them to their events, and allowed the students to be integrated with the fundraising committee as well so they seem open to collaborating with us.

f) CPhA Textbook Sales

M. Kazem

M. Kazem explained that at UBC, due to turnover of new editions in each book, we sold a huge amount of text books (650) as the school required students to purchase the new texts. Normally, this is a fundraiser for CAPSI and the profit margin was low for the fundraising portion that capsigot this year. He explained that students realized that they can do these orders in groups and get the same discount. This was not an issue this year, but it is a concern for future years. He contacted Christine and they may look into it for future years.

A.Carriere explained that if most students bought books this year, she doesn't anticipate that it will be a big issue next year. With that said, we can try to sit down with Christine at PDW to discuss the issue. M. kazem may attend the JOM to discuss (if he is in a executive position) or have the senior rep for UBC there for the discussion.

g) Adjournment

Motion to adjourn at 9:34 pm EST.

A.Carriere/ K. O'keefe

Carried.

- 1. SUBMIT NOMINATIONS BY FRIDAY.**
- 2. MISSING UPDATES --- SEND THEM TO ME BY FRIDAY.**
- 3. MINUTES BY MONDAY.**
- 4. PLEASE REVIEW THE CONTRACT THAT WILL BE SENT OUT WITH 5 DAYS TO READ IT.**



University of British Columbia

M. Kazem/K. Sin

Both have been helping out with all of our CAPSI related events in the beginning of the year. Also been trying to write some content for the website committee (membership benefits) – still working on that.

Sept 6 2014 Clubs Night

- all the main clubs were present to introduce themselves to the incoming first year class of 2018. Had really good attendance to the CAPSI booth ~ 70 people seemed interested in signing up.

Sept 17 2014 – IPSF Golfing Range Fundraiser

- Had good attendance, raised about \$80 for JDRF.

Sept 22 –Sept 26 CAPSI Awareness Week 2014 (CAW)

- CAPSI Ice Cream Social (elected our local First Year Representative), had trivia games
- CAPSI Bake Sale Fundraiser
- CPhA Textbook Sales

Oct 5 2014

- RFTC 2014 (similar turnout in comparison to other years ~60-70 people did the run) raised ~ \$1600 for breast cancer research.

Oct 6 2014 – Careers Avenue

- CAPSI & UBC Alumni collaboration to bring all the major companies in BC in to provide students a chance to network with them, and learn more about different career opportunities that exist within pharmacy.

Oct 7 2014 – PDW 2015 Information Session

- Had very low attendance, seems that most people are deterred by the high cost of flights to the east coast. Also unveiled more information about the PDW competitions.

Oct 15 2014 – Compounding Competition (6 teams)

- 1 team had to participate as a 3 member team due to a member dropping out last minute.

Oct 16 2014 – PIC Competition (Judges REALLY liked the case, said it was well developed)



Oct 17 2014- OTC Competition

Oct 24 2014 – Mr.Pharmacist

- really good number of candidates this year = 7 guys
- large variety of talents presented. Winner/Runner-ups are deciding who will attend PDW to represent UBC in national Mr. Pharmacist

Oct 24 2014 – SLC Competition

- Submissions are currently being reviewed

Oct 27 2014 PDW Draw

- for the 32 seats allocated to UBC -> not including competition winners

University of Alberta

D. Burton/A. Schmode

1) Event Name: Run for the Cure, October 5th 2014

Event Turnout (number of participants): 110

Event Description: This year about 110 students participated in our CIBC Run For the Cure! As a team we raised \$17741 and took home Edmonton Post Secondary Team Challenge Award! We achieved this through fundraisers like Saving Second Base and the Breast Fundraiser Ever as well as through individual efforts from local CAPSI members at our school. We also raised awareness about the topic through our social media challenge #uofamamming in which we got students to strike a mamming pose in order to raise awareness and reduce awkwardness so that people would mam where it matters most, at the doctors office! We also created a boob box that was passed around classes and at alumni events to increase both awareness and donations.

Good Points: Planned well in advance, Planned events that got people from every class year involved, The money raised came from a wider population of students this year, more people were involved rather than a few top fundraisers

Bad Points: Fell slightly short of our goal of \$25000 (but still raised a lot of money!)

2) Event Name: First Year Lunch and Learn, September 17th 2014. Sponsor: Apotex (backpacks)

Event Description: We had around 120 of our 130 first year students turn up to our CAPSI lunch and learn where we gave them a presentation on CAPSI and what being a CAPSI member does for them and gave out their backpacks, agendas, and water bottles, all while providing a subway lunch.

Good Points: Great Attendance, The first years loved the new backpack design, Really got them excited about CAPSI early on so that a lot of people were interested in seeing what exactly CAPSI was



Bad Points: Clarifying the combination of our schools, CAPSI (national) membership with APSA (local) and IPSF (international) memberships. Some students initially thought they were having to sign up separately but once clarified was not an issue.

3) Event Name: CAPSI Compounding Competition, October 17th 2014. Sponsor: Medisca

Event Turnout (number of participants): 20

Event Description: We had 20 students participate in our compounding competition in our brand new lab facilities, including our new post-degree PharmD students. We gave out prizes for the best costume and had judges from our faculty such as professors and TAs judge, as well a community compounding pharmacist. In the end our PharmD students won, but due to scheduling conflicts the prize was awarded to the second place team, which was a group of 4th years.

Good: Had teams from years 1,2,3,4 and pharmD participate, Judges who had done previous competitions found the compounds very fair this year

Bad Points: Didn't fill our spots completely, mainly due to the large amount of exams that take place throughout October in 2nd and 3rd year.

4) Event Name: CAPSI SLC and PIC Competitions, October 24th 2014

Event Turnout (number of participants): 11

Event Description: We had 7 students participate in our OTC and 6 students participated in our PIC competitions. Community pharmacists as well as professors judged the competitions and 2 students one from 3rd and one from 4th year acted as patients. Students from 1st and 2nd year were allowed to observe in order to gain understanding and experience for future years. Food was provided for all volunteers.

Good Points: Students acting as patients was cost efficient and effective, Everyone in both the OTC and PIC had one set of 3 judges and 1 Patient. This provided consistency in interactions and marking for all who participated, Great learning opportunity for all who were involved

5) Event Name: SLC Competitions, October 15th 2014

Event Turnout (number of participants): 4

Event Description: We received 4 submissions this year for SLC. All were high quality and met requirements. We had professors judge each submission as well as our CAPSI Sr, Dan.

Good Points: Participates from 3 of 4 years participated including 2 first years, Sparked a lot of interest amongst students due to early promotion

Bad Points: Deadline fell in between many exams for 2nd and 3rd years which deterred a few students from being able to submit their articles



6) Event Name: First Year Welcome, September 3rd 2014

Event Turnout (number of participants): 131

Event Description: We provided a brief presentation at first year welcome, as well as spent the day interacting with students to get them excited about pharmacy and CAPSI! This seemed to spark a lot of interest early on in CAPSI and the role it plays in our school. Upon acceptance a letter was also sent out with the admission package from CAPSI reps to welcome students into the faculty.

Good Points: Gave information early on to spark interest in CAPSI, Had a simple presentation with key points, as the students were already receiving a lot of information at orientation.

7) Event Name: PDW Information Session, September 24th

Event Turnout (number of participants): 300

Event Description: We had a large turn out this year for our mandatory PDW information session, where we set out the expectations for PDW as well as informed students on the specifics of this years event in Quebec City through a power point presentation.

Good Points: A lot of people attended due to class announcements and emails, Large turnout and filled our schools seats for the first round

Bad Points: Cost due to flights (unavoidable) made it hard for many students to come up with the funds to go

University of Saskatchewan

S. Scherbey/K. Joorisity

Sept 19th: CAPSI Lunch and Learn: Presentation about CAPSI and membership, pizza was also served; expected ~40 students but had a turnout of 80+

Membership drive: 66 New CAPSI members thus far; total: 268

CAPSI Local Elections: two first year representatives and a secretary were elected for local council

RFTC Steak Night: September 29th: steak night, donations and 50/50 from the night raised \$1051; our RFTC team had ~53 students and we raised over \$5200 (final numbers from offline donations are not in yet); highest raising Post Secondary school at Saskatoon

October 8: Patient Interview Competition: 5 competitors → were happy with more tim

October 9th: Spoke on behalf of CAPSI to the Pre-Pharmacy Club



October 15th: OTC Counselling Competition: 9 competitors

October 17th: IPSF SEP presentation, along with “Taco for a Toonie”, had a good turn out of ~34 students

October 21st: Compounding Competition: 6 teams

October 22nd: Guy Genest and SLC deadlines

October 24th: IPSF World Congress Presentation, again with “Taco for a Toonie”, turn out of ~16 (less than expected but a good chunk of the college didn’t have class this day)

We also ordered and received our new banner and had it in time for our compounding competition!

University of Manitoba

A. Wanner/A. Phung

CAPSI Awareness Week

- Held September 8th – 12th
- 9th – Lunch n’ Learn: Kristine Petrasko came to talk to the first year class about CPhA, introducing the new governance model of CPhA, and the changes to our profession in Manitoba. She also spoke about the competition in the job market and to volunteer, participate, and network; essentially, she elaborated how to stay competitive in pharmacy. Our local CAPSI council presented an orientation to CAPSI. CPhA sponsored our lunch with pizza and drinks.
- Swag Day Membership Drive and CAPSI Bowling
 - Handed out backpacks, water bottles, agenda books, and phone wallets from MSP
 - 48 of 52 new students signed up from the first year class
 - 55 CAPSI members signed up to come bowling. We gave away a prize pack (swag from CPhA) through a draw. We charged \$5 a person for two hours of bowling and food, so the total expense was 154.76.
- Pink Day/Kiss for the Cure
 - The local council set up a booth and handed out paper kisses and chocolate kisses in exchange for donations to our Run for the Cure team. We raised \$112.
 - Students in the faculty wore pink
- Book Sale: We sold 39 CTC and 43 CTMA copies

IPSF Info Session

- Our local IPSF reps hosted a ‘bag lunch’ informational session for interested students. They spoke about the student exchange program, what to expect, and how to apply. A second year student was a guest speaker and she spoke about her own trip to Korea and talked about the funding she received from the university through travel grants. About 20-25 ppl showed up and 14 gave their contact info so the reps could communicate with them about more SEP information. The application process officially opened last Friday, and no applicants have currently applied.



RFTC

- Our RFTC Team Raised \$2715 and we had 23 participants for RFTC.

Fourth Year Interview Workshop

- Our student association organised a Shoppers Drug Mark Sponsored Workshop on “How to Interview” for our fourth years, and CAPSI organised MOCK interviews with Student/Career Services for the fourth years as well. There were 36 attendees and the workshop was 2 hours long. We have received good feedback for this event.

CAPSI Symposium

- Topic: Unique Interprofessional Collaborations
- We had 50 people sign up; 24 came to the event. Carey Lai, a community pharmacist that currently works with various psychiatric facilities in Manitoba and who specializes in psychiatric patients came to speak and sponsored the event by catering Qdoba. The second speaker was Kristine Petrasko, and she went over the timeline of her pharmacy career and how she developed her skills and attained the role she holds today as a Pulmonary Rehab Educator. She is also the program coordinator for the Pulmonary Rehabilitation Clinic at Deer Lodge Hospital in Winnipeg. The presentation was informal and fostered an element of discussion. Carey Lai also gave free jets tickets to a third year pharmacy student that could answer his clinical question, and we held a draw for those that attended and awarded the Rx files we received. Overall, despite the small turnout the event was a success.

Upcoming events:

- **Mr. Pharmacy:** We had our first planning meeting, and volunteers and duties have been assigned. We have two candidates from each class. The event will be held on November 22nd at the Metropolitan Centre. We are partnering up with our student association and the faculty to host this event as our Christmas party.

Other notes:

- Red Party: Our student association held our annual College of Pharmacy Red Party and raised ~\$3400 for Juvenile Diabetes Research Foundation. Was held at Area Night Club where all money from the entrance and ticket were donated to JDRF.
- CSHP Symposium: Around 100 students signed up to attend the symposium. The speakers were an Emergency Pharmacist from Grace Hospital, a Neonatal Pharmacist from Health Science Center,



and a Cardiology Pharmacist from St. Boniface Hospital. They described their roles and their pharmacy career timelines. Catering was supplied by CSHP.

University of Waterloo

H. Meginnis/E. Dinh

Ran our IPFS Health Campaign from September 30th-October 3rd

- Social Media Challenge regarding diabetes daily during the week
- JDRF talk regarding their research
- CAPSI-talk on how to implement a diabetes clinic in your community pharmacy
- Interprofessional case study on diabetes with medicine, optometry and social work students
- Diabetes awareness booth: had students answer questions on diabetes and run through an obstacle course to promote activity
- The entire week was well attended by students

Run for the Cure

- Raised \$3000 for the cause
- 10 students did the run on October 5th

Running our CPhA and RxFiles booksale

- Tried to see if anyone was interested in ordering MUMs but there was not enough interest
- Lots of uptake for CPhA and RxFiles books since they just came out with the new editions
- Orders will be placed Monday October 27th, we had all students pay before the order was placed
- Made \$1-2 for every book sold which will go to our CAPSI council

Competitions

- 6 SLC entries
- 10 compounding teams to compete October 26th
- 15 OTC and PIC competitors to compete October 25th
- Lots of uptake this year compared to last year (more students on campus)

Science Open House on Main Campus

- Run October 25th to promote pharmacy as a profession
- Open house is for kids aged 5-12

PDW 2015

- Reviewing all applications and finalizing our list of delegates for October 27th



Mock OSCEs

- Organizing mock OSCEs for graduating class for November
- They have high stakes OSCEs in December
- Charging \$5 per person and only CAPSI members can participate
- **Alysha Prata: when will cases be in our national mock OSCE bank?**

I Heart My Pharmacist Christmas T-Shirt Sales

- Will be selling these shirts for a week in November as a fundraiser
- Advertising them as great Christmas presents!

PDW 2016

- They are in the process of editing their video and preparing for PDW 2015
- Lots of their council will be coming to PDW 2015

University of Toronto

A. Patel/A. Zaheer

CAPSI's CIBC Run for the Cure Team

- This year we tried a different approach to fundraising by having students donate to get their nails painted pink at our "Manicure for a Cure" event. Here we set up a table where students can get their nails done (by some really talented pharmacy students) for a minimum donation. It was a success as we got a lot of males coming out as well to paint their pinky nails pink in support of breast cancer research. We also held a bake sale and passed jars around each class to collect money for breast cancer research.
- Our team this year collected \$1152 for the cause.

PDW Registration

- We have our list of students going to PDW, based on a first come first serve basis – filled out all our spots and still collecting cheques. We have planned our educational policy meeting for early November

CAPSI Competitions

- Due to some booking and scheduling issues, we've planned for our competitions in early November. So far we have a great turnout for participants!

Pharmafacts Bowl

- We are planning our annual Pre-pharmafacts bowl in conjunction with our Faculty's Houses program in order to choose the winning team that will compete at PDW.

Université de Montréal

S. Lepage/C.Benoit



- Backpack : We ran out of them, everybody says they are great.
- MrPharmacy : Going to be on the 21st of November. The participants and judges are almost confirmed.
- PDW : The rooms are completed for all the students that will be attending PDW this year. Buses too are booked. All the competitions are completed OTC PIC : we had a total of 8 entries
Compounding competition : 4 team SLC : 3 texts have been submitted to us
- *Only one design for the t-shirt competition was submitted

Université Laval

K. Pilon/S. Chahine

- Membership drive went really well, lot of new members. (for next year, could it be possible to a pre-determined date to have our membership in)
- We did our OTC and PIC early in the school year, I was expecting more participation from students. We had about 5 participants per competition.
- SLC contest is over, texts have been submitted to the judges, should have our winner in the upcoming week. (could it be possible to have a marking scheme for next year?)
- Compounding competition is scheduled for November 19th before holding it.
- The new backpacks are a blast, we ran out.
- We were not able to have free hockey tickets this year from Apotex
- Currently running a t-shirt design competition for PDW Pharmafacts.
- We had our draw for PDW, over 60 rooms of 4 were into the draw, only 47 were selected, places were divided by year.
- CPhA Book Sale: We sold 71 text books, which is more than last year, we did around 200\$ of profits with it.

Dalhousie University

M. Harrison/S. Rehan

Its been a busy September and October. CAPSI orientation event. Ran CPhA book sale. Put on a social media campaign. Ice Cream Social. IPSF talk. Ran the competitions and did PDW registration.

Upcoming

Mr. Pharmacy, November 6th at Dalhousie University, Grawood Bar

- Cost: ~\$50
- Support needed from CAPSI: None

SEP and World Congress information event, date TBA at Dalhousie University

- Cost: ~\$75

Memorial University of Newfoundland and Labrador

K. O'Keefe/S. Saunders



Run for the Cure

- 25 team members
- -Raised just under \$4000 (Bake sale, pink day, "boob box")
- Post Secondary Team Challenge Award

CPhA Lunch and Learn

- 30 first year students attended
- Had pizza and drinks
- Incorporated a short CAPSI Presentation

In the process of scheduling Operation Wash Up/Allergies/Butt Out presentations with local schools for later this semester

Career fair

- great success
- held in the school and increased attendance to >75%
- great feedback from exhibitors
- had refreshments

Competitions

- all competitions have taken place
- only one entry for SLC

IPSF

- planning to have a speaker come in and talk about the role of the pharmacist in diabetes education

Mr. Pharmacy

- changing spring formal to Mr. Pharmacy Pageant in the spring

Bank Account

- being switched from personal to business account

Award

- making new CAPSI award
- being awarded to student who is engaged in CAPSI events
- developing a CAPSI "points" system backed on volunteerism and participating in CAPSI run events
- looking at getting gift certificated from local restaurants as prizes



Executive Reports

President

A. Carrière

Filing the Notice of Directors

- We have completed filing and are officially recognized as a not-for-profit organization by the government of Canada (official Oct. 2, 2014).
- I asked Rebecca (our legal secretary) to email us clear turn-over directions to ensure that transition is smooth going forward.

Communicating with PDW 2017 Co-Chairs and Manitoba Sr Rep -- Reviewed our contract (to be signed following approval of changes by executive council).

Coordinated with Webmaster

- Relayed webmaster turnover documents to webmaster and sent copies to preselect, pres, and pastpres@caps.ca email accounts.
- Facilitated contact with Walden Webdesign (the firm we have agreed to let do our web re-design), Pres Elect and webmaster.
- Liasoned with Webmaster re: role of webmaster. Discussed funding Webmaster to attend PDW 2015.

CPhA Contract

- Finalized CPhA contract with Christine, VP Com and VP Ed (documentation can be provided on request).

Agro Discount Codes

- Consulted Agro to facilitate promo code registration and information dissemination between locals and iMCQ.

President's message write-ups

- Wrote president's message for Fall CAPSIL and PDW 2015 delegate bag insert.

PDW 2015 Ceremonies



- Started to structure the award presentation with PDW 2015 PC, VP Com and VP Ed. Consulted Past President on requirements for the opening and closing ceremony (and requested previous speech scripts).

Annual Review

- Started to design an annual report to release to membership at AGM to increase transparency and facilitate dialogue with our membership.

Updating Presidents Dropbox and syncing documents with Google Drive

Canada's Anti-Spam Law ** still needs review by webmaster

- I have been reviewing the anti-spam law to better understand how it will impact our work and will submit my findings to the website committee so that they can draft a position statement or guideline for local representatives.

Social Media ** still being done

- I have been trying to post to our social media accounts with regularity (at least 2 posts per account, per month).

2014-2015 Survey ** still being done

- There has not been movement on this point to date but it will be followed up on with the same goal of having the survey ready for incoming students this September

President-Elect

K. Selva

Past President

J. Johnston

The prior few months have been spent mainly as a supportive role to Amber-Lee and Kavy; assisting PDW 2015 with questions and the planning process of PDW 2016.

CIBCRFTC was an overwhelming success. As team coordinator I mainly served as a liason between RFTC and CAPSI. A request has been made for fundraising totals nationally, no report received yet.



Began discussions with AFPC to start education survey analysis.

Committee representation with CAPSI.

VP Communications

S. Huynh

Sponsors almost all renewed

- Still waiting on Wal-Mart's signed contract and then final invoice will be made to them
- Have been helping with PDW2015 sponsorship regarding mutual sponsors with the CAPSI Club

Overall CAPSI Club = \$14,000

Revenue from CAPSI website Careers tab = \$1,750

Have been collecting ads from relevant CAPSI Club members for the CAPSIL

Gathered logos from sponsors to update the CAPSI website

New initiative: Canadian Foundation for Pharmacy's CAPSI Past President Award

- In recognition of the CAPSI Past President's contributions to the profession of pharmacy
- CFP would like to be more engaged with pharmacy students
- Consists of a plaque to be presented at PDW each year

VP Education

A. Prata

Since our last TC I have completed the following:

- All local competitions received by the local councils
- In communication with the PDW 2015 education coordinator. Timeline for national competition started
- Worked with Mock OSCE sub-committee to develop a plan for organizing cases. Folder is on Google drive and I am currently accepting cases from locals.
- Waiting to hear of CHSP contact to help develop the EBM cases. Timeline for this upcoming year has been determined

Upcoming

- Will be beginning the planning and drafting for the EBM
- Beginning national cases writing

Finance Officer

E. Boyd



Since school has begun I have been keeping up with reimbursing council members. Creating invoices for sponsorship and CAPSI club and working with the accountants have taken up the rest of my time. Everything is under control at the point in time. The SEP reimbursements have been sent out. I am waiting for Guy Genest and membership fees from each faculty to be sent to me at that time I will send out the competition prize money. Other items of business that have been on my plate is PDW business. Ensuring each planning committee receives their correct money and support. As always, I am keeping the budget updated as well as the accounting software.

Executive Secretary

J. Coleman

Not for Profit Changes

- All documentation finally submitted to government.

PDW 2015

- Seats: A few hiccups along the way, my apologies. Made note that we need to discuss who needs reserved seats for PDW (award winners, comp winners, etc), but this can be done at PDW.
- Assigned a set number of rooms for each school, however we will need to play with these numbers after first round is over (not all schools will fill all their seats, some schools will need more rooms)

Membership Database

- Compiling all the received membership databases from the schools into a master database. Will set a date in advance for this next year.

Elections

- I have one document to translate, will be discussing with the translation committee this week (very short). Will be sending out the call for elections this week, really need a lot of promotion through locals.
- Exec are going to be making 5 minute videos about their role on council. Briefly discussed with Amber promoting one position a week through the CAPSI Facebook page to drum up some more interest.

CSHP Student Delegate

J.Otal

CAPSI EBM Competition

- Call for CSHP hospital pharmacists sent out through CSHP-Ontario Branch at beginning of October



- CSHP-CAPSI Hospital Pharmacy Student Award to be selected by CSHP awards committee by mid-November
- From CSHP local rep teleconference (end of September): CSHP-CAPSI Symposiums being held at local levels with good success; encouraged increased communication between CSHP and CAPSI on a local level; notified reps of impending EBM competition to be held by CAPSI at local levels and encouraged active involvement and collaboration as needed

CAPSIL Editor

A. Lau

Fall Issue is coming along, though slightly behind schedule. The English edition has been more or less completed, currently waiting on a few visual items to wrap it up. Also waiting on some translations to be completed for the French version, will hopefully have it online by mid November, printed versions may take longer since I will be in Peterborough for placement and will have to communicate through courier services with print agency. I will post a dropbox link to the PDF of the English version on Facebook for council to review prior to online distribution to school reps.

IPSF Liaison

C. Voit

Student Exchange Officer

C. Stoneman

Tasks I have completed regarding the 2013-2014 SEP year:

1) Information regarding outgoing students requirements have been gathered so that SEP fee reimbursements can be given out. Information has been given to VP finance for reimbursement. 6 students wrote a total of 5 articles to be published in the CAPSIL (2 students who went to the same site wrote an article together).

2) Created and emailed SEP certificates for students who completed their SEP in Canada

Tasks I have completed regarding the 2014-2015 SEP year:

1) Set a deadline of December 7th at 11:59 EST for CAPSI members to apply to go on exchange for the upcoming year.

2) Updated the following documents and distributed them to local IPSF reps, local CAPSI facebook pages and on dropbox

IPSF SEP presentation



How to Apply to SEP – includes “how to strengthen your application”, “step-by-step guidelines”, “youtube how-to-video” links etc.,

SEP deposit and reimbursement information

FAQ from CAPSI members interested in SEP

3) Begun drafting letters to recruit new SEP host sites in industry, research and hospital practice areas.