



C A P S I • A C E I P

CPhA 2014 General Council Meetings
May 30TH - June 3RD
Saskatoon, Saskatchewan

Day 1: May 30th, 2014
East Room, Sheraton Hotel
9:00AM – 12:00PM, 1:00PM – 2:30PM

1. Welcome, Call to Order

A. Carrière

A. Carrière called the meeting to order.

2. Dissolution of CAPSI National 2013 – 2014/Formation of CAPSI National (A. Carrière 2014 – 2015)

Motion: BIRT we dissolve the 2013 – 2014 CAPSI National Council and form the 2014 – 2015 CAPSI National Council, including all members listed in the CPhA 2014 CAPSI General Meeting Attendance.

(A. Carrière/????)

Carried

3. Attendance

A. Carrière

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
S. Huynh	VP Communications; Incoming
S. Bhaidani	VP Communications; Outgoing
A. Lau	CAPSIL Editor
C. Voit	IPSF Liaison
C. Stoneman	Student Exchange Officer
J. Otal	CSHP Representative
M. Kani	CPhA Representative
M. Kazem	UBC Senior Representative
K. Sin	UBC Junior Representative
D. Burton	Alberta Senior Representative
A. Schmode	Alberta Junior Representative
S. Scherbey	Saskatchewan Senior Representative
K. Joorisity	Saskatchewan Junior Representative
A. Wanner	Manitoba Senior Representative
A. Phung	Manitoba Junior Representative
H. Meginnis	Waterloo Senior Representative
E. Dinh	Waterloo Junior Representative
A. Patel	Toronto Senior Representative
A. Zaheer	Toronto Junior Representative
S. Lepage	Montréal Senior Representative
C. Benoit	Montréal Junior Representative
K. Pilon	Laval Senior Representative
S. Chahine	Laval Junior Representative
M. Hickey	Dalhousie Senior Representative
S. Rehan	Dalhousie Junior Representative



K. O'Keefe
S. Saunders

MUN Senior Representative
MUN Junior Representative

Regrets:

J. Coleman
E. Boyd

Executive Secretary
Finance Officer

4. Robert's Rules

A. Carrière

All meetings follow Robert's Rules of Order. For quick reference, see Robert's Rules Cheat Sheet: http://www.molloy.edu/Documents/Student%20Government/MSG%20ROBERTS_RULES_CHEAT_SHEET.pdf

5. Acceptance of Old Minutes

A. Carrière

5.1 PDW 2014 Minutes

**Motion: BIRT CAPSI National accepts the minutes from PDW 2014.
Postponed by A. Carrière until Sunday, June 1st.**

5.2 Spring 2014 Teleconference minutes (Thursday, March 25, 2014)

**Motion: BIRT CAPSI National accepts the minutes from the spring 2014 teleconference.
(A. Carrière/A.Patel)
Carried**

6. Tabled items from Spring 2014 Teleconference

A. Carrière

6.1 Costco Cheque

A. Prata/A. Patel

Costco had contacted A. Prata this past year and let her know that there was still a \$4000 sponsorship cheque that has not yet been deposited from PDW in Toronto a few years ago. They are willing to provide the cheque, but we need to discuss what should be done with the money once it arrives.

A. Carrière explained that CAPSI has a structured way to roll over surplus from PDW. The two options would be to give the \$4000 to the Toronto Local CAPSI Council or it could be given to CAPSI National.

A. Prata suggested that council spend the money in a way that all of the schools can benefit.

M. Kazem suggested investing the money into a CAPSI Award.

A. Carrière explained that if the money goes into an award CAPSI National would have to continue to pay for the award in the future. CAPSI National is financially comfortable right now to start making new initiatives.

K. O'Keefe suggested using the money to help those who cannot financially afford to attend PDW.

A. Carrière liked idea of helping out those who cannot afford to attend PDW. She noted that there is a general consensus that the money will not go to U of T local CAPSI chapter.



6.2 RFTC 2014

S. Johnson/H. Meginnis

H. Meginnis asked if CAPSI National is going to do a RFTC team again or if schools should switch the charity they support. UW has already started fundraising for CIBC RFTC.

A. Wanner was under the impression that we're still doing RFTC for this year but may be changing in the future.

A. Carrière suggested that council should make decision on philanthropy. For this year, all schools will do RFTC and then in 2015 we can discuss a potential different charity.

J. Johnston explained that since RFTC is a national event on the same day for each school, it is a great event for all of the local councils to be involved in. He asked council to keep an eye out for other similar charities that may work the same way

7.3 EBM Update

J. Otal

J. Otal explained that at PDW we discussed potential for CSHP to sponsor an EBM competition. CSHP National discussed it and currently does not have the funds to support the competition and that motion did not pass. Based on the feedback she received, she will discuss what CSHP can provide for example creating cases. CSHP will outline specifically what they are involved in and responsible for but they cannot financially commit to this competition.

7. Year End School Reports

University of British Columbia

M. Kazem/K. Sin

See Annex

University of Alberta

D. Burton/A. Schmode

See Annex

University of Saskatchewan

S. Scherbey/K. Joorisity

See Annex

University of Manitoba

A. Wanner/A. Phung

See Annex

University of Waterloo

H. Meginnis/E. Dinh

See Annex

University of Toronto

A. Patel/A. Zaheer

See Annex

Université de Montréal

S. Lepage/C. Benoit

See Annex



Université Laval K. Pilon/S. Chahine
See Annex

Dalhousie University M. Harrison/S. Rehan
See Annex

Memorial University of Newfoundland and Labrador K. O'Keefe/S. Saunders
See Annex

8. Executive Reports

President A. Carrière
See Annex

President-Elect K. Selva
See Annex

Past President J. Johnston
See Annex

VP Communications S. Bhaidani /S. Huynh
See Annex

VP Education A. Prata
See Annex

Finance Officer E. Boyd
See Annex

Executive Secretary J. Coleman
See Annex

CAPSIL Editor A. Lau
See Annex

IPSF Liaison C. Woit
See Annex

Student Exchange Officer C. Stoneman
See Annex

9. Student Delegate Updates

CSHP Student Delegate J. Otal
See Annex

CPhA Student Delegate M. Kani



See Annex

10. Blueprint for Pharmacy Update

A. Carrière

A. Carrière explained that over the past two summers, the Blueprint for Pharmacy National Coordinating Office has held a competition asking students to submit essays demonstrating their ability and willingness to lead pharmacy practice change in summer jobs, co-op placements and/or volunteer positions. This year, the competition is called **Living the Vision**. They are asking students to show them, in any creative way, how they embody the Vision for Pharmacy in their student and/or professional life. Submission format is completely optional and examples may include blogs, videos, websites, flash mobs, etc. The possibilities are endless! Students will be judged equally on creativity and their ability to demonstrate how they strive to achieve the Vision for Pharmacy: Optimal drug therapy outcomes for Canadians through patient-centred care. Entries will be featured on the Blueprint for Pharmacy website and shared through social media.

Grand prize = \$400 gift card to Amazon.ca

Runner up = \$200 gift card to Amazon.ca

Submissions are very open ended (presentations can be anything to show how you are living the vision of pharmacy). It would be a great if CAPSI students got more involved.

11. Blueprint for Pharmacy CAPSI Representative

A. Carrière

Motion: BIRT the duties of the Blueprint for Pharmacy CAPSI Representative be designated as a three year term, to be delegated to the incoming President-Elect, following the completion of the term of the outgoing Blueprint for Pharmacy CAPSI Representative.

Postponed by A. Carrière until Saturday, May 31st

Currently, there is a CAPSI representative on Blueprint. J. Wandzura was our rep as president elect. A. Carrière proposed that every 3 years the incoming president-elect becomes the rep for the next three years. The current president could fill in if the president-elect is unavailable.

H. Meginnis asked if it would be too much for the president elect to do.

J. Johnston noted that J. Wandzura enjoyed it and did not find it to be too much. He attended 4 meetings/year in Toronto.

A. Carrière explained that she subbed in for Jeff to set up website project and the meetings were mostly teleconferences.

K. Selva noted that she is willing to take on the role for the next three years and then give feedback on the workload when her term is complete and we will revisit it.

A. Carrière said that if it was done on a one year term it would be president-elect and then change each year.

12. CAPSI Philanthropy and Run for the Cure 2015, 2016

A. Carrière



Motion: BIRT CAPSI locals complete an annual fundraising event, in line with that year's IPSF Health Campaign topic, with all funds raised locally to be donated to a charity selected by the National council at CPhA that year.

A. Carrière/A.Wanner

Motion Carried

A. Carrière explained while all local CAPSI councils participate with Run for the Cure, not all locals do so under the name of "CAPSI." Furthermore, it has been discussed that this limits our national philanthropic efforts to one single cause. Proposed a discussion on what other avenues we could pursue, on a national level. It would be helpful in making the decision to commit to Run for the Cure for another year or not.

A.Prata questioned if this is a topic that needed to be covered at this conference as we have already committed to RFTC for this year. If we left it to later local councils could have time to find a new avenue for philanthropy.

H. Meginnis noted that last year this topic fell by the way side which lead council to default to RFTC.

Several suggestions were brought forward with the following discussion:

- *Shinerama* –
 - o done by nursing students, so we would be stepping on their toes. An inter-professional event was suggested.
- *Toy Drive for Ronald McDonald House* –
 - o each city with a Pharmacy School has a Ronald McDonald House. However, some schools are already holding Toy Drives and a CAPSI event may not be successful.
- *Organizing a nation wide CAPSI fundraiser then donating the funds to local charities* –
 - o This was determined to be hard to brand as CAPSI if everyone donates to different places, and donating to "local charities" may not be satisfying for sponsors),
- *Pharmacists Without Borders (PWB)*.
 - o PWB generated a lot of discussion. K. Pilon explained that Laval has a Fashion Show and Mr. Pharmacy for PWB. Also donate their \$20 fee for PDW students that do not meet the requirements to PWB. There were several concerns raised by S. Lepage. She noted that in Montreal, there are a lot of students who go with PWB for their rotations. Each year those students do things to raise money for their trip and this may cause some conflict with them. She also explained that PWB is quite hard to reach. The organization is quite fragmented and isn't well organized. A.Prata also noted that since head office is in Montreal, they work primarily with French students.
- *IPSF Health Campaign*
 - o There were concerns about knowing the health campaign topic early enough each year that fundraising could start after CPhA. If we base it off the IPSF health campaign, it would be a new charity every year.
 - o There were also concerns that there may not always be a charity aligned with the health campaign topic. A. Carrière explained that it is always health care related so there would be somewhere to donate the funds raised.

Other key discussion points on this topic

H. Meginnis suggested that it wouldn't matter when we start fundraising because we could do it all throughout the year.

A. Carrière said that RFTC is nice because we can unify it across the country, so we would lose that aspect.



C. Woit suggested that if we fundraise all year round and do one event during PAM that would unite everyone, that would help solidify the national aspect.

A. Carrière observed that the majority vote is for basing it off of the IPSF campaign. She suggested that council discuss how we will go forward, as this decision will be implemented in 2015.

Timeline

- A. Carrière suggested that council determine the IPSF the health campaign at **CPhA** and then figure out fundraising. If 'anti-counterfeit drugs' gets approved as the health campaign council can then choose to give it the PWB and vote on that at PDW. Fundraising will then happen in January, and council will determine new topic at CPhA.
- A. Prata suggested the timeline be to **decide on health campaign topic and type of CAPSI initiative at the same time** since the campaign spans one school year.
- C. Stoneman explained that there is **no rule that the campaign must be announced at CPhA**. IPSF can announce it May 1st so people can brainstorm until council meetings at CPhA.
- A. Prata noted that this leaves the option for each school to do a different event in different timelines. Some people may end up doing the same thing at the same time but it gives flexibility
- C. Woit asked if council should have in writing that **the health campaign be announced May 1st of each year**.
- A. Carrière suggested that this information can go in the pre-conference prep package. This year, we can talk some IPSF campaign and if we have the topic ready we can brainstorm today.

Fundraising strategies

- D. Burton suggested that it would be nice to get media coverage and starting in January. Our local level will be fundraising for RFTC.
- A. Prata noted that if the fundraising event changes each year, the fundraising method will also change.
- C. Woit liked having one CAPSI initiative but not limiting our own fundraising. If the charity is decided at CPhA we can fundraise for the health campaign, and then target it for a national CAPSI event depending what the topic is.
- A. Carrière felt the only drawback to this arrangement is that we miss a half year or retroactively donating for half a year. She gave the example that if council decides at CPhA the IPSF campaign is on breast cancer, we would have to donate it the following year since we wouldn't figure out how to fundraise until January.

Motion: BIRT CAPSI breaks for 1 hour and 19 minutes, to be back at 1:00 pm Saskatoon Time ?? whos motion.

Motion Carries

13. Symposia Topics 2014 – 2015

A. Prata explained that we will pick two topics to give schools an opportunity to hold a symposium in the Fall and Winter semester. Schools should decide based on who they have available to do the talk.

Suggested topics:

- Pharmacy around the globe
- **Unique inter-professionnel collaboration experiences**
- Pharmacy in Industry
- How to lobby for change in pharmacy (the policy/government perspective)
- Change in pharmacy: looking backwards and forwards
- Young leaders in pharmacy: how to inspire change

The mandatory symposium topic will be *Unique Inter-professional Collaboration Experiences*



14. 2014 – 2015 Health Campaign Topic

C. Stoneman

C. Stoneman explained that there is a different topic each year, to be voted on by IPSF reps at each school. UW, U of A, and U of S have already sent in votes. Past initiatives have been 2014 - HIV/AIDS, 2013 - TB, 2012 - Anti-counterfeit drugs, 2011 - Diabetes, Tobacco use, and Humanitarianism.

Majority vote – Diabetes

15. Adjournment

Motion: BIRT CAPSI National adjourn the meeting at 2:10 pm.

A. Carrière/A.Patel

Carried.

SATURDAY, MAY 31ST, 2014

CAPSI meeting room: East Room, Sheraton Hotel

10:00AM – 12:00PM, 1:45PM – 4:30PM

1. Call to Order

A. Carrière

A. Carrière called the meeting to order.

2. Attendance

A. Carrière

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
S. Huynh	VP Communications; Incoming
S. Bhaidani	VP Communications; Outgoing
A. Prata	VP Education
A. Lau	CAPSIL Editor
C. Woit	IPSF Liaison
C. Stoneman	Student Exchange Officer
J. Ota	CSHP Representative
M. Kazem	UBC Senior Representative
K. Sin	UBC Junior Representative
D. Burton	Alberta Senior Representative
A. Schmode	Alberta Junior Representative
S. Scherbey	Saskatchewan Senior Representative
K. Joorisity	Saskatchewan Junior Representative
A. Wanner	Manitoba Senior Representative
A. Phung	Manitoba Junior Representative
H. Meginnis	Waterloo Senior Representative
E. Dinh	Waterloo Junior Representative
A. Patel	Toronto Senior Representative
A. Zaheer	Toronto Junior Representative
S. Lepage	Montréal Senior Representative
C. Benoit	Montréal Junior Representative
K. Pilon	Laval Senior Representative
S. Chahine	Laval Junior Representative
M. Hickey	Dalhousie Senior Representative
S. Rehan	Dalhousie Junior Representative
K. O'Keefe	MUN Senior Representative
S. Saunders	MUN Junior Representative



Regrets
J. Coleman
E. Boyd
M. Kani

Executive Secretary
Finance Officer
CPhA Representative

3. Strategic Planning Session Feedback

A. Carrière asked for council feedback on the strategic planning activities that took place on Friday, May 29th.

S. Bhadani thought the activities were really good but it would be good to set responsibilities to people for the things that were discussed.

M. Harrison noted that it the activities were useful for new members to get a general idea of what each school does throughout the year.

K. O'Keefe thought it was a good way to figure out what we want to do throughout the year instead of just pitching in ideas.

A. Phung noted that he didn't really know what Strategic Planning was in the beginning. Suggested that there be a more clear explanation of what the strategic planning session is.

J. Johnston noted that it is worth looking at again at PDW.

4. IPSF/SEP Presentation

C. Stoneman

C. Stoneman gave a PowerPoint presentation to council.

K.. O'Keefe said it would be fun to have any research position.

M. Kazem asked about insurance for incoming students.

C. Stoneman explained that insurance in Canada is different each province and this turns in to a problem for the incoming students. This will be checked in to this year.

5. VP Professional Affairs Position

A. Carrière explained that council will form a committee to decide what we will be doing with this position, but wanted to have a discussion as a council about this position. The amount of funding available for this position fluctuates, and as a council we have noticed a decline in the interest in this position. Council should rethink these funds and how we may be able to better utilise them. In our strategic planning session, inter-professional collaboration was an important point that we as a council wanted to put more of a focus on. Any changes to the constitution must be voted on twice. We are looking at three options including reinstating the position, creating a new position on council, or using the money for this position and putting it towards something else.

Council was presented with the description of the VP PA from the CAPSI operating manual.

- M. Kazem and D. Burton noted that there isn't really any specific tasks assigned to this role.
- M. Harrison thinks it is really important to have this position, but we need more specific goal for the person in the position.



A. Patel asked what the past VP Professional Affairs, Travis, think about this. A. Carrière noted that Travis was in favor of suspending the position.

K. O'Keefe suggested that Pharmacist Awareness Month could be allocated to someone in this position because PAM was talked about a lot in strategic planning.

A. Carrière noted that the budget for this position is about \$2200. K. O'Keefe noted that this money would probably not advance our local PAM activities, it would be \$220 per school.

A. Carrière suggested that the money would go in a pot where schools with less "inter-professional" funds could use it. The money would not necessarily be divided equally to all 10 schools.

A. Carrière noted that social media, image, media coverage is important. It would be different on a national level, but it's good to have this sharing of information. The person has to know social media and having a group or a person dedicated to our image will be good.

J. Ota noted that maintaining relationships with other professionals is important, and thinks we should meet with them if possible. She explained that she is unsure which position should take that on, or suggested having a committee for this. **We need to make sure the responsibility is not lost.**

A. Phung explained that students meet with other professionals at the University of Manitoba. As a national council, it doesn't have to be one person to do this because every province is really different.

K. Pilon explained that in the U Laval program there are 3 classes with other professionals. People in pharmacy are really open to work with these people. It's not an issue.

A. Wanner suggested that there could there *be a subcommittee chaired by this position.*

- A. Prata said that having a national representation is good. It's good to have a person who is aware of what's happening in all of the province and can advocate about what's happening in all of Canada.
- A. Schmode said if we have a committee we can pass the information on. All the schools are would be working together which can help people work through their problems.
- S. Lepage agreed that a committee is a good idea. Someone from each school could advocate for their province and there could be updated documents that everyone could access. She also explained that every health program in Quebec has a committee.. Having a committee and a person that share is a good idea.

Conferences that should be attended if the position stands:

- C. Woit expressed that they should go to both conferences (PDW and CPhA) as they are the chair of the committee.
- There was a general agreement that the person should attend both conferences.
- A. Carrière expressed that there are a lot of benefits coming from this position. We have to look at the budget meeting as we have never seen a surplus like the one from the last PDW. It will be important to look at where the conference is and where the person in the position is flying from because of budget concerns.
- J. Johnston noted that it doesn't make sense for someone to fly to a conference if there are other initiatives we could use the money for. We would get more out of our money with a committee. Unless the person in the position has a clear directive on what they want to accomplish for the year, a committee would be better.



- M. Harrison suggested that if we decided to send them to only one conference. PDW would be better.
- A. Carrière suggested that CPHA would be a better conference for them to attend as they could meet with the committee and this is where we come up with the ideas which we check in on at PDW .If we have a committee of all the juniors, it would be a national effort. They are learning about how CAPSI runs, this position could be something the juniors as a group could work on.
- S. Chahine noted that we are unsure of what the CAPSI funds will be next year, in the long term we would save money.
- A. Carrière explained that we need to use the budget that we have, the money for this position is there and there is enough to send the person to CPHA and PDW.
- A. Carrière explained that we have to show that the \$2000 set aside for this position are being used locally and can be accounted for. Katha, Amber, Stephen, Alysha, and any other interested council members could join.

6. Website Committee

A. Carrière

A. Carrière explained that the redesign group charges per hour therefore we need to have our pages and documents ready to go before sending them. The committee will be a bit of work, with translations preparing documents etc.

7. Committee Dissolution

A. Carrière

BIRT CAPSI National 2014 – 2015 Council dissolve all 2013 – 2014 standing and ad-hoc committees

**A. Carriere/S. Huynh
Motion Carried**

8. Committee Formation

BIRT CAPSI National 2014 – 2015 Council form the following committees from 2014 – 2015 Finance Committee, Constitutional Review Committee, Membership Committee, Professional Development Week 2016 Conference Planning Committee, Website Committee, Ethics Committee, Agenda Review Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-Hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Professional Affairs Committee with the appointed individuals.

**A.Carrière/C.Woit
Motion Carried**

A.Carriere noted that our current Ad-Hoc committees are very useful and asked if anyone had any suggestions on committees we no longer need or new ones we should form.

Mock OSCE committee

- There was a suggestion to start a Mock OSCE Committee. J. Johnston inquired if council thinks a MOSCE Committee would be useful. There was a general consensus that it would be useful.
- A. Carrière confirmed we will be adding Ad-Hoc committee for MOSCE. She also explained that the advocacy committee will be in charge of questionnaire this year.

VP PA Committee

- M. Harrison asked if council would form a committee for the VP PA position.



- A. Carrière explained that we will present our ideas at PDW for our membership. We need to get everything ready to go for elections so someone can run and be elected in that position if our membership agrees with what we come up with.

A. Carrière suggested PAM could go under marketing.

A. Wanner suggested putting awards under membership benefits.

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

Finance Officer (Chairperson) – Ellen Boyd
President – Amber-lee Carrière
One Senior Representative from Western Canada (West of Toronto) – Holly Meginnis
One Senior Representative from Eastern Canada (East of Waterloo) – Megan Harrison

Constitutional Review Committee: Drafts, reviews and amends the CAPSI Constitution (By-Laws and Operating Manual), in addition to other official documents and contracts, as necessary.
Composed of:

President-Elect (Chairperson) – Kavetha Selva
Executive Secretary – Janice Coleman
Two other members, which may include Senior Reps, or members of the Executive Council – Amber-Lee, Aarti, Dan

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) – Janice Coleman
VP Communications – Stephen Huynh
One Senior Representative – Alexis Wanner, Kara O'Keefe, Elaine Dinh

Professional Development Week 2016 Conference Planning Committee: Facilitate the organization of PDW 2016 in Niagara Falls (hosted by the University of Waterloo), composed of:

Local Senior Representative from the host school – Holly Meginnis
CAPSI President as an *ex-officio* member – Amber-lee Carrière
Local Planning Committee as per the discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website, composed of:

President-Elect (Chairperson) – Kavetha Selva
VP Communications – Stephen Huynh
CAPSIL Editor – Amy Lau
One Senior or Junior Representative from Quebec – Stephanie LePage
One Senior Representative from Western Canada – Moh Kazem, Carly Stoneman, Kevin Sin, Jaskiran Otal
One Senior Representative from Eastern Canada (excluding Quebec) – Aarti Patel
Webmaster –



Ethics Committee: Responsible for addressing all ethical matters brought to the CAPSI National Council. Composed of:

Past President (Chairperson) – Jason Johnston
President-Elect – Kavetha Selva
CAPSIL Editor – Amy Lau
VP Communications – Stephen Huynh
Finance Officer – Ellen Boyd
Senior or Junior Representative from a French and English speaking school – Karina Pilon,
Area Zaheer, Kevin Sin

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

VP Communications (Chairperson) – Stephen Huynh
CAPSIL Editor – Amy Lau
One Senior or Junior Representative from a Quebec School – Camille Benoit, Stephanie Lepage
One Senior or Junior Representative from Western Canada (West of Toronto) – Alexis Wanner,
Allan Phung
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – Elaine Dinh,
Area Zaheer

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) – Alysha Prata
Past President – Jason Johnston
One Senior or Junior Representative from an English-speaking school (different from the home school of the VP Education) – Alyssa Schmode, Holly Meginnis, Jaskiran Ota
One Senior or Junior Representative from a French-speaking school (different from the home school of the VP Education) – Karine Pilon

IPSF SEP Selection Committee: Responsible for the review of all applications and for select candidates to participate in the IPSF Student Exchange Programme. Composed of:

Student Exchange Officer (Chairperson) – Carly Stoneman
IPSF Liaison – Cassandra Woit
President-Elect – Kavetha Selva
One Senior or Junior Representative from Western Canada (West of Toronto) – Alyssa Schmode,
Kevin Sin
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – Megan Harrison,
Areeba Zaheer

Translation Committee: Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson) – Amy Lau
One Representative from the Universite de Montreal – Camille Benoit
One representative from Universite Laval – Karine Pilon
One bilingual council member – Stephanie Lepage
Any other council members interested –

Ad-hoc Communications and Marketing Committee: Responsible for streamlining communications with membership, looking for a more effective way to deliver CAPSI National's message, evaluating the branding strategy, and upkeep of the CAPSI promotional video.



VP Communications (Chairperson) – Stephen Huynh
CAPSIL Editor – Amy Lau
President Elect – Kavetha Selva
One Senior or Junior Representative from Western Canada (West of Toronto) –Kelsey Joorisity,
Dan Burton
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – Areeba Zaheer
One Senior or Junior from a French-speaking school –Sonia Chahine
Any other council members interested – Amber-lee Carrière

Ad-hoc Mock OSCE Committee: Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary

VP Education (Chairperson) – Alysha Prata
One Senior or Junior Representative from each school that currently runs mock OSCEs – Kara O’Keefe,
Any other council members interested – Jason Johnston, Shelby Scherbey, Moh Kazem.

Ad-hoc Advocacy Committee: Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession

VP Professional Affairs (Chairperson) –
VP Education – Alysha Prata
Past President – Jason Johnston
One Senior or Junior Representative from Western Canada (West of Toronto) – Alyssa Schmode,
Shelby Scherbey, Allan Phung
One Senior or Junior Representative from Eastern Canada (East of Waterloo) – Carly Stoneman,
Kara O’Keefe
One Senior or Junior from a French-speaking school – Stephanie Lepage
Any other council members interested –

Ad-hoc Professional Affairs Committee: Responsible for assessing the role of VP Professional Affairs and CAPSI’s professional affairs approach and strategy for the future

President-Elect (Chairperson) – Kavetha Selva
President – Amber-lee Carrière
VP Communications – Stephen Huynh
VP Education – Alysha Prata
VP Professional Affairs –
Any other council members interested – Dan Burton, Shelby Scherbey, Megan Harrison

9. Committee Breakout Session

10. Addition of Record Keeping of PDW Sponsorship to VP Communications Portfolio (S. Huynh)

**BIRT that the VP Communications portfolio include record keeping of PDW sponsorship.
S. Huynh/A. Wanner
Motion Carried.**



To ensure continuity, and for historical reference, keeping track of companies that have been sponsoring specific tiers in PDW sponsorship packages will fall under the VP Communications portfolio. PDW sponsorship packages should also be sent to the VP Communications for reference since they vary from year to year. The planning committee of PDW needs to find their own sponsors, but there are large sponsors that are negotiated by CAPSI national. We want to ensure that sponsors are being told all necessary information, and ensure that VP Communications knows what is going with sponsorship to ensure that they getting the same information from everyone.

A. Carrière explained that companies don't see that they have money going to different parts of PDW and CAPSI wants to ensure all of their contributions are recognized.

11. PDW 2015 Presentation

Council was given a presentation about PDW 2015, which lead to the following discussion.

Conference registration and hotel rooms

- K. Pilon explained that the registration fee includes attendance and hotel, \$145 per night for hotel and \$180 for convention = \$325 per delegate. If students want their own room they can book by themselves and pay only the registration fee (no promo booking with PDW).
- There are 171 quadruple rooms and 58 double rooms on 3 floors. S. Lepage noted that there are no suspected problems with the distance between the floors as there will be empty floors between occupied floors, which is what was done in Montreal Schools are responsible for determining who goes in what room. People with reserved spots like council should have confirmed numbers before we release rooms to each school. There was a motion passed at PDW that all council members stay together at PDW. Check-in starts at 15:00 on Wed Jan 7th.

Registration Process

- First round registration is individual and students will have to form rooms, schools can decide how to do it. It is the same cost per delegate regardless of room type. Second and third round registration may be a random draw. The committee is not yet sure how to approach this.
- A. Carrière noted that the planning committee for PDW 2014 used a random round last year. Schools mailed a cheque from second round registrants, even if not guaranteed a spot.
- S. Lepage clarified that they got confirmation, and then the payment was sent afterward.
- K. Pilon suggested that if someone drops out then they drop out and move on to the next person on the Registration is non-refundable, but transferrable.

Transportation Arrangements

- The committee would like to know how students are arriving at the hotel as the committee can help arrange transportation. Some students will take the train, others will fly or drive.
- K. Pilon asked if there are enough people flying to arrange a promo code with an airline
- K. Joorisity noted that most people from out west will probably fly. She also noted that students received the promo code late last year.
- A. Carrière clarified that there are different cut-offs for promo codes so they need to confirm more people to get a code.
- K. Pilon noted that the planning committee will look into promo codes.
- A. Carrière asked about the distance from the train station to the airport.
- K. Pilon confirmed that the station is closer to the hotel than the airport.

Meals

- K. Pilon noted that there is free breakfast at the hotel and they were able to get good deals on lunches. People will most likely eat in their room to save costs. There will be a hot breakfast.



- A. Carrière asked about portion size for breakfast. Asked if American breakfast means larger portions.
- K. O'Keefe expressed the concern that in Vancouver they ran out of food and some people did not get to eat. We should try to clarify how much food they will have.
- A. Carrière explained that one conference she attended in the past, if you were vegetarian, you got a green sticker to indicate your dietary restrictions. She asked if this would make it easier than charging people after if they specify their restrictions.

Elections

- A. Carrière started a discussion about CAPSI national elections. Individuals interested in running for CAPSI National should be encouraged to get involved or contact us before hand to get their application ready.
- J. Johnston asked how long the planning committee has set aside for the election period.
- K. Pilon confirmed at least 1.5hrs. If more time is required the PC can squeeze in coffee break or breakfast.
- A. Carrière noted that we should have a good idea of the number of people wanting to apply before the conference and we can rearrange the time if needed.
- J. Johnston asked about the time the two speakers after the election period start, whether or not they have been confirmed and if it is possible that they could be delayed or start at another time.
- K. Pilon explained that this is not really an option as it would affect serving lunch. The speakers wouldn't mind delaying the schedule.

Mr. Pharmacy Competition

- S. Lepage asked how much of the Mr. Pharmacy candidate's time will have to go towards preparation for the contest? Will they miss other events? How will this impact them fulfilling the educational policy?
- K. Pilon noted that the planning committee hasn't really talked about this much.
- J. Johnston explained that it would be easiest to minimize the prep time. It would be fine for them to have a rehearsal if needed but it should be kept short.
- Try to get a stage that is high enough for everyone to see for "Mr. Pharmacy Canada"
- S. Scherbey asked about the award or prize for the winner of Mr. Pharmacy Canada.
 - o K. Pilon suggested a plaque, a bottle of champagne, or a cash money prize?
 - o J. Johnston clarified that we should try to stay away from the champagne.
 - o S. Chahine asked is it possible to give RxFiles as a prize
 - o A. Carrière suggested a sash or a crown.

Educational policy

- For the educational policy we recently reinstated we specified that individuals have to go to the AGM, awards ceremony + 50% of all the talks. This policy will be enforced by locals.
- A. Carrière clarified that the educational policy requires 50% of events that they **CAN** attend, not the total events.

Social Events

- K. Pilon asked if they can advertise any alcohol deals.
- A. Carrière clarified that this information can be put in the participants leaflet, and in the promotional material, but we don't want them in big letters or bolded.



12. Quebec Delegate Numbers for PDW 2015

S. Lepage

S. Lepage explained that in 2012, Montreal was given 200 spots. We don't have our conference when PDW is here so all the sponsors that would normally give to that will give to PDW, so they want to see Quebec students. Laval gave their seats to Montreal in 2012 because they were not filling their seats. We want the same thing for Montreal this year because more students want to attend due to the fact that our regular conference is not happening.

Motion from CPhA 2012:

BIRT for the PDW 2013 student break down that the University of Montreal forfeits their percent allotment to the Laval University, and that Montreal has 200 spots allotted for volunteers and subcommittees which upon being filled will not be included in the student allotment and that the percent student allotment be based on 700 delegates.

CURRENT MOTION

BIRT for the PDW 2015 student break down that the University of Laval forfeits their percent allotment to the U of Montreal, and that Laval has 200 spots allotted for volunteers and subcommittees which upon being filled, will not be included in the student allotment and that the percent student allotment be based on 600 delegates.

**S. Lepage/A. Carrière
Carried**

A. Prata clarified that this is the same as before just reversing the school. 200 spots will be delegated to Laval and then everyone else's allotment will be based on a percentage of 600 spots.

K. O'Keefe asked if there is a rough estimate of people.

A. Prata said around 300 Quebec delegates.

J. Coleman will have complete numbers after turnover and be able to determine percentages per school.

J. Johnston asked if council could defer this decision until we have more concrete numbers. The motion was put to a vote and carried.

13. PDW Mr. Pharmacy

J. Johnston

The PDWPC is planning a national Mr. Pharmacy competition next year consisting of one participant from each school. If schools are planning Mr. Pharmacy in Fall the winner will attend PDW, otherwise the winner will be the previous local winner.

Seats for competitors

- A. Wanner asked if there will be a spot saved for him for PDW not including other spots allocated for PDW.
- J. Johnston confirmed that is the current understanding.
- A. Wanner asked what would happen to the seat if the person who wins local Mr. Pharmacy already has a seat to PDW.
- D. Burton stated that the seat can be given to the next person on the waiting list.



Mr. Pharmacy vs. Mr/Mrs Pharmacy

- K. O'Keefe stated that MUN wasn't happy about only Mr. Pharmacy, what about Ms./Mrs. Pharmacy
- J. Johnston stated that traditionally schools only hold Mr. Pharmacy, but if we want to pursue it, then we can explore that option
- A. Carrière stated that there was a focus on Mr. Pharmacy the competition evolved, other schools might not be comfortable with Ms./Mr Pharmacy.
- J. Johnston stated that Mr. Pharmacy initially started as a fundraiser for testicular cancer.

Competition Criteria and Participants

- The PDWPC has not confirmed the events for the competition yet. J. Johnston said that CAPSI will have to meet with PDWPC and as a council, determine how it takes place to make sure it's respectful.
- A. Carrière suggested that one of the judges should be the previous winner. It's also good to have professors involved.
- School expressed concerns about being able to find participants for the competition. Some schools have to beg people to participate and a lot of students were not receptive to a talent show and performing.
 - o S. Chahine asked how they should reach people and generate interest.
 - o A. Wanner explained that at Manitoba, two guys nominated from each class, they aren't forced but they are encouraged.
 - o D. Burton explained that at Alberta, the class votes for a couple of guys out of a group. As Mr. Pharmacy becomes better than people will want to be more involved.
 - o It was suggested that as the competition improves more people will want to do it. Also, if there are 2 people per school there will be more interest because they're in it together and it is less intimidating.

Philanthropy

- A. Wanner asked if all schools give donations to testicular/prostate cancer.
- A. Prata said that U of T lets student choose which organization to support.
- S. Scherbey noted that U of S adds it to a fund which goes to charities.
- A. Wanner noted that Manitoba gave it to a local Winnipeg charity
- It was a general theme that schools do give to various charities.

S.Lepage: Montreal is holding competition before PDW, would lead directly to national competition. Would like information from other schools to get an idea to make it fun and better for Montreal (first time).

A. Carrière called the discussion on the Mr. Pharmacy competition. Further discussion of PDW continued.

CAPSI Competitions

- K. Pilon asked if the CAPSI competitions can overlap.
- A. Prata said it is fine to run the competitions at the same time if people are doing more than one competition. As long as the competitions are in the same building they can overlap.
- C. Stoneman suggested doing the compounding competition in two groups.



Sponsorship

- K. Pilon started a discussion about sponsorship. She noted that the conference is on schedule with cheques
- A. Carrière explained that Pfizer national rep believes that they are responsible for everything. There is a miscommunication between national and local rep for Pfizer because they believe they are going to be the sole diamond sponsor. There is going to be further discussions between the PDWPC with both Pfizer and Teva. There will be two Diamond sponsors.

Registration and Payment

- S.Lepage asked if people will pay PDW directly for themselves (food, t-shirt etc.) or will each local council be responsible for sending a total cheque?
- K. Pilon clarified that each local council will send a cheque as it will reduce the amount of money handling
- S. Scherbey asked how second round registration will work.
 - o K. Pilon explained that a Google drive containing contact info, school, and the draw will be done by Laval
 - o J. Johnston noted that there will be a window during which the draw will be performed then the students who have been drawn will be notified.
- S.Lepage asked if the spots for people that drop out go towards people on the waitlist or to does that particular person get to choose who will get that seat.
- K. Pilon clarified that first round drop-outs will be transferred to delegates on the schools individual wait list, after 2nd round it will be transferred to the general waiting list

Hotel Rooms

- A.Prata said that local council will organize who will go into each room
- A. Carrière noted that room assignment will depend on how many rooms you want
- M. Harrison asked if room assignments must be sent in after the first round of registration. What will happen if once more people are added?
- H. Meginnis asked if schools will be assigned an even number of seats, or if locals will need to match odd number of students?
- A. Carrière noted that matching people up with people from other schools is not usually an issue.
- There was an inquiry about when the hotel promo code will start. K. Pilon did not know off hand but it is in the contract. She will send the presentation to all local representatives.

14. Pharm D students going to PDW

D. Burton

D. Burton explained that since starting the PharmD program at U of A , students have shown interest in attending because they are part of the U of A program.

A. Carrière noted that PharmD students at U of T had to apply ahead of time to ensure that they could have vacation blocks during the time of the conference.

A.Prata clarified that for U of T students there are ways in the 4th year of the PharmD program that students can still have the option of going.



D. Burton asked if registration can then be opened up to PharmD students at U of A if they want to go and whether these students are considered CAPSI members.

A. Carrière clarified that if these students have paid their CAPSI membership fees they would be considered members.

A. Patel asked if this means all PharmD students should be included on CAPSI email lists. This was confirmed.

15. CAPSI Banners

A. Carrière

A. Carrière explained that council had approved that we would pay for a CAPSI banner (similar to U of A's) for each school that was supposed to be printed at this conference, but this plan is not working out. Stephen, Salem, Kavetha and Amber were looking into sending the templates to each school to get the banner printed and then CAPSI national would reimburse them. Council was asked if any schools would have trouble getting them printed.

A. Prata noted that price points across the country will be different within the same company, and that different companies may print the banner differently. If council is aiming for a unified image this option may not work.

A. Carrière explained that we do have a template from U of A so all of the banners would look the same but may not be made of the same material.

A. Zaheer suggested Staples as a printing option as they print banners, have reasonable pricing and it may be possible to get a group price and send the banners in the mail. She also suggested looking in to getting a corporate account to get a discount.

A. Carrière asked if this would allow council to set up an account and have National pay for the banners but get the banners printed locally. She suggested tabling the discussion until after the budget discussion.

16. IPSF Health Campaign 2014-2015 fundraising strategy Postponed by C. Woit.

A. Carrière

17. Agro Feedback

A. Carrière

M. Kazem noted that 25 UBC students got discount codes. The program was well received in regards to questions, but students expressed that a lot of the questions had mistakes in them.

D. Burton said 50 U of A students got discount codes. Student feedback was that there were spelling mistakes and poor sentence structure and certain topics were not covered. Overall the students did like the program and would recommend it.

S. Scherbey said that U of S had 50 students sign up, those students recommended ironing out the little glitches.

A. Wanner expressed a poor turn out with 4 students who took advantage of the code. One student reached out with feedback saying she was disappointed how you had to work through an entire quiz and if you got a question wrong you had to go back through the entire quiz to see why, and you weren't always told the right answer.



H. Megginis explained that Waterloo students have not written the PEBCs yet and therefore have not offered the program yet.

A. Patel noted that U of T had 50 students and they did not get a lot of feedback. Students noted that there were some errors but it could have been due to therapeutic choices.

M. Harrison noted that Dalhousie gave out 34 codes and there were a few mistakes.

J. Johnston used the service and noted that there were many errors and members of the Dalhousie class felt the same way. This reflects poorly on CAPSI as we are promoting this service. He also noted that a few days before the PEBCs the server was really slow.

K. O'Keefe noted that MUN had 26 students who received codes but there was no feedback.

J. Johnston asked if council should stick with Agro for another year and give them the feedback or look for another company.

K. Pilon asked if there is another company that offers this service. She noted that Agro also designed the pharmfacts questions and there were some errors there as well.

A. Carrière explained that Pharmfacts will no longer include jurisprudence as laws are different in Quebec. She explained that she has done research into other PEBC prep courses and the others are not as good for various reasons. She thinks Agro was overwhelmed with the number of students who signed up and so should be given a year to work with the feedback and see what improvements are made as this is an important benefit for upper year CAPSI students.

M. Harrison noted that should not be mistakes but the Agro rep was really good to work with despite those mistakes and frustrations.

J. Johnston noted that system was good but CAPSI should stay away from promoting any company for this service unless Agro fixes the errors.

M.Kazem agrees that the partnership would be good, and agrees with concerns with mistakes considering students are paying out of pocket

A. Carrière explained that this is not the first time they have run the course but it is the first time they have had so many student.

did we come to an actual decision here?

18. Adjourn

BIRT that CAPSI national adjourn for the day.

A. Carrière/A. Patel

Motion carried.

SUNDAY, JUNE 1ST, 2014
CAPSI meeting room: Gallery B, TCU Place
10:00AM – 1:15PM, 1:45PM – 4:00PM



1. Call to Order

A. Carrière called the meeting to order 10:34 A.M.

2. Attendance

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications; Incoming
S. Bhaidani	VP Communications; Outgoing
A. Prata	VP Education
E. Boyd	Finance Officer
A. Lau	CAPSIL Editor
C. Voit	IPSF Liaison
C. Stoneman	Student Exchange Officer
J. Ota	CSHP Representative
M. Kazem	UBC Senior Representative
K. Sin	UBC Junior Representative
D. Burton	Alberta Senior Representative
A. Schmode	Alberta Junior Representative
S. Scherbey	Saskatchewan Senior Representative
K. Joorisity	Saskatchewan Junior Representative
A. Wanner	Manitoba Senior Representative
A. Phung	Manitoba Junior Representative
H. Meginnis	Waterloo Senior Representative
E. Dinh	Waterloo Junior Representative
A. Patel	Toronto Senior Representative
A. Zaheer	Toronto Junior Representative
S. Lepage	Montréal Senior Representative
C. Benoit	Montréal Junior Representative
K. Pilon	Laval Senior Representative
S. Chahine	Laval Junior Representative
M. Hickey	Dalhousie Senior Representative
S. Rehan	Dalhousie Junior Representative
K. O'Keefe	MUN Senior Representative
S. Saunders	MUN Junior Representative

J. Coleman

Regrets

M. Kani

CPhA Representative

3. Budget Approval

There was a brief explanation to council as to how the budget spreadsheet is organized. E. Boyd explained that she reviewed the budget for each council member last year and took an average of the costs to make up the budget for this year. There was then a discussion of each section of the budget as described below

E. Boyd

Past President

No expected changes in the past president budget.

President

Included the travel costs for as discussed in the spring TC



President Elect

Teleconference costs will change as CPhA has committed to help fund these for CAPSI national. There was a motion at the TC that we would invest in a website redesign but we did not assign a cost. The website redesign is not projected to exceed **\$4000** as the current quote is \$2300. It could cost more or less depending on how difficult the work ends up being. By projecting \$4000 we avoid a budget deficit.

Secretary

Lawyer costs will remain the same as there are still some changes coming due to the change in non-profit regulations and our CAPSI constitution must be within the guidelines. This is an important note for **finance turnover for 2015-2016.**

Finance Officer

There was a large surplus of money from PDW 2014 sponsorship which was addressed at the spring TC. Explained how PDW money is being distributed.

PDW distributions (money to each PDW from 2015-2023)

J. Johnston suggested keeping the \$3000 that will be distributed up to PDW 2023 in our own account and distribute as the committees are formed.

C. Stoneman noted that schools can skip their turn for PDW, logistically difficult to get that money to each PDW committee through local councils.

J. Coleman suggested leaving the discussion of the method of distribution up to the finance committee.

Banners

A. Carrière explained that it is possible to negotiate a bulk discount if we want to get all the banners printed in Saskatoon to benefit from the bulk order.

D. Burton expressed that it would be nice to recognize the girl who designed the banner at PDW 2015.

S. Bhaidani suggested giving the back cover of the agenda to the banner design giving recognition in the agenda as she designed the agenda cover as well.

Gift Cards

We will be giving out prepaid visas to a randomly selected person at your school for participating in the CAPSI survey.

IPSF SEP outings money

J. Johnston requested a report as to how the money is spent so the program can be evaluated in the future and setting a maximum of \$50 per student.

C. Stoneman said she will make up a form with the requirements to bring to finance officer for approval.

VP Education

No expected changes



VP Communications

Accommodations for the VP Communications (outgoing) at CPhA are not covered by CAPSI. This can be discussed with the finance committee

J. Johnston left the meeting at 11:07 AM

Agenda revenue may not be as much as past year but the expenses are predicted to be less than previous years as S. Bhaidani has negotiated a lot of savings with CU advertising.

CAPSIL Editor

A. Lau provided some quotes for printing issues of the CAPSIL and provided council with examples of printed publications.

Quotes:

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

A. Prata explained that U of T tried one year of colored publications for their school publication which was well received as it was more appealing. The following year they tried color outside and b/w inside, still well received.

A. Carrière suggested having more copies per school.

A. Lau explained that the printing company can also deviate from the exact quotes in terms of quantity

A. Zaheer asked about colored feature pages



A. Lau explained that the entire sheet has to be in color (4 pages of the publication). She expressed concern about consistency as this would give 4 pages of B/W, 4 pages of color then 4 more pages b/w.

S.Lepage said that U de M has a color cover and b/w inside which is generally well liked. She noted that students do go looking for the CAPSIL so she would like more copies at her school.

M. Harrison asked about the number of pages.

A. Lau noted that smaller page quantity is good as there is a good quality control process. If there are extra submissions then we can just keep them for a following issue where there may not be as many submissions.

A. Carrière suggested doing “online features” which would be found only in the PDF version if there are a lot of submissions.

A. Lau agreed that the online version can be as long as we want.

M.Kazem inquired about the readership of the CAPSIL as UBC would probably not benefit in terms of more readership with more copies.

Schools that expressed interest in more copies were U of S, Manitoba, Montreal (would like more French copies).

A. Lau confirmed that we can change the quote quantities, we do not have to get either 50 or 100.

A. Carrière noted that the school sizes vary greatly so we can give more copies to schools with more students.

Council decided to trial 100 copies, 24 pages, color outside, and budget was edited to reflect the change.

VP PA

Kept budget details for turnover purposes

NaHSSA registration, we usually have someone go to this conference however no one is attending this year.

A. Carrière noted that there will be a new person at PDW in a new position (not necessarily under this name), and that position will not be in our budget until CPhA 2015

IPSF Liaison, IPSF SEO and SR/JR

No expected changes

CAPSI Club

There may be some more members coming so might be some changes.

A.Prata explained that the EBM competition was trialed in the past, no case made for this year. She asked if council can allocate some money to trial the competition at all the schools for this fall (EBM or business plan).



A.Prata explained that evidence based medicine involves 4 students. A case was provided with a mock patient and they had to look up a problem that was not easily found in guidelines and had to use research skills to come up with some evidence based conclusion and describe their method. The business plan competition is a little trickier because some schools have a similar competition and other schools do not so there is a disconnect with skill level. It takes weeks - months to prepare a plan so it wouldn't be well suited for a PDW. Council would have to revamp something that could be done in a discrete period of time. She noted that she can't do both this year, so it needs to be one or the other.

A. Carrière expressed concern as CAPSI is currently funding PIC and we have been looking for a sponsor that competition. We could make this a PAM event rather than PDW, then we don't have to jump in to competition roster and then come back out of it.

S. Bhaidani suggested a DI competition. Give a DI question and students have to use resources to answer the question in a certain amount of time.

Michael Kani entered the meeting at 11:44 AM.

E. Boyd suggested using the TC to discuss the rest of the money.

Motion: BIRT CAPSI national approves the budget for the year 2014-2014.

E.Boyd/

Passed

4. Official CAPSI Correspondence

J. Coleman

J.Coleman suggested that all CAPSI email correspondence go through CAPSI webmail addresses as it will help with position turnover and prevent confusion in the council turnover period (instead of collecting 10-15 new email addresses and redistributing those to everyone),

In order to save time on our TCs, council could send in their updates before the meeting and schools can read the updates on their own time. This leaves time to talk about more important topics and prevents the TCs from going on too long.

Council agreed with these suggestions and like the idea of decreased TC time as they often run quite late.

A.Prata suggested an information session about the google drive as to what is going in each folder.

Motion to break until 1:45 pm

(A. Carrière/S. Lepage)

Carried

Meeting resumed at 1:54 pm

5. Scotiabank Presentation (1:45PM – 2:45PM)

6. PDW 2016 Presentation (3:00PM – 4:00PM)

Did anyone take notes for this?

7. New Business



8. Adjournment

Motion: BIRT CAPSI adjourn meetings for the day.

A. Carrière/????

Carried

MONDAY, JUNE 2ND, 2014
CAPSI meeting room: Gallery B, TCU Place
3:30PM – 6:00PM

1. Call to Order

A. Carrière

A. Carrière called the meeting to order.

2. Attendance

J. Coleman

A. Carrière	President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications; Incoming
S. Bhaidani	VP Communications; Outgoing
E. Boyd	Finance Officer
A. Lau	CAPSIL Editor
C. Woit	IPSF Liaison
C. Stoneman	Student Exchange Officer
J. Otal	CSHP Representative
M. Kazem	UBC Senior Representative
K. Sin	UBC Junior Representative
D. Burton	Alberta Senior Representative
K. Joorisity	Saskatchewan Junior Representative
A. Wanner	Manitoba Senior Representative
A. Phung	Manitoba Junior Representative
H. Meginnis	Waterloo Senior Representative
E. Dinh	Waterloo Junior Representative
A. Patel	Toronto Senior Representative
A. Zaheer	Toronto Junior Representative
S. Lepage	Montréal Senior Representative
C. Benoit	Montréal Junior Representative
K. Pilon	Laval Senior Representative
S. Chahine	Laval Junior Representative
M. Hickey	Dalhousie Senior Representative
S. Rehan	Dalhousie Junior Representative
K. O'Keefe	MUN Senior Representative
S. Saunders	MUN Junior Representative

Regrets

J. Johnston

Past President

M. Kani

CPhA Representative

3. Acceptance of old minutes



3.1 PDW 2014 Minutes

BIRT CAPSI national accepts the minutes from PDW 2014.

A. Carrier/M. Harrison

Carried.

K. Selva entered the meeting at 3:42pm

Alyssa Schmode entered the meeting at 3:44

4. Blueprint For Pharmacy CAPSI Representative

A. Carrière explained that Jeff (Blueprint Representative) had some concerns as to a new council member being in there may not have all the information. Jeff will attend the meeting and ask Blueprint if we can have one representative and a second observer and run the position as a three year term.

K. O'Keefe asked if blueprint only chooses to fund one person how will CAPSI fund the second.

A. Carrière explained that it isn't in our budget and would be a cost to the individual.

Postpone until TC or PDW when we have a better idea of what Blueprint wants.

5. Diabetes fundraising

A. Carrière asked how council should fundraise for diabetes and what organization to support.

C. Woit explained that there is the Canadian Diabetes Association and the Juvenile Diabetes Association. CDA has a lot of fundraising stuff in place right now. They do have a walk similar to RFT and there are also a lot of options on the website. It is possible for each school to do their own things throughout the year and contribute to one big event in the end.

J.Coleman suggested Juvenile Diabetes as a good place to focus the money due to increasing rates of childhood diabetes.

M.Kazem asked about more details for the walk.

C. Woit noted that it may not be feasible because it is close to RFTC

E. Dinh noted that JDRF has a walk in June.

A.Prata was concerned that a walk in June may not be the best time of the year, because it's too soon for this year and too late next year.

A. Carrière explained that the fundraiser doesn't have to be a walk. We could do some kind of challenge where we could all raise money and make a bulk donation that may not be a national event.

C. Woit envisioned the same thing and that we could really push for it in PAM. We could do a document on the drive for different fundraising activities.

JDRF was voted to be the charity of choice.



We will work on the drive, do strategies via Email.

6. Junior Senior Meeting

A. Carrière asked if it would be good to have a working group formed for PAM.

K. O'Keefe suggested that having a couple of events that each school does or a particular hashtag for Twitter and Facebook

D. Burton suggested running a social media contest through the CAPSI National Facebook page.

J. Coleman suggested creating the working group at the TC, then the group can meet at PDW.

C. Woit asked if we really need to create a working group. We can use the google drive for tools like this

A. Carrière noted that it is good to have a point person

7. JOM Update

Refer to Appendix A

Discussion point was the Infinity card and distributing it to CAPSI members. Council is not very receptive to this idea. We need to double check which bank it is through. If it is not Scotiabank, we will not pursue it.

8. New Business

Teva Operation Butt Out

K. O'Keefe asked whether or not we can get Operation Butt Out.

J. Coleman explained that it is currently run as a program through pharmacists in the community and not through schools so we may not get that program.

C. Woit asked if council has a certain number of presentations or not, as it is a required presentation at U of A. She asked if they can get more kits even if they are not presentation through CAPSI.

A. Carrière said as long as they are CAPSI members that is fine.

Local Financial Records

H. Meginnis asked if we have to keep local financial records for a particular amount of time and if we can be audited

E. Boyd explained that it only matters what CAPSI National spends and receives. We would not be asking locals for financial records

PAM Banner

D. Burton would like to create a pop up banner for PAM



E. Boyd suggested clearing the design with CPhA before printing.

9. Recognition for CAPSI Banners

D. Burton

The student who designed the banner has asked that we give some kind of donation for her to give to a charity of her choice

E. Boyd explained that the budget for the banner is \$4000, but will probably not cost that much. We could take the money from there

K. O'Keefe asked why council would give her money when we could make donation in her name instead.

A. Carrière felt that would affiliate us with the charity that we have not accepted as a group.

S. Bhaidani explained that the original cheque was going to Afghans Students Association.

A. Carrière would rather give the student the money so we don't get affiliated with a particular charity.

H. Meginnis suggested putting something in the motion that she has to give it to the charity.

Friendly amendment to change the motion to including the organization.

Motion: BIRT CAPSI national give a \$100 cheque to the organization of choice of the designer of the CAPSI national banners in appreciation for their work.

D. Burton/ C. Voit

Carried

10. Adjournment

Motion: BIRT CAPSI adjourn meetings for the day at 4:54 pm.

(A. Carrière/A. Prata)

Abstentions: A. Carrière, K. O'Keefe





Annex

Local council Updates

Executive 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
- o **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 is 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.