



**C A P S I   •   A C E I P**

# Professional Development Week 2015

Quebec City, QC  
Wednesday, January 7<sup>th</sup> to Saturday, January 10<sup>th</sup>

*Unity   Professionalism   Advocacy   Academics   Excellence*

---

## WEDNESDAY, JANUARY 7<sup>TH</sup>, 2015

CAPSI meeting room: Garneau Room, Delta Quebec Hotel  
9:00AM – 12:00PM, 1:00PM – 5:30PM

### 1. Call to Order

A. Carrière

### 2. Attendance

J. Coleman

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications
A. Prata	VP Education
E. Boyd	Finance Officer
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	MUN Senior Representative
S. Saunder	MUN Junior Representative

### 3. CAPSI Survey

J. Johnston

### 4. Year End School Reports

*See Annex for reports*

University of British Columbia  
University of Alberta  
University of Saskatchewan  
University of Manitoba  
University of Waterloo  
University of Toronto  
Université de Montréal  
Université Laval  
Dalhousie University  
Memorial University of Newfoundland

## **5. Executive Reports**

*See annex for reports*

President  
President-Elect  
Past President  
VP Communications  
VP Education  
Finance Officer  
Executive Secretary  
CAPSIL Editor  
IPSF Liaison  
Student Exchange Officer

## **6. CSHP Student Delegate Update**

*See Annex for Update*

**J. Otal**

## **7. Committee Breakout Sessions**

Background: 15 minute sessions for all committees (except for the IPSF SEP Selection Committee, which will meet at a time set by the SEO) to meet and establish 2 goals for the next term.

## **8. Committee Updates**

*See Annex for committee updates*

Finance Committee  
Constitution Review  
Membership Committee  
PDW 2016 Conference Planning Committee  
Website Committee  
Ethics Committee  
Agenda Review Committee  
Competition Review Committee  
Translation Committee  
Ad-hoc Mock OSCE Committee

Ad-hoc Communications and Marketing Committee  
Ad-hoc Advocacy Committee  
Ad-hoc Professional Affairs Committee

**BIRT that CAPSI break for lunch at 11:30 to return at 12:15.**

**A. Carrière /A.Patel**

**Carried.**

**A. Carrière called the meeting back to order at 12:25 pm.**

**9. VP Professional Affairs Position**

**K. Selva**

K. Selva noted that the goal of this position is to have 1 national event that each school will run, but keeping in mind other schools have different relationships with other faculties etc. This will be a research opportunity this year for the VPPA.

Council reviewed the duties/responsibilities of the VPPA as presented by the VPPA adhoc Committee. See Annex for final document.

**Motion: CAPSI National approves the updated duties for the VP of Professional Affairs executive position to be presented to the CAPSI delegation at AGM 2015.**

**K.Selva/A.Prata**

**Passed.**

**10. New Business**

**i. Vote of Confidence**

**A. Carrière**

Background: Pres-Elect is subject to a vote of confidence. It would be good to have all multi-year positions subject to a similar vote of confidence to ensure confidence that those in multi-year roles are prepared to take on the responsibilities of the following year. This would apply to local councils (junior to senior) and any multi-year positions on council such as IPSF, VP Comm.

**Motion:**

**BIRT CAPSI National's Operating Manual Election Procedures be changed under section 4.1.2 to include a 2/3 majority vote for transition between multi-term positions and read:**

**4.1.2 Eligibility**

**General Student Members who will be full-time undergraduate students in a Canadian faculty of pharmacy for the duration of the term of office will be eligible for nomination for the following positions:**

- **President-Elect**
- **Executive Secretary**
- **Vice President, Education**
- **Vice President, Communication**
- **Finance Officer**

- Vice President, Professional Affairs
- CAPSIL Editor
- International Pharmaceutical Students' Federation (IPSF) Liaison

The President-Elect position is a three-year commitment (sequential one-year terms as President-Elect, President, and Past-President) for which at least two of the three years must be served as an undergraduate student. Progression for a term as President-Elect to a term as President is subject to at least a two-thirds (2/3) majority vote of confidence by the National General Council at the CAPSI Year-End National General Council Meeting. Progression for a term as President to a term as Past-President is subject to at least two-thirds (2/3) majority vote of confidence by the National General Council at the CAPSI Year-End National General Council Meeting.

IPSF Liaison is a two-year commitment (sequential one-year terms as IPSF Liaison and Student Exchange Officer) for which both years must be served by an undergraduate student. Progression for a term as IPSF Liaison to one term as SEO is subject to at least two-thirds (2/3) majority vote of confidence by the National General Council at the CAPSI Year-End National General Council Meeting

No person may be a nominee for more than one vacant position in a given election.

**A.Carriere/S. Chahine**

**Carried**

**Discussion:**

E. Boyd asked about logistics of how you could elect a past president.

A. Carrière clarified that that it would be a third person stepped to help take over the portfolio.

K. Pilon noted that there is a responsibility of offering guidance to those coming in to your position. This is difficult to do if you haven't gone through the position.

A. Carrière noted that the vote of confidence would be there so that that if there is someone who is not pulling their weight we wouldn't just have someone stuck in that position. It guarantees a certain level of work required.

M. Hickey noted that it makes more sense to apply this to IPSF liaison as VP com is an extended position. They're just to help get the new person get on track.

J. Johnston said that the past VP Comm doesn't have an executive position so they wouldn't be voted on.

A. Patel asked if there are steps before we get to a vote of confidence to make sure everyone is doing what they should instead waiting and getting to the vote of confidence and saying they aren't fulfilling the duties and they're out?

A Carriere explained that there are checkpoints including a junior – senior vote of confidence, as well as for president elect. By doing this we are making sure that there is a check point for each person to be evaluated at.

C. Woit said that she doesn't think there is a vote of confidence for president moving to past president, usually just a motion. She also noted that the SEO would know whether the IPSF liaison is doing what they are supposed to be doing and that you can remove anyone from council at any point if they do not do what they are supposed to do.

A. Carriere explained that if you don't have this check point, even though it is inconvenient that you have a person without experience filling the position you end up with two full positions that need to be recovered and rebuilt for the following two or more years.

S. Lepage expressed that a vote of confidence makes sense if we are spending money on conferences without actually getting any value. However, she doesn't see the value in replacing the person for past president to pay and have someone at a conference if they don't really have anything to offer to the council.

M. Hickey explained that at Dal people can run against to the incoming senior. It was then clarified that this would count as a vote of confidence.

E. Boyed suggested we could impeachment on the agenda yearly as a discussion instead of a vote of confidence.

A. Wanner asked if a person does not get a Vote of Confidence from council, do we re-elect for that position or does someone on exec absorb that position.

A. Carrière explained that the vote of confidence is not always that that someone is doing a bad job, it is that they may not be able to take on the next step or is MIA. If this happened with a junior to senior, it would have two new people elected. For exec positions it would be a new person elected to the position and president/president elect would help them through the portfolio.

K. O'Keefe doesn't agree with having impeachment discussions on the agenda as it takes away anonymity.

A. Carrière said that we don't have to call it an impeachment. We discuss elections every year at PDW and then Pres-Elect gets their vote of confidence. At the same time, any position coming back on council would have a vote of confidence, and then decide whether we would re-elect or remove the person from council at that point. This would only happen for exec, as locals would have their Vote of Confidence at their local schools as that is who sees the bulk of their work. The motion is just to have a mandatory Vote of Confidence for every multi-year position.

J. Johnston voiced concern over ability to just change this without bringing it to membership.

A. Prata noted that this doesn't happen so frequently that we actually need to have the vote of confidence. She asked if we can just do an impeachment if it is really warranted.

E. Boyd noted that VP Comm is voted on by a year and a half basis and wouldn't need a Vote of Confidence.

A. Prata asked if anyone has researched how anyone else does this (For example, CPhA) so we can see if this is worth initiating.

A Carriere noted that this now would only apply to president and SEO.

J. Johnston noted there is a clause in our Operating Manual to be able to remove someone from council if it came to that.

E. Boyd suggested just doing a review of the position at the end of the year then the motion would be decided on at that time.

S. Huynh noted that having someone in a position at all times is more beneficial than having no one.

A. Carriere explained that other past presidents have stepped in in the past if there was no past president available. She also explained that she felt there needs to be a standardization of any multi-year position since we do this for all other positions.

H. Meginnis suggested a vote of confidence for IPSF and just incorporate a motion that president move on to past president in every PDW agenda.

Council then reviewed the constitution and made the motion as above.

## **11. CAPSI Investments and banking**

**E. Boyd**

E. Boyd explained that the bank would like us to do something with our money. Currently we have a chequing account with \$158,000 and this does not accumulate interest. She suggested putting that money in a savings account and then as cheques are written money could be transferred to chequing. That way while it is not being used it can make some money.

A. Carrière noted that previously money was put away in savings to accumulate the interest but it eventually ended up going in to the chequing account.

E. Boyd explained current investments:

- \$50,000 in GICs for 1 more year
- \$30,000 that can either go into a GIC or go into the savings account to make interest. Savings account has an interest rate of 0.95%. There are two GIC options, GIC for 1 year or GIC for 2 years

A. Wanner suggested that a GIC is preferable because right now we have a surplus but we won't always, and this may be a way to guarantee future funds for council.

J. Johnston explained that a 1 year GIC would make more sense as it can become available to the next finance officer to decide to go back into a GIC or use the money.

E. Boyd noted that sponsorship decreased with generic cuts so that's where the initial GIC came from. The revenue (other than PDW) has been pretty stable since that.

A. Prata asked if there is any excessive amount of money that needs to be spent in the future.

J. Johnston explained that a GIC is basically that if we have a PDW loss, we can cover it. The savings is what we can use to make money off of it. It would make sense to put the \$158,000 into a savings and the \$30,000 into a GIC.

A Carriere suggested to put the money in a savings for now then make an evaluation at CPhA at the budget discussion.

E. Boyd noted that CPhA is a little overwhelming if they have never been on council before so this would be a better discussion for PDW.

Council made a final decision to put \$158,000 to go in to a savings account and \$30,000 into a 1 year GIC.

## **12. PDW Travel Policy for National Executive**

**J. Johnston**

Background: With new changes to travel policy by airlines I think it would be beneficial for CAPSI to redefine our travel policies to include wording around the fees incurred surrounding luggage. With a \$25 charge for luggage it may be worth having this mentioned in our travel policy if it is something CAPSI is prepared (or not) to cover for executive in the future.

**BIRT CAPSI National not cover the cost of incurred from baggage with travel expenses.**

**J. Johnston/ S. Lepage**

Friendly amendment (A.Carriere):

**BIRT CAPSI amend the CAPSI travel policy to state that CAPSI national will not reimburse members for the costs incurred due to luggage fees for travel.**

**J. Johnston/S. Lepage**

**Carried.**

## **13. Acceptance of Old Minutes**

**A. Carrière**

**BIRT CAPSI National accepts the Fall Teleconference October 27<sup>th</sup>, 2014 Meeting Minutes.**

**A. Carrière/ J. Coleman**

**Carried.**

## **14. New business**

### **i) Webmaster position discussion**

**A. Carrière**

Background: A. Carrière is looking for feedback on having webmaster as an executive position on council.

D. Burton said that the webmaster would have had a big role this year but in further years as we are redesigning the website but may not be as big of a role in the future. However, having them on executive council may increase interest in the position at the future.

K. O'Keefe stated that she is not sure about benefit of having the person here?

A. Carrière suggested social media considerations to update delegates on progress of conference



J. Johnston sees this as something council could go to yearly to see if there is money to bring them to a conference instead of the workload of creating a position.

A. Prata suggested that most of the correspondence from locals to webmaster could be done by email, does not to be in person.

C. Woit suggested that it does not have to be an exec position but it would be nice to have them at PDW where they could document with photos etc. We could support them to get here as council does not get to go to a lot of the events that are at the conference since we are here at meetings

K. Selva explained that this year we covered her (webmaster's) registration, stay, and travel. PDW would be a good activity to bring web master to but probably not CPhA. Pres-Elect could convey information to the webmaster from the CPhA meetings since they chair that committee.

A. Zaheer asked if the PDW planning committee arranges a photographer etc. for the conference.

A.Carriere explained that the PDW websites only exist for one year so it would be good to have documentation of "this is what CAPSI national is doing".

A. Wanner suggested that the financial aid may need to be capped as it can be quite expensive for coast to coast travel.

J. Johnston clarified that registration for webmaster is always budgeted.

M. Hickey noted that we would need to make sure that they are aware they would be doing pictures, SM etc. because they may not realize that's what they are signing up for when running for a webmaster position.

J. Johnston expressed concern for loss of quality in web design for picture taking etc. since we want people who are really good at web design.

E. Boyd was concerned that by capping the financial aid we would lose people at the coasts running for the position.

A.Carriere explained that historically we don't usually have engaged/hands on web masters. Huyee is very engaged and we should capitalize on the work she is putting in to the position. We could get more interest and make the position more appealing

H. Meginnis expressed concern about paying more for the webmaster than we reimburse our juniors for travel to conferences.

K. O'Keefe thinks that it could be an initiative to promote picture taking and social media use by CAPSI members and have their registration paid if they are willing to do that piece. If we think this is really important than a student member may be more appropriate as she believes that the webmaster and social media/picture taking are not necessarily the same thing.

S. Chahine asked if there would be a vote or application process if we do that.

A. Carrière noted that K. O'Keefe had a really interesting suggestion with the social media being done by a student.

**15. Adjourn**

**BIRT CAPSI adjourn at 3:24 pm.**

**A.Carriere/A. Patel**

**Carried.**

**A. Carrière**

**THURSDAY, JANUARY 8<sup>TH</sup>, 2015**  
CAPSI meeting room: Garneau Room, Delta Quebec Hotel  
1:00PM – 4:30PM

**1. Call to Order**

**A. Carrière**

A. Carrière called the meeting to order at 1:08 pm

**2. Attendance**

**J. Coleman**

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications
A. Prata	VP Education
E. Boyd	Finance Officer
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	MUN Senior Representative
S. Saunders	MUN Junior Representative

**3. Costco Cheque and Leadership Award**

**A. Carrière**

#### 4. Translation Committee Awards

A. Carrière

**BIRT CAPSI National allocate \$300 to the CAPSIL Editor budget to be awarded as a maximum of three \$100 awards for the members of the translation committee that have had the largest impact on the CAPSI translation committee, to be appointed by the CAPSIL editor, Secretary and President.**

#### 5. Elections

J. Coleman

J. Coleman wanted some feedback and suggestions in ways that we can improve our elections procedures at PDW.

A. Carrière suggested that there is good weighting from exec voting for who fulfills the role coming behind them.

C. Stoneman likes the idea of individual votes for students but was concerned about a certain percentage of members to vote which we may not get.

J. Johnston explained that like other executives of a board, each executive gets a vote based on our constitution. If we want to go to individual voting we need to change the constitution. Suggested individual ballots within the school and then the locals vote on the student's behalf at council discussions. He expressed that if we go this route we could see election turnout increase.

K. Pilon asked about if it is worthwhile to continue the council meet and greet.

A. Carrière explained that 7 people came and it gave some people the opportunity to learn more and get to know the executive they had been emailing. Others who were on the fence about running came to talk about the position.

S. Huynh noted the scheduling conflict with the competitions.

C. Woit suggested having the votes/ballots online because there is loss of members who do not come to PDW being able to get a voice.

E. Boyd voiced some concerns about including all CAPSI members across Canada as they would not see the speech or questions but they would get to vote.

J. Johnston noted that timing would be difficult for that and logistically hard to coordinate.

A. Carrière explained that there is software for this that has been developed and used by other groups. Transparency wise this [elections materials] does need to be discussed, and will have to be dealt with in the future.

J. Coleman expressed concern of confidentiality and supplying student documents if the elections are run online.

M. Hickey voiced concern of voting just on a speech because we get so much extra information from the CV, clarifying delegate's questions. Having them online may not provide all the information.

J. Otal said that voting online would be good to have individual voting, but would need to come back down to school level voting. Concern of getting people to actually go online and vote.

J. Johnston noted the importance of the general assembly. There is more equality. You have an opportunity as locals to change the vote of your delegates if something comes up in camera that you know would sway the way your delegate

K. O'Keefe explained that it is hard to get people to watch the by-election videos. Local reps have been chosen by our students to represent them here, and having CAPSI reps there with them to clarify concerns or questions is important.

M. Kazem noted that usually there is not a big turnout at by-elections. He also noted that it is hard for larger schools that have a lot of delegates to get a general feeling of how their schools feel.

C. Stoneman raised the point of transparency. At world congress delegates can come to the election discussion and they also have to go in camera.

A. Carriere asked schools to discuss their turnout to by-elections. There was a general consensus that there is poor attendance across the country and local representatives value the discussions with their students at PDW elections.

M. Hickey said that she likes the idea of having a ballot in case delegates more on the fence or quieter voicing their opinions.

A. Carriere feels there may be concern about our election procedure and wonders if this is why we are relying on by elections every year.

C. Woit explained that by-elections were probably only so big last year due to the unfortunate circumstances of PDW last year (bad weather, long distance for people to travel). She said we might run into the issue that elections are cumbersome anyway, harder for people to get up on stage when they are concerned about getting respect from their peers. She liked the idea of opening up the election discussion to students who would like to be there.

C. Stoneman suggested that if we allow students to attend our meetings, we might end up with people who attend are more inspired to run for positions.

J. Coleman suggested that it might be that we need better promotion of the elections, not that people don't have faith in the procedure. Also there has been an increase in professionalism surrounding the conference and we may be on an upswing of getting more people to run at PDW.

M. Hickey agrees that promotion is our biggest issue.

A. Wanner said that getting up in front of a crowd is important, it shows that you want to do it.

S. Lepage asked if PDW delegates allowed to attend our meetings.

A. Carriere said there is no official position on that.

S. Lepage said that a lot of students don't know what we talk about, what we are doing all day when we say we are in meetings. Also, attendance at meetings could be good stamp

motivation. It would be nice to have an elections section on the website and highlight the positions and procedures there.

A. Carriere summarized that it sounds like the election procedure as it is, don't like by-election videos and we should push the promotion and consider opening up meetings to delegates.

H. Meginnis suggested that we need a more personal connection with national to students.

## 6. Membership

**J. Coleman**

J. Coleman explained that since we are now collaborating for membership benefits with CPhA, we need information about how each school does their membership procedure.

**UBC** students can become members at any point. The best year to join is first year, they pay \$80 for a 4 year membership. This goes down \$20/year as benefits decrease as you join later. It is not mandatory membership

**UofA** – pay \$200 which is membership that covers all 4 years. Logistically difficult /financially difficult to do it every year so just a one-time payment. It is not mandatory membership.

**Saskatchewan** -- \$80 one-time fee for 4 years, no matter when you sign up. Most sign up in first or second year. Not feasible to do \$20/year. Not mandatory membership. They also add fees for those who are not members if they want to participate in the events but are not members, but usually paying the extra fees ends up equal to paying for a membership. They usually end up with about 75-80% of each class as CAPSI members. Too hard to get the fees every year. They would be working at a big deficit if they switched because they may not get the money from membership for 4 years guaranteed.

**Manitoba** – \$90 for 4 years, no matter when you join. Fees if you are not a member and want to take part in events. Not mandatory. Usually 90-95% joining in first years.

**Waterloo** – one-time fee \$72 in first year and it decreases \$18 per year. Not too strict on CAPSI/not CAPSI unless for some bigger events

**U of T** -- mandatory included in tuition. Get the list from the registrar

**Montreal** --\$60 one time, no matter what year you sign up. Hard to get new members, but it was good with PDW in Montreal/Laval, getting farther away may see a drop, but they are running a lot more CAPSI events.

**Laval** – will be included in tuition starting 2016, \$20 per year.

**Dal** – mandatory in tuition. Paid every year.

**MUN** – yearly, \$20.

There was a brief discussion about emails to membership. We have to give people an option if they want to opt out of emails from us and a record has to be kept. May need to do a membership number per student.

- 7. Adjourn,**  
**BIRT CAPSI adjourn at 6:00 pm.**  
**A. Carrière/A.patel**  
**Carried.**

---

**FRIDAY, JANUARY 9<sup>TH</sup>, 2015**

CAPSI meeting room: Garneau Room, Delta Quebec Hotel  
5:00PM – 7:00PM

**1. Call to Order**

**A. Carrière**

**2. Attendance**

**J. Coleman**

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications
A. Prata	VP Education
E. Boyd	Finance Officer
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	MUN Senior Representative
S. Saunder	MUN Junior Representative

### 3. PDW 2015 Mid-Conference Update

K.Pilon

- Competitions: concerns about what materials were allowed and provided.
- Stamping not as strict as last year
- Sponsor complaints of too much noise during the night. The 6th floor is very loud, complaints from some students as well. For future PDWs important to remember to put sponsors and students separated by a floor.

**PDW turnover** -- as council has turnover for positions, it would be good to have a PDW turnover document as well. There are a lot of things that Laval would have liked to know before starting to plan. For example, sponsorship coordinated on National and PDWPC levels. A sponsor came up with a last minute sponsorship concern before printing which added more stress to the PC. Also, small things like where to buy lanyards etc., small details are important as well.

A.Carriere felt it would be good to have, ULaval would have to start this document. National currently has a committee that includes national council, PDW PC for that year, and it would be good to bring in the PDWPC for the following year to allow for more consistent turnover and better sponsorship information/relationship maintenance. She noted that sponsorship situation in Quebec is very different from other parts of the country.

K.Pilon explained that for sponsorship, some sponsors did cut back, some only did a booth at the Health Fair so there are still some challenges.

### 4. PDW 2016 Presentation

#### *Date*

- moved up one week to Jan 6, 2016 to save ~\$10,000. It was initially delayed due to frosh week but moved it back for the contract.

#### *Hotel*

- 80% attrition (of 160 rooms) – 128 rooms needed
- Registering the hotel -- K.Pilon asked if they would do booking through PDWPC like this year or do it individually.
- This year, Laval absorbed the cost of rooms that were not completely filled. They did an average of prices to give everyone the same price, and only total of 5 rooms not filled.

#### *Food*

- 1 breakfast, 3 morning breaks, 3 lunches
- finger foods for CAPSI meet and greet and the executive cocktail
- Breakfast available in a restaurant as well.



- K. O'Keefe suggested going with a breakfast vs a lunch as students would probably prefer breakfast to lunch due to having to get up early enough to breakfast and get to the conference, which would be more difficult than lunch.
- K.Pilon said she doesn't feel finger foods are a requirement for the CAPSI meet and great and suggested that if they have to cut something to cut this first (may get people who are not particularly interested in council)

### *Shuttle*

- The committee was wondering about the logistics about the shuttle.
- K.Pilon said that she did a survey and then looked at the times that most people were arriving to arrange their shuttles. She said they PC could get more details - train/plane, arrival times, etc.
- A.Carriere asked if there is a bus to take people from Pearson to Niagara.
- The planning committee suggested a couple of routes for the shuttle. A.Carriere advised avoiding going across the border as there is a lot of room for issues with that and suggested a loop route. She said to ensure the route is decided and announced so that delegates can book flights to the right airport. People may be intimidated by not knowing how to get to Niagara, so it takes out the guess work.
- announce the times the shuttle will run so that people can make decision on the flights so they don't have to wait for the shuttle in the airport for hours

### *Speakers*

- motivational/keynote -- speakers spotlight
- For the session speakers, they have created a list of people after meeting with the dean, made some contacts and also continuing to brainstorm. Geography -- mostly from Ontario.
- A. Carrière suggested trying to find some innovative talks as students are not looking for another lecture.
- The PDWPC said they are trying to make the talks more practice based with new grads.

### *Competitions*

- They explained that it is an hour and a half commute each way so they will be making it a day event and forming a committee to make it work. They asked about CAPSI insurance and it was confirmed that it does transportation between conference sites but would have to look in to the drive.
- A. Prata voiced concern about a full day commitment as it may deter people from competing if they know they have to lose a full day of the conference.
- A.Carriere said it is possible to have live feeds for students who are at the competitions, or have the competitions the day before the conference (Registration day)
- H. Meginnins suggested having at speaker at UWaterloo but noted that we would need to provide food
- K. Selva suggested a tourist event. Asked about a virtual tour of the school such as info booths around the building/interactive walk through

### *Translations*

- Trying to avoid repeat contacts for French speakers
- website -- almost translated

- A. Carrière asked if they have a committee for translation, which they will make. A. Carrière offered support from CAPSI.
- K. Pilon said to be aware that even if you give deadlines speakers will have last minute changes to make

#### *Website/IT*

- promotional video -- say a few words before the video is played at the gala

#### *Social*

- A. Carrière suggested not saying “for those who don’t enjoy clubbing” on advertisement
- J. Johnston asked about financials for these events. The committee will provide that information when it is available.

#### *Marketing/sponsorship*

- It was noted that there was no subcommittee for sponsorship for Laval, but there was one for Montreal.
- K. Pilon said to make sure it’s always the same person contacting the same sponsor
- A. Carrière explained that we may not be able to get \$35,000 sponsorship level, so prepare a budget with \$25,000 as potential top tier sponsorship.

#### *Finances*

- first payment to hotel \$5000 through the CAPSI loan

#### *General*

- Registration -- wanted to have it early august.
  - K. O’Keefe voiced concern about early August registration. It may not be easier for the PC because student’s plans change, people win competitions, etc. so it is just more confusing.
  - A. Carrière noted that even the end of October is pushing it for locals to get their competition winners finalized, first week of November is probably more reasonable.
- schedule
  - There were concerns about having Friday morning as a morning off, we could fit in one speaker at least
  - A. Carrière noted that it could promote too much drinking as students wouldn’t have to get out of bed the next day. Saturday before elections probably supply breakfast, Friday during free time, add a session or two, which could connect everyone before the health fair. She also suggested having speakers running at the same time so that not everyone goes at the same time and there is an even flow of students as this is the only time some sponsors see students.
  - A. Prata said that 8:15 is too early for elections, especially if we have a breakfast.
  - M. Hickey noted that the CAPSI meet and great this year was right after AGM. Having it at 5-6 may decrease the turn out.
  - A. Carrière said to try not to have the meet and great at same time as speaker so that they don’t have to miss a speaker for the meet and great.
  - It was suggested to switch CAPSI meet and great with breakout session 1 and 2 and for those who miss meet and great for competitions, we can arrange times to meet them.
  - A. Wanner said having days start around the same time may be a little better
  - The PDWPC asked about the requirement for French speakers?
  - A. Carrière explained that there is no minimum but try to visually gauge it. It won’t be 50% French in Ontario but make sure that you have at least one per day.

## 5. PDW 2017 Presentation

- A.Carriere explained the general schedule and suggested that if going with this theme, aim to go outside of traditional pharmacy speakers such as Government, advocacy groups, how to market yourself etc.
- For the budget it was suggested to start with a hotel so you know how many delegates you can accommodate which sets the budget.

## 6. Website Update

**H.Chan**

H. Chan showed the group the website as it will look when launched. She explained that there is an option to change the entire website to French. There will eventually be membership only access to some content but that is not currently accessible.

There are now options to expand more information, just to make it more user friendly/clean

Meet the council is pretty similar to before.

Past Council – lists were provided and updated the look.

ScOPe not currently functional because animations take longer to code

Upcoming sections include:

- Membership benefits: information about the benefits, textbook discounts etc.
- get involved: elections, becoming a rep, translations committee

Questions

K. O'Keefe asked about the picture on the home page and connection to CAPSI.

A.Carriere explained that there is a new photo bank coming from CPhA.

## 7. Election Preparation

**J. Coleman**

provided a brief overview of how the elections will run and opened the floor for any specific questions.

## 8. Adjourn

**A. Carrière**

**BIRT CAPSI adjourn for the evening at 7:15 pm.**

**A.Carriere/M.Hickey.**

**Carried**

---

**SATURDAY, JANUARY 10<sup>TH</sup>, 2015**  
CAPSI meeting room: Garneau Room, Delta Quebec Hotel  
10:30AM – 5:00PM

**1. Call to Order**

**A. Carrière**

**A. Carrière called the meeting to order.**

**2. Attendance**

**J. Coleman**

A. Carrière	President
J. Johnston	Past President
K. Selva	President-Elect
J. Coleman	Executive Secretary
S. Huynh	VP Communications
A. Prata	VP Education
E. Boyd	Finance Officer
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	MUN Senior Representative
S. Saunder	MUN Junior Representative

**3. Overview and Discussion of Election Candidates**

**A. Carrière**

**BIRT CAPSI council go in camera for the elections discussion.**

**A.Carriere/A.Patel**

**Carried.**

**4. President Vote of Confidence** **J. Coleman**

**5. President-Elect Vote of Confidence** **J. Coleman**

**6. IPSF Vote of Confidence** **J. Coleman**

**7. Student Loan Forgiveness Letter** **K. Selva**

K. Selva has been working on preparing a document to include pharmacists in health professionals who can get forgiveness of their student loans if they go work in rural areas.

Council reviewed the document for changes and will review the updated document at the spring TC.

**8. Joint Officer Meeting Updates** **A. Carrière**

*Pfizer*

Representative came in to see relevance of competitions and see if there are any changes. Pleased with the competition (OTC), cleared up the local competition prize (250) then additional 500 to run the competitions. They may want that explicitly in the contract next year. Impressed with Guy Genest and the type of applicants we get. Cleared up the sponsorship strategy.

*CPhA --*

New governance model, closed board. We have asked to have an observer, but they also have accountants, marketing specialists sitting on the board so we may not get to sit in on the major board meetings. We will have representation on a committee and we feel the best fit is the advocacy committee.

Update on Advocacy Committee—There is an insurance steering committee for lobbying for payment for pharmacy services. They are also working to hedging off a story that will come out through CBC Marketplace about counseling. There is also a Canada revenue issue with not claiming reimbursement from companies etc., so they are monitoring public outlook on pharmacists before and after these reports.

Membership, very understanding in the challenges

Text book – technically/logistically a huge amount of work to prevent people from doing their own bulk orders locally, because they can't prevent groups (ex.hospitals) from ordering all their materials as well.

PAM – materials should be out by the end of the month, there will eventually be a consistent theme year to year.

CEU for pharmacy students – will get interest via survey. Students can still get the discounts. Will send some promo material to us to get people.

## *TEVA*

Cleared up the past sponsorship issues, explained the steps taken, they are very happy with how we handled it. Future sponsorship for PDWs outside of QC will be \$25,000 going forward. Impressed with our VPPA position. They are very impressed with how we are running the council.

Leadership seminar will happen at CPhA this year.

Water bottles – time in advance for ordering, takes about 2 months for the water bottle numbers, which should be consistent going forward. Offer excess stock as prizes or adjust your numbers if you have some left over for this fall.

## *Medisca*

Past challenges with getting the contract/sponsorship. We now have a contract (3 years) as of this PDW to ensure national PDW promotion. Discussed strategy for deadlines to avoid last minute scrambles for materials.

## *Scotiabank*

The whole team is excited to hear about post PDW updates.

We established that there are two distinct needs for earlier years and later years in the program. Michelle suggested trying to connect with Scotiabank to get a finances talk for your students. Michele felt that there could be more relationship with local reps. Will be linking to Scotiabank pages through our website for members.

## **9. New Business**

**A. Carrière**

### **Turnover Documents**

**K. Selva**

K.Selva noted that there is nothing set in stone for turnover right now.

J.Coleman noted that there would need to be amendments made to the operation manual if we want to pursue putting them into position descriptions.

C. Woit suggested including general duties, then explain more what you have to do by a timeline. Will send a sample of template.

A.Carriere said she would get template and discuss at TC.

### **Competitions**

K O'Keefe expressed concern about the competitions. Ten extra minutes were given at the end of the compounding competition. A lot of schools felt like they had pressed through to get it finished in an hour and were upset that others had gotten more time.

H.Meginnis asked if possible to give an informal apology when announcing the winners.

A.Prata said she will bring it to the PC.She asked if the judges can tell if teams stopped working or if they used the time and if we should address this at the Gala tonight.

J. Johnston asked if the competition was compromised in students' eyes.

K.O'Keefe felt it was. She explained that some schools had notes, others did not and she felt that nobody should have not been able to use them if not everyone had them.

J. Johnston asked how clear it was what materials could be brought to the competition.

A.Prata said she wasn't too hands on with Medisca portion. Not sure that everyone knew.

There was a general consensus from local representatives that there was confusion about what was allowed to be taken in to the competition

A.Prata noted that there isn't a list of what can and can't go in (standardized) as CAPSI doesn't write the case. Going forward we would need to develop a document that specifies.

J.Johnston was concerned about announcing a winner tonight as it sounds like a lot of concerns about giving an award and the credibility could be compromised.

S.Lepage noted that she understands the concerns. References does not mean notes in her mind. She voiced concern about how Medisca will feel if we don't award the money.

A.Carriere suggested to give an apology and state the winners. An apology is more transparent to our membership. Some people won't get to compete again, not fair not to provide them with their prize.

C.Woit noted it is not fair to punish the teams for a judging decision.

D.Burton noted that competitors have told delegates what happened. People know and we need to apologize.

J.Otal expressed that the apology needs to be worded right. Recognize that there were some discrepancies etc., but can't be too apologetic because it says that we are worried about the integrity and conspiracy etc.

M.Hickey noted that we don't want to diminish the team that won and make them feel like they only won because they got extra time.

## **10. Adjourn**

**A. Carrière**

**BIRT CAPSI adjourn at 3:06 pm**

**A.Carrier/ S.Lepage**

**Abstentions: O'Keefe, E.Boyd, J. Coleman, A.Patel, A.Wanner**

**Revote**

**Abstentions A. Wanner, K. O'Keefe, E.Boyd, J.Coleman**

**Carried.**



# Appendix A

**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 – Karine Pilon, Areeba 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, Areeba 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 Laval Universite – 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 Carriere

**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

# Appendix B

VP of Professional Affairs

List of Duties

1. Compile information regarding the resources, relationships and events held at local and international levels regarding interprofessional collaboration in order to promote interprofessional collaboration and organize national interprofessional events.
2. Work with the webmaster to ensure current content in the ScOPe map and CAPSI's website.
3. Organize and coordinate a minimum of one interprofessional Pharmacist Awareness Month (PAM) event on a national level to be run at each school
4. Act as a media relations officer to increase CAPSI's exposure through the general media and delegate incoming requests from general media to the appropriate portfolio with the use of an updated press package, media release, or other professional communication.
5. Develop collaborative opportunities to promote the profession of pharmacy, through publications and/or networking events in order to maintain interprofessional relationships with other professional healthcare student organizations.
6. Stay up to date on relevant news and explore intra and interprofessional collaborations. Use information gathered to contribute a minimum of one article per CAPSIL edition.