



# CAPSI - I'ACEIP PDW 2011 MEETING



*Foundation*

*Strength*

*Unification*

**PDW 2011 – Saskatoon, Saskatchewan  
CAPSI General Council Meetings  
January 12<sup>th</sup> to 15<sup>th</sup>, 2011**

**Wednesday, January 12<sup>th</sup>, 2011**

**9:00 am - 3:00 pm**

**Agenda - General Council Meeting**

1. Call to Order
2. Attendance/Welcome/Introductions
3. Acceptance of Fall Teleconference (Wednesday, November 3, 2010) Minutes
4. Year End School Reports
  - 4.1 University of British Columbia
  - 4.2 University of Alberta
  - 4.3 University of Saskatchewan
  - 4.4 University of Manitoba
  - 4.5 University of Waterloo
  - 4.6 University of Toronto
  - 4.7 Université de Montréal
  - 4.8 Université Laval
  - 4.9 Dalhousie University
  - 4.10 Memorial University
5. Executive Reports
  - 5.1 VP Education
  - 5.2 VP Communications
  - 5.3 VP Professional Affairs
  - 5.4 CAPSIL Editor
  - 5.5 IPSF Liaison
  - 5.6 Student Exchange Officer
  - 5.7 Finance Officer
  - 5.8 Executive Secretary
  - 5.9 Past President
  - 5.10 President
6. CSHP Student Delegate Update
7. CPhA Student Board Member Update
8. Constitutional/Operating Manual Ammendments
9. Entry Level PharmD Update
10. Friends of CAPSI Update
11. Platinum Level Sponsorship
12. PDW Letter of Agreement
13. PDW Letters to Faculty
14. Finance Update

15. Honorary Life Member
16. Saskatchewan Pharmacy Practice Change Working Group
17. Pharmacist Awareness Week: Dispelling Myths
18. Pharmacy from Coast-to-Coast
19. Local PA representative
20. CIBC Run for the Cure
21. CAPSI Online Store
22. APhA-ASP Conference
23. Meeting between the VP Education and local CAPSI reps
24. Committee Meetings:
  - A) Finance Committee Meeting
  - B) Membership Committee Meeting

**PDW 2011 – Saskatoon, Saskatchewan  
CAPSI General Council Meetings  
January 12<sup>th</sup> to 15<sup>th</sup>, 2011**

**Thursday, January 13<sup>th</sup>, 2011  
2:00pm - 3:45 pm  
Agenda - General Council Meeting**

1. Call to Order
2. Attendance
3. PDW 2012 Update
4. Adjournment

**PDW 2011 – Saskatoon, Saskatchewan  
CAPSI General Council Meetings  
January 12<sup>th</sup> to 15<sup>th</sup>, 2011**

**Friday, January 14<sup>th</sup>, 2011  
2:00pm-3:00 pm, 4:00-6:00 pm  
Agenda-General Council Meetings**

1. Call to Order
2. Attendance
3. Overview & Discussion of Election Candidates
4. PDW 2011 Mid-Conference Update
5. Adjournment

# **PDW 2011 – Saskatoon, Saskatchewan**

**Saturday, January 15<sup>th</sup>, 2011  
12:15-2:30pm  
Agenda-Annual General Meeting**

1. Call to Order
2. Attendance/Welcome/Introductions
3. Acceptance of CAPSI Annual General Meeting Minutes 2010
4. Executive Reports
  1. President
  2. Past-President
  3. President Elect
  4. VP Communications
  5. VP Education
  6. VP Professional Affairs
  7. Finance Officer
  8. Executive Secretary
  9. Student Exchange Officer
  10. IPSF Liaison
  11. CAPSIL Editor
5. Questions
6. New Business
7. Closing Remarks
8. Adjournment

# **PDW 2011 – Saskatoon, Saskatchewan CAPSI General Council Meetings January 12<sup>th</sup> to 15<sup>th</sup>, 2011**

**Saturday, January 15<sup>th</sup>, 2011  
2:30pm-3:45pm  
Agenda-General Council Meetings**

1. Call to Order
2. Attendance
3. Old Business
4. President-Elect Vote of Confidence
5. JOM/Sponsorship Update
6. Wrap-Up

## Motions/Directives approved at PDW 2011

Motion: *“BIRT CAPSI National approves all suggested amendments to the CAPSI Bylaws as submitted to the CAPSI National Council by the 2010-2011 Constitutional Review Committee to be presented to the Membership at the CAPSI Annual General Meeting 2011.”*

J. Grocholsky / M. Riordon

Motion: *“BIRT CAPSI National approves all suggested amendments to the CAPSI Operating Manual as submitted to the CAPSI National Council by the 2010-2011 Constitutional Review Committee.”*

J. Grocholsky / G. Gandoke

Motion: *“BIRT an ad hoc committee (consisting of M. Zhang as chair, A. Wong, J. Oliver, J. Grocholsky, L. Wang, G. Gandoke, A. McMullin, and E. Glenza) be formed to discuss the potential platinum sponsorship level and report back to CAPSI National at the spring TC with feedback.”*

M. Zhang / A. Wong

Motion: *“BIRT CAPSI National approves the Professional Development Week Letter of Agreement as prepared by the Constitutional Review Committee of 2010-2011, to be signed commencing PDW 2012.”*

J. Grocholsky / A. Sylvester

Motion: *“BIRT A letter outlining the highlights and specific educational opportunities provided at PDW is sent to each Faculty of Pharmacy within two (2) weeks following the conclusion of PDW” is added to the portfolio of the President-Elect.”*

J. Grocholsky / K. Langejans

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Motion: *“BIRT all local CAPSI senior and junior representatives submit receipts for out of pocket travel and hotel expenses for PDW 2011, to the Finance Officer before Friday, January 28<sup>th</sup>, 2011, who will then re distribute a proportional percentage (to a maximum of 100%) of the \$4000 to those representatives.”*

A. Wong / S. Sonneff

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Motion: *“BIRT CAPSI receives and approves the annual financial statements for the year ended March 31, 2009 and the year ended March 31, 2010.”*

A. Wong/B.Elliott

Motion: *“BIRT an ad hoc committee is formed for the Pharmacy from Coast to Coast initiative with J. Grocholsky as chair, and J. Baker, A. Lamb, K. Langejans, S. Sonneff, M. Mahfouz, A. McMullin to report back at the spring TC.”*

J. Grocholsky/M. Riordon

Motion: *BIRT there will be a new local position on the council as professional affairs representative in schools that elect to have this position on their council. The rep would be responsible for interprofessional activities and symposia development. The position development will begin in the 2011-2012 year.*

L. Wang / K. Rai

Motion: *“BIRT CAPSI National implements the following rules for the Pharmacfacts Bowl team at PDW: One member from each year and if they don’t have a member from each year then the school can replace that member with a student from a younger year. If there are no first years attending then a second year student can replace that member.”*

A. Sylvestre / C. Hotel

Motion: *“BIRT CAPSI National approves of the AGM minutes from PDW 2010.”*

S. Soneff / J. Grocholsky

# PDW 2011 - CAPSI General Council Meetings

## Saskatoon, Saskatchewan

### January 12<sup>th</sup> to 15<sup>th</sup>, 2011

General Council Meetings  
Wednesday, January 12<sup>th</sup>, 2011  
9:00 am – 3:00 pm

**1. Call to Order P. Kwok**

- P. Kwok called the meeting to order at 9:15 am

**2. Attendance M. Riordon**

P. Kwok	President
B. Elliot	Past - President
J. Grocholsky	President - Elect
M. Riordon	Executive Secretary
L. Wang	VP Professional Affairs
M. Zhang	VP Communications
J. Oliver	VP Education
A. Wong	Finance Officer
S. Soneff	IPSF Liaison
K. Langejans	Student Exchange Officer
S. Yue	UBC Senior Representative
K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
C. Hotel	Manitoba Junior Representative
A. Sylvestre	Toronto Senior Representative
J. Baker	Toronto Junior Representative
A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
M. Mahfouz	Montreal Senior Representative
P. Lanthier-Labonte	Montreal Junior Representative
E. Glenza	Laval Senior Representative
J. King	Laval Junior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative

J. Cyr  
D. Clark  
A. Huisman  
L. Phillips

Memorial Senior Representative  
Memorial Junior Representative  
CSHP Student Delegate  
CPhA Student Board Member

Regrets:

Y. Hui

CAPSIL Editor

**3. Acceptance of Old Minutes**

**BIRT CAPSI National accepts the minutes from the fall teleconference (Wednesday, November 3, 2010)**

K. Langejans / B. Elliott  
Motion carried

Additions to the agenda

- A. Lamb – Saskatoon GIC Account (#25)
- P. Kwok – in camera discussion about PDW (#26)

**4. Year End School 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**

**University of British Columbia**

**SuFei Yui/Khushminder Rai**

- Please refer to the appendix

**University of Alberta**

**Greg Gandoke/Serena Westad**

- Please refer to the appendix

**University of Saskatchewan**

**Amy Lamb/Tara Babish**

- Please refer to the appendix

**University of Manitoba**

**Laura Delavau/Cody Hotel**



- Please refer to the appendix

**University of Waterloo**

**Ashley Gubbels/Jenny Seguin**

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- Please refer to the appendix
- B. Elliott left the room at 9:36am

**University of Toronto**

**Anne Sylvestre/Jen Baker**

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- Please refer to the appendix
- B. Elliott returned at 9:40am

**Université de Montréal**

**Mylène Mahfouz/Pascale Lanthier-Labonte**

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- Please refer to the appendix

**Université Laval**

**Émira Glenza/Jessica King**

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- Please refer to the appendix

**Dalhousie University**

**Sarah Creaser/Ashley McMullin**

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- Please refer to the appendix

**Memorial University of Newfoundland**

**Jill Cyr/Deidre Clark**

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- Please refer to the appendix
- G. Gandoke left the room at 9:46am

## **5. Executive Council Reports**

**President**

**President-Elect**

**VP Communications**

**VP Education**

**VP Professional Affairs**

**Finance Officer**

**Executive Secretary**

**CAPSIL Editor**

**IPSF Liaison**

**Student Exchange Officer**

**President**

**Polly Kwok**

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- Please refer to the appendix
- G. Gandoke returned at 9:48am

- Update by J. Baker about booking flights to PDW (about 70% of the executive council booked through her so she will give CAPSI the rebate of about \$250). Money raised by U of T student bookings will go for a student subsidy. She is looking into setting up a website through a booking engine so students could book themselves but will need to look into it further.
- P. Kwok reminded everyone to contact J. Baker as soon as possible for CPhA in Montréal (whether travelling by train or plane)

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**President-Elect****Jillian Grocholsky**

- Please refer to the appendix

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**Past-President****Brad Elliott**

- Please refer to the appendix
- Purchased insurance for CAPSI in December
- Asked A. Lamb about PDW since our new insurance will cover PDW

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**VP Communications****Maria Zhang**

- Please refer to the appendix
- T. Babish left the room at 9:55am
- Asked for feedback on the ax-iz \$5 per person in attendance incentive (was overall well received by local councils and grad classes)
- Sponsorship for the Award of Professionalism will no longer be available through Teva since they acquired ratio-pharm
- CAPSI will also lose \$2000 since the separate companies used to each be sponsors
- Wondered about Operation Wash-up since it was sponsored by ratio-pharm
- P. Kwok said it may be continued by Teva so schools can continue to use the resources they have left until they run out (possible issue since ratio-pharm is branded on the kits)
- T. Babish returned at 10:02am
- L. Wang asked for feedback from schools if they received any kits (no one did, just used leftover kits)

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**VP Education****Jeannine Oliver**

- Please refer to the appendix

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**VP Professional Affairs****Lora Wang**

- Please refer to the appendix
- A. Lamb suggested to ensure the “Demystifying Myths” booklet is in lay terms

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**Finance Officer****Amy Wong**

- Please refer to the appendix
- Received \$26,166 of a probable \$34,000 for membership fees

**Executive Secretary**

**Megan Riordon**

- Please refer to the appendix

**CAPSIL Editor**

**Yin Hui**

- Not present

**IPSF Liaison**

**Suzanne Soneff**

- Please refer to the appendix
- Will be having a meeting with the local IPSF liaisons tomorrow morning at 9am (local CAPSI reps to attend the meeting if IPSF reps are not attending PDW)

**Student Exchange Officer**

**Kendell Langejans**

- Please refer to the appendix

**6. CSHP Student Delegate Update**

**A. Huisman**

This is an opportunity for the CSHP Student Delegate to address the Council.

- CSHP 2015 held a Student Video Competition in the fall. Two entries were received and a winner was selected. CSHP 2015 will have contests in the future.
- Asked if council had suggestions/feedback for the contest (i.e. choice of video, other media, prizes, promotion of contest)
- Asked if there are ways CAPSI can be involved in CSHP 2015
- CSHP selected 2 students for the winner of the Hospital Pharmacy Student Award - Jessica Gagatek – Saskatoon, SK, and Timothy Leung, Edmonton, AB
- Recruitment for the new student delegate will begin at the end of January. Applications will be due at the end of March and a decision made in April.
- CSHP will be posting hospital pharmacy summer jobs on its website. This will be members only access.
- She is promoting and initiating discussions on the Pharmacist in Training PSN, on Yahoo groups
- PPC 2011 will be in Toronto at the end of this month and SES 2011 will be in Vancouver in August
- Joint session with Global Health PSN at PPC: How Can a Pharmacist Contribute to Global Health Humanitarian Efforts? Sharing Experiences and Discussing Opportunities
- CSHP is currently involved in strategic planning, to be complete in August
- Asked if CAPSI has ever done strategic planning

- B. Elliott said he had looked into it but there was not any so A. Huisman suggested that CAPSI look into it, as well as Risk Management (Bill Wilson would be a good resource)
- M. Zhang agreed that Mr. Wilson would be really good since he knows CAPSI

## 7. CPhA Student Board Member Update

L. Phillips

This is an opportunity for the CPhA Student Board Member to address the Council

- Asked for feedback with Christine
- B. Elliott said there was a lot more communication this year
- L. Phillips talked about competition for participation with schools
- Asked for feedback on CPhA lunch and learns
  - A. Sylvestre said that Christine made it really easy to organize
  - A. McMullin asked if the presentations were standardized (yes)
  - A. McMullin suggested the presentation have more information about CPhA
- B. Elliott had shared with Christine that the students are wondering more about the Blueprint and the advocacy for where the profession is going
- A. Lamb asked for more updates (L. Phillips explained that the Clik-Info is a good condensed update so to encourage students to look at that)
- L. Phillips talked about the Niche Network
- Jeff Morrison will be giving a presentation on government relations at PDW

BIRT CAPSI National recess for 15 minutes.

G. Gandoke / L. Delavau

Motion carried

BIRT CAPSI resume at 11:05am.

L. Wang / J. Oliver

Motion carried

## 8. Approval of Constitutional/OM Amendments

J. Grocholsky

(Expansion of the Webmasters' Role – M. Wong)

- M. Zhang talked about expanding the webmaster's portfolio to update the Facebook page and manage the online store (which will be discussed later)

**Motion: "BIRT CAPSI National approves all suggested amendments to the CAPSI Bylaws as submitted to the CAPSI National Council by the 2010-2011 Constitutional Review Committee to be presented to the Membership at the CAPSI Annual General Meeting 2011."**

**J. Grocholsky / M. Riordon**

- Discussed the proposed changes in the bylaws from the Friends of CAPSI document
- Motion carried

**Motion: “BIRT CAPSI National approves all suggested amendments to the CAPSI Operating Manual as submitted to the CAPSI National Council by the 2010-2011 Constitutional Review Committee.”**

**J. Grocholsky / G. Gandoke**

- J. Grocholsky summarized the changes from the new Operating Manual document
- B. Elliott mentioned that Videoteleconferences no longer happen so proposed they should be removed from the Operating Manual
- Motion carried
  
- Approval from membership is required to make changes in the bylaws so the motion will be passed at the AGM

**9. CAPSI Position on Entry Level PharmD Update**

**J. Grocholsky/P. Kwok**

- J. Grocholsky sent the document to Dean Mann, who had requested it, and to all the local CAPSI representatives
- Asked for further feedback
  - A. Lamb said that one of her classes went over the document and the students were not very happy with it and they believed CAPSI was accepting of the inevitable change
  - No other feedback from other schools
- P. Kwok mentioned that the position statement would be posted on the website and encouraged students to come talk to us if they have questions

**10. Friends of CAPSI Update**

**J. Grocholsky**

- The Friends of CAPSI document was discussed at the Fall TC and approved via email
- J. Mailman wanted the initial invitation sent in September but since it is now January, J. Grocholsky asked for feedback for when it should be sent
  - A. Lamb and G. Gandoke thought it didn't matter when the letter was sent
- Instructions are on the website and the PayPal account is set up so people can sign up online (open to all past CAPSI student members)
- B. Elliott thinks it should be reserved to past council members and award winners
- J. Grocholsky mentioned that resources would be focused on targeting our selected members but it would still be open to all previous CAPSI members
- B. Elliott asked A. Wong about how the finances would work
- A. Wong would transfer the PayPal payments to the Scotiabank account
- The discussion from last year's PDW agenda is attached at the end of this document

**11. Platinum Level Sponsorship**

**M. Zhang**

**Motion: “BIRT CAPSI expands its promotional package to include a Platinum level for additional sponsorship.”**

- We currently have gold (\$2000), silver (\$1500), and bronze (\$500) levels associated with a variety of benefits
- Since we are losing ratio-pharm as a sponsor, M. Zhang was thinking of raising the levels
- She proposed a Platinum level for \$3,000-5,000, which would be available on a first come first serve basis (CU media had suggested having a title sponsor, but that would be tied with one specific sponsor)
- She thought that the best option would be to have a platinum level, which would include:
  - First access to the online store (this could be enticing for CPhA)
  - We could have a feedback page for the sponsors (as a benefit for platinum membership)
  - Could increase advertising in the CAPSIL or the agenda or on the website
  - Suggested \$3000 as the platinum level
  - A. Lamb thinks that the option with a student survey would be very valuable and thought it could even be raised to \$4,000
  - G. Gandoke asked if the gold level sponsors would be asked to raise their sponsorship (M. Zhang feels that some current gold sponsors might not be attracted to the new benefits but it would attract new sponsors; she does not feel that having a new level would make current levels obsolete)
  - L. Wang asked about the survey in case the sponsor was not happy with the survey sponsor (M. Zhang said that it could be tailored with our input as an added benefit to make it more effective)
  - S. Sonneff asked how many gold sponsors we currently have (B. Elliott said 8 are listed in the agenda; P. Kwok said 7 are on the website (since ratiopharm is not on the website)
  - M. Zhang confirmed that these sponsors would be offered the choice first; it would need to be exclusive to make it more enticing when it first starts
  - A. Lamb asked when the fiscal year starts for our sponsors (A. Wong said that the invoices are sent in the summer for CAPSI club and then funds are received in the fall)
  - L. Wang asked what the highest gold sponsorship has been (it has always been a firm \$2,000)
  - C. Hotel asked if we make the platinum level exclusive for 3 companies one year, would they be guaranteed platinum sponsorship for the following year?
  - M. Zhang said that in current contracts they do get first choice but she could exclude that clause in the contract for this level
  - A. Sylvestre wondered about the exclusivity since we would be missing out on potential sponsors (M. Zhang said that with the added benefits it would still sell)
  - A. Wong talked about Scotiabank since they sponsor \$22,000 so would they automatically be platinum? B. Elliott said that it would depend on how much of that portion went to CAPSI National, which is usually a minimum of \$2,000 and the rest going to PDW
  - A. Lamb suggested it would be good for Scotiabank or ax-iz (pamphlets and information about their products could be advertised to the students); this could be added to the benefits in written form (more so an information package for students, and less of an advertisement)

- The idea will be brought up with the membership committee
- M. Zhang had thought about weblinks to the sponsor on our logos on the website (it is already present but it is not outlined in the benefit agreement for all sponsors so it should be specified)
- B. Elliott stated that it is stated in the OM
- J. Grocholsky mentioned that if we have too many sponsors (who are not exclusive) then there may be too many surveys and students would stop responding
- A. Wong suggested asking the current sponsors for feedback to see what CAPSI does for them (M. Zhang will discuss this in the JOMs; she wants to create a feedback form so the sponsors can fill it out and send it back to us)
- At the JOMs, M. Zhang would like to bring up the idea about a potential new sponsorship level with our sponsors and would follow up with an email
- P. Kwok suggested creating an ad hoc committee then information could be brought up at the spring TC and confirmed at CPhA meetings; details should be sorted out before then
- J. Grocholsky said that it should still be brought up at the JOMs to see if current sponsors would even be interested
- B. Elliott mentioned the Workopolis agreement

***BIRT an ad hoc committee (consisting of M. Zhang as chair, A. Wong, J. Oliver, J. Grocholsky, L. Wang, G. Gandoke, A. McMullin, and E. Glenza) be formed to discuss the potential platinum sponsorship level and report back to CAPSI National at the spring TC with feedback.  
M. Zhang / A. Wong***

- Motion carried
- The committee can meet before the spring TC and draft a potential addition for the Operating Manual

## **12. PDW Letter of Agreement**

**J. Grocholsky**

The 2010-2011 Constitutional Review Committee has reviewed the PDW Letter of Agreement previously prepared by Jonathan Mailman and submits a final draft for approval. This document was created to ensure consistency and continuity of PDW while maintaining its viability from year to year.

- The document was sent out to council prior to PDW
- A. Lamb thinks that it will really help the planning committees
- S. Creaser said that the PDW 2012 planning committee is already using it
- B. Elliott mentioned that the document would be too large to be included in the Operating Manual
- J. Grocholsky said there is a contractual agreement in the Operating Manual so that the committee can refer to it (we would also need to look into insurance)

**Motion: "BIRT CAPSI National approves the Professional Development Week Letter of Agreement as prepared by the Constitutional Review Committee of 2010-2011, to be signed commencing PDW 2012."**

**J. Grocholsky / A. Sylvester**

- A. Sylvestre asked if it was too late for PDW 2012 since the "two years prior" is already passed
- P. Kwok said that it shouldn't be an issue since the PDW 2012 planning committee is already using it (confirmed by S. Creaser)
- The planning committees for PDW 2012 and 2013 can both sign the agreement this year
- Motion carried

### **13. PDW Letters to Faculty**

**J. Grocholsky**

PDW provides pharmacy students with significant opportunities for professional growth and development through competitions, speakers, and events. Each year PDW succeeds in providing invaluable education to pharmacy students, that extends beyond the classroom. To nurture existing relationships with the Deans of each Faculty of Pharmacy, a personalized letter may be sent outlining that year's specific highlights and expressing gratitude for their support in permitting students to attend the conference. The addition of this act to the portfolio of the President –Elect will also create an opportunity for introductions and open the lines of communication for the coming year.

- J. Cyr explained that she had done this after the CPhA conference and it went over very well with the MUN faculty
- B. Elliott added that he had talked to the Director of Pharmacy at DAL and it was well received
- G. Gandoke had also sent a letter and the U of A faculty had given them \$1000
- A. Lamb said that their faculty are very open to hearing about our conferences
- Representatives at the local level should also submit a letter and invite their faculty to their AGM since they get to see the feedback

*Motion: "BIRT A letter outlining the highlights and specific educational opportunities provided at PDW is sent to each Faculty of Pharmacy within two (2) weeks following the conclusion of PDW" is added to the portfolio of the President-Elect."*

*J. Grocholsky / K. Langejans*

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- A. Lamb thinks that the CAPSI benefits at the local level should be added as well (no change in the motion)
  - É. Glenza reminded that the letter should be translated
  - Motion carried

### **14. Finance Update**

**A. Wong**

Investments update:



5 GICs were bought in November and each \$10,000 will come up for maturity in the subsequent 5 years:

- 1) \$10,000 in a 1 yr GIC with an interest rate of 1.2% compounded annually
- 2) \$10,000 in a 2 yr GIC @ 2.3% compounded annually
- 3) \$10,000 in a 3 yr GIC @ a maximum possible rate of return of 12% paid at maturity (it is a stock-index GIC where the principle earns a potential return based on the percentage increase, if any, in the closing value of the index on the day of maturity)
- 4) \$10,000 in a 4 yr GIC @ 2.42% compounded annually
- 5) \$10,000 in a 5 yr market-powered GIC @ a maximum possible rate or return of 35% paid at maturity (similar to #3)

- A. Wong summarized what had been done previously and since the meeting with the financial advisor, this strategy was suggested to keep up with inflation
- B. Elliott asked if the Finance Officer would have the last decision about what is being done with the money
- A. Wong suggested that the Finance Officer would bring it up to council to decide to either invest the money or not (this will be detailed in the turnover report)

#### \$4000 for CAPSI Locals' expenses

As per the Fall TC, we need to discuss how we are distributing the \$4000 for local CAPSI reps.

- It seems that at the University of Waterloo, all expenses are covered out of pocket by the reps
- Our current reimbursement model
  - For executive council members → registration, hotel, & transportation covered
  - Senior Reps → registration and transportation covered
  - Junior Reps → only registration is covered
- It was suggested that 100% of transportation and registration (in addition to hotels for the senior representative) expenses for UofW reps be covered, then the remaining money could be split among other schools
- UBC reps have their hotel expenses partially covered
- B. Elliott asked about the membership fees and A. Wong clarified that we will exceed the expected revenue
- A. Lamb said that their local funds can completely cover UofA reps so they probably wouldn't need any financial assistance
- L. Delavau said that the University of Manitoba doesn't really have the resources to cover their expenses
  - UBC – hotel expenses are covered up to \$200 for the senior rep (junior rep expenses for flight and hotel are covered up to \$600)
  - UofA – they have enough locally to cover all expenses
  - USask – also has enough locally to cover all expenses
  - UofM – only registration is covered for junior reps so it is out of pocket for hotel and flight expenses
  - U of T – expenses will be covered locally this year because they made other cuts but it might not be enough for next year
  - U de M – they change year by year so it would depend

- U Laval – flight expenses are covered but not hotel for the junior rep
- DAL – they have enough for this year but it depends on where PDW is
- MUN – they have enough to cover their expenses
- B. Elliott suggested setting up a pool so that reps can submit their receipts each year
- P. Kwok suggested reimbursing those who need it based on an application, at A. Wong's discretion
- A. Sylvester suggested setting up an amount or a percentage model and having a motion
- K. Langejans suggested paying all portions of hotel expenses then dividing up the rest
- J. Oliver suggested doing a percentage scheme
- J. Baker suggested submitting out of pocket expenses then a portion would get covered
- G. Gandoke thinks that no one should be paying out of pocket so CAPSI should cover the reps who have to pay their own expenses
- A. Lamb suggested that even the reps who are covered by their council should be partly reimburses as well since the local council may not have as much money
- A. Sylvestre thinks out of pocket payers should be fully covered before those who are reimbursed locally

BIRT all local CAPSI senior and junior representatives submit receipts for out of pocket expenses for PDW 2011 to the Finance Officer who will then re distribute a proportional percentage of the \$4000 to those representatives.

A. Wong / S. Sonneff

- An amendment was suggested for travel and hotel expenses to a maximum of 100%

BIRT that all local CAPSI senior and junior representatives submit receipts for out of pocket travel and hotel expenses for PDW 2011 to the Finance Officer, who will then re distribute a proportional percentage (to a maximum of 100%) of the \$4000 to those representatives.

- T. Babish asked if it should be annual or if it was just this year
- A. Wong suggested that if there is a surplus then it could be revisited in following years
- A. Gubbels asked about defining out of pocket expenses → it means the expenses that local councils aren't covering
- A. Sylvestre suggested a friendly amendment for a deadline
- P. Kwok suggested reimbursing everyone who normally gets reimbursed then the other people can submit their receipts within one week
- J. Grocholsky suggested that if there is still excess then it can just stay in the budget

**Motion: "BIRT all local CAPSI senior and junior representatives submit receipts for out of pocket travel and hotel expenses for PDW 2011, to the Finance Officer before Friday, January 28<sup>th</sup>, 2011, who will then re distribute a proportional percentage (to a maximum of 100%) of the \$4000 to those representatives."**

**A. Wong / S. Sonneff**

- No further discussion on the motion
- Motion carried

*“BIRT CAPSI accepts and approves the appointment of a new accountant for the ensuing fiscal yearend (April 1, 2010- March 31, 2011), of whom the Finance Officer will appoint by CPhA 2011.”*

A. Wong/

- B. Elliott asked if A. Wong had looked into yet (she has someone in mind in Toronto)
- There needs to be a name for the AGM so that membership can approve the motion
- A. Wong will get the information

**Motion: “BIRT CAPSI receives and approves the annual financial statements for the year ended March 31, 2009 and the year ended March 31, 2010.”**

**A. Wong/B.Elliott**

- It was not done last year so that is why there are two years in the motion.
- Motion carried

BIRT CAPSI National break for lunch at 12:32pm (to return at 1:40pm)

G. Gandoke / L. Delavau

Motion carried

BIRT CAPSI National resume at 1:45pm

S. Sonneff / J. Baker

Motion carried

P. Kwok asked for school feedback on the CPhA contact in preparation of our JOM

- UBC – contact was mainly with Christine, posters were used during the membership drive; working on lunch and learn lecture; joint membership drive with CAPSI but no sign ups at the time so the emails of CAPSI members will be forwarded to Christine so she can send the registration link
- UofA – they advertise membership with CAPSI; they had the lunch and learn but most students who attended were already CPhA members. It appears that students lose interest when they have to go home and sign-up. There are some technical difficulties with renewing memberships, since a lot of students might think they are members but in fact are not (J. Grocholsky suggested having a laptop on site for people to sign up)
- UofS – first year students get an introduction to online library class that makes it easier to make everyone sign up online at that time but that class didn’t happen this year
- UofM – they have a joint membership drive with CAPSI at the beginning of the year; they suggested it would be helpful to have a quick subject title in the email
- A. Huisman left the room at 1:54pm
- UofW – CPhA flyers are in all the backpacks for students to sign up
- UofT – they did class presentations, list serves, and had the lunch and learn in December
- UdeM – has been in contact with Christine for French version, went to classes, sent emails, will have more contact for planning conference in March
- ULaval – there was too much going on in September so would be doing it in January
- DAL – had the lunch and learn so got the email list at that time then sent it to Christine

- MUN – lunch and learn will be happening in February so membership drive would be later

## 15. Honorary Life Member

P. Kwok

- A. Huisman returned at 2:00pm
- P. Kwok talked about the history of HLMS
  - It isn't necessary to have one nominated every year
  - The definition is attached at the end of the agenda
  - HLMS are usually nominated at one PDW then revisited and inducted by council at the following PDW
- Asked for feedback if Murray Brown is still a viable candidate or if another candidate should be moved forward (Linda Suveges had also been nominated by A. Lamb during the Fall TC)
- P. Kwok explained that the HLM needs to be actively involved with CAPSI National over at least 5 years, keeping in mind the rapid turnover with council
- M. Zhang read the original nomination from J. Morrison (previous VP Communications)

BIRT CAPSI National appoint Murray Brown as a CAPSI Honorary Life Member.

G. Gandoke/S. Westad

- P. Kwok asked if anyone had information about him to support the nomination
- A. Lamb talked briefly about L. Suveges' contributions
- There was discussion over the 5 year term since it is hard for the council to appoint someone if they don't know the person
- M. Zhang said that she has had contact with Sylvia and Adrian at Wyeth-Pfizer and that Murray Brown is more of an overseer. Her contact is more so with Adrian.
- S. Westad said that unless someone has a strong conviction to appoint him then we shouldn't
- J. Grocholsky said that we should appoint someone who has given outstanding contributions to CAPSI and who otherwise would be really missed
- K. Langejans asked if there was a nomination package prepared for his original nomination (no one thinks there was one)
- The CRC could possibly look into this
- J. Oliver suggested we defer the concept and look for more background information

BIRT CAPSI National call the question

A. Sylvestre/A. Lamb

Motion carried

BIRT CAPSI National appoint Murray Brown as a CAPSI Honorary Life Member.

G. Gandoke/S. Westad

Motion defeated

- L. Delavau asked if the 2 years would have to be renewed, and it was answered yes

**16. Saskatchewan Pharmacy Practice Change Working Group****A. Lamb**

This is a group that A. Lamb was elected to to represent CAPSI for the upcoming practice changes in Saskatchewan Pharmacy. She is hoping to relay the description and goals of this group and assess an appropriate way to liaise between CAPSI National and this group to best represents the ideals of CAPSI and pharmacy students as a whole.

- CAPSI 1<sup>st</sup> year rep from Laval (guest at meeting) left the room at 2:21pm and returned at 2:22pm
- A. Lamb asked about the website forum, and will send out an email to describe her updates with the group

**17. Pharmacist Awareness Week: Dispelling Myths****A. Lamb**

A. Lamb would like to suggest that each school include a topic during their PAW activities dispelling the negative "myths" about pharmacists. She sees this as an unchallenged barrier to practice change and progression and really should be addressed on a National scale.

- 
- She is asking for any myths from the council members and will tabulate the information to pass along to all the schools
  - D. Clark had done research on that topic and will share her information once the paper is finished
  - L. Wang is preparing a survey for the booklet and will share the information as well
  - Everyone should forward any information to A. Lamb

**18. Pharmacy from Coast-to-Coast – Student Updates****J. Grocholsky**

The pharmacy profession in Canada is rapidly changing. Regulations in each province however are changing in different ways and at varied rates. Student knowledge of proposed changes to the profession is paramount, as it will affect the way they will practice in the future. Since CAPSI represents pharmacy students nationally it should provide an updated source of information regarding current provincial initiatives. What happens in one province may easily impact what further changes are proposed in another. The goal of this initiative will be to provide students with semi-annual updates of current issues in each province using the website as a forum. This will also help create and nurture relationships with the various provincial pharmacy associations.

- She is looking for feedback from council
- A. Lamb thinks that it is a good idea to educate students nationwide
- J. Oliver agrees and suggested using the website to relay the information
- J. Baker added that it would also be helpful for graduating students (especially in Ontario) with their career choices
- S. Westad that it should be emphasized for students to use the website
- S. Creaser thinks it is a good idea

- M. Zhang suggested a “roll-over” link to add to the website with pop ups on each province
- J. Grocholsky suggested asking the provincial websites to submit information and would suggest an ad hoc committee
- S. Westad thought that it might be easier to include the local representatives to ensure the feedback from the provincial associations is given in a timely manner
- Feedback can be given as often as desired, with a piece of information on how operations are different in each school
- M. Zhang said that if more information was needed then we could add what is going on in each local CAPSIL
- J. Cyr asked about NB and PEI since there are no pharmacy programs in those provinces
- É. Glenza thinks we should add the links to the regulatory websites to ensure all the information is there
- B. Elliott mentioned that the links are already available so the reps could add information
- S. Creaser suggested a map of the country with quick information

**Motion: BIRT an ad hoc committee is formed for the Pharmacy from Coast to Coast initiative with J. Grocholsky as chair, and J. Baker, A. Lamb, K. Langejans, S. Sonneff, M. Mahfouz, A. McMullin to report back at the spring TC.**

**J. Grocholsky/M. Riordon**

- No further discussion
- Motion carried

**19. Local PA Representative**

**L. Wang**

- Position proposals were handed out to council members
- A. Sylvestre mentioned that one of the duties is supposed to be the community outreach program but we will no longer have that program
- P. Kwok mentioned that community outreach is integral to our profession so even though we don’t have a packaged kit we can still do other outreach initiatives
- S. Westad said that UofA already has someone with a similar portfolio so at their school it may not be feasible to add the position
- L. Wang mentioned that it would work well at UBC but other schools feel it may be a redundant position
- G. Gandoke said the VP Professional Affairs could just gather the IP information and direct it to the representative at their school
- J. Seguin feels it would also be redundant at UofW
- M. Mahfouz said that they already have interprofessionalism integrated in their curriculum so it wouldn’t be feasible at UdeM
- A. Lamb said UofS used to have interprofessional initiatives but that having another representative would be great
- T. Babish thinks that it would be good to integrate with AHSA

- J. Cyr said that they might not have time to implement the activities, and that their curriculum already has interprofessionalism
- S. Westad suggested that the schools who already have something could opt out
- UBC and U of M would be the only schools that would benefit from the new initiative
- There was concern with making changes to the Operating Manual because elections would happen after PDW so it would be next year before implementations take place

BIRT there will be a new local position on the council as professional affairs representative in schools that elect to have this position on their council. The rep would be responsible for interprofessional activities and symposia development. The position development will begin in the 2011-2012 year.

L. Wang / K. Rai

- A. Sylvestre feels that a motion is not necessary
- P. Kwok said that a motion is necessary since it would need to be in the Operating Manual to pass along national initiatives
- J. Oliver feels that local councils have the flexibility to decide what positions they need or not
- T. Babish feels that for most schools there is not a need for this position so the schools that need help could ask for suggestions
- S. Soneff said that the position could be like the Junior IPSF rep position, which is not mandatory
- B. Elliott read the section from the Operating Manual about local CAPSI councils
- A. Lamb thinks that a lot of students would like to be involved but not take on a primary position so it is good to have a council for a lot of people to take part in
- L. Delavau agrees with B. Elliott that it seems to be more of a communication issue to get in touch with the interprofessional reps if present
- J. Cyr said that because MUN is such a small school it is not feasible to have a local CAPSI council
- A. Gubbels thinks that because of the Operating Manual, it would not be necessary to have a motion

BIRT CAPSI National call the question

J. Oliver / S. Soneff

- Motion carried

Motion: BIRT there will be a new local position on the council as professional affairs representative in schools that elect to have this position on their council. The rep would be responsible for interprofessional activities and symposia development. The position development will begin in the 2011-2012 year.

L. Wang / K. Rai

- No further discussion on the motion
- Motion carried (8 for, 4 against)

- Additions will be made to the Operating Manual (work by the CRC)

## 20. CIBC Run for the Cure

A. Gubbels/J. Oliver

The Run for the Cure is Canada's largest one day fund-raising event for Breast Cancer research. Each year the run takes place on the first Sunday in October across the country. This makes it a great opportunity for pharmacy students in Canada to participate in the event each year. The University of Waterloo has had Sheri Howard coordinate a team for the CIBC Run for the Cure every year. She is proposing that CAPSI makes it a national event and all Canadian pharmacy schools coordinate a team (a document detailing the complete description of the proposal that Sheri wrote was given to council members).

For 2011 Sheri would volunteer to be the national captain or at least help the national captain. The national captain would have to sign up a team by March 2011. Then each school would have to find a volunteer captain for their site. Each school has to have a minimum of 10 participants sign up to qualify as a team. Once the teams/participants are registered, the fundraising can begin.

A proposal has been drafted up by a student at Waterloo and will be distributed to all Council Members prior to PDW meetings. This is intended to be a discussion to see which schools already participate in the Run for the Cure event and how many schools would be interested in coordinating on a national level.

- S. Creaser wondered if it is an issue that each school have a team since DAL already has a team
- É. Glenza said that ULaval already has a team as well so friendly competition would be good
- L. Delavau thinks it's a good idea but they already have a Team Pharmacy for the MS Walk so two fundraisers may be more difficult
- P. Lanthier-Labonté thinks it would be good
- J. Cyr doesn't think that MUN has a Run for the Cure team but they do a Movember fundraiser. They also do a Run for the Cure event so another fundraiser would be ok
- S. Westad thinks that it would be good to see the fundraising nationwide but each team organized by the local schools
- A. Gubbels clarified there would be a team captain at every school with a national captain to coordinate
- A. Sylvestre said we could add a progress meter tallying funds raised on the website
- P. Lanthier-Labonté thinks maybe another initiative might be better
- A. Sylvestre asked if CAPSI National had a charity that we sponsor
- J. Baker said it would be good to have a gender neutral charity fundraiser
- M. Zhang thinks it's a good idea for national philanthropy
- S. Sonneff suggested Trick or Eat
- L. Wang suggested the Terry Fox Run
- A. Gubbels will gather schools who are interested (UBC, UofA, UofS, not UofM because of their MS walk, UofW, UofT, UdeM, ULaval, DAL, not MUN)



- It would be open to non-CAPSI members as well
- P. Kwok suggested that we decide on a charity
- J. Grocholsky suggested everyone making a proposal for the charity then submit proposals to M. Zhang on a voluntary basis (M. Zhang suggested opening up the option to school's students)
- S. Sonneff suggested each PDW decide on a charity and schools would give money to which the charity would change every year

BIRT CAPSI National adjourn at 3:15pm

G. Gandoke / J. Oliver

Motion carried

### **23. Meeting with VP Education & Local CAPSI Reps**

**J. Oliver**

#### **Attendance**

J. Oliver	VP Education
S. Yue	UBC Senior Representative
K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
C. Hotel	Manitoba Junior Representative
A. Sylvestre	Toronto Senior Representative
J. Baker	Toronto Junior Representative
A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
M. Mahfouz	Montreal Senior Representative
P. Lanthier-Labonte	Montreal Junior Representative
E. Glenza	Laval Senior Representative
J. King	Laval Junior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative
J. Cyr	Memorial Senior Representative
D. Clark	Memorial Junior Representative

#### **Feedback for VP Education (2009-2010)**

**J. Oliver**

### **24 A) Finance Committee Meeting**

**A. Wong**

#### **Attendance**

A. Wong	Finance Officer
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P. Kwok  
G. Gandoke  
A. Sylvestre

President  
University of Alberta Senior Representative  
University of Toronto Senior Representative

**24 B) Membership Committee**

**M. Riordon**

**Attendance**

M. Riordon

Executive Secretary

M. Zhang  
S. Yue

VP Communications  
University of British Columbia Senior Rep

# PDW 2011-CAPSI General Council Meetings

## Saskatoon, Saskatchewan

### January 12<sup>th</sup> to 15<sup>th</sup>, 2011

General Council Meetings  
Thursday, January 13<sup>th</sup>, 2011  
2:00pm-3:45pm

**1. Call to Order**

**P. Kwok**

- P. Kwok called the meeting to order at 2:15pm

**2. Attendance**

**M. Riordon**

P. Kwok	President
B. Elliot	Past - President
J. Grocholsky	President - Elect
M. Riordon	Executive Secretary
L. Wang	VP Professional Affairs
M. Zhang	VP Communications
A. Wong	Finance Officer
S. Soneff	IPSF Liaison
K. Langejans	Student Exchange Officer
S. Yue	UBC Senior Representative
K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
C. Hotel	Manitoba Junior Representative
A. Sylvestre	Toronto Senior Representative
J. Baker	Toronto Junior Representative
A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
M. Mahfouz	Montreal Senior Representative
P. Lanthier-Labonte	Montreal Junior Representative
E. Glenza	Laval Senior Representative
J. King	Laval Junior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative
J. Cyr	Memorial Senior Representative

D. Clark  
A. Huisman  
L. Phillips

Memorial Junior Representative  
CSHP Student Delegate  
CPhA Student Board Member

Regrets

J. Oliver  
Y. Hui

VP Education (overseeing national competitions)  
CAPSIL Editor

**3. PDW 2012 Update PDW 2012 Planning Committee**

- J. McNair and L. Hanes gave the update (provided documents and had a powerpoint presentation)
- A. Sylvestre asked about attrition requirements
- B. Elliott asked about insurance (our CAPSI liability insurance runs out December 15<sup>th</sup>, 2011)
- N. Zelensky (PDW 2011 Chair) commented about how their society was ratified so it was easy to purchase insurance
- J. McNair and L. Hanes said that they are working on that with the faculty advisors
- A. Sylvestre asked about the overflow or attrition to ensure there is a \$20,000 contingency fund
- P. Kwok asked if all the committee positions were filled, which they are
- L. Wang was concerned that the panel discussion didn't have enough time in the planned schedule but A. Huisman said that it generally works as long as the speakers know there is a time limit
- B. Elliott suggested making sure the CAPSI elections were not scheduled at the same time as a speaker
- A. Gautier (PDW 2011 Planning Committee) suggested that there be a lunch during the CAPSI AGM
- N. Zelensky asked if the speakers were all confirmed, in which most of them are
- A. Lamb suggested making sure the speakers' documents were sent well ahead of time so that they could be translated
- A. McMullin asked about separating students for the workshops (there would be a color coded sticker system)
- A. Lamb mentioned that they added volunteering as one of the educational requirements, and so some students could not attend all events
- We previewed the promotional video
- The PDW Letter of Agreement was signed for PDWPC 2012

N. Zelensky, A. Gautier, J. McNair, and L. Hanes left the room

**21. CAPSI Online Store**

**M. Zhang**

McGraw Hill is interested in selling some books at discounted prices to CAPSI members and perhaps we can get other companies to add some swag to the bookstore; including those selling lab coats, Rx files, Medisca compounding items etc.

- S. Westad thinks that it would be good to use as an incentive for students to use our website
- K. Langejans thinks that this would be a more tangible benefit and is a great idea
- P. Kwok asked if M. Zhang had talked to the webmaster about it, which she had
- It would be a new task for the webmaster
- P. Kwok asked if it would be limited to CAPSI members
- M. Zhang said that there could be a pass code for CAPSI members for one use only
- A. Lamb thinks that doing book drives is a lot of work so allowing students to do it on their own would be great and a lot easier
- M. Zhang would have to do more research about it but wanted feedback first
- A. Gubbels wondered about the distribution and shipping costs
- M. Zhang thinks that it would be directly shipped to the student and would not have to go through local representatives at all
- A. Sylvestre was concerned about McGraw-Hill being on the website since they get a big revenue from their book drive with them; they get a 20% discount and order their books
- B. Elliott asked if CPhA had an online store, which they do (must sign in with user login then can purchase one book per year)
- There was a general consensus that it was a good idea and more information was needed
- B. Elliott mentioned the coupon system with Workopolis
- A. Gubbels would like the information from UofT on how to get the online discounts
- L. Wang suggested “piggy-backing” onto another website in order to make logistics simpler
- A. Lamb asked about online resources so M. Zhang said that we could also purchase online subscriptions

## **22. APhA-ASP (American Students of Pharmacy) Conference**

**P.Kwok**

- Formerly we sent the CAPSI president & president-elect but we no longer can afford to
- The next conference is in Seattle, USA, from March 25<sup>th</sup>-28<sup>th</sup>, which is close to P. Kwok’s hometown so she could drive and go
- A. Lamb thinks that P. Kwok should go if there is room in the budget
- B. Elliott thinks that it would be extremely valuable since Canada is moving towards the American pharmacy model and asked what estimated costs would be
- Previously we would exchange registrations fees if they decide to come to our PDW but they haven’t come lately
- S. Soneff thinks that it would be good for P. Kwok to attend
- A. Wong said that once the \$4000 was split then the budget could be looked at
- A. Sylvestre asked when the turnover occurs (at CPhA in May)
- A. McMullin asked about an update since P. Kwok can’t attend the CPhA Conference
- P. Kwok said she could provide an update by teleconference
- J. Grocholsky would also like to attend the conference but would pay using travel points

Other discussion

- A. Lamb said that there has been \$5000 that came up from a previous U of S CAPSI GIC accounts and was wondering if CAPSI had a need, possibly for future Pharmacist Awareness Weeks
- A. Wong said that there should be a directive to show where the money would go
- J. Grocholsky said that as long as U of S was sponsoring the PAW award then it would be sponsored by “CAPSI”
- A. Lamb said there could also be a scholarship or the money could be used for travel subsidies or also give \$1000 to the Award of Professionalism for next year until we find a permanent sponsor
- A. Sylvestre said that it could be used as a travel subsidy draw or added to other PDW overflow revenue
- G. Gandoke suggested using it for U of S students to go to PDW in Halifax since it would be very expensive
- P. Kwok suggested community Outreach kits
- C. Hotel said that we could possibly give it to a charity
- S. Sonneff thinks that it should go to U of S students for PDW travel subsidy
- A. Lamb will bring the comments back to her council
- M. Zhang thinks we could revisit the Award of Professionalism topic after the JOMs since we may find a new sponsor

**4.**

**New Business**

**P. Kwok**

- P. Kwok explained the procedures for elections and answered questions about the process for tomorrow.
- P. Kwok explained the “in-camera” rules
- A. Wong got in touch with the new accountant who has agreed to be our new accountant so the motion can be passed at the AGM

BIRT CAPSI National adjourn at 3:32pm

G. Gandoke/M. Zhang

Motion carried

# PDW 2011-CAPSI General Council Meetings

## Saskatoon, Saskatchewan

### January 12<sup>th</sup> to 15<sup>th</sup>, 2011

General Council Meetings  
Friday, January 14<sup>th</sup>, 2011  
2:00pm-3:00pm, 4:00pm-6:00pm

**1. Call to Order P. Kwok**

P. Kwok called the meeting to order at 2:08pm

**2. Attendance M. Riordon**

P. Kwok	President
B. Elliot	Past - President
J. Grocholsky	President - Elect
M. Riordon	Executive Secretary
L. Wang	VP Professional Affairs
M. Zhang	VP Communications
J. Oliver	VP Education
A. Wong	Finance Officer
S. Soneff	IPSF Liaison
K. Langejans	Student Exchange Officer
S. Yue	UBC Senior Representative
K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
C. Hotel	Manitoba Junior Representative
A. Sylvestre	Toronto Senior Representative
J. Baker	Toronto Junior Representative
A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
M. Mahfouz	Montreal Senior Representative
P. Lanthier-Labonte	Montreal Junior Representative
E. Glenza	Laval Senior Representative
J. King	Laval Junior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative

J. Cyr  
D. Clark  
L. Phillips

Memorial Senior Representative  
Memorial Junior Representative  
CPHA Student Board Member

Regrets

Y. Hui

CAPSIL Editor

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

**M. Riordon**

BIRT CAPSI National moves into camera

A. Lamb / B. Elliott

BIRT CAPSI move out of camera

M. Zhang / T. Babish

P. Kwok announced the results of the CAPSI National elections

Graham Houk as VP Education, David Yam as Finance Officer, Amy Lamb as VP Communications, Jeff Wandzura as President-Elect

B. Elliott left the room at 3:36pm.

- There was discussion about the Pharmafacts Issue about not having students from all years represented on the school's panel
- If the school doesn't have a student in each year then they substitute with a year younger [unless there are no first year students (University of Waterloo)]

K. Langejans left the room at 3:38pm (given proxy to S. Soneff)

- T. Babish suggested trying to have one student from each year and if they can't then contact the VP education

B. Elliott returned at 3:40pm

Motion: BIRT CAPSI National implements the following rules for the Pharmafacts Bowl team at PDW: One member from each year and if they don't have a member from each year then the school can replace that member with a student from a younger year. If there are no first years attending then a second year student can replace that member.

A. Sylvestre / C. Hotel

- Gubbels was concerned about their fourth year students only having third year knowledge.

BIRT CAPSI National calls the question

B. Elliott / C. Hotel

Motion carried



#### **4. PDW 2011 Mid-Conference Update**

**PDW 2011 Planning Committee**

- N. Zelensky (chair) said that so far everything was a success. There were delays with the buses on the first night.
- Update on financial update (Alysse Gauthier)
  - Almost 550 delegates (mostly \$175 per person, some late registrations, some pharmacists)
  - 38 health fair booths at the health fair(\$1250/booth and half price for some not for profit organizations, which they suggest should be followed with future years)
  - \$150,000 sponsorship completed
  - Loan to CAPSI will be repaid
  - Came in under budget for transportation (budgeted \$12,000 but came in at \$9,000); switched bus companies
  - Speakers are coming in under budget (Blue Cross sponsored \$12,500 for Catriona LeMay Doan)
  - \$18,000 for AV costs
  - Meals should come in about budget
  - Had 461 people at first breakfast, 462 to lunch
  - Ran out of food during health fair since sponsors ate, so would suggest that they eat before the speakers finish talking before students arrive
  - Executive cocktail planned
  - Social events will come in at budget \$25,000
  - Bilingual translations came in a little over budget because the presentations weren't sent in soon enough
  - Security for tonight since other events are going on
  - Attendance will be taken at the gala to ensure that only registered guests are attending
- M. Zhang left the room at 3:58pm
- There were noise complaints from sponsors at all the hotels after the bar night
- A. Lamb suggested having a cool down room for students to go afterwards
- M. Zhang returned at 4:01pm
- It was suggested for future PDWs that all the rooms be booked together

#### **5. Adjournment**

**P. Kwok**

BIRT CAPSI National adjourns at 4:02pm

G. Gandoke / P. Lanthier-Labonté

Motion carried

# PDW 2011-CAPSI General Council Meetings

## Saskatoon, Saskatchewan

### January 12<sup>th</sup> to 15<sup>th</sup>, 2011

General Council Meetings  
Saturday, January 15<sup>th</sup>, 2011  
2:30pm-3:45pm

**1. Call to Order**

**P. Kwok**

P. Kwok called the meeting to order at 1:58pm

**2. Attendance**

**M. Riordon**

P. Kwok	President
B. Elliot	Past - President
J. Grocholsky	President - Elect
M. Riordon	Executive Secretary
L. Wang	VP Professional Affairs
M. Zhang	VP Communications
J. Oliver	VP Education
A. Wong	Finance Officer
S. Soneff	IPSF Liaison
K. Langejans	Student Exchange Officer
S. Yue	UBC Senior Representative
K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
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A. Sylvestre	Toronto Senior Representative
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A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
M. Mahfouz	Montreal Senior Representative
E. Glenza	Laval Senior Representative
J. King	Laval Junior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative
J. Cyr	Memorial Senior Representative

D. Clark  
A. Huisman  
L. Phillips

Memorial Junior Representative  
CSHP Student Delegate  
CPhA Student Board Member

### Regrets

Y. Hui  
P. Lanthier-Labonte

CAPSIL Editor  
Montreal Junior Representative

### **3. Old Business**

**P. Kwok**

None

### **4. President-Elect Vote of Confidence**

**P. Kwok/J. Grocholsky**

- J. Grocholsky spoke about her passion for pharmacy and the collaboration she plans to undertake to promote CAPSI and advocate for our profession

BIRT that CAPSI National move into camera.

J. Baker / É. Glenza

Motion carried

BIRT that CAPSI National moves ex camera.

J. Oliver / K. Langehans

Motion carried

J. Grocholsky was voted in confidence for the President position

### **5. JOM/Sponsorship Update**

**P. Kwok**

- P. Kwok gave an update about the joint officer meetings
  - Pfizer
    - spoke about writing one cheque to CAPSI national who will distribute the funds locally instead of Pfizer writing individual cheques to local winners
    - Compris Guide – on CAPSI website
    - They would like to be informed about winners (pictures, participants from each school, which would be passed along to Jill)
  - Scotiabank
    - Seminar series on USB keys
    - Contact scotiabank local reps
  - Walmart
    - Very excited about new health campaign award
    - Also interested in picking up Award of Professionalism
    - Giving stethoscopes to second year students (looking into it for Quebec schools)
    - B. Elliott left the room at 2:14pm and returned at 2:16pm
    - M. Zhang will be the point of contact through Kamran Nisar

- They are looking for more ideas for students in other years
    - Feedback to be sent to M. Zhang
  - CPhA
    - L. Phillips talked about the laptop being used for membership registrations
    - Email lists can be sent to Heather (who is replacing Christine D) at CPhA
    - P. Kwok talked about the Workopolis agreement
  - TEVA
    - P. Kwok talked about the strategic planning that will be facilitated by D. Windross at CPhA 2011 in Montreal
  - CSHP
    - A. Huisman talked about the feedback with the video competition having a longer deadline
    - 2015 promotion – how to apply for residency, interview tips, Facebook group (thoughts and concerns should be sent to A. Huisman)
    - Mentorship/shadowing program
    - Award
    - CAPSI Club
    - New candidate for A. Huisman’s position
- P. Kwok spoke about the new platinum sponsorship level
- P. Lanthier-Labonté joined the meeting at 2:25pm
- J. Oliver spoke about her conversation with Medisca at the health fair
  - For coupons, they need the names since the coupon code is individual, but they are transferrable (\$500 off the conference)
  - Competitions award winner will be announced tonight
- P. Kwok talked about the Apotex presentation about the i-pharmacists (10 free ones in each professional skills lab)
- Feedback to be given to M. Zhang about the backpacks (very well received)
- A. Lamb mentioned that it would be helpful for new election winners to know their position so that they could start the turnover (ex: VP Education could go to the competitions, VP Communications could talk to sponsors)
- M. Mahfouz suggested that the candidates could go and watch the national competitions if they desired
- There was student interest in perhaps watching some of the competitions (maybe live video could stream for the compounding competition)
- J. Oliver said that it may be intimidating for the participants

## 6. Wrap up

**P. Kwok**

- P. Kwok talked about preparing for CPhA (book flights through J. Baker)
- Pass reimbursement forms to A. Wong

BIRT CAPSI National adjourn at 2:41pm

G. Gandoke/A. Gubbels

Motion carried

Abstentions (B. Elliott, K. Langejans, J. Oliver)

**Saturday, January 15<sup>th</sup>, 2011**  
**12:15-2:30pm**  
**Annual General Meeting**

Annual General Meeting  
Saturday, 15 January 2011  
Saskatoon, Saskatchewan

<b>1.</b>	<b>Call to Order/Welcome/Introductions</b>	<b>P. Kwok</b>
<b>2.</b>	<b>Attendance</b>	<b>M. Riordon</b>
P. Kwok	President	
B. Elliot	Past - President	
J. Grocholsky	President - Elect	
M. Riordon	Executive Secretary	
L. Wang	VP Professional Affairs	
M. Wong	VP Communications	
J. Oliver	VP Education	
A. Wong	Finance Officer	
S. Soneff	IPSF Liaison	
K. Langejans	Student Exchange Officer	
Y. Hui	CAPSIL Editor	
S. Yue	UBC Senior Representative	
K. Rai	UBC Junior Representative	
G. Gandoke	Alberta Senior Representative	
S. Westad	Alberta Junior Representative	
A. Lamb	Saskatchewan Senior Representative	
T. Babish	Saskatchewan Junior Representative	
L. Delavau	Manitoba Senior Representative	
C. Hotel	Manitoba Junior Representative	
A. Sylvestre	Toronto Senior Representative	
J. Baker	Toronto Junior Representative	
A. Gubbels	Waterloo Senior Representative	
J. Seguin	Waterloo Junior Representative	
M. Mahfouz	Montreal Senior Representative	
P. Lanthier-Labonte	Montreal Junior Representative	
E. Glenza	Laval Senior Representative	
J. King	Laval Junior Representative	
S. Creaser	Dalhousie Senior Representative	
A. McMullin	Dalhousie Junior Representative	
J. Cyr	Memorial Senior Representative	
D. Clark	Memorial Junior Representative	
A. Huisman	CSHP Student Delegate	
L. Phillips	CPhA Student Board Member	

**3. Acceptance of Annual General Meeting Minutes 2010**

**M. Riordon**

BIRT CAPSI National approves of the AGM minutes from PDW 2010.

S. Soneff / J. Grocholsky

Motion carried

**4. Executive Reports by Powerpoint presentation**

**5. Questions**

**6. New Businesses**

*Motion: "BIRT CAPSI receives and approves the annual financial statements for the year ended March 31, 2009 and the year ended March 31, 2010."*

A. Wong / J. Oliver

Motion carried

*Motion: "BIRT CAPSI National approves all suggested amendments to the CAPSI Bylaws as submitted to the CAPSI National Council by the 2010-2011 Constitutional Review Committee."*

J. Grocholsky / L. Wang

Motion carried

**7. Closing Remarks**

**8. Adjournment**

BIRT CAPSI National adjourns at 1:15pm.

G. Gandoke / V Nguyen (Université Laval)

Motion carried

# Old Business

**CAPSI Archives**

**J. Mailman**

CAPSI has a greater than 40 year history, however, the majority of our records and archives were lost when we made our move out of the CPhA offices shortly after our incorporation approximately a decade ago. Our hard records currently consist of a combination of the CAPSILs from the CAPSIL Editor records, the Books of Minutes from the Executive Secretary's records, as well as a few other s.

This point is to discuss 2 s:

- Currently the hard copies of our records are being housed (generously) by the University of Toronto Undergraduate Pharmacy Society without a formal agreement between our two organizations for that holding. Do we wish to explore creating such an agreement?
- With the advent of easy electronic records, I recommend that the Secretary become the custodian and maintain e-records of, at a minimum, the following: Book of Minutes in both word document and PDF form, CAPSI Agenda final draft for each year, PDW Promotional Poster and/or booklet, Historical Record of the Constitution (By-Laws and Operating Manual), all of the competition and award winners, and the CAPSI Membership Database

**Council Member Handbook**

**J. Mailman**

When I initially began work on this document I did so with the intent for it to be a guide for newly elected persons to CAPSI National, to help them become familiar with our procedures and operations. In that process I ended up creating a document that rivaled the By-Laws in length. In recognizing this fact I also recognized the intent of the Operating Manual (OM) is to be a guide for those new National Council members. If this Handbook is simply intended to "fill in the holes" in the OM, then rather than create a "3<sup>rd</sup>" document, should these points simply be added to the OM? If the scope of this is to be an introduction, should this come in the form of a letter from the President to those new members?

If we wish pursue a 3<sup>rd</sup> document then I request the formation of an Ad Hoc committee with volunteers to develop this document. This discussion is to further develop the scope and intent of the Council Members Handbook.

# Background Information

Friends of CAPSI

J. Mailman

A concept that has been discussed and passed down for several years through the Past-President is the concept of the creation of a "*Friends of CAPSI*." This would potentially become a way for former members to "give back" to the Association and potentially create a new revenue stream. What exactly this may appear as is still up for development. One framework to view it as is a "CAPSI Club" membership for the individual. Initially we could target former National Council Members, former local Council members, competition winners, and awards winners.

In consulting with former National Council members, several have shown interest but the question is what an acceptable benefit for this membership or support would be. The creation of lapel pins, bag, etc would be nice but counter-productive as the creation and shipping of those would have a cost. The idea of a semi-annual electronic letter/update given from the Council/President as well as a link to the CAPSIL may be an acceptable alternative. Another idea was to create an event at PDW for the *Friends of CAPSI* to attend, similar to the President's Gala at CPhA in past years. The other side of the coin presented by some of those individuals consulted was that there is a large financial burden taken upon by new grads (licensing fees, union dues, insurance, car, house, etc) as well as other organizations asking them to "give back" (such as Alumni Associations from their University, etc)

In discussion with 2 experts in the fund raising field they offered several points to add to this discussion. The time to "catch" our graduating members is within the 1st year after graduation. This is so they get into the donation frame of mind and it becomes part of their working life: to donate a small amount of their "new" funds. If this does not occur, within 2 years they are "lost" and generally will never donate (to anything until something in the life changes, e.g.: have kids and the PTA asks for money). A starting donation of \$100 for a *Friend of CAPSI* seems a more than reasonable suggested amount to ask for. Finally, in their world the pharmacist seems to be an untapped fundraising market.

This discussion is to decide if we would want to pursue the creation of the Friends of CAPSI, a launch date, as well as brain-storm ideas



## **Honourary Life Members**

Defined as an individual who has demonstrated high qualities of character and who has actively supported the Corporation directly or indirectly and has made a significant contribution to the work of the Corporation.

Candidates must have had at least a five (5) year active relationship with the corporation.

Honourary Life Members are nominated by the national council and their acceptance is subject to the passing of the motion by the following year's council to ensure continuity. Only one honorary life membership may be awarded per 12-month period.

These members shall be entitled to the following:

- An award to be presented at a national pharmacy conference
- The opportunity to voice interests and opinions through a member of the CAPSI Executive Council
- One CAPSI Agenda annually (upon publication)
- Access to all issues of the CAPSI newsletter, the CAPSIL
- Recognition on the official CAPSI website.