



CAPSI – L'ACEIP
General Council Meetings
PDW 2012 – Halifax, Nova Scotia
January 10th – 15th, 2011



Foundation

Strength

Unification

CAPSI General Council Meetings

PDW 2012 – Halifax, Nova Scotia

Tuesday January 10th, 2012 – Harbourfront Marriott (Lobby)

Throughout Day	Council Arrivals
6:00 pm	Meet in Hotel Lobby
6:30 pm	Dinner (Location – TBA)
8:00 pm	Pfizer Consumer Healthcare Fun Night <i>@Halifax Alehouse - 1717 Brunswick St</i>

Wednesday January 11th, 2012 – Harbourfront Marriott (Tupper Room)

9:00 am – 10:30 am	General Council Meetings
10:30 am – 10:45 am	Break
10:45 am – 12:00 pm	General Council Meetings
12:00 pm – 1:00 pm	Lunch & Conference Check-in
1:00 pm – 3:00 pm	General Council Meetings
3:00 pm – 3:15 pm	Break
<i>3:00 pm – 3:30 pm</i>	<i>Competition Feedback and Review [VP Ed, Local Reps]</i>
<i>3:00 pm – 3:30 pm</i>	<i>Finance Committee Meeting</i>
<i>3:00 pm – 3:30 pm</i>	<i>Membership Committee Meeting</i>
<i>3:30 pm – 4:30 pm</i>	<i>Executive Meeting [All Exec Members]</i>
4:30 pm – 6:00 pm	Free Time
6:00 pm – Onward	“Maritime Kitchen Party” Opening Night

Thursday January 12th, 2012 – Harbourfront Marriott (NS Ballroom & Tupper Room)

8:30 am – 9:30 am	Breakfast
<i>9:00 am – 9:30 am</i>	<i>IPSF Meeting [SEO & IPSF Liaison]</i>
9:30 am – 10:30 am	Keynote Speaker – Glenn Rodrigues
10:30 am – 11:00 am	Coffee Break
11:00 am – 12:00 pm	Workshop Sessions
<i>11:00 am – 11:30 am</i>	<i>JOM with CPJ [Presidents, VP Com, Secretary, CAPSIL Editor]</i>
<i>11:30 am – 12:00 pm</i>	<i>Extra JOM time</i>
12:00 pm – 1:30 pm	Lunch
1:30 pm – 2:30 pm	Panel Discussion
<i>1:00 pm – 3:30 pm</i>	<i>Dedicated Election Preparation Time [Secretary]</i>
<i>1:00 pm – 5:00 pm</i>	<i>CAPSI Competitions [VP Ed]</i>
<i>12:45 pm – 1:30 pm</i>	<i>JOM with TEVA [Presidents, VP Com, Secretary, IPSF, VP Professional]</i>

<i>1:30 pm – 2:15 pm</i>	<i>JOM with Scotiabank – [Presidents, VP Com, Secretary]</i>
2:15 pm – 2:30 pm	Break (Meeting Room set-up)
2:30 pm – 3:15 pm	General Council Meetings – PDW 2013 Presentation
3:15 pm – 4:00 pm	General Council Meetings
<i>4:00 pm – 5:00 pm</i>	<i>SEP Selection Committee Meeting</i>
<i>5:00 pm – 7:00 pm</i>	<i>Presidents Meeting [Presidents, Local Pharmacy Presidents]</i>
4:00 pm – 9:00 pm	Dinner & Free Time
9:00 pm - Onwards	“Sociables” at Pacifico Nightclub

Friday January 13th, 2012 – Harbourfront Marriott (NS Ballroom & Tupper Room)

9:00 am – 10: 30 am	CAPSI Elections & Breakfast
10:30 am – 10:45 am	Break
<i>10:30 am – 11:00 am</i>	<i>JOM with CPhA [Presidents, VP Com, Secretary]</i>
<i>11:00 am – 11:30 am</i>	<i>JOM with CSHP [Presidents, VP Com, Secretary]</i>
<i>11:30 am – 12:00 pm</i>	<i>Extra JOM time</i>
<i>12:00 am – 12:15 pm</i>	<i>JOM with Apotex @ Health fair [Presidents, VP Com]</i>
12:00 pm – 2:00 pm	Lunch and Health Fair
2:00 pm – 2:30 pm	General Council Meetings – PDW 2012 Update
2:30 pm – 3:45 pm	General Council Meetings
3:45 pm – 4:00 pm	Break
4:00 pm – 4:30 pm	Pre-Bowl Rally
4:30 pm – 6:30 pm	Pharmafacts Bowl
6:30 pm – 9:00 pm	Free Time
9:00 pm – Onwards	“Laughing the Night Away”

Saturday January 14th, 2012 – Harbourfront Marriott (NS Ballroom & Tupper Room)

9:00 am – 10:00 am	Breakfast
10:00 am – 10:30 am	Break
<i>10:00 am – 10:30 am</i>	<i>JOM with Walmart [Presidents, VP Com, IPSF, Secretary]</i>
10:30 am – 11: 30 am	Motivational Speaker – Alvin Law
11:30 am – 12:30 pm	Speaker – Michael Valis
<i>12:30 am – 12:30 pm</i>	<i>AGM Set up [Executive Only]</i>
12:30 pm – 1:30 pm	CAPSI AGM and Lunch
1:30 pm – 3:00 pm	General Council Meetings
3:00 pm – 5:00 pm	Free Time
5:00 pm – 6:00 pm	Executive Cocktails [All CAPSI National Council Members]
6:00 pm – Onwards	“Welcome to Haliwood” Closing Gala and Awards

Sunday January 15th, 2012 – Harbourfront Marriott

Throughout Day	Council Departures
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CAPSI General Council Meetings

PDW 2012 – Halifax, Nova Scotia

Wednesday, January 11th, 2012

1. Call to Order
2. Attendance
3. Acceptance of Old 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 of Newfoundland
5. Executive Council Reports
 - 5.1. President
 - 5.2. President-Elect
 - 5.3. VP Communications
 - 5.4. VP Education
 - 5.5. VP Interprofessional Affairs
 - 5.6. Finance Officer
 - 5.7. Executive Secretary
 - 5.8. CAPSIL Editor
 - 5.9. IPSF Liaison
 - 5.10. Student Exchange Officer
6. CSHP Student Delegate Update
7. Approval of Constitutional/OM Amendments
8. World Congress Overview
9. CAPSI Club Platinum Sponsorship
10. Sponsor Contacts and Invoicing
11. Operation Wash-up & Allergy Kits
12. CIBC Run for the Cure
13. ScOPe – Launch on CAPSI Website
14. CAPSI Member National Survey
15. Canada Health Infoway Project Collaboration
16. CAPSI Local Update Form Feedback
17. Strategic Planning Marketing Committee Update

18. Strategic Planning Inter-Professional Committee Update
19. Strategic Planning Public Outreach Committee Update
20. Evidence Based Medicine & Business Case Competitions Update
21. Meeting with VP Education and CAPSI Local Reps
22. Sub-Committee Meetings
 - 22.1. Finance Committee Meeting
 - 22.2. Membership Committee Meeting
23. Executive Council Meeting
24. Adjournment

Thursday, January 12th, 2012

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|---|--|
| <ol style="list-style-type: none"> 1. Call to order 2. Joint Officer Meeting with CPJ | <p>Presidents, VP Communications, VP Education, Secretary, IPSF Liaison, Student Exchange Officer, CAPSIL Editor</p> |
| <ol style="list-style-type: none"> 3. Joint Officer Meeting with TEVA | <p>Presidents, VP Communications, Secretary, IPSF Liaison, Student Exchange Officer, VP Professional Affairs</p> |
| <ol style="list-style-type: none"> 4. Joint Officer Meeting with Scotiabank | <p>Presidents, VP Communications, Secretary</p> |
| <ol style="list-style-type: none"> 5. Call to Order 6. PDW 2013 Presentation 7. Financial Update 8. NaHSSA Conference Reimbursement 9. CAPSI SEP Activities 10. SEP Selection Committee Meeting 11. Local Pharmacy Presidents Meeting 12. Adjournment | <p>Presidents, Local Pharmacy Presidents</p> |

Friday, January 13th, 2012

1. Call to order
2. CAPSI Elections
3. Joint Officer Meeting with CPhA
4. Joint Officer Meeting with CSHP
5. PDW 2012 Mid-Conference Update
6. Overview & Discussion of Election Candidates
7. Adjournment

Presidents, VP Communications,
Secretary
Presidents, VP Communications,
Secretary

Saturday, January 14th, 2012

1. JOM with Walmart

Presidents, VP Communications,
Secretary, IPSF Liaison, Student
Exchange Officer

Annual General Meeting

1. Call to Order
2. Attendance
3. Acceptance of Annual General Meeting Minutes 2011
4. Executive Reports
5. Questions
6. New Business
7. Closing Remarks
8. Adjournment

General Council Meeting

1. Call to Order
2. Attendance
3. President-Elect Vote of Confidence
4. PDW 2013 Seat Allotment
5. PDW 2013 Registration Fee
6. New Business
7. Joint Officer Meeting & Sponsorship Update
8. Adjournment

CAPSI General Council Meetings

PDW 2012 – Halifax, Nova Scotia

Wednesday, January 11th, 2012

1. Call to Order

J. Grochosky

J. Grocholsky called the meeting to order.

2. Attendance/Welcome/Introductions

J. Denomme

-J. Denomme took attendance.

J. Grocholsky
P. Kwok
J. Wandzura
J. Denomme
G. Grewal
A. Lamb
G. Houk
V. Wong
L. Clayton
S. Soneff
J. Lui

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

A. Le
V. Wong
J. Parenteau
T. Babish
S. Miller
S. Smith
A. Ewasiuk
J. Seguin
J. Rafuse
J. Baker
A. Carrière
Y. Gosselin Gaudreault
J. King
V. Alexandru Rosu
A. McMullin
J. Sharpe
D. Clark
T. Simms
M. Riordon

UBC Junior Representative
Alberta Senior Representative
Alberta Junior Representative
Saskatchewan Senior Representative
Saskatchewan Junior Representative
Manitoba Senior Representative
Manitoba Junior Representative
Waterloo Senior Representative
Waterloo Junior Representative
Toronto Senior Representative
Toronto Junior Representative
Montreal Junior Representative
Laval Senior Representative
Laval Junior Representative
Dalhousie Senior Representative
Dalhousie Junior Representative
Memorial Senior Representative
Memorial Junior Representative
CSHP Student Delegate

Regrets

K. Rai
P. Lanthier-Labonte

UBC Senior Representative
Montreal Senior Representative

3. Acceptance of Old Minutes

J. Denomme

Motion: BIRT CAPSI National 2011-2012 accepts the CPhA 2011 meeting minutes.

(J. Denomme/J. Baker)

Carried.

Motion: BIRT CAPSI National 2011-2012 accepts the Summer Teleconference (July 24, 2011) meeting minutes.

(J. Denomme/ A. McMullin)

Carried.

Motion: BIRT CAPSI National 2011-2012 accepts the Fall Teleconference (October 23, 2011) meeting minutes.

(J. Denomme/J. Seguin)

Carried.

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

Khushminder Rai/ Amy Le

-Refer to annex

University of Alberta

Victor Wong/Jereme Parenteau

-Refer to annex

University of Saskatchewan

Tara Babish/Stephanie Miller

-Refer to annex

University of Manitoba

Sara Smith/Ashley Ewasiuk

-Refer to annex

University of Waterloo **Jenny Seguin/Jamie Rafuse**

-Refer to annex

University of Toronto **Jen Baker/Amber-Lee Carrière**

-Refer to annex

Université de Montréal **Pascale Lanthier-Labonte/Yann Gosselin Gaudreault**

-Refer to annex

Université Laval **Jessica King/Vlad Alexandru Rosu**

-Refer to annex

Dalhousie University **Ashley McMullin/Joshua Sharpe**

-Refer to annex

Memorial University of Newfoundland **Deidre Clark/ Travis Simms**

-Refer to annex

5. Executive Council Reports

President

President-Elect

VP Communications

VP Education

VP Interprofessional Affairs

Finance Officer

Executive Secretary

CAPSIL Editor

IPSF Liaison

Student Exchange Officer

President **Jillian Grocholsky**

-Refer to annex

-J. Grocholsky asked that local reps forward information regarding the events and funds raised for various charities throughout the fall semester

President-Elect **Jeffrey Wandzura**

-Refer to annex

Past-President **Polly Kwok**

-Refer to annex

VP Communications **Amy Lamb**

VP Education **Graham Houk**

-Refer to annex

VP Professional Affairs **Gurinder Grewal**

-Refer to annex

Finance Officer **Vincent Wong**

-Refer to annex

Executive Secretary **Julia Denomme**

-Refer to annex

CAPSIL Editor **Juanita Lui**

-Refer to annex

IPSF Liaison **Leila Clayton**

-Refer to annex

Student Exchange Officer **Suzanne Soneff**

-Refer to annex

6. CSHP Student Delegate Update

M. Riordon

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

-M. Riordon said that CSHP 2015 had second student video competition in the fall and winners have been selected and the video posted on the CSHP website

-M. Riordon said that she is accepting any feedback on how to increase participation in the video competition

-M. Riordon said that the winner of the Hospital Pharmacy Student Award has been selected and the award will be presented during the PDW Gala

-M. Riordon said that CSHP Membership could now be renewed online

-M. Riordon said that the Student's Corner section of the CSHP website has information on Hospital Pharmacy Awards and links to website with information on hospital pharmacy practice

-M. Riordon said that practice networks are also accessible through the CSHP website sent

-M. Riordon said that summer educational sessions will take place in PEI in August and PSN will have a session for pharmacy students and interns

Motion: BIRT CAPSI National break for ten minutes.

(J. Baker/J. Seguin)

Carried.

7. Approval of Constitutional/OM Amendments

J. Wandzura

The CRC has reviewed the turnover procedures in an attempt to make the turnover process more seamless. We discussed that the OM should be changed to ensure immediately following the elections at PDW, the newly elected council member is CC'ed on the current members emails. If applicable, the current council member should also provide a timeline of important dates and deadlines specific to the position.

The CTC also worked to revise the Honorary Lifetime Member Selection Process. A minimum 5-year contribution seems to be ideal. A candidate should be nominated by one council and voted upon the following years council to avoid any potential bias in the composition of the current council. All discussions involving the nomination process of candidates should be done in camera.

Council Changeover Discussion

-J. Wandzura said that initiation of a more seamless changeover process would be beneficial for incoming members of the National Executive Council

-J. Wandzura said that newly elected members of council should be CC'ed on any emails sent by current council members as part of the council changeover process beginning immediately after elections

-J. Wandzura said that each current member of council should also create a turnover package

-Turnover packages would include important documents, contact information for key council correspondents

-J. Baker said that the local CAPSI council members at the University of Toronto create a turnover binder for their council position that would include a summary of position responsibilities and important deadlines, in addition to any documents or email outlines that may be of use to incoming council members

-J. Baker said that local CAPSI council members have found these turnover binders to be extremely helpful in guiding incoming members through the changeover process

-T. Babish said that local CAPSI council members share important documents via dropbox software

-G. Houk said that J. Oliver also shared important documents and email outlines via dropbox software

-A. Le said that local CAPSI council members at the University of British Columbia share important documents via a USB key

-It was noted that a USB key may be a useful tool during the changeover process for local councils but dropbox may be a better alternative for file sharing amongst National Executive Council members

-J. Baker suggested that position responsibilities could be outlined as a timeline that displayed position deadlines to be met each month

-It was said that each member of the Executive National Council should create a changeover package to include a breakdown of responsibilities and deadlines in the form of a monthly timeline, important documents and email outlines, and the contact information of key correspondents

-It was said that each school should create a similar turnover package for the Junior and Senior Representative positions

- J. Grocholsky suggested that the turnover packages should CC'ing incoming council members on emails should begin immediately and that the turnover packages should be completed by the Spring Teleconference
- J. Grocholsky said that each turnover package should first be sent to the President to ensure completion and then sent to the appropriate incoming member of council
- G. Grewal suggested that turnover packages should be completed within one month of PDW and sent to incoming council members within two weeks of their election to allow for sufficient time for incoming members to familiarize themselves with their position
- P. Kwok suggested that a National Council Timeline to include important dates such as SEP application deadlines and election deadlines could also be created

Honorary Lifetime Membership Discussion

- J. Wandzura said that the Constitutional Review Committee (CRC) decided that a minimum five-year contribution to CAPSI National should be expected of Honorary Lifetime Membership nominees
 - J. Wandzura said that the CRC also decided that candidates for honorary lifetime membership should be nominated by the current council and voted on by the following year's council to eliminate the possibility of bias in the selection of honorary lifetime members
- J. Wandzura said that the CRC decided that all discussions surrounding nominees for honorary lifetime membership should be held in camera
- J. Grocholsky said that she would be concerned that candidate information may be forgotten or lost with council turnover in the absence of the completion of a formal nomination package without a full nomination package completed that things might get lost with council turnover for voting
- It was said that the National Council could review past honorary lifetime membership candidates each year at CPhA to ensure that the contributions of potential honorees are not forgotten
- A. Carrière said that one member of the executive council should be responsible for maintaining nominee information and passing this information on to incoming councils
- J. Grocholsky said that this responsibility should fall under the portfolio of the President-Elect
- S. Soneff said that nominations for honorary lifetime membership take place at PDW rather than CPhA in order to allow new council members adequate time to familiarize themselves with the nominees and the voting process
- It was said that if nominations were to take place at PDW, then discussion with the following council would occur at CPhA, and voting for nominees would occur at the subsequent PDW
- J. Grocholsky said that voting for honorary lifetime membership could alternatively take place during the Fall Teleconference so that the Honorary Lifetime Membership award could be given to successful nominees at the following PDW
- J. Baker said that a separate teleconference could also be held in the fall for the purpose of voting for Honorary Lifetime Membership recipients
- J. Grocholsky said that the President-Elect would be responsible for presenting nomination packages to incoming council members

**Motion: BIRT CAPSI National table the discussion on the approval of constitutional/OM Amendments until Wednesday, January 11, 2012.
(J. Seguin/J. Wandzura)**

Carried.

Motion: BIRT CAPSI National untangle the discussion on the approval of constitutional/OM Amendments

(J. Wandzura/J.Denomme)

Carried.

Motion: BIRT CAPSI National change the current operating manual to read candidates must have had at least a five (5) year active relationship with the corporation. The national council nominates Honorary Life Members at the PDW conference, and to ensure continuity, their acceptance is subject to the passing of the motion by the following year's council at the Fall TC. All discussion involving the selection process of specific candidates will be done in camera, and the selection documents will be kept and passed onto the following year's council by the President-Elect. Only one Honorary Life Membership may be awarded per 12-month period. Nominating an Honorary Life Members Is not required every year.

(J. Wandzura/G. Houk)

Carried.

Motion: BIRT CAPSI National implement a turnover process where upon being elected, the incoming council member will immediately be CC'd on the current council members emails. In addition, a Dropbox folder will be created to share documents pertinent to their role with the association. Within two weeks of being elected, the incoming council member will be provided with a detailed month-by-month timeline of tasks and deadlines specific to the position.

(J. Wandzura/J. Baker)

Carried.

8. World Congress Overview

L. Clayton

The 57th IPSF World Congress Conference was held in Thailand from August 3rd to August 13th 2011. This item is meant to provide council with an update on the conference and to discuss funding for sending representatives to World Congress.

-L. Clayton said that she was unable to attend Student Exchange Officer Workshops during the World Congress Conference in Thailand because she was not able to leave the General Assembly as the sole conference delegate from Canada

-L. Clayton said that her inability to attend the workshops caused her to miss opportunities to learn more about the student exchange officer role and gain experience with the student exchange websites and database

-L. Clayton said that most countries send two delegates to the World Congress Conference

-L. Clayton said that there are safety concerns surrounding attendance at the next World Congress Conference to be held in Egypt due to the current advisories against travel to this country

- J. Parenteau said council could consider preventing delegates from attending conferences to be held in a country or region for which there is an active advisory against travel and tourism
- S. Soneff said that World Congress is a closed conference and that conference meetings take place in one building
- L. Clayton said that there is not currently an advisory against travel to the city in which the World Congress Conference will be held but touring in Egypt could still be dangerous
- It was said that council members should not be expected to attend a conference held in a country to which they do not feel comfortable travelling
- J. Rafuse said that she would be concerned about promoting the World Congress Conference to students if travelling to Egypt may not be safe at this time
- L. Clayton said that last year travel advisories were made available to students in order to allow potential delegates to make an informed decisions regarding conference attendance
- L. Clayton said that conference delegates could be asked to sign a waiver to confirm that they have reviewed the travel advisories and information available on the IPSF website
- P. Kwok said that Junior and Senior Representatives should inform students about the travel advisories to Egypt and about the need to sign a waiver prior to attending the World Congress Conference
- J. Baker said that Junior and Senior Representatives could also encourage students to purchase travel insurance so that they may be refunded some costs if travel advisories to Egypt are upgraded in severity prior to the World Congress Conference

Motion: BIRT CAPSI National supply travel advisory information posted by Foreign Affairs and International Trade Canada in the promotion of IPSF events and that the attendance of such events are not promoted or deterred by CAPSI National, be they CAPSI members or members of the executive council. Furthermore, all participants must sign a waiver recognizing this.

(A Carrière/J. Seguin)

- A. Carrière suggested a friendly amendment to have the motion read “endorsed” instead of “promoted”

Motion: BIRT CAPSI National supply travel advisory information posted by Foreign Affairs and International Trade Canada in the promotion of IPSF events and that the attendance of such events are not endorsed or deterred by CAPSI National, be they CAPSI members or members of the executive council. Furthermore, all participants must sign a waiver recognizing this.

(A Carrière/J Seguin)

Carried.

- It was said that the CRC would be responsible for developing a waiver for World Congress Conference delegates to sign

Motion: BIRT that the IPSF Liaison and the Student Exchange Officer are not required to travel to any country that, within their own discretion, they are not comfortable for the purpose of attending the World Conference Congress

(J. Baker/J. Lui)

-P. Kwok suggested a friendly amendment to the motion

Motion: BIRT that the IPSF Liaison and the Student Exchange Officer are not required to travel to any country for the World Congress Conference when there is a concern for their safety.

(J. Baker/J. Lui)

Carried.

Funding for World Congress Discussion

-L. Clayton said that it may be beneficial to have additional CAPSI members attend the World Congress Conference to participate in the General Assembly, however these additional CAPSI members could not be reimbursed for travel costs

-L. Clayton said that both the IPSF Liaison and the Student Exchange Officer should have the travel costs associated with attending the World Congress Conference fully reimbursed

-L. Clayton said that CAPSI could also consider paying the remaining travel costs associated with attending World Congress once travel bursaries and other grants have been accounted for

-J. Grocholsky said that funding for the World Congress Conference could be revisited each year at CPhA when the new budget is passed

9. CAPSI Club Platinum Sponsorship

A. Lamb

-A. Lamb said that currently Gold is the highest level of CAPSI Club sponsorship at \$2000

-Gold sponsorship includes company recognition in three issues of the CAPSIL as a Gold Club Member, a half-page article or advertisement in the CAPSIL, recognition in the CAPSI agenda, recognition on the CAPSI website and a direct link from the CAPSI website to the official company website

-A. Lamb said that Platinum level CAPSI Club Members would sponsor the CAPSI symposia each year

-A. Lamb said that the Platinum level sponsors would receive recognition at each symposia presentation at the school level

-A. Lamb said that Platinum level sponsorship would be set at \$4000 with \$3000 going to CAPSI National and \$1000 to be distributed amongst local CAPSI councils at each school to aid in the funding of the symposia presentation

-A. Lamb said that Platinum Sponsors would also receive special recognition in the upcoming CAPSI Promotional Video

-A. Lamb said that the Platinum Level Sponsorship would first be offered to current Gold Level Sponsors and then awarded on a first come first serve basis after July 2012

-A. Lamb said that a total of two Platinum Level Sponsorship spots would be awarded because there are two CAPSI symposia every year

-It was noted that only one CAPSI symposia is mandatory per year, but this rule could be revisited if the proposed model for Platinum Level Sponsorship was passed

-G. Grewal said that symposia is often focused on current "hot topics" in pharmacy and as a result conflicts of interest may arise around sponsorship of these events

- A. Lamb said that potential sponsors would be provided with an explanation regarding how symposia topics are selected
- A. Lamb said that potential sponsors would be told that they might not influence the symposia topics or the contents of the symposia presentations
- G. Grewal asked if another form of Platinum Level Sponsorship has been considered
- A. Lamb said that sole sponsorship of the CAPSI promotional video could be another option for Platinum level sponsorship, but symposia may be a better forum for the sponsorship since the event is held at every school
- P. Kwok said that potential Platinum Sponsors could also be offered a survey incentive that would allow the sponsors to retrieve information from CAPSI student members
- J. Wandzura asked how the two spots for Platinum Sponsorship would be designated
- A. Lamb said that the potential two spots for Platinum Level Sponsorship would be awarded on a first come first serve basis initially to current Gold Sponsors, although there are currently 6 Gold Level CAPSI Club Members
- It was suggested that sponsors should be asked if they would feel comfortable sharing sponsorship of a symposia event
- J. Grocholsky said that feedback about the current Platinum Level Sponsorship proposal could be gathered from stakeholders during the Joint Officer Meetings to be held at PDW
- A. Lamb said that Platinum Level Sponsorship could be expanded beyond two spots if opportunities to sponsor other yearly events such as IPSF presentations were offered to stakeholders
- A. Lamb said that past council discussions surround Platinum Level Sponsorship had always designated two spots because this level of sponsorship is meant to present stakeholders with a unique opportunity to partner with CAPSI
- T. Babish said that current stakeholders could be informed of the plans to introduce Platinum Level Sponsorship during the Joint Officer Meetings and an email could be sent to all sponsors at the same time following PDW in order to ensure fairness in the proposed first come first serve method of designating Platinum Level Sponsorship
- A. Le said that she was concerned that \$100 per school would not be enough to completely sponsor a symposia event
- A. Le said that the University of British Columbia already has sponsorship for their symposia and their current sponsors may not want to share sponsorship with Platinum CAPSI Club Members
- It was noted that the Laval University also currently has sponsorship for their symposia event and the University of Toronto and the University of Waterloo are also exploring this type of local level partnership
- J. Baker said that the Joint Officer Meetings are PDW could be used to gather feedback from stakeholder in terms of the types of events that they would be interested in sponsoring
- J. Baker said that sponsorship of the Patient Interview Competition could provide stakeholders with an alternative avenue through which to receive additional recognition
- A. Lamb said that Platinum Level Sponsorship could be expanded to three spots if stakeholders expressed interest in sponsoring the Patient Interview Competition
- J. Baker said that the current Platinum Level Sponsorship Package could be presented during the Joint Officer Meetings minus the opportunity to sponsor a symposia event in order to determine if sponsors feel that this is adequate compensation for Platinum Sponsorship

-Y. Gaudreault said that an auction could be held as a means to award the two Platinum Level Sponsorship spots

-T. Babish said that the cost of Platinum Level Sponsorship could be raised above \$4000

**Motion: BIRT CAPSI National adds a Platinum Sponsorship level to our CAPSI Club Member designation to be presented at the JOMs with the deletion of the symposium sponsorship benefit.
(J. Baker/G. Grewal)**

-J. Baker moved to strike her motion

**Motion: BIRT CAPSI National adds 3 Platinum Sponsorship level packages to our CAPSI Club Member designation at \$5000 each.
(A. Lamb/J. Seguin)**

-J. Wandzura moved to amend the motion

**Motion: BIRT CAPSI National adds Platinum Sponsorship level packages to our CAPSI Club Member designation at \$5000 each.
(J. Wandzura /A. McMullin)**

-G. Houk said that platinum level sponsorship could be awarded to the three sponsors who donate the largest amount of money to CAPSI

-Y. Gaudreault said that the number of Platinum Level Sponsorship spots should remain limited because this exclusivity may be more attractive to sponsors

-J. Wandzura moved to strike his motion

-A. Lamb moved to strike her motion

Motion: *BIRT CAPSI national table the discussion on the CAPSI Platinum Club Membership until the end of Wednesday, January 11, 2012.*

(J. Seguin/J. Baker)

Carried.

Motion: *BIRT CAPSI National break for 30 minutes.*

(J. Baker/D. Clarke)

Carried.

Motion: *BIRT CAPSI National untable the discussion of CAPSI Platinum Sponsorship*

(T. Babish/J. Baker)

Carried.

-A. Lamb said that instead of limiting the number of sponsors, Platinum Level Sponsorship could be offered to current CAPSI Club Members who act as dual sponsors

Motion: BIRT CAPSI National implement a Platinum Level Sponsorship at \$6000 to include a full page CAPSIL article and full page recognition in the CAPSI Promotional Video for the 2012-2013 year.

(A. Lamb/J. Baker)

J. Baker suggested a friendly amendment to the motion

Motion: BIRT CAPSI National implement a Platinum Level Sponsorship at \$5000 to include a full page CAPSIL article and full page recognition in the CAPSI Promotional Video

(A. Lamb/J. Baker)

Carried.

10. Sponsor Contracts and Invoicing

A. Lamb

-A. Lamb said that she had become involved in CAPSI financial activities this year following the resignation of the Finance Officer

-A. Lamb said that her experience this year has led her to believe that in the future the Vice President Communications position should have access to finance files and receive regular updates from the Finance Officer

Motion: BIRT the CAPSI Vice President Communications be provided with invoicing schedules and an invoicing template as part of the position portfolio

(A Lamb/J. Baker)

Carried.

11. Operation Wash-up & Allergy Kit Orders

G. Grewal

An opportunity for local representatives to order Operation Wash-up and Allergy kits and to address other needs surrounding community outreach projects at each school.

-G. Grewal said that local representatives could make requests for Operation Wash-up and Allergy Kits throughout the PDW conference

12. CIBC Run for the Cure

J. Seguin

In order to expand their philanthropic initiatives, CAPSI entered a National Team in the Run for the Cure Event to raise funds for breast cancer. This item is to discuss the successes of this fundraiser, as well as to discuss opportunities to improve this event in the future.

-J. Seguin said that CAPSI National raised a total of \$24 365 for CIBC Run for the Cure

-J. Seguin said that there were 203 CAPSI participants from across Canada

-J. Seguin said that schools could try to raise money for the CIBC Run for the Cure throughout the school year in order to increase donation totals

-J. Seguin said that any money raised through a group fundraising event at the University of Waterloo was put towards a team donation and students were required to raise their own \$150 or \$40 participation fee

-J. Seguin said that future participation in this event could be discussed at the CPhA conference in May 2012

13. “ScOPe”- Launch on CAPSI Website

J. Grocholsky

To present to council the new “ScOPe” section of the CAPSI website which will serve to inform our memberships of the legislative changes occurring across the country to expand pharmacy’s scope of practice.

-J. Grocholsky said that the ScOPe section of the CAPSI website is now available via a link located on the CAPSI Homepage

-J. Grocholsky asked that council members review the sections from home provinces to ensure that all information is accurate

-J. Grocholsky said that only CAPSI provinces were included in the application

-Dalhousie University encompasses both Prince Edward Island and Nova Scotia, and these two provinces have a different scope of practice compared to Newfoundland

14. CAPSI Member National Survey

J. Grocholsky/J. Wandzura

The goal of this survey will be to gauge how well CAPSI is doing as an Association, and determine what we need to change to better serve our Membership. This survey will be put on CAPSI’s homepage and be presented to the Membership during our Annual General Meeting this year. All members who complete the survey will be entered into a draw to win an iPod Touch with iPharmacist, which was generously donated by Apotex.

-J. Grocholsky said that the Member Survey is meant to provide CAPSI with a gauge of how well the organization is meeting the needs and expectations of pharmacy students

-J. Grocholsky said that the survey will ask members what they think of CAPSI as an organization and what they think the role of CAPSI should be

-J. Grocholsky said that some questions center around member benefits as well in order to determine what types of benefits students are most interested in receiving

-J. Grocholsky said that there is also a section of the survey that asks participants to rate advocacy issues such as changing scope of practice and entry-level PhD Pharm in order to gauge which issues are most important to students

-J. King said that the survey should be translated to French in order to receive a heightened response from students at Laval University and the University of Montreal

-S. Miller said that a question asking students to identify which pharmacy school they are from should be added to the survey in order to allow for prizes to be awarded at a local level and to allow for regional analysis of data

-J. Grocholsky said that the survey will become available to students after PDW and will remain open until January 31, 2012

15. Canada Health Infoway Project Collaboration

J. Grocholsky

To provide an update on the Canada Health Infoway project that is happening in collaboration with AFPC and to confirm a student representative to sit on the steering committee for the remaining 2-year term.

- J. Grocholsky said that at the Fall Teleconference council discussed nominating a steering committee delegate for the Canada Health Infoway Project Collaboration
- J. Grocholsky attended the committee meeting in November since council had not yet selected a delegate for the steering committee
- J. Grocholsky said that the position on the Canada Health Infoway Project is two years and that a changeover process would not be preferred for this position
- J. Grocholsky said that members of the Canada Health Infoway Project steering committee are volunteers who give feedback on the project
- J. Grocholsky said that the goal of the project is to discover means by which technology may be better incorporated into pharmacy curriculum

Motion: BIRT Jillian Grocholsky serve as a member of the steering committee for the Canada Health Infoway Project

(J. Denomme/G. Grewal)

Carried.

16. CAPSI Local Update Forms Feedback

P. Kwok

This is an opportunity for local CAPSI Representatives to provide feedback regarding the use of standardized update forms during the Fall and Summer Teleconferences.

- P. Kwok said that she would like feedback on the Local Update Forms first used during the 2011 CAPSI Fall Teleconference
- A. Ewasiuk said that local councils could use the forms as a reference for event planning and that the forms also reduced the time needed to complete council updates during the teleconference
- P. Kwok said that the forms could be completed and placed in the dropbox on an ongoing basis as events are held at each school
- J. Denomme will compile and summarize the forms for the Spring Teleconference

17. Update from Strategic Planning Marketing Committee

A. Lamb

Opportunity to update council on achievements and future plans including promotional video, revised membership drive presentation, and updated mission, vision and values.

CAPSI Promotional Video

- A. Lamb said that progress is being made on the CAPSI Promotional Video

- A. Lamb said that the video should address the concerns of students who feel that they do not fully understand CAPSI's role in pharmacy education
- A. Lamb said that past members of council will be featured on the video to discuss how they benefited from being involved with CAPSI
- A. Lamb said that current council members will also be featured to discuss topics such as advocacy and member benefits such as competitions
- A. Lamb said that the end of the video will consist of slides thanking CAPSI sponsors
- A. Lamb said that she will bring a proposed budget for the video to the finance committee in the near future

CAPSI Mission, Vision, and Values

- A. Lamb said that the Strategic Planning Marketing Committee created a CAPSI Mission, Vision and Values in order to better represent CAPSI to stakeholders and to students
- J. Grocholsky said that the Mission, Vision, and Values should be approved by council and then approved at the next Annual General Meeting in Montreal
- A. Lamb said that council members could provide her with feedback pertaining to the Mission, Vision, and Values statements on an ongoing basis through email
- J. Grocholsky said that council could vote on the Mission, Vision, and Values statement at CPhA

18. Update from Strategic Planning Inter-professional Committee G. Grewal

An opportunity to update council on recent achievements and future plans for this committee.

- G. Grewal said that the Strategic Planning Inter-professional Committee began working together to define what CAPSI has already accomplished in terms of inter-professional education
- G. Grewal said that most of CAPSI's inter-professional involvement comes through the Interprofessional Affairs Executive position via working with the Inter-professional Affairs Network
- The Inter-professional Committee also contacted student run health clinics such as IMAGINE and the committee believes that CAPSI could work with such clinics to help expand the organization's inter-professional involvement
- The Inter-professional Committee also contacted various health sciences student associations seeking opportunities for partnership
- The committee discussed the possibility of having an Inter-professional representative elected to each local CAPSI council
- The committee also discussed the possibility of developing problem-based learning tutorials that could be worked on in inter-professional teams
- The committee discussed having pharmacy students complete classes or clinical rotations with other health disciplines

Council Discussion

- T. Babish said that there is already a rep at the University of Saskatchewan who organizes inter-professional learning tutorials
- T. Babish said that the Inter-professional Representative position on local CAPSI council may overlap with similar positions on local student councils
- P. Kwok said that CAPSI could contact CFMS Representatives and Nursing Representatives and extend invitations to each profession's student conferences
- P. Kwok said that the idea of creating an Inter-professional Representative at the local level was voted down last year due to the redundancy with similar positions on student council
- A. Carrière suggested that CAPSI and other interested professional organizations create a case competition to be presented at an Inter-professional event
- A. Ewasiuk said that students may wish to have curriculum changes to incorporate more inter-professional learning and that CAPSI could advocate for these curriculum changes
- J. Grocholsky said that CAPSI could draft a letter to each pharmacy faculty on the behalf of students to highlight this desire for more collaborative learning
- A. Lamb said that CAPSI could create inter-professional cases to be used by interested student groups at the local level
- T. Babish said that one inter-professional case could be organized at a local level each year at the discretion of the local representatives
- A. McMullin said that some schools may already have inter-professional cases included into their curriculum and it may also be difficult to coordinate student schedules in order to organize an inter-professional event
- J. Rafuse said that CAPSI could create a bank of inter-professional cases to be used at the discretion of local councils

19. Update from Strategic Planning Public Outreach Committee

J. Baker

An opportunity to update council on recent achievements and future plans for this commit

Council Discussion (Thursday, January 12, 2012)

- J. Baker said that she is speaking with CPhA about the possibility of partnering on a Public Awareness Campaign
- J. Baker said that the first phase of the campaign would be an environmental survey to take place over three months
- The purpose of the environmental survey would be to establish the type of information that stakeholders would like to see included in public relations campaign and would also serve to determine how the public currently views the pharmacy profession
- J. Baker said that an online audit is currently being completed to see what is currently being said about pharmacy in Canada
- J. Baker said that the goal of the Public Relations campaign would be in educate the public on expanded scope of practice
- J. Baker said that the project is currently in the information gathering stage and that CAPSI would be contacted as a stakeholder in the future
- J. Baker said that the Public Relations firm working on the project will be creating survey questions for the general public and would be open to feedback on these questions

-J. Baker said that the second phase of the Public Relations Project would be to develop a communication plan and message, the third phase would be implementation of the plan, and the fourth phase would be analysis

Additional Committee Ideas

-J. Baker said that the Public Outreach Committee also discussed having students talk to patients about the role of a pharmacist in a healthcare team at the local level

-J. Baker said that the committee also discussed posting updates about local charity and educational events held by local councils on social media sites and on the CAPSI website

Motion: BIRT that the discussion on the update on the public outreach committee be tabled until Friday, January 13, 2012.

(J Baker/A. McMullin)

Carried.

20. Evidence Based Medicine & Business Case Competitions Updates G. Houk

Business Case Competition

-G. Houk said that a Business Case Competition would be a large undertaking by CAPSI and the organization would benefit from partnering with faculty members if this new competition was further pursued

-G. Houk said that the Business Case Competition could provide students with a valuable learning experience

-G. Houk said that CAPSI could also choose to partner with organizations such as CACDS to help organize a Business Case Competition, and also try to involve independent pharmacy chains and other organizations such as CPhA

-P. Kwok said that the Business Case Competition could be initiated on a small scale involving only a few pharmacy faculties

-It was determined that currently business cases are completed as part of the pharmacy curriculum at the University of Waterloo, University of Alberta, University of Saskatchewan, and the University of British Columbia so these schools may participate in a potential competition pilot

Evidence-Based Medicine Competition

-G. Houk said that after consulting with members of faculty it was decided that the proposed outline for the Evidence-Based Medicine Competition was too similar to the current outline for the Patient Interview Competition

-G. Houk said that the outline for the Evidence Based Medicine Competition could be changed to an individual competition where students are asked to answer a clinical question using primary literature

-G. Houk said that students would be asked to formulate a PICO question, select and appraise an article, and provide a clinical bottom-line for their patient

-G. Houk said that it would be more feasible to develop a marking rubric for a competition with this type of outline

-S. Miller said that students could also be asked to draft a letter to the patient in order to have them translate clinical information into patient-friendly terms

-G. Houk asked that representatives from the University of Waterloo and Dalhousie University send him the assignment descriptions and rubrics that are currently used within these faculties' critical appraisal curriculums

-G. Houk said that there could be a trial Evidence Based Medicine Competition this upcoming year

-J. Grocholsky said that the Evidence Based Medicine Competition could be discussed in upcoming JOMs in attempt to find sponsorship

Motion: BIRT the proposal for the EBM competition be presented at the Spring Teleconference.

(G. Houk/A. McMullin)

Carried.

Motion: BIRT CAPSI National recess until 2:30 PM on Thursday, January 12, 2012.

(J. Parenteau/A. Le)

Carried.

21. Meeting with Vice President Education & Local CAPSI Reps

G. Houk

Attendance

G. Houk

VP Education

K. Rai

UBC Senior Representative

A. Le

UBC Junior Representative

V. Wong

Alberta Senior Representative

J. Parenteau

Alberta Junior Representative

T. Babish

Saskatchewan Senior Representative

S. Miller

Saskatchewan Junior Representative

S. Smith

Manitoba Senior Representative

A. Ewasiuk

Manitoba Junior Representative

J. Seguin

Waterloo Senior Representative

J. Rafuse

Waterloo Junior Representative

J. Baker

Toronto Senior Representative

A. Carrière

Toronto Junior Representative

P. Lanthier-Labonte

Montreal Senior Representative

Y. Gosselin Gaudreault

Montreal Junior Representative

J. King

Laval Senior Representative

V. Alexandru Rosu

Laval Junior Representative

A. McMullin

Dalhousie Senior Representative

J. Sharpe

Dalhousie Junior Representative

D. Clark

Memorial Senior Representative

T. Simms

Memorial Junior Representative

An opportunity for local CAPSI Representatives to provide feedback regarding all CAPSI competitions to the Vice President Education.

22(A). Finance Committee Meeting

V. Wong

22(B). Membership Committee Meeting

J. Denomme

23. Executive Council Meeting

J. Grocholsky

An opportunity for executive council members to discuss and prepare for the CAPSI Annual General Meeting. This will also be an opportunity for all executive council members to review their current portfolios to determine their best use moving forward.

24. Adjournment

J. Grocholsky

CAPSI General Council Meetings
PDW 2012 – Halifax, Nova Scotia
Thursday, January 12th, 2012

1. Call to Order

J. Grocholsky

-J. Grocholsky called the meeting to order.

2. Attendance

J. Denomme

-J. Denomme took attendance

J. Grocholsky
P. Kwok
J. Wandzura
J. Denomme
G. Grewal

President
Past – President
President - Elect
Executive Secretary
VP Professional Affairs

A. Lamb
G. Houk
V. Wong
L. Clayton
S. Soneff
J. Lui

VP Communications
VP Education
Finance Officer
IPSF Liaison
Student Exchange Officer
CAPSIL Editor

K. Rai
A. Le
V. Wong
J. Parenteau
T. Babish
S. Miller
S. Smith
A. Ewasiuk
J. Seguin
J. Rafuse
J. Baker
A. Carrière
P. Lanthier-Labonte
Y. Gosselin Gaudreault
J. King
V. Alexandru Rosu
A. McMullin
J. Sharpe
D. Clark
T. Simms
M. Riordon

UBC Senior Representative
UBC Junior Representative
Alberta Senior Representative
Alberta Junior Representative
Saskatchewan Senior Representative
Saskatchewan Junior Representative
Manitoba Senior Representative
Manitoba Junior Representative
Waterloo Senior Representative
Waterloo Junior Representative
Toronto Senior Representative
Toronto Junior Representative
Montreal Senior Representative
Montreal Junior Representative
Laval Senior Representative
Laval Junior Representative
Dalhousie Senior Representative
Dalhousie Junior Representative
Memorial Senior Representative
Memorial Junior Representative
CSHP Student Delegate

Regrets

-K. Rai

UBC Senior Representative

3. PDW 2013 Update

PDW 2012 Planning Committee

Budget discussion

-It was said that PDW 2013 registration would be set at \$175 per delegate and 700 to 900 conference spots would be reserved

-It was said that Teva may reduce sponsorship to \$25 000 and sponsors from Quebec would also be approached

-It was said that the 2013 Planning Committee currently had a \$10 000 loan from their student association and a \$10 000 loan from CAPSI

-It was said that the committee is still deciding if delegates will receive a t-shirt or gift from the conference

-It was said that the committee will likely reserve charter buses for transport to and from the airport and social activities

- It was said that the conference logo was designed by a student and therefore was free
- It was said that the promotional video and website for PDW 2013 was also created by students free of charge
- It was said that total expenses for conference costs such as guest speakers must still be determined and Patch Adams could appear as a speaker at a cost of \$5000
- It was said that the total cost of food to be served at the conference must also be determined
- It was said that the social budget for the conference has been set at \$35 000
- It was said that it will cost \$4000 to reserve the club for one of the social nights and it is to be determined if this cost includes beverages and a DJ
- It was said that a PDW 2013 Bilingual Committee has already been formed and this committee may expand in the future
- It was said that the majority of speakers will be bilingual and that the motivational speech will be completed in English
- It was said that the PDW 2013 planning committee is considering purchasing additional security for the conference
- It was said that the Planning Committee has paid to have leftover food from the conference be donated to a soup kitchen
- It was suggested that the PDW 2013 Planning Committee set a timeline for conference arrivals such that delegates who arrive beyond a specific time will no longer be guaranteed transportation to the conference
- It was suggested that the audio-video budget should be expanded because many additional costs can arise unexpectedly
- It was suggested that the PDW 2013 Planning Committee could offer day and social passes to the conference to accommodate more students from Quebec
- The PDW 2013 Planning Committee said that they are currently considering forced accommodation at the hotel in order to ensure that attrition is reached
- The PDW 2013 Planning Committee said that five speakers for the conference have been confirmed
- It was suggested that students be asked to provide proof of a nonrefundable hotel reservation upon conference registration to help ensure that attrition will be reached

4. Financial Update

V. Wong

An opportunity to finance officer to discuss turnover and update council on all financial matters of the Association

Motion: BIRT CAPSI National bank account be authorized to have two signers with full authority to consist of the Finance Officer and the President for the current council year. (V. Wong/D. Clarke)

-S. Soneff suggested a friendly amendment to the motion

Motion: BIRT the CAPSI National bank account be authorized to have two signers with full authority to consist of the Finance Officer and the President. (V. Wong/D. Clarke)

Carried.

-Refer to annex for updated budget

-V. Wong said that he would write cheques for competition winners and to pay for council travel expenses

-V. Wong said that council reimbursement for CPhA in Whistler would be more expensive and therefore a wider budget surplus of \$7500 is required

-V. Wong said that Junior Representatives can submit reimbursement applications to the finance committee

-Submissions should list local reimbursement and additional funding already received by the Junior Representative

-V. Wong said that there is still \$50 000 in the five ladder GIC account

-V. Wong said that \$10 000 was reinvested in the GIC to be used for emergency purposes

-J. Grocholsky said that the CAPSI National accountant has been paid

-V. Wong said that 2012 IPSF Membership has been paid

-J. Baker said that a corporate credit could be used in the future to reserve hotel rooms for council members

. NaHSSA Conference Reimbursement

G. Grewal

To revisit the possibility of reimbursing the Vice President Professional Affairs for travel and accommodations to attend the NaHSSA Conference for the Canadian Interprofessional Students Network (CISN) meeting.

-G. Grewal said that the cost to attend the National Health Science Student Association (NaHSSA) Conference would be approximately \$1200

-G. Grewal said that he has already received \$300 in funding to attend the conference from his student committee

-G. Grewal said that he has corresponded with CISN over email throughout the term and the NaHSSA conference would provide him with an opportunity to meet with CISN in person

-G. Grewal said that for continuity purposes it may be more beneficial to send the Vice President Professional Affairs to the NaHSSA conference as opposed to a proxy member of council

**Motion: BIRT CAPSI National reimburse the Vice President of Professional Affairs, Gurinder Grewal, travel and accommodation expenses, less \$300, to attend the 2012 NaHSSA Conference, to be re-evaluated at 2012 CPhA Conference.
(G. Grewal/V. Wong)**

-J. Grocholsky said that CAPSI has previously sent a Vice President Professional Affairs to the NaHSSA conference who submitted a letter to council advising against re-attending the conference

-J. Seguin said that G. Grewal could consider teleconferencing into the CISN meetings that would take place during the conference

-It was suggested that council send a proxy to the CISN meetings to reduce the travel and accommodation costs associated with attending the conference

Motion: BIRT CAPSI National reimburse the Vice President of Professional Affairs, Gurinder Grewal, travel and accommodation expenses, less \$300, to attend the 2012 NaHSSA Conference, to be re-evaluated at 2012 CPhA Conference.

(G. Grewal/V. Wong)

**Abstentions: G. Grewal, J. Lui, P. Lanthier-Labonte, V. Wong, S. Soneff, V. Wong
Carried.**

6. CAPSI SEP Activities

S. Soneff

Item for Discussion/Motion: CAPSI funding for a 5-7 day program for International exchange students during the summer SEP

Due to the timing of SEP and Canada's wide geographical demographics, many International students are not able to spend much time with other students domestic or international. Having a few days where all the students from either the east or the west overlap will allow them to see more sites and spend more time with students rather than just work. CAPSI should cover some of the costs for domestic students to participate (i.e. entrance fees for events etc).

-S. Soneff said that she would like to establish a fund for students that would allow them to participate in a greater number of activities while on exchange

-S. Soneff said that criteria could be created to determine who would be eligible to receive funding

-A. Carrière said that reimbursement would encourage more students from host sites to get involved with the IPSF exchange program and encourage them to interact with students from abroad

Motion: BIRT CAPSI National create a \$500 fund to go towards students who volunteer at activities for incoming students for SEP.

(S. Soneff/T. Babish)

-J Grocholsky said that Suzanne could try to make individual claims or a claim for a fund through the Finance Committee for any amounts under \$1000

-S Soneff thought that she would seek reimbursement through the Finance Committee

S. Soneff moved to strike the motion.

7. Adjournment

J. Grocholsky

Motion: BIRT CAPSI National adjourn until Friday, January 13, 2012.

(V. Wong/J. Seguin)

Carried.

CAPSI General Council Meetings
PDW 2012 – Halifax, Nova Scotia
Friday, January 13th, 2012

1. Call to Order

J. Grocholsky

-J. Grocholsky called the meeting to order.

2. Attendance

J. Denomme

-J. Denomme took attendance

J. Grocholsky	President
P. Kwok	Past – President
J. Wandzura	President - Elect
J. Denomme	Executive Secretary
G. Grewal	VP Professional Affairs
A. Lamb	VP Communications
G. Houk	VP Education
V. Wong	Finance Officer
L. Clayton	IPSF Liaison
S. Soneff	Student Exchange Officer
J. Lui	CAPSIL Editor
A. Le	UBC Junior Representative
V. Wong	Alberta Senior Representative
J. Parenteau	Alberta Junior Representative
T. Babish	Saskatchewan Senior Representative
S. Miller	Saskatchewan Junior Representative
S. Smith	Manitoba Senior Representative
A. Ewasiuk	Manitoba Junior Representative
J. Seguin	Waterloo Senior Representative
J. Rafuse	Waterloo Junior Representative
J. Baker	Toronto Senior Representative
A. Carrière	Toronto Junior Representative
P. Lanthier-Labonte	Montreal Senior Representative

Y. Gosselin Gaudreault
J. King
V. Alexandru Rosu
A. McMullin
J. Sharpe
D. Clark
T. Simms
M. Riordon

Montreal Junior Representative
Laval Senior Representative
Laval Junior Representative
Dalhousie Senior Representative
Dalhousie Junior Representative
Memorial Senior Representative
Memorial Junior Representative
CSHP Student Delegate

Regrets

K. Rai

UBC Senior Representative

3. PDW 2012 Mid-Conference Update

PDW 2012 Planning Committee

- The PDW 2012 Planning Committee said that conference speakers have had positive feedback regarding the accommodations and food
- The PDW 2012 Planning Committee said that hotel staff had voiced concerns about students loitering in the hallways of the hotel
- The PDW 2012 Planning Committee said that noise complaints had been issued and that a zero tolerance policy would be adopted towards loitering in the hallways for the remainder of the conference
- The PDW 2012 Planning Committee said that the hotel has reported no damages or monetary issues
- It was suggested that students be reminded of the dress code for the conference
- It was said that the National Pharmacy Competitions went well but there was feedback that competitors were not given an opportunity to eat lunch prior to participating
- S. Soneff said that the IPSF Lunch should be held prior to elections in the future in order to allow students to gain more information about IPSF and encourage students to run for the IPSF Liaison on National Council
- It was said that conference sponsors were placed on a VIP list and were assigned rooms in quieter sections of the hotel

4. Overview & Discussion of Election Candidates

J. Denomme

Motion: BIRT CAPSI National move in camera.
(J. Denomme/J. Baker)
Carried.

Motion: BIRT CAPSI National move out of camera.
(J. Denomme/J. Rafuse)
Carried.

5. Adjournment

J. Grocholsky

Motion: BIRT CAPSI National adjourn until Saturday, January 14th 2012.

(J. Denomme/J. Parenteau)

Carried.

CAPSI Annual General Meeting

PDW 2012 – Halifax, Nova Scotia

Saturday, January 14th, 2012

1. Call to Order/Welcome/Introductions

J. Grocholsky

-J. Grocholsky called the meeting to order

2. Attendance

J. Denomme

-J. Denomme took attendance

J. Grocholsky
P. Kwok
J. Wandzura
J. Denomme
G. Grewal
A. Lamb
G. Houk
V. Wong
L. Clayton
S. Soneff
J. Lui

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

K. Rai
A. Le
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J. Parenteau
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S. Miller
S. Smith
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J. Rafuse
J. Baker
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P. Lanthier-Labonte
Y. Gosselin Gaudreault
J. King
V. Alexandru Rosu
A. McMullin
J. Sharpe

UBC Senior Representative
UBC Junior Representative
Alberta Senior Representative
Alberta Junior Representative
Saskatchewan Senior Representative
Saskatchewan Junior Representative
Manitoba Senior Representative
Manitoba Junior Representative
Waterloo Senior Representative
Waterloo Junior Representative
Toronto Senior Representative
Toronto Junior Representative
Montreal Senior Representative
Montreal Junior Representative
Laval Senior Representative
Laval Junior Representative
Dalhousie Senior Representative
Dalhousie Junior Representative

D. Clark
T. Simms
M. Riordon

Memorial Senior Representative
Memorial Junior Representative
CSHP Student Delegate

3. Acceptance of Annual General Meeting Minutes 2012

J. Denomme

Motion: BIRT CAPSI National 2011-2012 accepts the Annual General Meeting Minutes (2011).

(J. Denomme/J. Baker)

Carried.

4. Executive Reports

J. Grocholsky

Finance Update

Motion: BIRT CAPSI accepts and approves the appointment of a new accountant for the ensuing fiscal year end (April 1, 2011- March 31, 2012), of whom the Finance Officer will appoint by CPhA 2012.

(V. Wong/Y. Gaudreault)

Carried.

Motion: BIRT CAPSI receives and approves the annual financial statements for the year ended March 31, 2010 and the year ended March 31, 2011.

(V. Wong/D. Clarke)

Carried.

President-Elect Update

Motion: BIRT CAPSI National form a standing translations committee

(J. Wandzura/V. Rosu)

Carried.

Motion: BIRT CAPSI National form a Platinum Sponsorship category

(J. Wandzura/J. Seguin)

Carried.

5. Questions

J. Grocholsky

6. New Business

J. Grocholsky

7. Closing Remarks

J. Grocholsky

8. Adjournment

J. Grocholsky

Motion: BIRT CAPSI National adjourn.

(J. Wandzura/J. Baker)
Carried.

CAPSI General Council Meetings
PDW 2012 – Halifax, Nova Scotia
Saturday, January 14th, 2012

1. Call to Order

J. Grocholsky

-J. Grocholsky called the meeting to order

2. Attendance

J. Denomme

-J. Denomme took attendance

J. Grocholsky	President
P. Kwok	Past – President
J. Wandzura	President - Elect
J. Denomme	Executive Secretary
G. Grewal	VP Professional Affairs
A. Lamb	VP Communications
G. Houk	VP Education
V. Wong	Finance Officer
L. Clayton	IPSF Liaison
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J. Lui	CAPSIL Editor
K. Rai	UBC Senior Representative
A. Le	UBC Junior Representative
V. Wong	Alberta Senior Representative
J. Parenteau	Alberta Junior Representative
T. Babish	Saskatchewan Senior Representative
S. Miller	Saskatchewan Junior Representative
S. Smith	Manitoba Senior Representative
A. Ewasiuk	Manitoba Junior Representative
J. Seguin	Waterloo Senior Representative
J. Rafuse	Waterloo Junior Representative
J. Baker	Toronto Senior Representative
A. Carrière	Toronto Junior Representative
P. Lanthier-Labonte	Montreal Senior Representative
Y. Gosselin Gaudreault	Montreal Junior Representative
J. King	Laval Senior Representative
V. Alexandru Rosu	Laval Junior Representative
A. McMullin	Dalhousie Senior Representative
J. Sharpe	Dalhousie Junior Representative
D. Clark	Memorial Senior Representative

T. Simms
M. Riordon

Memorial Junior Representative
CSHP Student Delegate

3. President-Elect Vote of Confidence

J. Grocholsky/J. Wandzura

**Motion: BIRT CAPSI National go in camera
(J. Baker/P. Kwok)
Carried.**

**Motion: BIRT CAPSI National move out of camera
(T. Babish/J. Parenteau)
Carried.**

4. PDW 2013 Seat Allotment Gaudreault

Y. Gosselin-

To discuss the possibility of changing the seat allotment process to accommodate the large number of Quebec students who wish to attend the conference.

**Motion: BIRT CAPSI National allows the PDW 2013 planning committee to modify the distribution of seats among schools to keep 400 places for students from Montreal and Laval as well as 500 from the remaining 8 schools
(Y. Gaudreault/J. Baker)**

- D. Clarke said that the need to accommodate a greater number of students from the host school is a challenge often faced by planning committees but it may not be fair to other students to modify the set seat allotment
- D. Clarke also said that more seats would likely become available to students from Montreal and Laval during the second round of registration
- Y. Gaudreault said that many French students will want to attend PDW because it is effectively replacing the annual COCEP Conference in Quebec
- P. Lanthier-Labonte said that seat allotment for other schools may not be greatly affected since the number of reserved seats would be increased to 500
- It was said that both Laval and Montreal would be rewarded a much lower number of seats for PDW 2013 if allotment was based on current CAPSI membership at each of these schools
- D. Clarke said that Dalhousie University and Memorial University also have an annual pharmacy conference that was cancelled this year and therefore students from these two schools experienced a similar situation to the one being faced by French students
- The PDW 2013 Planning Committee confirmed that they will likely be setting conference attendance at 900 students
- Y. Gaudreault confirmed that the maximum capacity of the PDW 2013 conference would be set at 1000 to include speakers and special guests

- J. Baker said that the University of Toronto rarely fills all of its seats allotted for each PDW and therefore there would likely be more seats available to French students in the second round of registration
- A. Lamb said that a perceived lack of French student attendance at PDW 2013 could negatively affect the conference in terms of sponsorship and student behavior throughout the conference
- A. Lamb suggested that the University of Montreal reserve some of their allotted seats for conference volunteers
- Y. Gaudreault said that the proposed 400 seats for Laval and Montreal students would include seats reserved for conference volunteers
- J. Baker said that the PDW 2013 Planning Committee could explore the possibility of offering day passes or social passes to allow more French students to attend some parts of the conference
- A. Lamb suggested that the PDW 2013 Planning Committee reserve 200 spots for conference volunteers from the University of Montreal and forfeit their percentage seat allotment to Laval University
- A. Lamb said that with the additional seat allotment Laval University would likely obtain 200 seats at the conference following the second round of registration
- P. Lanthier-Labonte said that reserving seats for volunteers would encourage a higher level of participation from Montreal students
- V. Rosu said that social packages haven been successfully implemented throughout the COCEP Conferences in the past
- T. Babish said that educational passes could also be offered to students
- The PDW 2013 Planning Committee said that they would be hesitant to initiate social passes because they believe that the conference should have a clear focus on education and learning
- A. Lamb moved to make a friendly amendment

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

(Y. Gaudreault/J. Baker)

Carried.

5. PDW 2013 Registration Fee

Y. Gosselin- Gaudreault

To discuss a possible increase in registration fee for PDW 2013 to be held in Montreal, Quebec.

- Y. Gaudreault suggested that the registration fee for PDW 2013 be increased by \$5.00
- Y. Gaudreault said that this additional fee would be used to offset the heightened expenses that may be incurred due to the larger size of the PDW 2013 conference
- J. Grocholsky said that the Planning Committee could also considering scaling down the size of the conference instead of increasing fees
- A. Lamb said that the registration fee could be increased to account for inflation

Motion: BIRT CAPSI National increase the PDW registration fee from \$175 to \$180 (Y. Gaudreault/J. Lui)

- It was said that additional income from the registration fee would be divided between covering PDW costs and the national council
- It was that an increase in the registration fee would work to alleviate pressure for PDW sponsorship
- S. Smith moved to amend the motion

Motion: BIRT CAPSI National increase the PDW registration fee for CAPSI members from \$175 to \$180 dollars and the registration fee for nonCAPSI members be increased from \$250 to \$260

(Y. Gaudreault/J. Lui)

Carried.

Abstentions: A. McMullin

Motion: BIRT CAPSI National change the deadline for assessment of the PDW seat allotment to February 29, 2012.

(J. Seguin/J. Baker)

Carried.

6. Joint Officer Meeting & Sponsorship Update

J. Grocholsky

7. Adjournment

J. Grocholsky

Motion: BIRT CAPSI National adjourn until the Spring Teleconference

(G. Grewal/J. Seguin)

Carried.