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Canadian Association of Pharmacy Students and Interns  
Association Canadienne des Étudiants et des Internes en Pharmacie

Teleconference Minutes  
Wednesday 21 July 2010  
8:00pm EDT to 10:00pm EDT

**1. Welcome, Call to Order - (B. Elliott)**

- B. Elliott called the meeting to order at 8:03pm.

**2. Attendance - (M. Riordon)**

- M. Riordon and B. Elliott did attendance.

J. Grocholsky	President Elect
B. Elliott	Past President
J. Oliver	VP Education
A. Wong	Finance Officer
M. Riordon	Executive Secretary
Y. Hui	CAPSIL Editor
S. Soneff	IPSF Liaison
K. Langejans	Student Exchange Officer
S. Yue	UBC Senior Representative
G. Gandoke	Alberta Senior Representative
S. Westad	Alberta Junior Representative (entered later)
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
P. Lanthier-Labonté	Montréal Junior Representative
E. Glenza	Laval Senior Representative
S. Creaser	Dalhousie Senior Representative
J. Cyr	Memorial Senior Representative
D. Clark	Memorial Junior Representative

Regrets:

P. Kwok	President
M. Zhang	VP Communications
L. Wang	VP Interprofessional Affairs
K. Rai	UBC Junior Representative
A. Lamb	Saskatchewan Senior Representative
M. Mahfouz	Montréal Senior Representative
J. Proulx-King	Laval Junior Representative
A. McMullin	Dalhousie Junior Representative

A. Wong acted as proxy for M. Zhang & S. Soneff acted as proxy for L. Wang



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### 3. Executive / General Council updates

#### LOCAL REPORTS

- **UBC**
  - The local representatives are organizing orientation for the first year students
  - In August they will have a presentation by the Canadian Diabetes Association for awareness to children
  - They will also be getting discounted movie tickets for their membership drive from Scotiabank
  
- **U of A (G. Gandoke)**
  - The local representatives are preparing for orientation week and have prepared a draft of events to plan for the year
  - The project for Reimbursement models for Pharmaceutical Services is on hold since the Minister has postponed it. The U of A pharmacy students' association has sent a letter of disappointment and will email Council of any updates.
  
- **U of S (T. Babish)**
  - The local representatives are working on getting the Minister of Health into their pharmacy labs. So far A. Lamb has spoken with the lab coordinator, who referred her to the Dean. The Dean said that they would need to talk to the Saskatchewan College of Pharmacists (regulating body) to make sure it was okay on their end so they are working on that at the moment.
  - They asked their local council to provide updates on their potential ideas/projects for 2010/11.
  - They have spoken to faculty about A. Lamb and T. Babish attending a faculty meeting to speak about CAPSI and their initiatives for the upcoming school year.
  - They are also working on getting summer updates from their local council and getting promotional material for orientation in September.
  
- **U of M**
  - They are currently working on doing a joint presentation with CPhA
  
- **U of W**
  - The local representatives are planning for the fall with different classes not being on term
  - They are working out the details for the competitions
  - J. Oliver is setting the dates for competitions
  - They are also planning for PAW in March
  
- **U of T (A. Sylvestre)**
  - The local representatives are organizing the next school year for CAPSI local and planning their fundraisers.



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- A. Sylvestre asked if there will be a discount on Patient Self Care and the Compendium of Health Care Products
- B. Elliott said that he had a meeting with CPhA and might be able to get a discount so will keep us updated
  
- **U de M (P. Lanthier-Labonté)**
  - The local representatives are planning a BBQ in September
  
- **U Laval (É. Glenza)**
  - The local representatives are planning an Apotex Conference with tickets and i-Pharmacists
  - They are also working on a fundraiser
  
- **DAL (S. Creaser)**
  - The local representatives have started to make contact with the faculty for competition planning and started planning for the year
  - CAPSI will be hosting a Dodgeball game for the new students during frosh week
  
- **MUN (J. Cyr)**
  - The local representatives have been working on their annual School of Pharmacy Career Fair. It will be taking place Sept. 29<sup>th</sup> in St. John's at the Holiday Inn. They have had a good response from those who attended in the past but a few sponsors have declined, probably due to lack of funds (those from Ontario). They have 17 booths confirmed so far (as compared to 23 from last year), with an additional 3 or 4 who will be getting in touch soon with an RSVP. Apotex is not able to attend again this year.
  - They are working on a PowerPoint presentation for their orientation week to take place during the first week back to classes

## EXECUTIVE REPORTS

- **President (B. Elliott for P. Kwok)**
  - **Meeting with AFPC**
    - P. Kwok met with AFPC in Vancouver during the AFPC conference with Dr. Frank Abbott and all of the AFPC council. She spoke primarily about our achievements the past year (great turnout at U of T PDW), new things to be added – new competitions (they were surprised we wanted to do critical appraisal in our spare time), development of an educational policy, our IPSF involvement, etc. Namely, they wanted more of a partnership with us. So, the faculty reps sitting on the council intend to partake in the local CAPSI councils (if you have one, as a faculty rep). We are probably looking to have more of their information accessible on our website, send them our CAPSIL (they are interested in putting together a CAPSIL article with the new educational outcomes for the ELPD program) and they will send us their newsletter/update, which P. Kwok will share with everyone.



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They were extremely interested in our ELPD view, so this should be revisited by the CRC! Also, they would want to see students do more advocating with employers (demanding a patient care supportive setting at the work place – kind of like the student guide). If you have any questions, regarding whom your AFPC rep is, ideas of how you want them to get involved, etc. don't hesitate to email P. Kwok.

- **Apotex Agreement/Partnership**
  - B. Elliott & M. Zhang will comment on this. They wanted our feedback to their proposal as soon as possible. It would be best to go around the school reps/execs for feedback and report back to Struan, who is talking with U of T about using i-pharmacists.
- **Competition proposal**
  - Will be discussed by J. Oliver.
- **Reminder for committee work**
  - The summer is a great time for the committees to meet (especially if you didn't get a chance at CPhA). Once the school year comes around, it is incredibly difficult to find the times to meet, get things done, etc. And since it is fairly easy for committee work to fall to the way side, please set tasks and assign them. Committee work is essential for improvement of CAPSI for the upcoming years! Plus, each committee should be doing reports at our TCs (fall and spring).
- **New facebook group for reps**
  - As promised to the reps, the facebook group is up. Use it. Especially for membership drives (for those who have them), fundraising ideas, activity ideas, etc. Thanks for reps that have been sending out stuff.
- **Friends of CAPSI**
  - We should decide when we want to implement the program. If we want to launch it this September, the committee needs to put all the preparation in place to get it off the ground. It would be good to start especially if we are lacking in funds...
- **CPhA 2011**
  - Update from PEBC: the PEBCs for 2011 and the CPhA conference will be the SAME weekend. So, just a heads up for any upcoming 4<sup>th</sup> years.
- **Elections**
  - It is early, but we should start getting potential council members involved so that by the time elections roll around, we will already have candidates!
- **Past-President (B. Elliott)**
  - Items discussed later on
- **President-Elect (J. Grocholsky)**
  - Since the conclusion of the CPhA conference, J. Grocholsky has been reviewing the Operating Manual as well as the Constitution
  - As committee chair for the CRC, she has reviewed her notes from CPhA to ensure all necessary changes will be made in a timely manner. She has begun drafting the



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Association Canadienne des Étudiants et des Internes en Pharmacie**

necessary revisions and will be sending them out to the other members of the Constitutional Review Committee for approval shortly.

- As for the Website Committee, she has also been working with P. Kwok and Franky (our new webmaster) regarding a redesign of the website. Franky has a lot of great ideas to improve the functionality of the website including a new tabbed navigation scheme. This will provide the website with a streamlined new look and ensure that the website is user friendly for all. Their goal is to have the website redesign completed before the membership drive in September. In addition, she will be working on fixing any broken links on the website and locating missing documents to ensure the website is complete and up to date.
  - CAPSI has been contacted regarding an upcoming policy summit meant to address key action items for the Blueprint for Pharmacy implementation plan. The summit will be co-hosted by the Canadian Council on Continuing Education in Pharmacy along with CPhA. She hopes to attend the Toronto summit in October to represent the unique student perspective
- **Executive Secretary (M. Riordon)**
    - The minutes from CPhA are almost completed, except for a few year end reports that still need to be sent in as soon as possible. Once everything is received the minutes will be sent out to Council.
  - **VP Finance (A. Wong)**
    - The report will be given later in the Financial Update

S. Westad entered the teleconference.

- **VP Education (J. Oliver)**
  - Award of Professionalism applications are being blinded and will be sent out to judges by the end of July
  - Student Literary Challenge documents have been updated and being approved by the Competitions Review Committee
  - Medisca will be sending the compounding case soon
  - The OTC and PIC competitions will be finalized and sent out to the Competitions Review Committee by early August
  - All competition material will be sent out to schools in early September
  - She is working with Apotex regarding the i-Pharmacist so will report back later
- **VP Professional Affairs (S. Soneff for L. Wang)**
  - Sent emails to schools
  - Waiting to hear back from local representatives
- **SEO (K. Langejans)**
  - The 2010 exchanges are in full swing
    - There have been a few communication difficulties for the Canadians going on exchange, but for the most part these have been dealt with. One



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### Canadian Association of Pharmacy Students and Interns Association Canadienne des Étudiants et des Internes en Pharmacie

student from U of A may be canceling due to lack of information from the UK SEO, so K. Langejans is trying to get in contact with the student. One student from U of T withdrew due to the exchange falling through on Germany's end, so K. Langejans offered the student other countries but the student declined.

- About half the exchange students are now in Canada or have completed their exchange and most things are going smoothly. One student had trouble getting into Canada because she refused the offer of an invitation letter, and one student in Nova Scotia had some professionalism problems so was asked to leave his placement. K. Langejans will be writing a formal letter of apology to the host.
- If anyone wants to get in touch with the students in your area just let K. Langejans know!
- Preparations for Congress
  - K. Langejans completed the CP report and S. Soneff completed the credentials form, which must be done to get our voting rights in the GA
- Preparations for next year
  - K. Langejans revised the SEP deposit policy
  - She has been in touch with Franky about moving SEP payments online. He seems to think PayPal is the best option so the next step is to talk to A. Wong and hopefully get this in place for next year. The SEP fee may need to be revised to accommodate any fee associated with paying online, but the basic deposit structure should stay the same.
- **IPSF (S. Soneff)**
  - She is working on contacting local reps but waiting to hear back from people
  - She has told them about the health campaign to start getting ideas
  - She is working with the pharmacy schools that don't have IPSF reps (U of M and U of W)
  - The Mobile Pharmacy Project in Northern Uganda has been cancelled so schools don't have to fundraise anymore
  - K. Langejans and S. Soneff will do a blog while at the World Congress
- **CAPSIL Editor (Y. Hui)**
  - She is sending emails to people to find out how their summer jobs went that aren't community or hospital pharmacy related
  - She also sent out emails to Council about deadlines for when CAPSIL will be published
  - She is updating contracts for advertisements with the small changes (Industrial Residency Program, CPhA)
  - CAPSIL reps at most schools have been contacted
- **VP Communications (A. Wong for M. Zhang)**
  - M. Zhang has been working on renewing contracts.



C A P S I • A C E I P

**Canadian Association of Pharmacy Students and Interns  
Association Canadienne des Étudiants et des Internes en Pharmacie**

- By signing before the end of July, Friesens (the company that does our agendas) will wave the delivery fees (\$2,000) so she will have that completed
- She is also working on renewing our contract with C.U. Media so they can get more sponsors for us earlier
- She has been fielding some questions from students regarding our benefits. She asked J. Morrison about re-signing with Friesens and he does recommend doing it.

Y. Hui asked the Council who got her email about the CAPSIL deadlines and since a lot of people didn't receive them she will send it out again

**4. Financial update - (A. Wong)**

- a) From CPhA to now:
  - Updated QuickBooks with all of last year's deposit entries and wrapped up last year's records
  - Began filing taxes with our accountant
  - Received sponsorship cheques from CAPSI Club Members
  - Finally have access to both RBC and ING accounts
  - Sent out all CPhA reimbursement cheques except to L. Delaveau (MAN Sr)
    - Budgeted \$19,822 and we came under at \$17,300
  - Looking into speaking to a financial advisor via B. Elliott about how we should set up our accounts and whether or not we should be filing GST/HST
- b) We must clear all cheques from RBC account before closing the account – will move to ScotiaBank in the fall
- c) PDW 2010 accounts – contacted Hayley since Stephen is away right now, looking into closing account by end of the month and will be sending all cheques and receipts, etc. to A. Wong
- d) Currently, PDW profit split: 15% CAPSI National, 45% next PDW, 40% PDW 2 years following.
  - If we want a change → should more profit come into CAPSI National and we will funnel the money into a separate account solely for PDW
    - Will need to seek legal advice on this
    - B. Elliott added that at CPhA U of T was concerned about the Toronto PDW profit so he sent motions from last year's VP Finance for the reasoning behind the current policy
    - A. Wong added that PDW 2010 wanted it changed
    - A. Sylvestre said that they were the first ones to not get the cushion so wanted the cushion reinstated
    - A. Wong explained that last summer during the teleconference there was \$15,000 from the previous year's PDW profits that was acting as a cushion so once the council decided to split up the money they took away the cushion



**C A P S I • A C E I P**

**Canadian Association of Pharmacy Students and Interns  
Association Canadienne des Étudiants et des Internes en Pharmacie**

- A. Sylvestre, on behalf of PDWPC 2010, suggested that we reinstate the cushion
  - A. Wong suggested we funnel the profits into a new account that could act as a cushion for future PDW conferences, as sort of a trust fund
  - B. Elliott said that we then need to seek legal advice on how to do it as a trust fund for succession planning for PDW, but in the hands of CAPSI
  - A. Wong reminded us that with the current policy 15% of the profit went to CAPSI National so this money would already have been split up so we can't do it now and would have to start from scratch
  - A. Sylvestre said that the VP Finance from last year had said the cushion was deleted because it was illegal to have
  - A. Wong said that she is currently looking into that issue and how we would go about doing it
  - B. Elliott added that he spoke with accountants and chartered accountants about the \$50,000 rule and it turns out that it may not exist. There are other issues concerning GST but there is apparently no \$50,000 limit rule that exists – he will look into it more...
- e) Last year's finances:
- Ended in the positives
- f) This year's finances:
- Budgeted in liability insurance of \$5000
    - B. Elliott added that he asked CPhA about Board Insurance: liability insurance to cover our travel to PDW should cost around ~\$1800 + PST
    - The quote will be put forward to council but it hasn't been spent yet so A. Wong will add it to the budget
  - Right now, the budget ends with a positive ~\$5000
  - Membership fees (especially from Toronto), agenda revenue and CAPSI Club memberships definitely keeping us afloat
- g) Reimbursing Sr and Jr local representatives:
- Currently, the most we can probably put towards this is another \$100-\$150/school (\$1000-\$1500 total) which will bring our budget to end in ~\$4200 - \$3700 but that's basically \$50-75 each
  - We can revisit this issue at PDW, after we see how things are coming along
- h) PDW 2011 – A. Wong can't get hold of their Finance Officers Elysse and Tyrel (have emailed them) so asked if T. Babish could put them in touch

**5. Partnership with Apotex – i-pharmacist use - (J. Oliver)**

- J. Oliver spoke about the handheld i-pharmacist program for use in competitions
- B. Elliott said that P. Kwok has dealt with Struan, the Apotex representative
  - He has put forward a package and wants feedback





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- It would be 8GB i-pharmacist i-pod touches with Apotex and CAPSI logos so we would need a contract for loss or stolen devices
- There would be a complementary device to the local rep, which makes it complicated because there are 2 local reps
- B. Elliott will forward the info and let Struan know our thoughts and concerns
- J. Oliver said she was talking to Struan and negotiated to provide devices to each school for the competitions – 2 devices to each school except for 4 for U of T because there are more students. In total it would be 22 i-pod touches and memberships to be renewed annually
  - For the contract, local reps would be responsible to keep the devices safe so not loss or stolen etc... and Apotex can cancel the program if they want
  - The devices would be sent to each school for local and national competitions
  - A concern would be that we are not allowed electronic devices in OSCE exams
  - It was rationalized that these competitions try to give students experience not just for OSCE exams but for future practice so it could still be good
- A. Sylvestre wanted to know what devices would be used for the rest of the year
  - J. Oliver responded that the reps would keep them for the rest of the year so the reps can use them as long as the devices are kept safe
- B. Elliott said that Apotex is meeting with the Waterloo and Toronto faculty so they are trying to move ahead
- J. Oliver talked to the competition review committee and no one had any objection so she wanted to know if there were any concerns by all the schools
- All she needs to do is draft the contract and Apotex will go ahead with it to start in September
- The i-pharmacist use would be for CAPSI competitions and not labs
- B. Elliott said that P. Kwok had been looking into the use of devices in labs whereas J. Oliver is talking about use in competitions only
- J. Oliver asked if any one had any objections
  - J. Cyr was concerned that since MUN is a small school and they don't have many resources, she wondered if she could lend the devices out to students or not
  - J. Oliver responded that she had asked Struan to have 2 for each school since most schools have one competition at a time so the other student waiting could use the device while waiting to go in
  - B. Elliott said that it would be too much responsibility for the local rep to lend out the devices to students
- There would be 22 devices coming in strictly for OTC and PIC competitions
- J. Cyr asked about the National competition: is it one room at a time or would we need more devices?
  - J. Oliver explained that it was one room at a time and we could always borrow from other schools if all the reps are there
- B. Elliott asked J. Oliver about liability for lost devices
  - J. Oliver explained that we would take out proper measures to ensure the devices weren't lost or stolen
  - B. Elliott said we need to know liability for CAPSI (J. Oliver will find out details)



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Association Canadienne des Étudiants et des Internes en Pharmacie**

- J. Oliver will get a draft contract and move ahead with the program and send a motion by email
- B. Elliott will send out the documents that Struan had sent him

**6. Revision of SEP deposit policy – (K. Langejans)**

- See Appendix for documents
- The documents will probably need to be approved for September
- The SEP deposit is effective for this year – all students paid a \$65 deposit in addition to the registration fee
- Clarifications came up for this year – we need to address if there were more Canadian students than international students so added the part about a social activity... it was also added that if someone is away they must get someone to pick up the international student in Canada and arrange transportation... it was also added about giving a presentation about the SEP and writing an article in the CAPSIL if the student wasn't able to do what they were suppose to
- Waiting list – if the student withdraws his/her name before he/she is offered a place then he/she will get the deposit back
- B. Elliott asked about the \$100
  - K. Langejans explained the IPSF rules, which asks that we return \$35 so that is in addition to the \$65, totaling \$100
- S. Soneff clarified that this isn't in effect for students on exchange right now
- K. Langejans has been in communication with all of the students so those who didn't respond must be ok with losing their \$35
- S. Yue didn't receive the document so K. Langejans will send it again
- K. Langejans asked about the possibility of paying online and if we could approve it so an amendment could go through
- Y. Hui talked about PayPal – if we pay out it is free but if we receive money then there is a 4-5 % fee
- K. Langejans is looking at receiving fees online for the SEP application fee
- A. Wong asked if PayPal would have to be linked to our account and suggested that it would be better if we set it up after the new account is set up (Sept-Oct)
  - K. Langejans agreed
- K Langejans clarified the Canadian and International obligations for Canadian students going on the exchange to get their \$65 deposit back
- B. Elliott stated that if students don't fulfill their obligations then they don't get their deposit back

**BIRT CAPSI National Council accepts the amendments to the IPSF Student Exchange fee effective for the 2011 SEP year.**

**K. Langejans / S. Soneff**

**There was no discussion on the motion.**

**Motion carried (no oppositions or abstentions)**



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**Canadian Association of Pharmacy Students and Interns  
Association Canadienne des Étudiants et des Internes en Pharmacie**

**7. Competition proposal update - (J. Oliver)**

- Still working on documents and will send out information once more details are finalized

**8. Friends of CAPSI - (B. Elliott)**

- B. Elliott reminded everyone that we made a committee at CPhA to review the document so we will do that in the upcoming weeks and get it approved

**9. Partnership with CPhA - (B. Elliott)**

- B. Elliott explained that he had a few teleconferences with CPhA and they see students as a valuable resource so are very supportive of students
- He is working on the Workopolis agreement and had a teleconference that morning about it
- He explained that one website would be maintained by CPhA and will use all the resources and set up so they want us on board to help promote it
- It would be no work on our part except to promote the website in the CAPSIL and we would get an 8% revenue share
- He will send us more information
- The website will promote free trade and free movement of pharmacists across the provinces so they want us to partner with them
- B. Elliott has an email and survey from Christine so will send it out to Council (she will be our contact – the survey wants to know information about membership drives and how we work)
- A. Sylvestre wondered if the local rep would be replacing the CPhA rep at local council
  - B. Elliott said that CPhA is not finding success in the way things are currently run so they want more CAPSI involvement – he is not sure what they will do with those current liaisons but they will address the issue
- B. Elliott will send the email and requested that we fill out the survey
- They had talked about bulk shipping of Patient Self Care but he hasn't heard much on it now so he will keep us posted

**10. Committee Work - (B. Elliott)**

- B. Elliott reminded everyone to start on committee work... will work on Friends of CAPSI committee soon
- He added that the CRC committee should already be working

**BIRT CAPSI National adjourns at 10:24pm**

**J. Oliver / S. Soneff**

**Motion carried**

**Next meeting:** Fall TC - TBA