



**CAPSI Summer TC Agenda**

**Tuesday, August 19<sup>th</sup>, 2014**

**8:30pm EST**

**1. Call to Order**

**A. Carrière**

**A. Carrière called the meeting to order at 8:30 pm EST.**

**2. Attendance**

**J. Coleman**

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

**3. Approval of Old Minutes**

**J. Coleman**

**BIRT CAPSI National approve the General Council meeting and Joint Officer Meeting minutes from CPhA 2014, Saskatoon, Saskatchewan.**

**J.Coleman/K. O'Keefe**

**Carried.**



#### 4. Questions about council updates

- A. Carriere asked about the cost of the local council retreat. Manitoba clarified that retreat is \$100 total, not each person has to pay \$100.  
C. Stoneman asked about the anti spam law, and why we should be concerned about it.

A. Carriere clarified that over the next two years, there are new rules about sales, promotion and deals about people having to give consent and they must be able to opt out. This is important to us because of discounts we offer as council, etc. Since we are talking to our members, we can say check out this membership benefit, instead of check out this deal. In order to Opt out of emails, we would need a national database. Membership numbers and sign in / out website design will be implemented. This should not be as much of an issue because we are going through the schools for local communications. We will have more information in the two years coming up.

K. Sin joined the meeting at 10:11 NL time.

#### 5. Run For The Cure

##### A. Carrière

Background: CAPSI will be a multi-site team. Everyone's schools will go under this team. If you are already registered, RFTC will move everyone under the CAPSI banner so we have one donation but you will be able to see how much your chapter has raised.

If you have already made a team and do not want to be a part of the National team (competing for local prizes), let Amber or Jason know.

- A. Zaheer asked if students have to join the national team.  
A. Carriere confirmed that students can just register for their local teams,.

M. Kazem joined the meeting at 10:21 pm NL

D. Burton confirmed that each teams page have their own participant centre and everyone registers under the school, but ends up as one national CAPSI donation.

A. Carriere noted that there will be a confirmation email about this.

K. Pilon noted that Laval is not associated with CAPSI because they work with their local council for this fundraiser.

A. Wanner noted that they got 10 free runs for their softball tournament. She notified RFTC about waiving the fee for those students and was concerned this would effect the registration process.

A. Carriere explained that she believes this is happening at a higher level, it will not affect local registrations.

#### 6. Website committee update

##### K. Selva

Background: Introduce the new webmaster, summarize our plans for the next few months

K. Selva explained that the webmaster is elected and has a good background with websites. She will be updated properly in September. Selva is hoping that she and A. Carriere will be able to meet with her. The Website Committee has confirmed the buttons and what will go under each button. Roles assigned to work on each of the different parts. Each button is being individualized now. Soft deadline of first week of October. Hard deadline Oct 26. It will then be edited and the final draft of English content will be passed on to translation. Goal is by November 16<sup>th</sup> to have at least English content sent to get website under way.



- A. Lau asked about the page with current members. She said she will look through each of the current bios and send out confirmations to everyone to make sure everyone is okay with what is on the website.

## 7. PA committee update

**K. Selva**

Background: The committee has selected how to structure the PA position for next election. Will share their ideas on what the roles should be and ask for further council input.

The committee decided to go with a PA position only this year, option to re-evaluate based on progress made by the PA, with sub committee possible for next year. They are working on roles of position now. One idea is for PA to plan one national event for PAM, as well as keeping tabs of each school as interprofessional events to help brainstorm events. They are working on having more roles, send to CRC by October, then final draft ready for PDW.

- A. Carriere make sure the draft is out to council before meetings at PDW. We will have to go through this line by line at PDW before we present it to our membership at PDW at the AGM. Wants to know if this should go out before TC or after, this may take too much back and forth on the phone, so possibility of a google doc.

## 8. PDW 2015 Update

**K. Pilon**

Background: General update from the Planning committee about the conference, including Mr. Pharmacy, Pharmafacts, promo codes with the hotel and airlines, registration and hotel room dates, sponsorship, parking passes, transportation

Update:

We are currently in touch with Paul Agro from Agro-Health to prepare the questions for the Pharmafacts bowl.

Prize for Mr. Pharmacy will probably be a \$100 pre paid VISA giftcard. The challenges would be: Open 10 pill bottles with one hand and guess the number of pills in it, labcoat fashion show, talent show, 5 general knowledge true or false questions, not pharmacy related.

We have a promo code for rooms in advance at the hotel and for flights with Air Canada, WestJet and Porter. Details to follow.

We are trying to determine dates for the different rounds of registration. Our co-chairs would like to have it done really early. I would like to know if everyone would be good with doing the first round in early October or if it's too soon. We could have the competition winners by late October/ early November.

It will also be possible for each school to submit their room list after all three rounds. (nov 15th

Sponsorship update: we currently have \$137 500, our VP com told me that more should be confirmed this week. I don't know if some of you have ideas of sponsors that would be interested. We currently kept our sponsor invitation to a somewhat provincial level.



Parking passes will be available if needed at a rate of \$24/day.

Transportation from the airport will be provided, students will be asked to fill a form with their arrival time so that we can maximize on each trip. Transportation from the train or bus station will be provided if there's enough students. However it is a direct city bus trip to the hotel from both of these locations.

PDW questions

A. Carriere noted a challenge with early October for first round. Push to mid October due to timing of competition. Those have to be done by first round, and then we can do first round after the competitions.

S. Huynh felt that mid October may even be difficult because it's really difficult to share time with local student councils as well in terms of getting events and competitions completed. End of October would be best, based on Vancouver experience.

A. Carriere asked council to be proactive with SLC. Start promoting now!

M. Harrison asked if the winner of Mr. Pharmacy have to be in by first round?

J. Coleman asked about if we are going to make Mr. pharmacy special guests. This may be easier for locals, Karine confirmed, Janice will redo the calculation.

M Kazem left the meeting at 10:39 NL time.

## 9. PDW Transportation

**D. Burton**

Background: Would like to discuss the possibility of a shuttle from MTL airport to Quebec City as it is more economical and there are more options.

D. Burton explained that direct flights are about \$800-1000, not a lot of options. There are more feasible options through MTL and take a \$100 train ride. Is it possible to have a shuttle from the MTL airport for those students, or will they have to take the bus from MTL.

K. Pilon is unsure about a shuttle bus, it would be have to be a single trip. From the MTL airport is unlikely, but from the bus station is more possible.

A. Carriere explained that we can't expect PDW to be responsible for people landing in another city. They may not be able to accommodate them all. This may be something to be handled at a local level.

## 10. Elections

**J. Coleman/D. Burton**

To be addressed at the next TC. Two brief notes were the short videos from exec and J. Coleman has a document to translate.

## 11. CAPSIL

**A. Lau**

Background: There are several things to be put forward to council including: Cover layout feedback, CAPSIL blurbs, Translations Committee, Call for contacts/CAPISL reps, Call for Submissions, and CAPSI website Blurbs.

Asked for feedback about the covers posted on Facebook.

A. Carriere felt too much text in the first option, liked the second option. Suggested using the new website in the winter version.



A.Lau agreed. She is concerned that her camera doesn't take high enough resolution pictures to use as a full cover.

K. O'Keefe inquired about what she is looking for. Offered to recreate the "what does CAPSI do for you".

A. Carriere agreed that is a good idea, blur out some words and recreate the cover.

Reminder to submit your blurbs so translation committee can have more time to work on articles. Anyone who wants to join, email A.Lau (capsil@capsil.ca). If there are friends who are interested in helping, contact A.Lau.

Amber asked for a hard deadline for CAPISL blurbs of Friday the 29<sup>th</sup>.

## 12. CAPSI Banners

**M. Kazem/K. Sin**

Schools are looking for an update on the banner progress.

A. Carriere explained that staples is not able to charge us for 1 bulk purchase and give the discount. Each school can get the image from facebook, then print it at a location of your choosing. The dimensions will come from the UofA. Locals will pay for it up front and be reimbursed. There are no printers who will do one purchase and do a group discount.

K. Sin asked about a max expenditure.

Amber said we will expect locals to go on their honor, so please look for the least expensive option. Anything over \$200 would be questionable.

## 13. Blueprint Competition

**J. Coleman**

Background: Christine from CPhA would like CAPSI to really make an effort to promote the contest we discussed at CPhA.

## 14. Feedback on new Update and Agenda format

**J. Coleman**

Generally well received by council.

## 15. PDW 2016

**H. Meginnis**

Background: Budget and video script approval

A. Carriere liked the script.

There was a suggestion from PDWPC to run a social media contest.

K. O'Keefe asked about MUN being at a disadvantage for numbers if there was a social media contest where a school could win by the total number of tweets.

A. Carriere suggested individual prize instead of a school prize that is not based on student population.

A. Schmode left the meeting at 11:01 PM NL Time.

J. Ota asked about doing a proportion calculation and then rank the schools on activity.



A. Carriere liked that everything in the video is light and fun. She noted however that any time sponsors are included or referenced, the video should be a little more professional. (in reference to free swag)

Nadita asked if 6-7 minutes is okay? Amber said around 6 is probably good, longer than that is harder to run between classes.

The PC is hoping to have keynote and motivational speakers show some interest by September so they can include it in the video.

Budget discussion points from J. Johnston were sent to A. Carriere following the TC.

#### **16. CAPSI EBM Competition – PAM 2015**

**J. Otal**

See Position Update for background information on the approved recommendation for CSHP support of the CAPSI EBM competition.

J. Otal explained that the competition was approved by CSHP but there are some things that need to be wrapped up. There is no financial support from CSHP. She asked if local prizes be determined by each school, in terms of what they can provide, or will we do something across the country. She also asked if this will be open to all CAPSI members or just those who are also CSHP members.

A. Carriere suggested offering a prepaid visa or a CAPSI registration.

J. Otal clarified that they are wondering about CSHP specifically

A. Carriere noted that we would not restrict to CSHP because they are not committing financially

J. Otal confirmed we will open the competition to CAPSI members. We will put that the local prize will be determined by each local council.

J. Otal explained that A. Prata and herself will work together on this moving forward.

#### **17. World Health Student Symposium 2015**

**C. Woit**

Background: Canada was approached at World Congress to see if we could host WHSS 2015.

The work for the conference is quite a bit behind, but there is a lot of interest in coming to Canada. There would be 200-400 delegates and they are wondering if we think it would be feasible. The conference would be held anytime between September/December, and it doesn't have to be organized by CAPSI.

J. Coleman was concerned about the timeline

A. Carriere explained that it would be good to have a better idea of the financial and time commitment this would bring, and also what the role of CAPSI would be.

C. Woit explained that it would involve creating a website, finding sponsorship, arranging accommodations, and that it does not need to be CAPSI exclusive. She said that it was quite



vague as to what we would have to do but our name would be on it. It could be any member of CASPI as the contact person to head the committee.

Sarah Rehan left at 11:14

It would be Similar to PDW but with other organizations.

M. Harrison asked about delegates.

C. Woit confirmed up to 400. Last year there was 330 people.

K. Selva asked about finances.

C. Woit noted that she does not have this info. We would probably need to get a lot of sponsorship which may be tough due to PDW, but it would be joined with other professions.

A. Carriere suggested it would be worth while to get some more information on the city, cost, time commitment. May be more realistic to target 2016.

C. Woit explained that the conference is every 2 years, so the next year would be 2017. Agrees that 2015 is a tight time line.

J. Coleman suggested working it in to PA portfolio.

K. Selva agreed.

#### **18. CPhA Action Items (time permitting)**

**J. Coleman**

Blueprint rep: J. Wandzura felt the best thing would be to have himself and amber work together in transition, have K. Selva as an observer if it is allowed, and then she can take on that role, then implement a 3 year term from that point on.

Health Campaign – It was decided to work on google drive to come up with fundraising strategy. Cassandra said IPSF has started something where all the student associations across the world have done for health campaign. Need to get the CAPSI/IPSF google doc going.

Working group for PAM was going to be appointed (but we hadn't decided to do a group or work via google drive) We need a point person. It was suggested to put forward nominations, start a committee with a chair.

#### **19. Other Business**

K. Selva asked about providing a certificate to students who partake in translations?–

A. Carriere suggested doing a printed form. She noted we need look at the numbers before we go about something more formal or expensive

A Lau will let us know how many people submit to the CAPSIL.

#### **20. Adjournment**

**A. Carrière**

**Motion to adjourn**

**A. Carriere/ K. O'keefe**

**Carried**



## **University of British Columbia**

M. Kazem/K. Sin

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### RFTC 2014 Update

- Team has been finalized, have lots of people interested in participating this year. Have a fundraising goal of \$1,500 similar to that of last year. Looking to see if any of the professors are interested in running as well (something new that we are trying at UBC)

### CAPSI Textbook Sales

- Almost finalized. Advertisements have been sent out to all the students, and currently in the process of collecting orders. Large number of orders anticipated for this upcoming year due to the new edition of TC coming out.

### CAPSI Summer Get-Together

- Rounded up a few of our members to head down to one of our local beaches (Spanish Banks) to play some beach volleyball and other recreational activities.

### Local Council Retreat

- Planning a retreat to be held on the 2<sup>nd</sup> week of September where the local council can plan events for the upcoming year. Agenda for the retreat include organizing the PDW competitions, CAPSI Awareness Week and symposia, preliminary discussions on Mr. Pharmacist, setting a date and process for awarding the CAPSI-TILAK Award, and other activities.

### Local website Update

- M.Kazem is working with our local Webmaster to redesign our local website and update the content currently present. Have also been working on retyping some of the documents for the new CAPSI National website more specifically regarding the "membership benefits" pages.

### Upcoming Events

#### CAPSI/Faculty Orientations

Date: September 2-5

Location: Pharmaceutical Sciences Building, UBC

Description: Orientations for the first years entering the faculty, going over expectations, introducing the faculty members and including icebreaker activities with peers.

#### Pharmacy Phrosh (Great Pharmacy Adventure)

Date: September 6

Location: Pharmaceutical Sciences Building, UBC

Description: A freshman event, aimed at giving incoming students an opportunity to explore the city and campus while connecting with an upperclassman. <http://ubcrxphrosh.com/>

#### CAPSI Awareness Week

Date: September 15-19

Location: Pharmaceutical Sciences Building, UBC

Description: Fun events planned throughout the week to raise awareness of CAPSI and the professional opportunities that the student-run organization can provide.

#### IPSF Driving Range Fundraiser

Date: Last week of September

Location: University Golf Course, UBC

Description: A golf fundraising event held at University Golf Course and organized by the IPSF Liaison.





Cost: All subsidized by local council

### University of Alberta

D. Burton/A. Schmode

June/July

- attended local council's summer retreat and developed our strategic plans for the upcoming year
- met with CAPSI Jr Alyssa to discuss plans and ideas for RFTC and PAM
- Sent out Welcome Letter to the incoming Class of 2018 – amped up SLC competition (currently have no submissions or inquires – will continue to pump up)

July/August

- planning events for September Orientation (compiling powerpoint presentations and activities for CAW)
- Promoting RFTC team
- planning fundraising events for RFTC (will be hosting a Slo-pitch Softball Tourney, Social Nights, Sucker Runs etc.) – currently confirming venues and sponsorship

### University of Saskatchewan

S. Scherbey/K. Joorisity

- creating a year plan for local council
- in contact with CPhA for book orders, our sales will be the 2<sup>nd</sup>/3<sup>rd</sup> week of September.
- RFTC team created end of August, a fundraising committee will be formed when students get back in September
- Welcome Week- planned by Sask Pharmacy and Nutrition Students Society will be taking place September 2<sup>nd</sup> this time week of September 3<sup>rd</sup> to 12<sup>th</sup>, CAPSI will reach out to first year students and run membership drive during

### University of Manitoba

A. Wanner/A. Phung

- In July we held our 2<sup>nd</sup> 'Saving Second Base Slo-Pitch Tournament and Social'.
  - o We rented fields from the City of Winnipeg
  - o Volunteers worked the registration table to sign up players, set up the bases on the fields, and clean the fields
  - o 67 players came to the tournament, comprising 6 teams. The tournament was played in two pools, with the top teams playing off against each other. The final game was rained out.
  - o The social was held at a pub in Winnipeg. They agreed to let people who purchased tickets use the tickets as cover. 87 people bought tickets.
  - o We got an 8 foot banner printed for free with sponsors names in exchange for prizes for the tournament. We received soft drinks from Pepsico Beverages Canada, movie tickets from Costco and Cineplex Entertainment, water and gift cards from Shoppers Drug Mart, a gift card from Leila Pharmacy, and laser tag passes from LaserTopia.
  - o Total expenses (for fields and social tickets) were \$210.94. Proceeds were \$1630. A total donation will be made in person for \$1419.06.
- Upcoming Events
  - Date: September 8<sup>th</sup> – 12<sup>th</sup>
  - Location: University of Manitoba
  - Description:
    - September 9<sup>th</sup>:** CPhA Lunch n' Learn and Membership Drive – We will present our CAPSI powerpoint to the new class of 2018, and a representative from CPhA will present about the organization. We will sign up members and hand out backpacks, water bottles, and agendas. We are waiting to hear back if CPhA will cover the cost of a pizza lunch.



**September 10<sup>th</sup>:** CAPSI Bowling Fun Night – members of CAPSI will come out to the bowling alley to bowl and have pizza. Alan is getting a quote from the alley. Each member that signs up will pay \$10 to cover costs.

**September 11<sup>th</sup>:** Pink Day and Kiss for the Cure – Members are encouraged to wear pink to support Breast Cancer, and a booth will be set up where people can donate money in exchange for a Hershey Kiss.

Cost: Undetermined

Support needed from CAPSI: None

**Other possible events:** Mock Interview Workshop for 4<sup>th</sup> year students run through the university's career services. They have not responded to our emails for information.

The first CAPSI Council meeting will take place on August 26<sup>th</sup>. A team building event will take place afterwards. Cost = \$100

### **University of Waterloo**

H. Meginnis/E. Dinh

June

- OTC week: OTC trivia night, cough and cold symposium, mock OTC OSCEs. This week was very well attended (mainly first years)

July

- Run For the Cure Fundraising: beach volleyball party, freezie sales, CAPSI Cup soccer game. Raised \$1750 for RFTC. We have a team together for the run in October
- CAPSI-DM talk: on insulin initiation, was not well attended because was too close to the end of the term
- SEP/IPSF presentation: very well attended especially by first year students

Other

- Planning for the book sale (CPhA, MUMs and RxFiles)
- Due to curriculum changes, we will be having our health campaign in October as more students are on campus in the fall compared to January
- Our mock OSCEs will also be moved to the fall as that's when the class will be doing their high stakes OSCEs
- PAM obviously cannot be moved, but we will only have 2 classes on campus during PAM so it will likely be a bit smaller for us this year

### **University of Toronto**

A. Patel/A. Zaheer

- Textbook Sales for the incoming first year class (Selling DiPiro textbook, DiPiro handbook, and Ansel Pharmaceutical Calculations)
- Organized CIBC RFTC Team and have made plans for fundraising events throughout September
- Organized an Ice Cream Social/CAPSI Meet & Greet for the incoming first year class during their "Phrosh Week" will receive their backpacks, water bottles, and agendas at this time while learning about what it is CAPSI does for them
- Booth set up for Phrosh Week "Clubs Fair"

### **Université de Montréal**

S. Lepage/C. Benoit

- Started our RFTC team
- Prepared a presentation for first year students on CAPSI and its benefits



- Started Mr Pharmacy planning (approached different venues and prepared and sent the surveys to each class)
- Upcoming Events
  - Date: 05-10-2014
  - Location: Parc Maisonneuve
  - Description: CIBC RFTC 2014
  - Cost: None (for now)
  - Support needed from CAPSI: None
  
  - Date: 21-11-2014
  - Location: TBD
  - Description: Mr Pharmacy Montreal
  - Cost: TBD
  - Support needed from CAPSI: None

**Université Laval**

K. Pilon/S. Chahine

- Not much has happened since CPhA. We are getting ready for the beginning of the new school year.

**Dalhousie University**

M. Harrison/S. Rehan

- Things have been pretty quiet here at Dal. We are working on setting-up dates for the CPhA Book Sale, Mr. Pharmacy, and getting our Orientation activity organized (scavenger hunt/auction and trivia).
- Upcoming events
  - Date: September 3rd
  - Location: Dalhousie University
  - Description: Orientation Event
  - Students will go on a scavenger hunt to find monopoly money around campus and the city. When they come back their teams will be able to bid on items with the money that they have found. Following this there will be trivia and snacks.
  - Cost: ~\$350
  - Support needed from CAPSI: None
  
  - Date: September 8th-12th
  - Location: College of Pharmacy
  - Description: CPhA Book Sale. We will be selling the CPhA books to our students.
  - Cost: No cost (Fundraiser)
  - Support needed from CAPSI: None
  
  - Date: September 22<sup>nd</sup> -26th
  - Location: College of Pharmacy
  - Description: CAPSI Awareness Week
  - This year our CAPSI Awareness Week will include an IPSF night, Ice Cream Social/Book Pick-Up, Social Media Campaign, and possibly a CAPSI sponsored meal at the Ronald McDonald House.

**Memorial University of Newfoundland and Labrador**

K. O'Keefe/S. Saunders

- Currently organizing the career fair for September 17th. This includes writing up invoices and contacting sponsors. Our career fair will be held in our school in order to increase attendance. Sydney has also started recruiting volunteers and fundraisers for the CIBC Run for the Cure.



### 3. Executive Reports

#### President

A. Carrière

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##### Run For the Cure – National Team

I have created a team called “CAPSI National” as a multi site team so that we can pool our donation. I know that some of you have already formed individual school teams prior to this TC so I have emailed the names of your teams to RFTC so that they can amalgamate the already formed teams. For new teams, please register under CAPSI National.

##### Filing the Notice of Directors

Submitting paperwork and updates required by the government to keep our council registered

##### Communicating with PDW 2014’s Finance VP

PDW 2014 has received their final funds and sent our VP Finance (Ellen) their final cheque. Once we have received the funds they will close their accounts.

##### Agro Codes

Agro is still promoting their codes and honouring the CAPSI discount for Waterloo students. They are applying the 20% discount to 6-month subscriptions too.

##### Website access

I have asked our previous webmaster and asked Jason to follow up with our previous webmaster to get passwords and access to the “back end” of our website. To date this has not been successful.

##### Canada’s Anti-Spam Law

I have been reviewing the anti-spam law to better understand how it will impact our work and will submit my findings to the website committee so that they can draft a position statement or guideline for local representatives.

##### Walden Design – Website design

I have informed Walden that we will be proceeding with the web design and asked how best to proceed (i.e., do they need all of our content before re-designing?)

##### Waterbottles

Continued communication with Dianne regarding shipment of water bottles. This process has been different this year as she has asked for the preferred delivery time and cellphone number for each receiving school – I believe this is because they are using a different shipping company. The only school left to respond is Montreal.

##### Social Media

I have been trying to post to our social media accounts with regularity (at least 2 posts per account, per month).

##### VP PA Committee and Website Committee

Unfortunately I was not able to attend the VP PA Skype meeting, but have sent feedback on to the group. I attended the Skype meeting for the Website Committee and have been writing content for the website.

##### PDW 2017



I have been reviewing our constitution and by-laws (as well as information provided by Holly at CPhA) to better understand the timeline for PDW organization and will be in touch with the Manitoba representatives in the coming week.

#### 2014-2015 Survey

There has not been movement on this point to date but it will be followed up on with the same goal of having the survey ready for incoming students this September.

#### **President-Elect**

K. Selva

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- Working with the website and PA committee
- Looking into writing the support letter with CPhA to the government regarding student loans

#### **Past President**

J. Johnston

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*See Annex*

#### **VP Communications**

S. Huynh

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- Two new sponsors: Safeway Canada and Agro Health (both at club level [\$500])
- Renewing previous sponsors: TEVA, Scotiabank, CPhA, PCH, Apotex
- Still have a couple of sponsors to confirm: Wal-Mart, Medisca
- CU Advertising: Decreased minimum profit to \$8,500 and has opted out of CAPSI Club Membership; they are looking to rejoin CAPSI Club next year, but drop the PDW guidebook
- It has been a bit difficult to deal with the change in the timeline of sponsorship, but it will be okay if we make a few exceptions just for this year; companies are aware that next year the timeline will be the same
- Need to make up contracts and invoices

#### **VP Education**

A. Prata

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*See Annex*

#### **Finance Officer**

E. Boyd

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*See Annex*

#### **Executive Secretary**

J. Coleman

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- Completed CPhA minutes. Sincere thank you to everyone who was involved in the minute taking process, it would have been impossible without you.
- Made the new Update/Agenda Item form, with the template provided from the Waterloo Student Society. I already have all of the updates completed so it has made my job post TC a lot easier
- Coordinating with Amber and Kavy to make sure we have everything ready to go for the new school year
- Working on submitting the documentation for the Not for profit regulations.
- Completed the CPhA seat calculations, will distribute these after the TC.

#### **CSHP Student Delegate**

J. O'tal

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CAPSI EBM Competition – PAM 2015

- CSHP National Board meetings took place at the Summer Educational Sessions 2015 in St.

John's Newfoundland. Based on conversations at CPhA 2014, a recommendation was put forth by CSHP Student Delegate for CSHP support of the EBM competition, to be held during Pharmacist



Awareness Month at each school. Recommendation was passed, the details of which are to be discussed at the CAPSI Summer teleconference.

- CSHP National Student Delegate will be responsible for contacting the appropriate CSHP branch delegates (branch refers to provincial branch) that aligns with the home province of the CAPSI VP Education, in order to procure a CSHP representative – a hospital pharmacist to aid with case creation.
- Timeline: Fall semester: VP Education drafts case based on discussions with CSHP Rep  
Jan. 15 to Feb. 15: Case is reviewed by CSHP rep, and edits made in conjunction with VP Education.  
Feb. 15: Case provided to local representatives.

**CAPSIL Editor**

A. Lau

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Nothing to really report, have been testing possible cover designs and cover options. If anyone has a camera that can take higher resolution photos or knows someone with a high resolution camera, it would be greatly appreciated if you could get a photo similar to the “what can CAPSI do for you” option I had posted on Facebook. Otherwise, please direct me to any photos you feel could be used (must be of high enough resolution to fill 8.5 x 11” page).

**IPSF Liaison**

C. Voit

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- Attended World Congress
- Reviewed my handover material
- Planning skype meetings with local IPSF reps – still missing some contact info

**Student Exchange Officer**

C. Stoneman

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*See Annex*