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

Teleconference Minutes

Wednesday 3 November 2010

8:00pm EDT to 10:00pm EDT

1. Welcome, Call to Order - (P. Kwok)

- P. Kwok called the meeting to order at 8:07pm

2. Attendance - (M. Riordon)

- M. Riordon did attendance

P. Kwok	President
J. Grocholsky	President Elect
B. Elliott	Past President
J. Oliver	VP Education
M. Zhang	VP Communications
L. Wang	VP Interprofessional Affairs
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
S. Westad	Alberta Junior Representative (entered later)
A. Lamb	Saskatchewan Senior Representative
T. Babish	Saskatchewan Junior Representative
L. Delavau	Manitoba Senior Representative
C. Hotel	Manitoba Junior Representative
A. Sylvestre	Toronto Senior Representative
J. Baker	Toronto Junior Representative
A. Gubbels	Waterloo Senior Representative
J. Seguin	Waterloo Junior Representative
P. Lanthier-Labonté	Montréal Junior Representative
E. Glenza	Laval Senior Representative
S. Creaser	Dalhousie Senior Representative
A. McMullin	Dalhousie Junior Representative
J. Cyr	Memorial Senior Representative
D. Clark	Memorial Junior Representative

Regrets:

K. Rai	UBC Junior Representative
G. Gandoke	Alberta Senior Representative
J. Proulx-King	Laval Junior Representative
M. Mahfouz	Montréal Senior Representative
Anna Huisman	CSHP Student Representative
Leah Phillips	CPhA Student Board Member



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3. CPhA & Summer TC Minutes Approval - (M. Riordon)

10 min

BIRT CAPSI National accepts the minutes from CPhA 2010 and Summer TC Conference (July 21, 2010).

M. Riordon /B. Elliott

- No discussion
- Motion carried

4. Executive / General Council updates

LOCAL REPORTS

- **UBC (S. Yue)**
 - The membership drive went well in September with about 60 new CAPSI members, which is about the same as last year.
 - In October a pharmacy job fair titled "Career Avenues" was held in collaboration with the UBC Pharmacy Alumni, as well as an IPSF International Week to introduce students to the Student Exchange Program and other opportunities to get involved in internationally.
 - The symposium on harm reduction took place that day. A speaker from the downtown eastside was brought in for the symposium, which was well received. The speaker shared stories and solutions to addressing issues around harm reduction in his daily practice.
 - Organization for the competitions has been done with all competitions coming up in the next two weeks.
- **U of A (S. Westad)**
 - CAPSI Awareness Week was a great success: Learn about CAPSI presentation, gave out backpacks, pizza, and water bottles. 125/133 members from the class of 2014 were recruited. ($510/530 = 96.2\%$ Recruitment rate)
 - PDW Presentation - the Friday before sign up. There was a lot of interest and all spots sold out on the first wave. More students were able to sign up on Wave 2. Some registration issues are being worked out with the PDW Planning Committee. 120 students will be attending.
 - COMPETITION DAY- November 5TH, 2010 - PIC/OTC/COMPOUNDING--more 4th year students attending (on rotations). PIC/OTC - all available spots filled up, and even had a waiting list. Compounding was 80% full.
 - PAW- planning has already started and great events are being planned: a visit from Alberta Health Minister, BP Clinic in the Mall, handing out cot Chocolate to students on campus (with a design on the cup that educates what Pharmacists do), and Symposium (Drug Reform).
- **U of S (A. Lamb)**
 - Had a very successful membership drive, did a presentation for the first years
 - Got 11 applications and elected the two new 1st year reps



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- IPSF fundraiser raised \$1000 (was initially going to be for the Mobile Pharmacy in Northern Uganda Project)
 - Had a Scotiabank Financial Planning seminar, IPSF and SEP information sessions, sold Sobeys gift cards for local fundraiser (made \$400), sold Rx-files (made \$1005)
 - Met with faculty in regards to CAPSI events and PDW and they are really supportive. The U of S Educational Protocol will encompass 3 additional educational events on top of the 2 mandatory CAPSI events
 - Had all 4 CAPSI competitions, which were well attended
 - Contacted Peter Zawadski for a State of the Nation presentation... dates pending
 - IPSF Health campaign is well on the way: will have a speaker from the aboriginal diabetes clinic, a diabetes professor from the nutrition college, and a movie on diabetes
 - Going to have a meeting for CAPSI National elections – 6 interested candidates so far
 - Meeting with PDWPC – there are still spots available; concerns with attrition but shouldn't be a huge issue, looking for bilingual judges, concerned about portion of Toronto funding, but everything is going well; reminder to bring college clothing for auction, need bachelor or bachelorette to auction off
 - Starting to plan PAW
- **U of M (L. Delavau)**
 - Had joint membership drive with CPhA (half of first year students signed up)
 - Had 2 competitions so far with the other 2 coming up
 - Having PDW meeting tomorrow to organize a bus trip and the hotels (A. Lamb suggested the Sheraton)
 - The symposia will be next semester
 - Starting to look into planning PAW
- **U of W (A. Gubbels)**
 - Hosted the competitions this past weekend (5 new members signed up to be CAPSI members just for the competitions)
 - There were three teams of 4 that participated in the compounding competition; 8 people competed in the OTC competition; 12 people competed in the PIC competition; and 4 people submitted articles for the SLC competition. Winners have been informed for the compounding, OTC and PIC competitions. Judging is currently taking place for the SLC competition and the winner will be announced Nov. 19th.
 - Only one class is in school currently so it was a very good turnout
 - Currently planning the IPSF health campaign (probably will be in December)
 - Distributed CAPSI's ELPD position statement to the students and presented the issue at a town hall meeting, encouraging feedback
- **U of T (A. Sylvestre)**
 - Organized textbook sale this summer (major fundraiser raised \$4000)
 - Had local elections, with 12 people sitting on the local council
 - CAPSI Awareness Week: membership is mandatory but the first year students loved the Apotex backpacks, TEVA water bottles and CAPSI agendas (loved the color, size & format; some students suggested the “geometry” pages be replaced with “brand to generic”)



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equivalencies). There was an IPSF/SEP presentation with students who did the SEP sharing their experiences.

- Had a CPhA membership drive (talked to classes and sent emails for the students to register themselves online)
 - A Teva-Novopharm Leadership Seminar was held in mid-October. CAPSI and UPS were invited to attend and the event was extremely successful
 - Peter Zawadski from CPhA spoke for the Fall Symposium, with about 100 students in attendance
 - PIC and OTC competitions took place already but the turnout was very low this year. The SLC deadline was postponed since there were no applicants and the compounding competition will be next week.
 - There were 5 applications for the Guy Genest Award
 - PDW promotion has been difficult and only about 45 students have signed up so far
- **U de M (P. Lanthier-Labonté)**
 - The membership drive was successful, with the incentive that PDW will be in Montreal in 2 years. The Apotex backpacks were really appreciated.
 - Had 2 competitions last week
 - There was only one applicant for the Guy Genest Award, but the student was very deserving
 - Tickets were auctioned for Montreal Canadians hockey games, but the auction was reserved for CAPSI members only and this seemed to work well
 - It was difficult to convince members to go to PDW this year because of the cost of airfare, but next year should be better
 - The symposium will be held next semester
 - **U Laval (É. Glenza)**
 - Had the membership drive in September but it was lower than expected, then elected the 1st year rep
 - A CAPSI/IPSF presentation was held and the PDW 2011 movie was shown
 - Apotex did a lunch and learn presentation on generic medications, which was well attended. Apotex also donated 12 tickets for a hockey game, which raised around \$1000
 - Also did a silent auction and bake sale
 - The competitions were started today
 - They are working on doing a lunch and learn with the CPhA rep next semester
 - They are starting to plan the outreach program with operation wash-up to be presented in late November to elementary school children
 - **DAL (S. Creaser)**
 - During Frosh Week a dodge ball event was held for all students. There was a great turnout and pizza was ordered then some leftover backpacks from last year were given as prizes to the winning team
 - Had a CAPSI booth set up at the Career Fair to teach students about CAPSI. Agendas and backpacks were handed out. PDW was promoted and there was a draw for \$50 towards PDW. The IPSF rep showed a video that he created to advertise the SEP
 - Handed out backpacks and agendas, and a \$50 discount to PDW prize



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- The competitions were all held, but there were not as many participants as expected, considering the high cost to go to PDW in Saskatchewan. There were 3 teams for the compounding competition, 7 participants for the OTC completion, 6 for the PIC, and the SLC winner will be announced Nov. 15th.
 - The symposium will be held Nov 18th – Drug Reform in NS / State of the Nation will be addressed by Allison Bodnar, Executive Director of the Pharmacy Association of Nova Scotia. CAPSI will sponsor pizza or subs for lunch to encourage students to attend.
- **MUN (J. Cyr)**
 - The membership drive gathered 159 out of 162 students
 - The Career Fair was put on by CAPSI and included 20 companies
 - The competitions were all held (4 teams for compounding, 10 participants in the PIC, 4 for OTC, and 3 for the SLC). They will have the final results by Nov. 11th.
 - Only 12 people including competition winners will be attending PDW
 - They are collaborating with the faculty to sponsor a presentation on “Stress Management & What to Expect When you Graduate” seminar hopefully before the semester ends so the 4th year students can benefit before they go on their clerkships
 - The symposium will take place next semester
 - 2 CAPSI liaisons were elected for the first time ever and that is going great
 - The Ax-IZ presentation will take place tomorrow

P. Kwok announced that she emailed Ratiopharm about getting extra “operation” kits but since the company is during transition with Teva, they were unsure about a response.

EXECUTIVE REPORTS

- **President (P. Kwok)**
 - Ongoing communication with AFPC
 - They put together an article for CAPSIL regarding the new educational outcomes; they are looking for bilingual judges (an announcement was sent to council members), so a reminder to council to please invite the AFPC members to your council meetings; contact information will be passed along to the AFPC chair
 - CPhA ClicInfos have been updated monthly with CAPSI news. Y. Hui is now in charge of putting together things to pass along to CPhA. Anything new can be sent in to her, which will then be sent to all CPhA student members
 - Medicine/Nursing/Pharmacy met again in October over teleconference to discuss collaboration options. More updates will be incoming from L. Wang. They may look into putting together a position paper on interprofessional collaboration and ‘myth busters’ about the 3 health professions, providing contacts at a local level to organize local scale events. The presidents of the Medicine and Nursing councils may attend PDW, but would have their registration exempt. In turn, CAPSI may attend their AGMs.
 - The Canadian Patient Safety Institute, for which P. Kwok was a representative for, has not met in person again. The work is mainly done in working groups: the one that P. Kwok was involved in met twice over the span of the year. They still would like CAPSI on board, so P. Kwok will remain their contact for now, and then pass along J. Grocholsky for future years.



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- The position paper for ELPD was sent out to all reps to be sent to members. There was some discussion around modifying our statement so the CRC has looked into it. Any feedback can still be emailed to P. Kwok or directed to the forum thread, with a link on the website set up by the webmaster. A reminder: nothing of such a largely nation-involved topic will be sent simply just by discussion among presidents, it most definitely will be brought to council for approval before anything is sent to general members.
- P. Kwok has been calling the senior reps and executive members to check in. She still hasn't talked to some members. She was generally passing on announcements from CSHP (about the internship), getting executive feedback, providing PDW information/clarifications, giving committee work reminders, figuring out the best way to communicate for future reference and answering any questions/comments/ concerns regarding CAPSI national.

- **Past-President (B. Elliott)**
 - Working with CPhA and setting up local liaisons
 - Pharmacy Jobs and Workopolis Partnership:
 - CAPSI will receive 8% of profits (CPhA receives 42% and Workopolis the rest)
 - A reminder for students to post their resumes
 - He is still seeking financial advice for CAPSI as a non-profit organization
 - Insurance requirements will be discussed later
 - Working with P. Kwok and J. Grocholsky on general CAPSI issues

- **President-Elect (J. Grocholsky)**
 - Website Committee launched the new CAPSI website – thanks to the webmaster Franky
 - A reminder for council and reps to submit their profiles to Franky to be posted on the site
 - She can be contacted if anyone has suggestions
 - CRC - completed draft for Friends of CAPSI documents
 - Reviewed ELPD paper
 - Reviewed PDW 2011 Educational Policy
 - Stamp cards
 - PDW Letter of agreement
 - She will keep us updated about her teleconference with Apotex about putting i-pharmacists in all the pharmacy practice labs

- **VP Communications (M. Zhang)**
 - Working with Y. Hui and Franky to ensure our sponsors' needs are being met
 - Speaking with organizations to ensure that our member's benefits are taken care of
 - Speaking with PDW 2011 council and our sponsors to make sure that they are getting financial support and that our sponsors are okay with it
 - Speaking with local reps and fielding information to and from them with the sponsors of competitions, backpacks etc.
 - Please consult M. Zhang if you have any questions (i.e.: extra backpacks should be given to PDW registrants, symposia, etc. or for charity etc.)
 - Update on Award of Professionalism: sponsored by TEVA and not Ratiopharm anymore; Operation wash-up is put on hold.
 - There are new logos for Pfizer (formerly known as Wyeth)



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- Worked with CU media to start generating sales for our CAPSI club; should be getting an update soon; we already have ads booked for next year's agenda.
- Updating/preparing a package for PDW 2011 and also for our job fair for more sponsorship

- **VP Education (J. Oliver)**
 - Local competitions are being held across Canada – she has requested that all local reps send her the competition winners and any feedback as soon as possible.
 - She is currently working on the National cases
 - The OTC case will be sent to the Translation Committee and the PIC case will be sent to Pharmasave by Dec. 1st
 - The finalized documents will be sent to the PDW Academic Chair by Dec. 15th
 - The Award of Professionalism winners have been determined and will be announced at PDW 2011
 - The judging panel is being compiled for the SLC finals
 - OSCE cases will be accepted at any time and will be saved/compiled for next year's VP Education to submit to the PEBC
 - Before PDW, she will be speaking with Apotex to discuss the i-pharmacist use for future national competitions
 - Also before PDW, she will be meeting with McGraw Hill regarding potential sponsorship of the new EBM competition for 2011-2012
 - She will speak with the current competition sponsors at PDW

- **VP Professional Affairs (L. Wang)**
 - Had symposium write-ups on harm reduction and state of the nation developed and sent out. An online feedback form will be developed and sent out to improve the symposiums
 - Developing online forum for feedback on how symposium could go better
 - There were a lot of extra membership stickers so if any school would like some for future years she can bring them to PDW so the schools just have to let her know
 - Operation Wash up and Allergy kits may not be at the schools because Ratiopharm was bought out by TEVA and there have been transition details to be dealt with so more information is to come. There is a possibility that a Smoking Cessation Kit will be started.
 - She is currently writing an article as an exchange between American Pharmacist Associations' Student Newsletter and CAPSI on the topic of interprofessionalism in Canada
 - She is also currently working on an interprofessional toolkit between Pharmacy, Nursing, and Medicine
 - She wants to invite Medicine and Nursing to our PDW
 - P. Kwok explained that the 2 presidents' registrations for medicine and nursing will be covered but dentistry, OT, and PT would have to pay their own way if there is still room after all pharmacy students have registered
 - A new position will be created on the local committees for a "Professional Affairs Coordinator" who would have tasks such as the following (ideas only)
 - be in communication with the VP Professional Affairs and other interprofessional representatives in their school, collaborating with current clubs/initiatives with their local school to provide a link between CAPSI members with local interprofessional development



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- starting nation-wide interprofessional events (i.e. a teddy bear fundraiser for a local school with other health faculties, wine and cheese events)
 - liaising with other student health faculties - this includes inviting other faculties for symposia, events, etc, where applicable
 - as the above were mostly interprofessional-related, we could also have the local representative focus on helping with senior/junior representatives on the yearly symposia, as well as collaborating with the local community education coordinator in outreach initiatives
- **VP Finance (A. Wong)**
 - The report will be given later in the Financial Update
 - In September the bank account was closed at RBC and moved over to Scotiabank
 - Taxes were filed
 - The PDW 2010 account was officially closed
 - A reminder to send in membership cheques before Dec. 1st (except UofW which is by March 1st) and to bring all receipts to PDW for reimbursement
 - She talked to an accountant and a review of engagement was done
 - She met with a financial advisor at Scotiabank
 - She is working with K. Langejans to reimburse deposits for the Student Exchange Program and process SEP fees
 - All CAPSI local councils will get 1 cheque for the competition and award reimbursement at PDW
 - \$17 000 was received from CAPSI Club Sponsors but we are missing the \$2000 payment from WalMart (tried contacting them but still no response)
 - Investment options – met with financial advisor at Scotiabank
 - A PayPal account was set up
 - A new accountant will be sought out by CPhA 2011
 - **Executive Secretary (M. Riordon)**
 - CPhA 2010 and Summer TC Minutes are completed and just needed council approval
 - Membership Committee
 - Membership information was received from most schools
 - There was a decrease in membership this year (total members = about 3250 this year compared to 3634 last year). The loss is mostly from the Quebec schools since PDW is farther away for them this year.
 - Feedback was requested from the local reps with the following suggestions:
 - A CAPSI pamphlet for membership drives detailing competitions, awards, benefits, job search directory info, etc...
 - Promoting PDW with a simplified website
 - Assuring agendas arrive on time (good reviews for new style & smaller size)
 - Most of the interest for the i-pharmacist coupons was from 4th year students. There is no French version so that should be looked into.
 - Would like the same backpacks back next year
 - The committee will work on the membership process and benefits
 - There has been one new pharmacist member



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- CRC work – have helped revise documents
- Translation Committee – helping to translate documents
- Elections
 - Call for nominations and documents have been sent out to all schools
 - A submission was sent in the fall CAPSIL
 - Reminder to local reps to keep advertising and look for candidates
- PDW Rooming
 - CAPSI rooms were booked at the Sheraton and details will be sent later
 - Contact information will be tabulated (hotel, room number, roommates) for all council to have at PDW
- Reminder for everyone to send their TC report as soon as possible to finish the minutes

- **CAPSIL Editor (Y. Hui)**
 - Translation Committee: a lot of documents were translated by the committee
 - Thanks to the members (Jessica, Pascale, Megan, and some U of T students)
 - Putting together CAPSIL – still need some reports from the executive council
 - M. Zhang will be emailed to verify the accuracy of the sponsor ads
 - Some external organizations (AFPC, APhAASP) and IPSF students have submitted articles, as well as students from UofW, MUN, UBC, and UofT
 - She asked if we should hold the WalMart ad since they haven't paid yet...
 - P. Kwok asked if they signed a contract
 - M. Zhang said they confirmed \$2000 with their Gold membership
 - P. Kwok said to keep the ad since they are still sponsoring other things
 - PDW 2011 hasn't put in an ad yet so it was mentioned to A. Lamb to tell them to have it in by Nov.8th
 - She wrote an article for the ClikInfo in November (which has gone to CPhA student emails)

- **IPSF (S. Soneff)**
 - Went to the Leaders in Training conference & World Congress – both were very successful
 - There were 4 Canadians at the LIT & 12 Canadians at the Congress
 - There are 2 Canadians on the new executive council, with K Langejans & S. Soneff both on sub-committees
 - Our webmaster set up a blog but S. Soneff did not have time to use it during the congress
 - Trying to get in contact with local IPSF reps
 - Asked the junior and senior reps to email her every once in a while to keep updated on IPSF in each school. They will be cc'd on S. Soneff's emails to the IPSF reps.
 - Working on Health Campaign – most schools should have started by now: encouraging schools to do smaller initiatives this semester if the big campaign will be next semester so that they are still eligible for the campaign award. An email was sent out to the schools with ideas but there hasn't been any response so far. The information about the Health Campaign Award has been sent out and applications are due December 28th, 11:59pmPST.
 - Kits are available from IPSF
 - MPNUP fundraiser was cancelled during the summer so since some schools already fundraised, all the money will be sent to the VP Finance so that it can all be sent to IPSF



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together (as to only encounter one wiring fee). The money raised will either go to the Development Fund or to the health program account for whatever program IPSF plans on running next, at the discretion of the school that raised the money.

- Japan tour – Japan has invited all Canadian students (not just IPSF students) to a 4 night, 4 day tour of Tokyo and Tokyo's pharmacy areas (community, hospital and industry). So far there has been a very positive response from students, so she will be in touch with the Japanese organizers to check on any of the Canadian students who are accepted
 - A mini IPSF Canada Tour may be more appealing to students since it would allow students to see Canada with other students, and it isn't as time-consuming as organizing a world congress. She e-mailed the reps to see if any schools would be interested in hosting a mini tour and she would like to see one held either this summer or next summer
 - IPSF Executive for PDW - The 2 Canadians on the IPSF executive were interested in attending PDW to help with a breakout session and the IPSF info booth at the fair. Since they are still CAPSI members (both have since graduated), it would be an asset to have them.
 - IPSF promotional material – She has a lot of promotional material for IPSF and will bring it to PDW, and either leave it at the info desk for students to pick up or they can be handed out during sessions.
 - IPSF Membership fees – our invoice was received from IPSF regarding membership dues so CAPSI has now paid the fee
- **SEO (K. Langejans)**
 - CAPSI-IPSF Health Campaign Award
 - Received verbal agreement from Kamran Nisar that WalMart will sponsor the award
 - They wanted to sponsor \$1500 but K. Langejans proposed \$1000 so that it would be the same amount as the Award of Professionalism. It was suggested that the remaining \$500 be given to the local reps themselves, perhaps as a travel subsidy to attend PDW; however, because of the timing of the award, it will be too late for them to make arrangements to attend if they have not already planned to be there. Any thoughts would be appreciated.
 - K. Langejans is working on a contract with M. Zhang. As soon as sponsorship is officially confirmed information will be sent to the local representatives and posted on the CAPSI website.
 - K. Nisar also asked if we had any further suggestions on a membership benefit idea
 - SEP 2011
 - There have already been many questions from Canadian pharmacy students interested in the SEP
 - Franky and A. Wong helped K. Langejans with the online payment system, which is now up and running
 - The SEP database is anticipated to be working by the end of November
 - An update was sent to the webmaster to appear on the website on how the application process works since there have been many questions from interested students
 - SEP Selection Committee
 - The SEP selection criteria has started to be re-evaluated via email and K. Langejans is getting ready to evaluate applications
 - IPSF World Congress – Aug. 2010



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- Canada was very well represented, especially with several participants in Leaders in Training (including S. Soneff)
- 2 Canadians were elected to the executive council (Eric So, Professional Development, and Sharon Leung, Public Health, both graduates of UBC)
- Overall it was felt that the Canadians were more verbal in the GA this year and made more of an impact compared to Bali
- IPSF fees increased to be in line with inflation so K. Langejans discussed with A. Wong and it was decided that we have enough of a cushion in our SEP fees to cover the conversion to Euros that we can leave the fee the same for this year.
- K. Langejans applied for and was accepted to work on the Editorial Board
- SEP 2010
 - It went fairly well overall
 - We had 15 international students come here, but get credit for 16 students since one was a “no show,” which means we can send 24 students on exchange next year
 - This year we were able to send 22 people but 3 cancelled
 - K. Langejans has been working with A. Wong on DEP deposit returns; all but 4 have received their refunds. Despite numerous reminders, those students have not replied with proof of exchange/addresses to send cheques to...
 - Evaluation forms are usually filled out in the SEP database, but since it is not working at the moment there is a Google Doc instead. The link has been sent to all Canadian students who went abroad.
- Future Plans
 - Details of the CAPSI-IPSF Health Campaign Award will be finalized and posted on the website as soon as possible, as local reps should have the information since they are working on their Health Campaigns – World Diabetes Day is November 14th.
 - In the next month, K. Langejans will start contacting past hosts as well as national and provincial associations for their help with promotions for host sites. The IPSF Chairperson of Student Exchange set a goal of 2 additional host sites per country this year, which K. Langejans thinks is attainable (her goal is still 20 – 4 more than last year). If anyone knows of anyone who might be interested in hosting please have them contact K. Langejans. She would especially like to get hosts in French-Speaking Canada, as there have been lots of requests from French speakers already.

5. CSHP News

- Video competition is ongoing
- Internship deadline is approaching soon

6. CPhA – no news

7. Financial update - (A. Wong)

- Background information on the GIC motion:
\$20 000 from the ING account will be moved to ScotiaBank to be used with \$30 000 from our daily expense account to put into a laddered \$50 000 GIC with 1, 2, 3, 4 and 5 year terms. 1/5th (\$10 000) will come up due each year at which point we can decide to move it back into daily expenses and use the money or reinvest it. Our principle is always guaranteed, so we will never



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lose money and if we ever need access to it, ScotiaBank will release the funds (we will just lose the interest that we could have earned). The bank will call the Finance Officer each year at the GIC's maturity date to see what we want to do with the money.

- A. Wong met with a financial advisor yesterday
- We currently have \$20 000 in a high interest ING savings account earning 1.25 % interest, which is the CAPSI National cushion
- We would usually operate under a chequing account (with no interest) out of Scotiabank
- The advisor suggested we put some money in a GIC account (the principle is already guaranteed so we will never lose money, to keep up with inflation)
- A. Wong would suggest lettering \$50,000 in 5 diff GIC accounts (\$10,000 each) into 1, 2, 3, 4, and 5 year accounts (each year \$10,000 will come out so we can use it and can move it to our chequing account or reinvest it)
- We would keep \$10,000-\$20,000 in the chequing account
- A. Lamb asked for clarification on the account
 - The average return will be about 2.5 %, which is on par with inflation
 - If need to take out more than \$10 000 then we can take it out but we just won't get interest for that money (so we would never actually lose money)
- The bank will remind us each year that \$10 000 is up and ask the Finance Officer what to do with it
- We will have to move \$20 000 from our ING account into Scotiabank
- A. Sylvester asked for a point of information
 - A. Wong said we usually have a carryover amount of \$70 000
 - Our revenue is covering our expenses this year (\$5 000 revenue is projected this year)
- B. Elliott asked what the access would be
 - A. Wong will be taking the other \$30 000 from our chequing account to put in the GIC; we will always have access to it so the money is not locked in; we just lose potential interest that could be earned if we are to remove the money

BIRT CAPSI National will be using \$50 000 and lettering this amount into 5 year GICs with one fifth of the amount coming due each year. The money will be coming from the CAPSI National ING account (\$20 000) and from the daily expense account (\$30 000).

A. Wong / A. Lamb

- Discussion on the motion
- The money should be coming due in the fall
- A. Lamb asked if the money would be available for emergencies (ex: PDW lack of attrition)
 - B. Elliott said that the money would not be available
- J. Baker suggested investing some of the money into pre-incashable accounts (lower interest but less penalty for losing if we withdraw early)
 - A. Wong will look into the specific type of GIC account and keep us posted on the decisions with the GIC account
- Voted on motion (no objections or abstentions)

Motion carried



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- A. Wong received an email from our accountant informing us that he won't be able to handle CAPSI finances anymore after this year so we will have to look for a new accountant; he suggested the accountant be more centrally located...
 - If we stay with an accountant in Calgary then we don't have to pay HST
 - B. Elliott asked what the monetary difference would be by staying in Alberta
 - A. Wong will be looking for a new accountant in Toronto
 - B. Elliott suggested looking for a new accountant who specializes in Non-Profit Organizations and to find out about the benefit about being in Alberta.
 - A. Wong will look into this and report back at CPhA in Montreal

BIRT the current Finance Officer will look into getting an accountant quote and we will table the discussion about choosing a new accountant until CPhA 2011 in Montreal.

A. Wong / B. Elliott

Motion carried

8. PDW U of T Profit- (P. Kwok)

BIRT discussion is un-tabled from CPhA

A. Sylvester / A. Wong

Motion carried

- A. Sylvestre explained that the 2010 PDWPC were under a lot of pressure and originally wanted the cushion but given our new financial information, she would like to withdraw her original motion (BIRT PDW Planning Committees, starting with PDW 2011, must include a \$30 000 cushion in their budget, consisting of money passed on from previous surpluses or that must be fundraised by the current committee). She will explain to the planning committee about our new current practices with planning a \$20 000 cushion and having GIC accounts
- The current PDW breakdown was explained
 - 45% to next PDW, 40% to following, 15% to CAPSI National
 - A. Wong will be giving the cheques soon
 - \$39 328.03 total was received
 - \$17 697.61 will go to PDW in Saskatoon
 - \$15 731 to PDW in Halifax
 - \$5 899 to CAPSI National
 - \$4 000 of CAPSI National's amount could be allocated as follows: \$200 to each local rep (20 reps) to cover flight or hotel
 - A. Wong explained that the money is not needed elsewhere
- Point of information from A. Wong to B. Elliott about liability insurance
 - \$1 885 (DNO liability) + \$2 239 (Commercial liability) + PST for Insurance

BIRT CAPSI National uses \$4000 from the PDW 2010 CAPSI National profit portion for CAPSI for reimbursing \$200 for each of the 20 local reps in PDW 2011 costs.

A. Wong

- A. Gubbels said that U of W doesn't have the funds to cover their reps expenses so A. Wong suggested to cover theirs first and split the rest for the other reps



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- B. Elliott suggested putting the total into a pot
- P. Kwok said the finance committee could decide
- A. Lamb suggested that once total expenses were received a certain percentage could be reimbursed
- A. Sylvestre asked if any other local reps have to pay for their trips to PDW
 - UBC – reps are partially subsidized but the rest comes from their own pocket
 - UofA – the senior's expenses are all paid but the junior has to pay some portion
 - UofS – expenses for the representatives are entirely paid by the local council
 - UofM – it varies from year to year if they have enough but they try to cover it all
 - UofW – representatives pay out of their own pocket
 - UofT – CAPSI local covers the difference so the representatives don't have to pay
 - UdeM – they try to pay with their budget but if they don't have enough the reps must pay
 - Ude Laval – expenses are paid by local council
 - DAL – expenses are paid by local council
 - MUN – expenses are paid by local council
- P. Kwok pointed out which schools needed subsidizing so suggested we could only help those
 - Could set aside \$4 000 but decide the allocation based on who needs it
- A. Wong suggested discussing at PDW once everyone has their expenses
- The amount was added in the budget but we will strike the motion
- Everyone is to bring their expense receipts to PDW

9. Insurance (B. Elliott)

5 min

- B. Elliott found out that we should have board insurance as well as liability insurance so obtained 2 quotes
- Board Insurance would cover general director and officer insurance (to account for decisions, acts, or anything done by our association or anything done by an individual on behalf of the association)
- He also talked with CPhA
- He thinks that we need general liability insurance as well to cover damages that could cause personal injury or property damage, and damage due to slander
- We have room in the budget and should carry through for years to come
- CPhA Insurance Quote
 - Directors and Officers Liability: limit \$1 million for nonprofit organizations
 - Premium is \$1 985 + PST annually
 - Commercial general liability insurance premium is \$2 239 per year
- Cooperators Quote
 - Same amount but the premium is \$3 300 per year (\$1 000 deductible if we have claims against us)

BIRT CAPSI National 2010-2011 Council purchase Director and Officers' Liability Insurance as well as Commercial General Liability Insurance from Intact Insurance as per the quote provided by Michael Scrivens.

B. Elliott / A. Lamb

- A. Lamb suggested local groups should get ratified by student unions like U of S did
- A. Wong asked what happens if we have an expense that we can't cover (bank account below \$0)



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- B. Elliott said the insurance would not cover that. If our account goes below zero, we would disincorporate as an association. The insurance also would not cover attrition from PDW.
- No objections or abstentions

Motion carried

- B. Elliott will discuss with A. Wong to finalize the insurance payment

B. Elliott left at 10:01pm.

10. ELPD (J. Grocholsky)

- P. Kwok explained that it was more of an issue in Ontario
- Documents were sent out to council for review
- J. Grocholsky summarized the new changes
 - New educational outcomes
- A. Lamb said that the document seems quite accountable and clear

BIRT CAPSI National accepts the amendments to the CAPSI ELPD position paper as recommended by the 2010-2011 CRC.

J. Grocholsky / A. Lamb

- A. Lamb said that their ethics class discussed the topic: there was positive reception by UofS
- No objections or abstentions

Motion carried

- J. Grocholsky will add the new date of approval by council
- She has been in contact with Dean Mann on the position paper so will send him a copy

11. CPhA Past-President Proxy (P. Kwok)

- Since the PEBCs are at the same time this year as the CPhA Conference, P. Kwok will not be able to attend and nor will B. Elliott
- J. Mailman (Past-President from 2009-2010) has already agreed to attend the CPhA conference as a proxy for P. Kwok if he is compensated
- A. Wong wondered how much he was looking for compensation
- P. Kwok said that it would probably be the amount of compensation as for any executive member (registration, travel, accommodation)

BIRT Jonathan Mailman, previous CAPSI National President, be a proxy for the Past-President position at the May 2011 CPhA Conference in Montreal and any registration, travel, and accommodation expenses are reimbursed as outlined in the CAPSI National Reimbursement Policy.

A. Lamb / J. Grocholsky

No objections or abstentions

Motion carried



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12. Friesens Agenda - (M. Zhang)

- It took a lot of time for schools to get them this year (they were one month late)
- M. Zhang followed up with them and found out that the agendas were all sent to U of T
- Apparently the company's mailing person quit so they couldn't do the turnaround
- She expressed our concern about wasting the unused agendas (since they were late)
- Friesen's will take \$2 500 off our current invoice and \$1 500 off next year, so \$2 000 will be taken off of delivery cost
- A. Lamb thinks the agendas were great and it is unfortunate that the mistake happened but we should continue with Friesen's
- M. Zhang informed us that they sent a letter of apology which she will forward to all the local reps to pass on to the members

13. Friends of CAPSI Documents Approval - (J. Grocholsky)

- **(PDW Letter of Agreement, PDW Educational Policy, Friends of CAPSI)**
- **FOC**
 - The idea is to contact past members and award winners to see if they would support travel costs for local reps
 - K. Langejans wondered about it being more of a sponsorship issue as opposed to a new membership category
 - J. Grocholsky clarified that it may replace being a pharmacist member
 - P. Kwok explained that Pharmacist members have similar benefits to students whereas Friends of CAPSI would be more of a sponsorship (not the same as a pharmacist member)
 - We would start out by sending the letter to previous members
 - A. Lamb suggested it be mentioned in the letter why the person was targeted and have separate letters for past award members vs. past executive council members
 - J. Grocholsky will strike the motion to approve the FoC documents (seconded by A. Wong) and will follow up with email after edits are made so the motion would be passed by email (sometime next week)

M. Zhang left at 10:19pm.

- **PDW Educational Policy**
 - There was a suggestion to add an additional requirement to attend a minimum number of speakers at PDW
 - The enforcement would be up to the local council – J. Grocholsky will get feedback then amend the document later so the main change is the same as last year in addition to 3 speakers or breakout sessions
 - A. Lamb added that the PDW PC was planning this anyway so they will have volunteers at every speaker
 - P. Kwok reminded everyone that attendees will have to sign the policy then get the stamp cards as outlined in the implementation protocol



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BIRT CAPSI National accepts the amendments to the PDW Educational Protocol as recommended by the 2010-2011 CRC to be implemented at PDW 2011.

J. Grocholsky / A. Sylvestre

Motion carried

- **Letter of Agreement**
 - Originally drafted by J. Mailman – it was intended to be reviewed by a lawyer then by the CRC
 - It can be signed at PDW in Saskatchewan
 - A. Lamb pointed out that the Presidents meeting with the Student Council Presidents is not outlined in the letter so it should be added

S. Hue left at 10:30pm.

14. Interprofessional Collaboration - (L. Wang)

- L. Wang is working on a myth busters tool kit booklet that describes in detail what education we obtain as health professionals, the licensing process, our scope of practice (for medicine, nursing, and pharmacy)
- They are thinking about adding a new local position as an “Interprofessional Liaison”
 - A. Sylvestre asked for clarification on the new role
 - L. Wang said they would be promoting interprofessionalism, linking to CAPSI members, and helping out with outreach initiatives and symposia
 - A. Lamb said they already have a member with a similar position
 - A. Sylvestre said they don’t have anyone with that type of position
 - P. Kwok suggested there be more discussion on the forum with a position portfolio description to be drafted for further discussion at PDW
 - L. Wang wanted it to be in place for the January elections but P. Kwok explained that the Operating Manual would then have to be changed so we have to wait until the PDW meetings

15. Honorary Life Member Nomination- (A. Lamb)

- A. Lamb sent the nomination and information letters to everyone on council
- See 3 supplementary letters of intent from Bev Allen, SCP and PEBC.
- A. Lamb outlined all of Dr. Linda Suveges contributions to CAPSI, CPhA, and the UofS students. She described her as the first face you see when you walk in the UofS Pharmacy College. She helps students with difficult home situations (pregnancies, cancer, learning disabilities) and enables the graduation of these students. She helps with judging competitions, providing contacts, acts as an advisor especially for PDW 2011 (but not just this year). She is a HUGE advocate for our CAPSI membership as well as for CPhA membership and national initiatives, including during class time. She contacts CPhA and CAPSI local once elected to offer her help. She has been involved in CAPSI (since 1969), CPhA, SCP, and PEBC.
- A. Wong would like to nominate her as an Honorary Life Member for CAPSI



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- P. Kwok explained that we usually approve nominations at CPhA and we confirmed Murray Brown for 2009-2010 in Calgary. We could have Dr. Suveges approved at CPhA in Montreal then she would get the award in Halifax at PDW 2012
 - P. Kwok added that in the Operating Manual it is outlined that we usually do just one per year
 - A. Lamb asked if this could be changed for this year
 - P. Kwok said no because the decision would have to be approved at PDW
 - K. Langejans said that the nomination had to be approved over 2 years – this clarified P. Kwok’s explanation
- S. Soneff asked if there was room for IPSF at PDW so A. Lamb said she thinks there is a breakout session as well as a booth but suggested emailing the committee to confirm it in the schedule

14. Adjournment - (P. Kwok)

BIRT CAPSI National adjourns at 10:46pm
J. Grocholsky / L. Wang
Motion Carried

Next meeting: PDW – January 12-15, 2011 (Saskatoon, SK)