

CAPSI Winter 2015 Teleconference Agenda

February 18th

7:00 pm EST

1. Call to Order

A. Carriere

A.Carriere called the meeting to order.

2. Attendance

A. Carriere

A. Carrière	President
K. Selva	President-Elect
S. Huynh	VP Communications
A. Prata	VP Education
J. Coleman	Secretary
E. Boyd	Finance Officer
A. Lau	CAPSIL Editor
C. Woit	IPSF Liaison
C. Stoneman	Student Exchange Officer
J. Otal	CSHP Representative
M. Kazem	UBC Senior 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
C. Benoit	Montréal Junior Representative
K. Pilon	Laval Senior Representative
M. Hickey	Dalhousie Senior Representative
S. Rehan	Dalhousie Junior Representative
K. O'Keefe	MUN Senior Representative

Regrets:

J. Johnston	Past President
K.Sin	UBC Junior Representative
S.Lepage	Montreal Senior Representative
S. Chahine	Laval Junior Representative
S.Saunders	MUN Junior Representative

3. Approval of old Minutes

J.Coleman

BIRT CAPSI accept the minutes from PDW 2015.

J.Coleman/ A.Carriere

Carried.

3. Website Update

K. Selva

H.Chan explained that the committee is in the final process of completing the English side of the site and the live twitter feed to home page. Most of the content is there or given to the firm to upload, should be done by end of February. CAPSI members section (benefits, CPhA/Scotiabank) and Get Involved (elections, translation committee) were discussed at PDW, those have been created and contacts out for any info CPhA and Scotiabank want to add to this.

She explained that it may be a good idea to create a new flickr account to be managed by webmaster to put them on the PDW site.

Archives -- previous minutes, councils etc.

By tomorrow night, emails for review of content will be out. Hopefully by end of February the English will be done, first two weeks of March will be editing, then mid March - May putting it to translations committee.

K.Selva explained that the current flickr account is just UofT so this would be more broad for students across the country to contribute.

4. Professional Student Loan Forgiveness position paper

K.Selva

Reviewed at PDW, some changes made, please read it this week and we can vote on it later this week and we can send the letter to government. Then next year at PDW we can vote if we want it to be a position paper from CAPSI

A.Prata asked what is the difference between us approving it to the council and sending it to the government, or us making it an official paper?

A.Carriere explained that position paper stands on CAPSI website and is consistently our position on the topic and is made public. If it is just sent to government, it is advocacy and we don't make it public. Currently AFPC lobbying for this, and we would be adding to that.

A.Prata noted that we can't say that it is approved by our membership right now but we can send it to the government.

K.Selva said the vote will be by next wednesday.

5. Ad-Hoc Electoral Committee

K. Selva

K. Selva explained that this could be a subcommittee created at CPhA. There has been a lot of discussion about our election process and that it may need tweaking at PDW and by-elections, so it would be good to have a committee to look into how elections are run, how to change how we run it. It would be local reps (volunteers), secretary, pres elect.

A. Carriere said that we can discuss it here, then this would be presented at PDW under adhoc committees with description and if you want it annual recurring or just one year committee.

J. Coleman thinks this is a great idea as this discussion comes up every year, and we keep getting stuck at point where we don't have enough information to take the conversation to the next level and actually make changes.

A. Prata agrees that its a good idea. She suggested that the committee may want to bring up that there are variations between sizes of schools, some students desire individual voting etc for the bigger schools so just make sure that gets captured.

K. Selva asked if anyone had ideas for specific goals other than a new procedure and individual voting

A. Carriere said it would be good to help with promo before elections.

K. Selva said that she will write it up in more detail and present at CPhA

6. CAPSI/Faculty/College planning of PAM

S. Saunders

K. O'Keefe explained that S. Saunders has had some obstacles with the school and wanted to know how much you involve the faculty administration in the planning of events. One of the social media people from the school has been planning events for CAPSI without adequate involvement from the school.

UBC – faculty isn't involved, just the student society and CAPSI plan.

U of A – faculty doesn't plan but helps.

U Sask -- CAPSI plans PAM events with undergrad student society and bring that info to the faculty and they help with promotion but we call the shots with how far they go with that.

Manitoba – the faculty waits to be asked

Waterloo – Faculty isn't involved at all and CAPSI has final say in all events

Toronto – Faculty isn't involved, it's the student society and other student run groups that work together

Montreal – same as Toronto, faculty isn't involved

Laval – It's mostly the student association

Dal – The faculty mostly gets involved if they're giving a lecture but not so much the planning

K. O'Keefe noted that the input from each of the schools was helpful. They want to be collaborative but there have been a few issues where the school is planning and doing things without our consent. For

example, we wanted to get blood pressure monitoring done but this person went and got the minister of health and pressured us to follow suit. We're trying to figure out how to maintain professional ties. We wanted to remain diplomatic and one strategy was to tell them that we need to apply for the award of professionalism. If we told them that, would it be true?

A.Prata explained that as far as she was aware, and from previous years, it doesn't have to be only CAPSI-related events that are included in the award of professionalism. Generally it's been all inclusive and includes group events with other student groups

A.Carriere suggested to tell her to go through our VP PA as that's our official media correspondent. That could also go through Kavy and myself because we're sharing the role.

7. CSHP Delegate's presence at CPhA General Council Meetings

J. Otal.

Background: As per previous updates, the CSHP National Student Delegate now only receives funding through CSHP National to attend CAPSI Council meetings at PDW annually. Last year, CAPSI was able to provide travel reimbursement for CSHP Delegate at CPhA 2015.

As such, CSHP Delegate presence in CAPSI council meetings at CPhA will be determined by Delegate's ability to travel and attend the conference. This summer, Jas will be commuting to Ottawa and will attend meetings – but due to finances, J.Otal will not be registering as a CPhA conference attendee, unless it is mandated by CAPSI in order to attend the meetings themselves. Just hoping to clarify this point, and ensure there is no conflict in doing so.

A.Carriere said it would not be unreasonable to not pay for the conference registration since we often don't see much of the conference. That being said, we should wait until we see how the the CAPSI meetings are scheduled and consider conference registration at that time.

J. Otal also discussed JOMs. She suggested that once there's a CPhA rep, we might want to consolidate their role as a CSHP role on council as a non-voting members. CAPSI should be evaluating the role of these partners at the conference. If it's a fund or some small, consistent reimbursement. Not necessarily the full conference fee but something to help if you think that their value contributing.

J. Coleman joined the meeting at 7:16 PM

8. RxTx app

J. Coleman

J. Coleman explained that the app is available for council use now.

9. Social Media

A. Carriere

BIRT each president, CAPSIL editor and VP PA post a minimum of two social media posts, regarding CAPSI business or pharmacy, under CAPSI social media accounts, monthly.

A.Carriere noted that we had a lot of tweets for #pharmacists which was great but took a lot of her own time to get all the posts/reposts for CAPSI. She noted that she feels the presidents/VPPA would be the most appropriate

A.Prata asked if this is posting on CAPSI facebook/twitter pages or from their own accounts.

A.Carriere explained that she can be on her own account but switch over to the CAPSI account, and it will just post from the CAPSI account.

H.Chan asked if there are any restrictions on what type of things we can put on there. Does it have to be specifically CAPSI related?

A.Carriere explained that the content is usually CAPSI or national pharmacy related. Repost/share statuses that are applicable to the entire country not just regionally specific. Since we don't have a single person designated, it is just a way to make sure we actually get to use social media.

K.O'Keefe noted that anyone who is elected into this council likely has enough professional discretion, and if anything was concerning the whole council would see it and be able to delete it after if it was not appropriate.

C.Stoneman asked if IPSF could have access as well because there are a lot of interesting initiatives from IPSF as well.

D. Burto noted that it is important not to discourage locals, if you see something that you would like to post on the page you can. Don't feel like you can't because those who are posting may not see everything.

BIRT each president, CAPSIL editor, VP PA, webmaster, IPSF reps, post a minimum of two social media posts, regarding CAPSI business or pharmacy, under CAPSI social media accounts, monthly.

A.Carriere/K.Pilon

Carried

K.Selva joined the meeting at 7:26 PM.

10. Proposed Turnover Document Tracking Sheet

A. Carriere

BIRT CAPSI National secretary maintain a turnover document tracking sheet, to be electronically signed by incoming council members once they have received turnover documentation.

A.Carriere/J.Coleman

Carried.

A.Carriere explained that it would be good to have some kind of sheet or google doc, that the person coming in will have to say they got official turnover to help ensure continuity. It is also a way to keep track to see who needs extra help and guidance throughout the year.

M. Harrison asked if this would be for exec or locals?

A.Carriere said she thinks it would be good to keep track of it on a local level as well, so everyone could let us know if they need extra help.

A.Prata suggested adding a time frame.

Friendly amendment; A.Prata

BIRT CAPSI National secretary maintain a turnover document tracking sheet, to be electronically signed by incoming council members once they have received turnover documentation, no later than 2 weeks prior to CAPSI's meetings at CPhA.

A.Carriere/JColeman

Carried.

11. Updating the Constitution and Operating Manual

A. Carriere

A.Carriere explained that we need to make sure this is done by CRC to update role of VP PA and other changes to operating manual ASAP to ensure they are on the old website as they must be made public before CPhA, because they have to be public before we actually have the person in the position.

12. Webmaster election

A. Carriere

A.Carriere explained that in the OM, webmaster is "ex-officio" so they are appointed. Technically its a non voting position, and doesn't fall under the elected position, so if Huyee wanted to apply again this year she can, but it needs to be an open call. This has historically been really hard, but having a public call for applicants there is usually higher quality applicants and that worked out really well for us.

A.Prata asked if the call should be at the same time as other elections.

A.Carriere said the schedule would be set by the secretary but it doesn't need to be the same process.

J. Coleman suggested opening the call right after PDW as a lot of students are more aware of CAPSI at that time, and then there is a couple of months of turnover to help the new webmaster if there is a new person.

13. PAM Committee/point person

A. Carriere

A.Carriere explained that we had discussed this before and wanted to see if it's still needed or not.

UBC -- would be beneficial.

U of A -- this would be something good for VP PA for future, but having a local do it may be difficult because we are all planning our own and have different resources.

U of S - agree that it would be hard to have a local do this. If there was someone who could collect general resources that would be good.

Manitoba - it would be helpful for general resources.

Waterloo -- not sure if a point person would benefit waterloo, maybe having a google drive where people could put all their resources to share for everyone.

Montreal -- agreed with a drive with resources

Laval -- general resources would be helpful but not specific to one person.

Dal -- agree that it is not really something a local could take on

Toronto -- might not be feasible for this year, but maybe next year. would be good to have 1 thing unified across the country during PAM

A.Prata explained that the EBM would be this event as the national event

MUN -- would be good to have VPPA do it in the future, at this point it may not bring a lot of value to each committee now.

A.Carriere -- CPhA had a planning committee but didn't ever happen, so this may come next year. There are resources from CPhA but locals also need their own resources. Seems that a resources reserve would be useful. This would be something to discuss adding to VPPA.

J.Coleman will make a folder for this year that you can use if you want to or not, and then make sure it's included in next years drive

14. Tabled item: Costco Cheque

A. Carriere

BIRT should the Costco cheque be found it be deposited in the UofT local CAPSI reserve.

A.Carriere/A.Patel

Opposed -- K. O'Keefe

Carried.

A.Carriere explained that CAPSI has been chasing this down for two years, this is from PDW 4 years ago and kind of a waste of our time.

A. Zaheer asked if the cheque resurfaces, how do we go about depositing it? Would Costco even write us a new one?

A. Carriere explained that it would be in U of T's hands. Costco reached out to us and said that this cheque had never been cashed.

A. Zaheer asked if they should contact Costco?

J. Ota noted that cheques are only good for 6 months and they would need to re-write it.

A. Carriere explained that she is not even sure if there was an actual cheque written.

A. Prata explained that she was senior when this all happened. They filled out a form saying the cheque had been lost and were requesting another one, and not sure if a physical cheque actually came but there was a request put in.

K. Selva asked when the cheque was written or given in an email -- was it PDW or UofT?

A. Carriere noted that it was sponsorship to PDW. Whatever funds are in the account after the books close go to CAPSI

A. Prata explained that the new cheque was to go to UofT.

15. New Business

a. VPPA at NaHSSA conference

D. Burton

BIRT CAPSI national fund the travel expenses, hotel stay and registration for the VPPA to attend the NaHSSA conference in 2015 with a maximum funding of \$1300.

K. Selva/ A. Carriere

Carried.

NaHSSA is having their national conference and D. Burton has meetings set up with medical students, Canadian nursing students, some with Queens University, and physio at that conference. He explained that he is going regardless as it would be good to start the networking process but it would be great if it could be funded as it is Kingston, Ontario.

Request for 1 time funding, then reevaluate moving forward.

J. Coleman noted that this is something we used to fund as a council.

A. Carriere thinks it was travel/registration for 1 or 2 conferences per year.

D. Burton explained that the cost of flights keep going up so the sooner the booking is done the better.

E. Boyd explained that the surplus we have now is probably the money we have saved from not having a VPPA, we don't have much of a surplus budgeted before, but it is still in the past VPPA budget so it would be a good use of that money.

b. PDW PIC/OTC

K. Pilon explained that the PDW VP Ed was asked by one of the judges if she could use those videos for educational purposes as each competitor was videotaped.

A.Prata explained that we've never done anything like that as a council, so we don't have a form created but no issues if they approach the candidates and have a release form.

A.Carriere suggested that it may be a good idea to have top interactions posted on the website so people know what they're getting into, we can pursue it later.

c. NFP number

A.Phung asked if we had any idea of the number or heard back from lawyers?

A.Carriere explained that she will send a follow up email.

16. Adjournment

BIRT CAPSI adjourn the winter 2015 TC at 8:25 PM.

A.Carriere/K. O'Keefe

Carried