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Unity – Professionalism – Advocacy – Academics – Excellence

Fall Teleconference 2017
Monday, October 30th 2017
7:00 PM EST

1. Call to Order **P. Thabet**

P. Thabet called the meeting to order at 7:04 EST.

2. President's Address **P. Thabet**

P. Thabet thanked council for their hard work thus far in the term.

3. Attendance **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
J. Butler	VP Communications
J. Cote	VP Education
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
I. Yang	CAPSIL Editor
J. Yu	Student Exchange Officer
G. Anhoury-Sauve	IPSF Liaison
K. MacMillan	CSHP Liaison
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative
H. Kaliel	Alberta Senior Representative
S. Trivedi	Saskatchewan Senior Representative
D. Shymanski	Saskatchewan Junior Representative
K. Yeo	Manitoba Senior Representative
L. Kotyrba	Manitoba Junior Representative
E. Cowley	Waterloo Senior Representative
B. Houle	Waterloo Junior Representative
N. Gajaria	Toronto Senior Representative
R. Anisman	Toronto Junior Representative
K. Vo	Montreal Senior Representative
D. Huot	Montreal Junior Representative
R. Hui	Laval Senior Representative
F. Pare	Laval Junior Representative
C. Caron	Dalhousie Senior Representative
C. Sehgal	Dalhousie Junior Representative
R. Ward	MUN Senior Representative
A. Clarke	MUN Junior Representative

Not present: C. McGrath, M. Contreras, J. Mejia, M. Lu

4. Acceptance of previous minutes **P. Thabet**
Summer 2017 Minutes

BIRT CAPSI National accept the minutes from Summer TC 2017.

P. Thabet/ T. Sanders

Motion Carried

5. Local Updates

University of British Columbia

See Annex

University of Alberta

See Annex

University of Saskatchewan

See Annex

University of Manitoba

See Annex

University of Waterloo

See Annex

University of Toronto

See Annex

Université de Montréal

See Annex

Université Laval

See Annex

Dalhousie University

See Annex

Memorial University of Newfoundland and Labrador

See Annex

6. Executive Updates

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

See Annex

VP Education

See Annex

VP Professional Affairs

See Annex

Finance Officer

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

CSHP Liaison

See Annex

7. PDW Update/ Registration Progress

H. Kaliel/M. Contreras

H. Kaliel informed council that approximately 540 students are registered for PDW. Registration has slowed down being the third round, and she reminded council that minimum attrition is 585. H. Kaliel alerted council that more promotion will be done at the U of A, and that many students are still waiting on rotation schedules before signing up. She asked if there is anything they can do to assist locals with promotion.

R. Ward suggested each local speak on their situations.

R. Ward does not think that there will be any increase in number of delegates from MUN. Fourth year students cannot get time off from clerkships at that time.

S. Trivedi left the room at 7:15pm EST

C. Caron expressed that they will likely not have any more delegates sign up to attend at Dalhousie.

R. Hui is looking to be informed on what will occur when quad occupancy is not equal to four delegates.

H. Kaliel mentioned that there would be a conversation between locals to pair students from different schools in the same hotel rooms. Locals can coordinate this between themselves if they need to. H. Kaliel expressed that delegate comfort is key.

K. Vo expressed that 3 - 4 people from the PDW 2020 planning committee wished to add their names, but she doesn't foresee more interest.

R. Anisman informed that one or two more people will likely be interested from Toronto.

B. Houle echoed Toronto's thoughts. He informed council that its usually second year students who look to attend, but this year, students are having difficulties getting time off from their Co-op.

H. Kaliel asked B. Houle to confirm the seats which she has reserved originally for Waterloo.

B. Houle informed that one more seat may be necessary out of this reserved selection.

K. Yeo expressed that Manitoba is having difficulties filling competition spots, and doesn't see interest in further students attending.

D. Shymanski informed council that the third year class is likely to have a lot of last minute sign ups, and that the fourth year class will likely have more registrants once second term placements are known. She informed council that the first year class was capped at faculty's request.

H. Kaliel discussed that Alberta has a large number of seats already coming, but will continue to promote the conference.

J. Chu expressed that he is expecting approximately ten more registrants.

H. Kaliel expressed that she is excited to know further numbers from USask. She will take these numbers back to her planning committee. She also added they will be distributing the transportation document in the coming weeks and encouraged locals to continue filling out the current delegate document.

J. Yu entered the room at 7:30 PM EST

R. Hui informs council that he has noticed that prices of the flights have dropped since CAPSI has signed the contract. He is hoping that our prices are able to be dropped as well. The new deadline will be November 6th, and he hopes to have more information within the week, by November 1st.

C. Sehgal left the room at 7:30 PM EST

H. Kaniel has left the meeting at 7:31 PM EST

8. Open Council Meeting at PDW

R. Ward/ A. Clarke

Background:

Last PDW we had an open session for all members to come and see how CAPSI meetings work. Will we be having a similar open session at PDW 2018?

P. Thabet believes that it would be great to continue this initiative. He has spoken about this to the 2018 PC, and there have been a few logistic problems isolated. The room is smaller for meetings this year, and the room is in a separate building. He suggested that it is likely this will still occur, as long as we coordinate our time to ensure this doesn't occur during a main speaker.

C. Sehgal re-entered the room at 7:32 PM EST

JF. Cote suggested broadcasting a session on the Members Only Portal.

K. Tress mentioned that acute updates are quite difficult to do so that any addition to the portal may not be likely.

J. Butler suggested that Facebook Live sessions are a good way to involve the members via the CAPSI National Facebook page.

P. Thabet proposed that meetings are transparent and broadcasting it widely through social media is no hinder to CAPSI or its members.

9. PDW Fee Increase

T. Sanders/ S. Barillaro

Background:

For background refer to Constitutional Review Committee agenda item

General consensus from Finance Committee:

- Approval and support of the increase
- Logical step to take due to budget constraints and increasing costs to host PDW (i.e. to cover inflation, meals, guest speakers, free stuff, etc)
- Do not think it will affect student attendance to PDW as it is only a \$20 increase for CAPSI members

This item was referred to the CRC and finance committee during PDW 2017.

15. Increasing Professional Development Week Registration Fees

C. McGrath

Item for Discussion: BIRT CAPSI National increase Professional Development Week registration fees from \$180 per CAPSI member to \$200 per CAPSI member, and from \$250 per non-member to \$270 per non-member effective for PDW 2020.

Background Information/Summary: With a growing trend of CAPSI's Professional Development Week Planning Committees struggling to recruit sponsorship and break even on conference expenses, CAPSI is at a financial risk of incurring the conference deficits. With the cost of entertainment industry rising, CAPSI should evaluate whether or not increasing PDW registration fees is appropriate.

C McGrath explained this issue came forward during the planning of PDW 2017.

J Cote requested a historical perspective on the last time the fee was increased.

P Thabet noted that the last increase was from \$175 to \$180.

K Selva confirmed this fee was not in the past 5 years, but we do not know exactly which year.

JF Cote noted that this price seems reasonable based on their local conference.

C McGrath asked a point of information about pre-existing student conference fees and noted that this increase would not be implemented until PDW 2020 because the contracts before that have already been signed.

Ontario - Free because schools pay for it

Quebec - Cocep is 300\$ for 2 days

Atlantic - APAC is 115\$ for approximately 2.5 days and only has 1 gala dinner.

J Butler provided a point of information, she is in favour of this increase due to her own experience with the planning of PDW. Registration fees for this conference does not even cover the cost of food.

BIRT this agenda point be referred to a joint effort between the finance committee and constitutional review committee prior to CPhA 2017

C McGrath/K Hynes

Motion Carried.

In collaboration with the Finance Committee, the Constitutional Review Committee proposes that PDW registration fees be increased. In order to cover the increasing costs/fees associated with hosting PDW, and based on our evaluation of other student conference fees, we would recommend increasing PDW registration fees from \$180 for CAPSI members to \$200 per CAPSI member, and from \$250 for non-members to \$275 per non-member. This increase would help cover the cost of increasing conference expenses, will help prevent a deficit from being incurred by PDW, and ensure the sustainability of PDW and CAPSI.

T. Sanders and S. Barillaro provided the background on the decision of the Constitutional Review Committee and the Finance Committee.

BIRT CAPSI National increase Professional Development Week registration fees from \$180 per CAPSI member to \$200 per CAPSI member, and from \$250 per non-member to \$275 per non-member effective for PDW 2020.

P. Thabet/ S. Barillaro

Motion Carried

10. PDW Professionalism - PDW 2019 Social Night

P. Thabet

Concerns have been raised by faculty at Dalhousie about the professionalism and safety of the suggested PDW 2019 social night. Are these concerns shared across faculties?

S. Barillaro expressed that it may not be the best thing to do as a social event as it doesn't infer professionalism.

JF. Cote informed council he was concerned about delegates getting lost while travelling between bars.

J. Butler discussed that St. John's does not have a facility that will hold all 400 delegates and would like to hear their point of view. J. Butler expressed that since social night has historically involved venues that can "promote" alcohol consumption of alcohol, and questioned how this differed from a pubcrawl and will this affect PDW social night in the future.

P. Thabet spoke to pubcrawls promoting excessive drinking, though he acknowledged that responsible drinking doesn't necessarily incur at a single bar.

R. Ward informed council that pubcrawls are allowed at MUN. The PDW 2019 PC wanted to host a social night as such due to the limited capacity. Currently, the social night will center around students in teams participating in a non-alcohol activities in scavenger hunt style. The PC hopes that this would not overrun a facility, and students would get the opportunity to see numerous bars and Newfoundland tradition.

D. Shymanski commented that it is illegal to hold pubcrawls in Saskatoon. She acknowledges that pubcrawls do take place, but cautions putting CAPSI's name on the event.

K. Tress motioned postponing this point to PDW 2018.

R. Ward expresses that a deadline is required to bring to her Planning Committee, and that PDW 2018 may be too far.

P. Thabet recommended marketing the social event as a social networking scavenger event and not associate the event with drinking. He asked whether there are further thoughts on this point. P. Thabet expressed that he will bring this forward to the Dalhousie faculty.

C. Caron asked whether this point could be referred to another committee with a vote sent out to council.

J. Butler discussed referring this to the PDW Committee or the Ethics Committee is redundant. She believes that this discussion should happen as a council at PDW.

T. Sanders echoed J. Butler's points on discussing this as a council. She points out that PDW 2019 PC is already thinking about solution.

J. Butler focused that this decision should have been made already in order to best promote this at PDW 2018.

Motion to refer this point to an the Ethics Committee.

P. Thabet/

Motion Killed

Motion to postpone this point to PDW 2018.

K. Tress/ C. Caron

Motion Carried.

11. Setting Reimbursement Deadline for PDW Registration

T. Sanders

This item was referred to the CRC during PDW 2017.

16. Setting Reimbursement Deadline for PDW Registration

C. McGrath

Item for Discussion: BIRT CAPSI National implement a deadline for PDW registration fee reimbursement. (Refer to the Constitutional Review Committee and/or Finance Committee)

Background Information/Summary: For other professional conferences, reimbursement timelines are provided for registration fees. This year CAPSI was faced with the challenge of determining whether or not students should be reimbursed for withdrawing their registration for reasons other than extenuating circumstances. The PDW Educational Policy outlines all other details of the conference expectations, should a registration withdraw date be implemented?

C McGrath noted that reimbursing is reasonable for compassionate reasons, but having a policy would increase clarity and is worth exploring. This would be in line with other conferences.

J Buter explained that over the past semester they did not receive the number of delegates that they expected and some students were dropping out of attending the conference.

N Gajaria said that at UofT they explicitly state that it is non-refundable

K Youssefian confirmed they also advertise it as non-refundable.

M Aizouki said that UofA they ask students to find a replacement.

N Scholten noted that at Dal they said the money was refundable until the point the money was paid to the PDW planning committee.

K Selva suggested that 50% of the conference fee be refundable up until one month before the conference.

M Eisa stated that many students are hesitant to sign up for PDW due to Co-Op and not being certain of employers allowing them to go.

S Chatillon agreed that we should have a standardized process with predefined eligible reasons for refund

M Aizouki questioned if students would make up reasons not to go.

J Butler suggested referring to the ethics committee if a gray area arose for a student not being able to attend.

C McGrath noted that we can either vote on a deadline or refer this item to the constitutional review committee for the winter teleconference.

C McGrath presented the following options for council to discuss:

1. Implement an overarching deadline in the turnover document to be relayed by locals and the PDW PC
2. Implement a deadline in the PDW Turnover document and Educational Policy - pay and sign
3. Setting a policy with a one month grace period of partial reimbursement (i.e. 50%)

School	Best option
UBC	Agree with option 2 but reviewing case by case.
Alberta	Agree with Saskatchewan. Agree with non-refundable except for extenuating circumstances.
USask	Supports option 1. Have a similar problem with placements in Saskatchewan plus extenuating circumstances.

U of M	Support option 2 plus 100% reimbursement in extenuating circumstances. Also support more leniency for Waterloo due to their unique co-op position.
Waterloo	Would prefer an option where 100% reimbursement is possible, but see the value of a deadline (e.g. one month after the payment plus case by case basis)
Toronto	Toronto have previously been strict with a no refund policy and therefore there is no issue with stricter payment enforcement or partial reimbursements.
Montreal	Evaluate case by case with 100% reimbursement is possible but late flight booking is not a good reason
Laval	Case by case 100% reimbursement in extenuating circumstances
Dal	Option 2 is best but accept extenuating circumstances also.
MUN	Grace period of 1 month after paying

S Cunningham questions if we have an obligation to make students sign something to make the conference non-refundable.

C McGrath clarified that this is a point of discussion because it was an issue for this PDW and that although it is assumed that registration is non-refundable that it will be good to have this in writing.

M Moreno noted that they bold and put it in red that once students pay for the conference it is non-refundable.

C McGrath notes that most people are in agreement with option two and this point should be referred to the constitutional review committee.

BIRT this agenda point is referred to the constitutional review committee to present at the Winter Teleconference or CPhA 2017.
C McGrath / K. Hynes
Motion passed

The Constitutional Review Committee believes that the statement which was added to the PDW Educational Policy in 2017 is sufficient in outlining that the deposit is non-refundable unless certain circumstances are met. The document now reads “By signing this document, the delegate recognizes that their deposit is non-refundable and may only be refunded in cases of educational, medical, or sympathetic reasons.” Delegates who apply for the refund will be evaluated on a case-by-case basis and reimbursement will be at the Local Representatives discretion.

BIRT that the PDW Educational Policy be updated to read “By signing this document, the delegate recognizes that their deposit is non-refundable and that possible refunds will be considered on a case-by-case basis in response to educational, medical, or sympathetic reasons.”, effective for PDW 2019.

K Tress expressed that this point should stipulate who gets to make the choice of refund.

Motion to amend:

BIRT that the PDW Educational Policy be updated to read “By signing this document, the delegate recognizes that their deposit is non-refundable and that possible refunds will be considered on a case-by-case basis in response to educational, medical, or sympathetic reasons, as determined by the student’s CAPSI Local Representatives”, effective for PDW 2019.

P. Thabet/ JF. Cote

Amendment Carried

BIRT that the PDW Educational Policy be updated to read “By signing this document, the delegate recognizes that their deposit is non-refundable and that possible refunds will be considered on a case-by-case basis in response to educational, medical, or sympathetic reasons, as determined by the student’s CAPSI Local Representatives”, effective for PDW 2019.

P. Thabet/ JF. Cote

Motion Carried.

12. Canada’s Next Top Pharmacist Reserved Seat

T. Sanders

Background:

This item was referred to the CRC during PDW 2017.

19. PDW Seat Reservation for Canada's Next Top Pharmacist

C. McGrath

C McGrath called the meeting to order at 5:15 PM.

C McGrath explained that at this time these seats are not reserved, and the question was brought forward by many local representatives. If we did choose to make a change in this it would not come into effect until 2020 as contracts have already been signed.

K Tress does not see a problem. Because Canada's Next Top Pharmacist is such a new event we should wait till the event is established before moving forward.

School	Opinion on seat reservation
MUN	Not a problem at this time
Dal	Not a problem at this time
Laval	Not a problem at this time
UdeM	Not a problem at this time
Toronto	Not a problem at this time
Waterloo	Not a problem at this time
U of M	Not a problem at this time
U of Sask	Not a problem at this time
U of A	Not a problem at this time
UBC	Would like it, but not necessary

P Thabet noted that the change in total number of seats per school would be minimal with either national seats or local seats for CNTP.

R St Croix clarified that there may be some small differences, for example an extra seat to a small school and a seat lost from a larger school

BIRT this agenda point is referred to the constitutional review committee.
C McGrath/K Tress
Motion Carried.

The Constitutional Review Committee proposes that for the sake of completeness and clarity when allocating seat numbers for PDW, seats should be reserved for Canada's Next Top Pharmacist contestants. This seat reservation will work in the same fashion as any other award or competition seat that is reserved.

P. Thabet commented that the number of reserved seats may reduce the number of seats available for all delegates.

BIRT that local winners of Canada's Next Top Pharmacist be reserved a seat for Professional Development Week, effective PDW 2020.

**P. Thabet/ J. Butler
Motion Carried.**

13. PDW 2020 Update

K. Vo/ D. Huot

K. Vo informed council that Montreal will be hosting PDW 2020. The PC has been formed and they have participated in one TC. The dean is on board. It is very exciting

as the conference will coincide with the faculty's 100th anniversary. More discussion will occur with the Dean within the next week.

P. Thabet commented on the motivation of these students and his excitement for the conference.

14. Update: Pharmachoice Advice for Life Côté

P. Thabet /JF.

The organization and planning of this new competition has been more drawn out than thought, and it has been decided that the competition timeline will be changed to allow for competition development and student participation.

Competition release: ASAP

Local submission: Late January (26th)

Local judging: 1 week (Jan 26th - Feb 2th)

Student revision: 1 week (Feb 2nd - Feb 11th)

CRC shortlist: 1 week (Feb 12th - Feb 18th)

National judging: 2 weeks (Feb 19th - March 5th)

Prizes:

Local: \$250 1st place; \$150 2nd place [total of \$4000]

National: \$750 1st place; \$500 2nd place; \$250 3rd place [total of \$1500]

+ trophy - <https://www.blowawayglasstudio.com/portfolio.html>

+ presentation via webinar during PAM?

+ Invitation (with expenses paid) to Pharmachoice tradeshow in April

P. Thabet highlighted the new timeline of the event, and the focus on PAM rather than PDW.

S. Barillaro asked for clarification between the Google Document and the agenda points.

P. Thabet informed that this would be readjusted to reflect this.

S. Barillaro confirmed that no expenses would be incurred through council for this event, but rather all expenses would be covered through Pharmachoice.

K. MacMillan exited the meeting at 8:13PM EST

S. Barillaro informed council that the fiscal year does end on March 31st, and thus, council and Pharmachoice should be cognizant tying loose ends before this time.

R. Ward expressed concerns with receiving a monetary prize instead of a trophy.

JF. Cote pointed out that Pharmachoice is very interested in presenting a trophy to the winner.

P. Thabet agrees that Pharmachoice's idea of providing a trophy is a nice gesture in the long term.

15. Guy Genest

P. Thabet

From:

The Guy Genest Passion for Pharmacy Award consists of:

- A plaque presentation during PDW;
- Complimentary Registration for PDW;
- Travel and accommodation subsidy, to aid their attendance to PDW.

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

To:

The Guy Genest Passion for Pharmacy Award consists of:

- A recognition of achievement during PDW;
- Complimentary Registration for PDW;
- Travel and accommodation subsidy, to aid their attendance to PDW.

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

From:

ALL: CAPSI-Pfizer Guy Genest Passion for Pharmacy Award (Award of Professionalism)

To:

ALL: CAPSI Guy Genest Passion for Pharmacy Award (Award of Professionalism)

E. Cowley entered the meeting at 8:21PM EST

C. Caron expressed that a plaque may represent a huge value for the winner, and that although there is a financial burden, they should still be considered.

P. Thabet reiterated that both options would be considered still, based on price, and that the change looks to provide future councils with more room to make this decision.

N. Gajaria informed council that at Toronto the student's society provides a plaque.

**BIRT CAPSI National approve the above change to the Operating Manual.
P. Thabet/ S. Barillaro
Motion Carried**

16. Approval of OM Updates

T. Sanders

Background:

Background: During PDW 2016, CAPSI National passed a motion stating that the Association's Operating Manual be updated annually to reflect CAPSI's current operations. The Constitutional Review Committee has reviewed the Operating Manual and has suggested wording alterations and altering sentences to provide greater clarity. The main alterations were as follows: increased clarity of Webmaster duties, PDW host order, PDW school pairings, clarity of quorum, CAPSI member fee increase and implementation, and IPSF Health Campaign procedure (complementary → complimentary)

Link to updated OM:

<https://docs.google.com/a/capsi.ca/document/d/1aV51EAFzB8MAIOpW7m55PBP1JkfbasCrgUjC4IESpx8/edit?usp=sharing>

Motion: BIRT CAPSI National accept the updates to the Association's Operating Manual

P. Thabet/ D. Shymanski

Motion Carried

17. Update: Student of the Month Award

P. Thabet

Update on the status of this new award.

Input from council:

1. Monthly award
2. 1 award/semester
3. Monthly award from September - May (inclusively) + 1 award from June - August [total of 10 awards/year]

Prize:

- Evidence based medicine podcast subscription?
<https://therapeuticseducation.org/bs-medicine-podcast>

MUN	No preference
DAL	1 award/semester
Université laval	1 award per semester, no participation For info at UL we have a "Soirée de reconnaissance de l'excellence" award locally
Montreal	1 award per semester
Toronto	1 award/semester

Waterloo	1 award/semester; no participation
Manitoba	1 award/ semester
USASK	1 award/ semester; no national participation - local council can participate
Alberta	
UBC	1 award/semester

Participation of council:

1. No - same as other CAPSI competitions, executives and locals cannot participate
2. Yes - this is a recognition award, and not a competition, similar to the Guy Genest passion for pharmacy award.

K. Tress votes no

JF. Cote votes no, but believes that local council members should be welcomed to participate.

N.Gajaria stated that at UofT, the student council is not allowed to be nominated for the Student of the Month award, it's to showcase the general student body

E. Cowley votes no as believes that we need to recognize non-CAPSI executives.

T. Sanders votes yes.

G. Anhoury-Sauvé votes yes.

R. Ward points out that this award could recognize awesome things outside of CAPSI or outside of pharmacy and that this award should encompass that. She Votes yes.

J. Butler asked how nominations would incur?

P. Thabet suggested that students would nominate each other.

J. Butler expressed that she believes if students are being nominated by their peers and not themselves, they should be eligible for nomination regardless of what organization their work stems from (e.g., CAPSI vs local student associations, etc.)

C. Sehgal echoed that there should be criteria for winners, and suggests that CAPSI Executive status not be considered within this.

P. Thabet proposed that a judging criteria will be developed for the award.

C. Sehgal asked who would judge the submissions.

P. Thabet suggested that this be judged by the VP Education or Competition Review Committee.

J. Chu voted no to council being eligible, similar to our local award of professionalism

T. Sanders suggested that this be referred to a committee.

BIRT CAPSI National refer this point to the Competition Review Committee to discuss at PDW 2018.

P. Thabet/ C. Caron

Motion Carried.

25. Elections Promotion

K. Tress

K. Tress expressed that she would like council members to highly promote CAPSI National elections. She has been highlighting positions for elections on our CAPSI social media pages and will continue to do so.

P. Thabet stressed that we continue to encourage our members.

28. Membership Database Problems

K. Tress

K. Tress expressed the seriousness of having a correct membership database and the repercussions when errors are made. She has been approached by students regarding their access to the Members Only Portal and the RxTx app.

T. Sanders stressed that because of these oversights, members are not receiving their benefits.

N. Gajaria asked for clarification if this has been an issue in previous years.

K. Tress expressed that this was not an issue in previous years.

P. Thabet commented that an alternative to the current process is a standardized form, where all individuals must be entered individually. He expressed that this will be time consuming but may be necessary.

R. Ward asked for clarification regarding the order of member's names.

K. Tress expressed that all individual issues did not incur with each individual school.

19. CPhA Student Input - Membership Committee Referral

P. Thabet

CPhA would like to grow the student presence and involvement at CPhA conferences and are looking for direct student input in the planning of future CPhA conferences. Membership committee would be responsible for providing input on how to increase student presence for CPhA 2018 - Fredericton in particular.

BIRT CAPSI National refer the item of CPhA Student Input to the Membership Committee and that committee report on its recommendations at PDW 2018.

P. Thabet/ T. Sanders

Motion Carried.

20. CRC Referral: Social Media Posts as a Club Benefit

T. Sanders

Background: This item was referred to the CRC during CPhA 2017.

13. **Social Media Posts as a CAPSI Club Member Benefit** J. Butler
J. Butler discussed incorporating social media advertisements on CAPSI's outlets as a benefit to CAPSI Club Members.

Motion to refer the social media advertising to the Constitutional Review Committee

P. Thabet/ R. Ward

Motion Carried.

Current Club Membership Benefits for Reference:



The table shows membership benefits for five levels: Club Member (\$500), Bronze Level (\$1000), Silver Level (\$1500), Gold Level (\$2000), and Platinum Level (\$5000). Benefits include logo placement in CAPSIL, recognition in the CAPSI Agenda, and advertising space in CAPSIL issues.

	Club Member (\$500)	Bronze Level (\$1000)	Silver Level (\$1500)	Gold Level (\$2000)	Platinum Level (\$5000)
Recognition (logo and slogan) in three issues of the CAPSIL as a Club/Bronze/Silver/Gold/Platinum Level Sponsor	✓	✓	✓	✓	✓
Recognition in the CAPSI Agenda and on the official CAPSI website as a Club/Bronze/Silver/Gold/Platinum Level Sponsor	✓	✓	✓	✓	✓
Presentation of the company logo on the official CAPSI website as well as a direct link from the official CAPSI website to the official company website	✓	✓	✓	✓	✓
Space (maximum of one-quarter of a page) for an article, advertisement, or promotion in one issue of the CAPSIL		✓			
Space (maximum of one-third of a page) for an article, advertisement, or promotion in one issue of the CAPSIL			✓		
Space (maximum of one-half of a page) for an article, advertisement, or promotion in one issue of the CAPSIL				✓	
Space (maximum of one full page) for an article, advertisement, or promotion in one issue of the CAPSIL					✓

The Constitutional Review Committee in collaboration with J. Butler, propose the following:

	Club Member (\$500)	Bronze Level (\$1000)	Silver Level (\$1500)	Gold Level (\$2000)	Platinum Level (\$5000)
# advertisements included	No posts Option 2: None	1 post/year Option 2: None	1 post/semester Option 2: None	1 post/month Option 2: 1 post/year	2 posts/month Option 2: 1 post/semester

Current # of sponsors for each tier (FYI)	4 (AGRO Health, Nature's Way, CU Advertising, Jones Healthcare)	0	1 (Hydralyte)	3 (CPhA, Shoppers, Pfizer)	3 (TEVA, Scotiabank, Medisca)
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Note: semester is defined as January-April, May-August, and September-December

All posts included in the sponsorship packages will be posted on the media platform of CAPSI National's discretion. Ex. If a platinum level sponsor wants 2 posts in one month, one could be made on our Instagram account and the other on our Facebook. This will allow CAPSI National help prevent social media fatigue.

Interested businesses (including non-CAPSI club members and CAPSI Club members club through silver tier) can opt to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

*stipulation: 2 posts per year & no more than 1 per semester

Webmaster, VP Communications, and Past President will review all potential social media post content. 2/3 of these positions must approve the post content before it will be posted on any CAPSI social media outlets.

BIRT that CAPSI National sponsors be given the opportunity to share content via CAPSI's social media network as follows:

Club member- none; Bronze level - 1post/year; Silver level- 1 post/semester; Gold level- 1 post/month; Platinum level- 2 posts/month.

Club member - none; Bronze level - none; Silver level - none; Gold level- 1 post/year; Platinum level - 1 post/semester.

All content will be reviewed at the discretion of CAPSI National prior to publication across social media platforms.

Semester is defined as January-April, June-August, and September-December

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

N. Gajaria exited the meeting at 8:55pm EST

N. Gajaria re-entered the meeting at 9:01pm EST

J. Butler suggests a friendly amendment:

From:

BIRT that CAPSI National sponsors be given the opportunity to share content via CAPSI's social media network as follows:

Club member- none; Bronze level - 1post/year; Silver level- 1 post/semester; Gold level- 1 post/month; Platinum level- 2 posts/month.

Club member - none; Bronze level - none; Silver level - none; Gold level- 1 post/year; Platinum level - 1 post/semester.

All content will be reviewed at the discretion of CAPSI National prior to publication across social media platforms.

Semester is defined as January-April, June-August, and September-December

To:

BIRT that CAPSI National sponsors be given the opportunity to share content via CAPSI's social media network as follows:

Club member- none; Bronze level - 1post/year; Silver level- 1 post/semester; Gold level- 1 post/month; Platinum level- 2 posts/month.

Club member - none; Bronze level - none; Silver level - none; Gold level- 1 post/year; Platinum level - 1 post/semester.

All content will be reviewed at the discretion of the Webmaster, the Vice President of Communications and the Past-President prior to publication across social media platforms, with 2/3 of the listed members in agreement.

Semester is defined as January-April, May-August, and September-December

J. Butler/ T. Sanders

Amendment Carried.

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

JF. Cote proposed the amendment:

BIRT Interested businesses (including non-CAPSI club members and CAPSI Club members club through silver tier) can opt to pay \$200 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

JF. Cote/

Amendment killed.

BIRT that CAPSI National sponsors be given the opportunity to share content via CAPSI's social media network as follows:

- Club member- none; Bronze level - 1post/year; Silver level- 1 post/semester; Gold level- 1 post/month; Platinum level- 2 posts/month.

- Club member - none; Bronze level - none; Silver level - none; Gold level- 1 post/year; Platinum level - 1 post/semester.

All content will be reviewed at the discretion of the Webmaster, the Vice President of Communications and the Past-President prior to publication across social media platforms, with 2/3 of the listed members in agreement.

Semester is defined as January-April, May-August, and September-December

T. Sanders informed council that Option 2 would work best for enticing CAPSI sponsors.

J. Butler echoed T. Sanders' points, and asks whether this will impact current sponsorship.

P. Thabet discussed that this would not take place until January, but all current sponsors should know of these changes.

R. Ward asked how CAPSI will determine whether sponsors who are interested in making posts that directly benefit CAPSI (such as scholarships) would be charged for posts.

J. Butler confirmed that this fee would be offered to all organizations not entitled to social media posts as a membership benefit in order to maintain a level of fairness.

P. Thabet summarized that Option 2 seems to be most preferred among council

R. Ward left the call at 9:10 EST

J. Butler called to question

BIRT that CAPSI National sponsors be given the opportunity to share content via CAPSI's social media network as follows:

Club member - none; Bronze level - none; Silver level - none; Gold level- 1 post/year; Platinum level - 1 post/semester.

All content will be reviewed at the discretion of the Webmaster, the Vice President of Communications and the Past-President prior to publication across social media platforms, with 2/3 of the listed members in agreement.

Semester is defined as January-April, May-August, and September-December.

P. Thabet/ S. Barillaro

Motion Carried

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

J. Butler suggests a friendly amendment:

From:

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above).

To:

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above). Companies cannot post more than once per semester

J. Butler/ T. Sanders

Amendment Carried.

BIRT that CAPSI National allow interested businesses to pay \$100 for a post on CAPSI National's Facebook, Twitter, and Instagram account. For an additional \$75 CAPSI will repost the same post (as above). Companies cannot post more than once per semester

P. Thabet/ S. Barillaro

JF. Cote abstains from the vote.

Motion Carried.

22. CU Ads Update

J. Butler

J. Butler informed council that in year's previous, CAPSI received a guaranteed minimum amount of funds, allowing for the agendas to pay for themselves. J. Butler discussed that it was brought forward that CU Ads had outstanding balances with CAPSI, and that executive members are uncomfortable with the new, lower guaranteed minimum that has been set forward this year.

S. Barillaro commented that all funds that CU Ads owed CAPSI are now paid.

J. Butler discussed that she will be reaching out to CU Ads over the next week to discuss a higher guaranteed minimum.

23. PharmAchieve

J. Butler

J. Butler informed council that PharmAchieve reached out to CAPSI to create a new MCQ competition, with the short term goal of sponsoring one of the CAPSI Competitions that is currently unsponsored.

T. Sanders exited the meeting at 9:24pm EST

T. Sanders re-entered the meeting at 9:25pm EST.

Motion to go into camera at 9:25PM EST

J. Butler/ P. Thabet

Motion to go out of camera at 9:28PM EST

J. Butler/P. Thabet

J. Butler expressed that locals have expressed concern with another competition to promote. She discussed working closely with locals for this to be a success.

J. Butler left the room at 9:29 PM EST

24. CPhA Continuing Professional Development Programs Update P. Thabet

CPhA are offering all CAPSI members discounts on their CPD programs. Discounts start at 10%, but increase up to 20%. There is also the opportunity for rebates for CAPSI.

The # of students is accumulated across all schools and all CPD programs. Reaching 100 students, and providing optimal discount to our membership should be feasible.

# of student	% Discount on CPD	CAPSI Rebate
0-50	10%	\$4
51-100	15%	\$5
>100	20%	\$6

If we are able to show strong interest from >100 students, we can firm the 20% discount. Currently, with variable and unknown numbers of interest, students will have to register for the course, and will then be required to pay when we have closed registration. At this, we will know the number of students and the discount/price of each course. This is not ideal students will have to sign up for courses, but not know the final cost. This is of concern, as it may reduce student interest.

Questions:

1. Are we confident that we can reach 100?
2. How will we promote this?

<https://www.pharmacists.ca/education-practice-resources/professional-development/>

Lab Tests - \$249

QUIT - \$99

Medication Assessment and Management - \$179

N. Gajaria points out that there was certain stipulations that were put into place when this initiative was successful at Toronto. She is concerned that there will be minimal interest if promotion doesn't occur at one point. ?

A. Clarke has left the call at 9:33 EST

J. Chu doesn't foresee a lot of interest at UBC due to already present continuing education training.

E. Cowley echoed J. Chu's thoughts for Waterloo. She expresses that the Member's Only Portal is not user-friendly enough to ascertain sign up with ease.

K. Yeo also echoed this for Manitoba.

P. Thabet expressed that this will continue as a further benefit for members, and that council will do our best to promote it.

25. Extending the SEO Position

T. Sanders

Background:

This item was referred to the CRC during PDW 2017.

21. Extending Executive Positions

C. McGrath

21.1 Item for Discussion/Motion: BIRT CAPSI National extend the position of Student Exchange Officer to September 2017.

Background information/Summary: During PDW 2016, the position of SEO was extended for an additional four month period to lessen confusion among students participating in the IPSF Student Exchange Programme.

C McGrath explained the history of this point and its relevance to continuity for the students who are having international placements.

P Hsu noted that last year this extension worked very well.

C McGrath clarified that the SEO does not need to attend CPhA, they will just maintain this title to coordinate SEP.

K Selva noted that we normally trial a change for one year, and then make it a permanent change if successful. She would like us to consider making this a permanent change.

J Cote asked if there is a 6 month extension, would it prevent this student from running for another position after their terms as IPSF liaison/SEO.

C McGrath noted that this is a valid point.

N Szabolcs questioned if they could hold a new role while maintaining their SEO title for an additional six months.

K Selva noted that there is an understanding that members help as ex-officio members, though this is a unique case due to the nature of international travel.

BIRT CAPSI National extend the position of Student Exchange Officer to September 2017.

C McGrath/S Saunders

Motion Carried.

BIRT this agenda item is referred to the constitutional review committee to determine if this will be a permanent change.

C McGrath/

Motion Carried.

Currently CAPSI council transition takes place at CPhA Conference in June. For the past 2 years the position of SEO has been extended until the end of September to ensure continuity for the students who are completing international placements. While our council transition takes place in June, Canada is able to host our incoming IPSF exchange students until September.

After gathering insight from previous SEO position holders, the CRC committee proposes that the SEO position be permanently extended until the end of September, for the sake of consistency and ease in the transition process.

BIRT that the Student Exchange Officer term be permanently extended from 1 term year (CPhA to CPhA), to 1 term year + extension to the end of September, to ensure communications with students completing international placements.

26. Partnership with PSF

N. Gajaria/ R. Anisman

Background:

Pharmacists Without Borders Partnership

During CPhA 2016, we were approached with the opportunity to appoint a PSF ambassador at each faculty of pharmacy. At CPhA 2017, we discussed there being a discrepancy between the expectations of PSF and PSF ambassadors at each school. It seems that this discrepancy is still ongoing.

27. Student Participation

K. Yeo

28. Student Practicums at UBC

J. Chu/ A. Mew

Background:

The UBC Faculty of Pharmaceutical Sciences has recently announced that they will no longer be able to accommodate geographic preferences for student practicums due to increased amount of practicum hours required in the Entry-to-practice PharmD program compared to the Bachelors of Science program and the increased need for preceptors.

Many students are upset by the lack of support from the Faculty and the financial hardships they may face.

It would be beneficial to have insight on how different pharmacy schools conduct their placements as well as the advantages and disadvantages so we may present suggestions to our Faculty.

29. Antimicrobial Stewardship Week

P. Thabet

AMR week starts November 13th. As pharmacists, we play an important role in AMR, and have a role to play in its promotion. The website committee has begun planning for this week, and welcomes involvement.

Resources:

- <http://www.who.int/campaigns/world-antibiotic-awareness-week/2017/posters/en/>
- <http://www.who.int/campaigns/world-antibiotic-awareness-week/2017/infographics/en/>
- <https://www.canada.ca/en/public-health/services/antibiotic-antimicrobial-resistance/antibiotic-resistance-awareness-materials.html>
- <https://www.canada.ca/content/dam/canada/health-canada/migration/healthy-canadians/publications/drugs-products-medicaments-produits/info-antibiotics-earach>

[e-maux-oreilles-antibiotiques-info/alt/info-antibiotics-earache-maux-oreilles-antibiotiques-info-eng.pdf](https://www.nccid.ca/antibiotic-awareness/)

- <https://nccid.ca/antibiotic-awareness/>

30. World Diabetes Day

P. Thabet

WDD 2017 is Tuesday November 14th 2017.

Resources:

<https://www.idf.org/our-activities/world-diabetes-day/resources.html>

31. ULaval Backpacks

R. Hui/ F. Pare

Background:

CAPSI Local backpacks sponsored by AQPP and Financière des professionnels, elaborating on the contract Kevin started

32. PEP-C Working Group

T. Sanders

Background:

Precepting Models in Experiential Education Update

AFPC (Association of Faculties of Pharmacy of Canada) has offered CAPSI a representative position on this working group which will be held by CAPSI's President-Elect. The working group is scheduled to meet on October 26, 2017. Tara will provide an update regarding what was discussed and may require feedback from CAPSI.

33. Strengthening Relationship with ASP

T. Sanders

Background:

According to CAPSI's Operating Manual it is the duty of our President-Elect to act as a liaison between CAPSI and the Academy of Students in Pharmacy (ASP). However, during my term as President-Elect I have noticed that this contact has been lost. I have reached out to ASP in the hopes of reuniting and strengthening our relationship and they have been very receptive. At this time is there any guidance we seek from them or any insight that would benefit a particular position?

BIRT CAPSI National postpone the following points to email or PDW 2018: SEO Extension, CAPSI PSF Partnership, Student Participation, Student Practicum at UBC, Antimicrobial Stewardship Week, World Diabetes Day, U Laval Backpacks, PEP-C Working Group, and Strengthening Relationship with ASP.

P. Thabet/ S. Barillaro

Motion Carried.

Motion to Adjourn at 9:52EST

P. Thabet/ C. Caron

Motion Carried.

