



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

By-Election Teleconference 1
Monday, February 12, 2018
7:00 PM EST

1. Call to Order

P. Thabet

P. Thabet called the meeting to order at 7:07pm EST

2. President's Address

P. Thabet

P. Thabet acknowledges that locals must be busy planning PAM events and addresses that we should focus on our mission when discussing the election candidates and look at all of the attributes that candidates bring to the table.

3. Attendance

K. Tress - N. Gajaria

P. Thabet	President
T. Sanders	President-Elect
J. Butler	VP Communications
J. Mejia	VP Professional Affairs
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
J. Yu	Student Exchange Officer
M. Lu	Webmaster
K. MacMillan	CSHP Liaison
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative
H. Kaliel	Alberta Senior Representative
M. Contreras	Alberta Junior 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
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

Absent: JF. Cote, J. Butler, C. McGrath, I. Yang, G. Anhory-Sauve, B. Houle

4. President Elect – Sam Chu

Motion to go into camera at 7:13pm
P. Thabet/ R. Ward
Motion carried

Motion to move out of camera at 7:48pm
M. Lu/ A. Mew
Motion carried

J. Butler entered the meeting at 7:48

5. President Elect - Ghazaleh Ebrahimnejadalamaki

Motion to go into camera at 7:49pm
P. Thabet/M. Contreras
Motion carried

6. Finance Officer – Dylan Moulton

Motion to go out of camera at 8:38pm
P. Thabet/S. Barillaro
Motion carried

D. Shymanski left the call at 8:43pm.

7. Waterloo Students Running for President-Elect

P. Thabet/ T. Sanders

Background: It has been brought to the Presidents' attention that with our recent election procedure changes, Waterloo students may now be at a disadvantage for applying for the position of President-Elect. According to the OM, the President-Elect position is "*a three-year commitment (sequential one-year terms as President-Elect, President, and Past-President) for which at least two of the three years must be served as an undergraduate student.*" Given that the application deadline for our re-vamped election process is now in the December leading up to PDW (to allow for video recording, review of applicant materials, and posting on the MoP), first year Waterloo CAPSI members will be unable to apply for any positions on council unless a unfilled position proceeds to a by-election (see chart below). This discrepancy from other universities is particularly pertinent for the President-Elect position, as it must be applied for within a student's first two years of a pharmacy program, as the OM is currently written.

Our elections procedure needs to be reflective of our value of unity and inclusive/fair to the members at all 10 pharmacy schools. I would like to suggest that we discuss allowing 3rd year Waterloo students to apply for the President-Elect position, by adding a stipulation to our Operating Manual.

P. Thabet explained that first year students at Waterloo miss the deadline to apply for CAPSI president-elect as they start their first year in January and only have the opportunity to apply to president-elect as a second year student.

R. Ward clarified whether first year students at Waterloo were able to apply to President-Elect in the previous elections procedure.

P. Thabet stated that Waterloo students were technically able to apply for President-Elect but did not in practice as they were not yet CAPSI members and first year students did not attend PDW.

E. Cowley stated that second year Waterloo students are better placed to run for President-Elect as they have had a better opportunity to get involved. She shares that it is difficult to get time off from 4th year rotations to attend the CPhA conference and does not feel that Waterloo students are at a disadvantage.

J. Yu echoed E. Cowley. and states that there are a lot of changes taking place in their fourth year of studies and is unsure how many students would benefit from allowing third year Waterloo students to run for president-elect.

R. Ward stated that the playing field is not equal for schools with five year programs as the PharmD program is now five years at MUN, giving them more time to apply within the position.

T. Sanders stated that any year at a school can be difficult at each school and can involve a lot of transition.

	Waterloo Program	Other University Programs
Year 1	January – August	September – April (potential summer rotation)
Year 2	September – August	September – April (potential summer rotation)
Year 3	January – December	September – April (potential summer rotation)
Year 4	January – August	September - April
Example for current first year class (Class of 2021)		

Year 1	January 2018 – August 2018 (Class Jan-Aug)	September 2017- April 2018 (class Sept-Dec, class Jan-Apr, varying rotation times/lengths)
Year 2	September 2018 – August 2019 (Class Sept-Dec, 4 month coop, class May-Aug) *in coop during PDW*	September 2018 – August 2019 (class Sept-Dec, class Jan-Apr, varying rotation times)
Year 3	January 2020 – December 2020 (Class Jan-April, 4 month co-op, class Sept-Dec)	September 2019 – August 2020 (class Sept-Dec, class Jan-Apr, varying rotation times)
Year 4	January 2021 – August 2021 (2 months class, 6 months rotation)	September 2020 – August 2021 (varying class/rotation schedules)
<p>*Red indicates where CAPSI members are able to apply for the President-Elect position if the position does not go to a by-election</p> <p>*See CAPSI FAQ sheet, located on our google drive, for specifics regarding each university</p>		

If this change was to be made, if a third year Waterloo student was successful in their candidacy, their term would look as follows:

	Term/Transition	3 rd year Waterloo student	*For reference* Current specifications
President-Elect	June – June (CPhA)	3 rd yr student until Dec 4 th yr student until June	Student (2 nd or 3 rd yr)
President	June – June (CPhA)	4 th yr student until August Convocation in October Ideally licensed in January (considered Pharmacist from January-June)	Student (3 rd or 4 th yr)
Past President	June – June (CPhA)	Pharmacist	Student (4 th yr) or Pharmacist

BIRT CAPSI National refer the topic of Waterloo students running for President-Elect to the Ad-hoc Elections Committee to be reviewed at CPhA 2018.

Friendly Amendment:

BIRT CAPSI National refer the topic of Waterloo students running for President-Elect to the Constitutional Review Committee to be review at CPhA 2018.

P. Thabet/ J. Mejia

Motion Carried

7. McKesson Sponsorship

J. Butler

Background: McKesson provided CAPSI \$1000 to sponsor the National PIC. Logistically, this has created some contract confusion as per what would work best for CAPSI and McKesson.

Some options that have been presented: offering them just the 2018 PIC naming (unclear whether calendar or school year).

S. Barillaro questioned whether we have a contract with McKesson with them currently.

J. Butler informed that we do not.

S. Barillaro confirmed that they will be giving us \$1000 to be the National PIC sponsor.

J. Butler discussed that they did give us the \$1000 for the competition but a contract was not signed at that point.

S. Barillaro suggested that a contract be made for the upcoming year.

Motion to refer to the Communications and Marketing Committee for discussion at the Spring 2018 TC.

P. Thabet/ T. Sanders

8. Reminder about PAM Events

K. Tress

Background: If Local representatives have a PAM event to add to the CPhA calendar, they should send them to Kaitlyn.

9. Accounting Fees

S. Barillaro

Background:

PDW 2017 Minutes:

19. Accounting Costs

S. Châtillon

Background Information/Summary: The accountant who was closing our books for 2014-2015-2016 had agreed to do so free of charge as the accountants in Ontario were supposed to provide us with a portion of the completed work (which they had claimed they had done). Unfortunately, they never sent in the documentation so the task of closing the books for those years is quite larger than originally anticipated. As such, CAPSI would have to pay \$3,000.00 to close the books for those outstanding years, which is a fraction of the price that it would cost CAPSI get our new accountants to close the books. Usually, it costs \$7,000.00 to close the books for 1 year. The total for 2014-2015-2016 would be approximately \$21,000.00. Should council want, I can approach our new accounting firm to get a final quote before moving forward with my accountant.

S Châtillon explained the above point and that it is still advantageous for us to have this accountant close our books.

Motion to go into camera

C McGrath/M Moreno

Motion Carried.

Motion to come out of camera

C McGrath/C Caron

Motion Carried.

BIRT CAPSI National approve a total payment of \$3, 000 to the accountant who has closed the books for 2014, 2015 and 2016.

C McGrath/J Butler

Motion Carried.

Closing the books for the 2014, 2015 and 2016 was more of a daunting task than was previously expected. To retail cost for closing these books would have been \$21,000.00. Would we be willing to increase the amount we are going to give for completing all this work, closing our books, and filling our taxes for all three years to a total of \$6,000.00 instead of the original \$3,000.00?

P. Thabet suggested that it is a one time cost. He pointed out that we are still saving the \$15,000 that we would have spent.

S. Barillaro discussed that an accounting cost was budgeted in the account, but not to the correct firm, so it would even out. He pointed out that our budget is looking much more promising than our original budget had otherwise predicted. He is pleased that the firm took on this challenge on. S. Barillaro explained that although they didn't ask for this payment, previous Finance Officer S. Chatillon suggested that this is a worthy consideration.

K. MacMillan left the meeting at 9:11pm EST

R. Ward looked to clarify whether if a motion was passed in the past to provide \$3000 whether that can be changed to \$6000.

P. Thabet discussed that this would not infringe on Robert's Rules.

**BIRT CAPSI National reimburse our current accountants (Reid + Patenaude) for their work in closing the books for 2014, 2015, and 2016 with a total sum of \$6000.
P. Thabet/ S. Trivedi
Motion Carried.**

10. Adjourn

**Motion to Adjourn
P. Thabet/ M. Contreras
Meeting Adjourned**