



Unity – Professionalism – Advocacy – Academics – Excellence

Professional Development Week 2018
January 10th – 14th 2018
Edmonton, Alberta

Day 1: January 10th, 2018

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

P. Thabet called the meeting to order at 9:07 AM MST

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

P. Thabet reminded council of the expectations of the meeting. Junior reps were encouraged to actively participate in discussion throughout the conference.

http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

3. Attendance **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
C. McGrath	Past President
J. Butler	VP Communications
J. Mejia	VP Professional Affairs
J. Yu	Student Exchange Officer
M. Lu	Webmaster
K. MacMillan	CSHP Liaison
J. Chu	UBC Senior Representative
A. Mew	UBC Junior Representative
M. Contreras	Alberta Junior 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
R. Ward	MUN Senior Representative

Absent: JF. Cote, S. Barillaro, K. Tress, I. Yang, G. Anhoury-Sauve, H. Kaliel, S. Trivedi

4. Acceptance of previous minutes **P. Thabet**

Fall Teleconference 2017 Minutes

BIRT CAPSI National accept the minutes from Fall Teleconference 2017
P.Thabet/ J. Chu
Motion Carried

5. Local Updates

P. Thabet discussed local updates, looking at updates to help get ideas for PAM as well as other events during the upcoming semester-allow locals to reach out and learn more about the events the other schools hold.

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

JF Cote entered the room at 9:19AM.

H. Kaliel entered the room at 9:21AM.

7. Extension of SEO Position

Background:

This item was referred to the CRC during PDW 2017.

T. Sanders

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.

T. Sanders reiterated the SEO position and the importance of having a consistent contact person for students to contact during the transition process. She proposed extension until end of September.

J. Yu explained the position further and reiterates having a better handover.

P. Thabet discussed a previous point about running for a new executive position. He does not believe that there would be an issue with holding a new position due to it only being an extension to a position.

T. Sanders explained that current and past position holders were contacted and they felt that as this is an outgoing position it would not impede them from taking part in a new position as it is meant to be more of a supportive role.

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.

P.Thabet/H. Kaliei

Motion Carried

8. SEO Position Extension Bylaw Amendment

T. Sanders

Background: The following amendments will address the SEO position extension and instructs that the SEO position holder must obtain a vote of confidence. It also incorporates that the President must obtain a vote of confidence from council.

Change Section 1.49.3

FROM:

“The Directors may, by ordinary resolution, elect the Immediate Past- President as a Director and member of the Executive Council. The Immediate Past- President shall hold office for a term expiring not later than the close of the next Annual General Meeting of Members.”

TO:

“The Directors may, by ordinary resolution, select the Immediate Past- President, **President, and SEO** as a Director and member of the Executive Council. **The President and Immediate Past- President shall hold office for a term expiring not later than the commencement of the next following Canadian Pharmacists’ Association Conference. The SEO shall hold office for a term commencing the next following Canadian Pharmacists’ Association Conference until September of the next ensuing year.**”

Change Section 1.5

FROM:

"The Directors who are the Executive Council, with the exception of the Immediate Past-President, shall be elected by ordinary resolution of the General Student Members, at an Annual General Meeting and shall hold office commencing the next following Canadian Pharmacists' Association Conference until the Canadian Pharmacists' Association Conference in the next ensuing year."

TO:

"The Directors who are the Executive Council, with the exception of the Immediate Past-President, **President, and SEO**, shall be elected by ordinary resolution of the General Student Members, at an Annual General Meeting and shall hold office commencing the next following Canadian Pharmacists' Association Conference until the Canadian Pharmacists' Association Conference in the next ensuing year. "

T. Sanders explained the amendment to the bylaws to reflect change made to SEO position.

**BIRT CAPSI National accept the proposed amendments to the Bylaws of the organization to be presented during the CAPSI 2018 Annual General meeting.
P.Thabet/N. Gajaria
Motion Carried**

9. Bylaw Amendments

T. Sanders

Background: All bylaw amendments must first be passed by CAPSI National Council and then presented to our members at the AGM for approval. There are three amendments suggested below.

i. Change Section 1.43

Background: This amendment will allow flexibility if this situation is to arise. By creating a broader definition in our bylaws, future councils will be able to address this situation as they see fit, based on guidance from our Operating Manual and on the councils current situation.

FROM:

“The President, and in the President’s absence **the Past-President, and in the Past-President’s absence some other member of the Executive Council appointed at the meeting**, shall act as the chairperson of all meetings.”

TO:

“The President, and in the President’s absence **an appointed Executive Council member**, shall act as the chairperson of all meetings.”

ii. Change Section 1.71

Background: At PDW 2017 and AGM 2017, the Webmaster position was added as an executive position to our bylaws. The following to amendments are to increase the clarity of the previous years addition.

FROM:

“The Officers of the Corporation shall be the **eleven (11)** members of the Executive Council elected pursuant to the provisions of Article 7 hereof.”

TO:

“The Officers of the Corporation shall be the **twelve (12)** members of the Executive Council elected pursuant to the provisions of Article 7 hereof.”

iii. Addition to Article 13 (section 1.72.12)

ADD:

“**Webmaster:** The Webmaster shall have such duties as may be specified from time to time in an Officers’ Manual which may be established pursuant to Article 23 hereof.”

T. Sanders explains the bylaws state that Past President runs the meeting if the President is unable to attend meetings. Explains that Operating Manual says that President-Elect would run meetings. Therefore want to consolidate the information.

C. McGrath explained the importance of President-Elect having the support from council and foster a new sense of leadership with the President-Elect as the chair of the meetings.

**BIRT CAPSI National accept the proposed amendments to the Bylaws of the organization to be presented during the CAPSI 2018 Annual General Meeting.
P. Thabet/M. Lu
Motion Carried**

10. 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 has met twice this semester. Tara will provide an update regarding what was discussed and may require feedback from CAPSI.

T. Sanders explained the working group and provided an update about the meetings she has been sitting on. One aspect was the new preceptorship models:

- Peer assisted - having 2 preceptees at the same time of the same year
- Near peer - having 2 preceptees at a different level
- Co-precepting - more than 1 preceptor

The working group is currently discussing different avenues to promote the preceptor models and guidebooks. She discussed that for student promotion, CAPSI's social media outlets could be utilized. Other health care professional programs utilize these models and this would be a great opportunity to increase pharmacy students and CAPSI members awareness. She mentioned the CAPSIL would also be a good means to present this information.

P. Thabet pointed out using the CAPSIL to recognize preceptors.

J. Chu was unsure if CAPSI could get feedback from students about preceptors. He asked if it would be possible to pass this information to preceptors at each of the institutions.

- UBC preceptor award/recognition provided by the faculty, our provincial advocacy body and CSHP-local brand for each practicum course (e.g first year practicum preceptor, etc)
- These are all by student nominations through online form.
- The preceptor receives a plaque with their name and "Preceptor of the Year" to hang, excerpts from the original nomination may also be featured on the faculty's website
- Currently there is no resource reporting preceptor disagreements with students

J. Cote explained Montreal has recognition for good preceptors from a student's perspective. Students can submit application.

R. Ward suggested going east to west. At MUN, awards are presented in September to preceptors working in the hospital and community based on student nomination.

C. Caron explained that she is unaware of formal processes for a preceptor award but asks for input from other council members from Dal.

P. Thabet informed that there is an award but unsure if it is student or faculty nominated.

K. Macmillan echoed what P. Thabet mentioned.

R. Hui explained that at UL in fall there's an award ceremony for student excellence and to recognize outstanding work by staff. There is a preceptor of the year award the faculty hands out. He is unsure what the exact criteria is for the award.

N. Gajaria explained that fourth year students at UofT have the opportunity to nominate their preceptors from fourth year rotations for a preceptor of the year award presented at the convocation for that year. First, second, and fourth year students have the opportunity to provide feedback on their rotation sites which the Faculty takes into consideration to find out if the sites are meeting the expected standards.

E. Cowley explained students will nominate preceptors (via email/form) and during the Ontario Pharmacists Association Conference the School sponsors the Outstanding Co-op Supervisor and an Outstanding Preceptor Award. The faculty also publishes a list of all the preceptors for the 4th year PharmD rotations.

K. Yeo explained that there are 3 awards nominated by students in 4th year for Outstanding Preceptors. There is 1 for community, 1 for hospital and another for elective/miscellaneous.

D. Shymanski was not aware of a formal recognition process for preceptors in Saskatchewan. She explained that changes are occurring for preceptors with the current transition into the new PharmD program. There is currently not enough preceptors with training for precepting PharmD students or accepting PharmD students. During the transition period there is a need for twice as many preceptors and placements to accommodate the BSP Class of 2020 and PharmD class of 2021.

P. Thabet discussed potential problem of getting preceptors for students and if there is something we can do in terms of precepting.

C. McGrath asked T. Sanders about differences between preceptors for BSc vs PharmD.

T. Sanders explained while this hasn't been explicitly discussed by the working group, we were approached to host a national preceptor award, that would be nominated by students, at PDW. This could be a potential discussion or project for the future.

H. Kaliel explained that some students were worried about having a preceptor with only a BSc but it is a minority.

11. Strengthening our 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?

T. Sanders reached out to ASP and explained that she would like to have the contact reestablished, they were receptive. She explained the similarities between this group and CAPSI, as well as social media initiatives.

C. McGrath asked if we could take on the social media initiatives during PDW.

M. Contreras inquired whether they could be approached for sponsorship contacts.

12. IPE Event at PAM

J. Mejia

Background:

At CPhA, it was agreed that we are running these again for PAM 2018. First, we'd like to confirm that this is still the case and secondly, to decide on the case condition. For reference, the past two years we've done CKD and schizophrenia.

J. Mejia wanted to come to an agreement on what topic would be chosen, suggests:

- Diabetes
- Dementia

J. Mejia mentioned that the topic of diabetes already has an interprofessional collaboration in practice so a transition into a interdisciplinary case study should be feasible. Dementia may be difficult to find a patient. He also asked if there are any other suggestions.

P. Thabet discussed that historically run out at few schools, then last year was the first year done at every school. Explained difficulty of finding expertise for panel in previous years. Previously VPPA writes a case, but it has some fluidity and schools can tweak the case if they would like.

R. Ward suggested a patient voice for dementia could be a caregiver or family member.

H. Kaliel mentioned that both dementia and diabetes are third year topics, so to bring in first and second years may be more difficult.

J. Cote thinks that they are both good topics. He is concerned that diabetes is a very common subject, and maybe this event is meant to be more innovative.

J. Mejia explained reasons for choosing the two topics.

C. McGrath provided historical perspective behind how this PAM event came to be. It was meant to touch on all of CAPSI's core values and unite all ten pharmacy schools during one of CAPSI's most active months of the year.

C. Caron expressed concerns that last year some schools had difficulty finding specialists in the area of schizophrenia and perhaps a more common topic would be of benefit in years to come.

H. Kaliel wanted to mention that with deprescribing becoming a prominent issue in pharmacy it may be interesting to do dementia.

D. Shymanski explained that a topic as common as diabetes is of benefit because of the broad group of professionals certified to treat for diabetes. It would provide a wide range of options for panelists as well as provide a very realistic patient experience of the collaboration that occurs when developing care plans and treating patients with diabetes.

J. Butler expressed that focus on student interest is not where focus should be directed but rather place focus on feasibility to demonstrate interdisciplinary discussion.

P. Thabet asked if there are any other suggestions locals would like to bring forward.

E. Cowley brought up the suggestion of Chronic pain.

CAPSI National Council voted upon "Diabetes" as the topic for the panel event this year.

J. Mejia explained timeline, and recommended that Mid-February would be when the case is released.

D. Shymanski mentioned that planning in Saskatchewan historically begins at the end of January, however panelists can be found and booked before the case is provided.

N. Gajaria explained that UofT CAPSI would like to have the event accredited by the IPE office to encourage more students to attend and make it easier for them to fulfill their requirements so it would be helpful to have the case by the end of January.

13. Hypertension Canada Collaboration - Update

J. Mejia

J. Mejia reached out to Dr. Nadia Khan (President of Hypertension Canada) and explains being able to get more pharmacy school involvement with an event. Usually happens in May, one month campaign with booths set up to create awareness of hypertension. J. Mejia reminds that the purpose of the event is not to diagnose but rather advocate for the profession and create awareness around hypertension.

A. Mew wondered if we could hold this event during PAM.

J. Mejia explained information is normally put through database.

P. Thabet discussed the potential difficulty of holding a month long campaign, may be better to do a week, or day event.

J. Mejia will look into the possibility of reducing the length of campaign to a week or a day rather than a full month.

K. Yeo explained difficulty of getting students involved for a month as well as asks if it would be an event held at university or in a public setting.

J. Mejia confirmed that the location can be in a public setting such as a mall or a school.

C. McGrath asked for clarification on the blood pressure clinic hosted by Alberta on whether there is collaboration with Hypertension Canada.

H. Kaliel clarified that there is no collaboration with Hypertension Canada for the clinic held by the University of Alberta.

R. Ward questioned if Hypertension Canada would provide any materials for the collaboration.

D. Shymanski expressed concern regarding student availability given the different curriculums and scope of practice across the nation.

M. Contreras mentioned that at his school the professor involved in the hypertension unit set up a short crash course so that students who did not have the knowledge yet, could at least help out at the blood pressure clinic in PDW.

P. Thabet recommended trials in schools interested.

J. Chu explained if partnering in months other than May, may not be covered by Hypertension Canada. UBC had a 1 hour training session for volunteers explaining how to take BP measurements and what they are allowed to talk to the patients about.

J. Mejia clarified that we can hold the event in different months, and use the materials/reimbursement from Hypertension in Canada.

P. Thabet suggested following up with Hypertension Canada on the logistics of hosting outside of the month of May, if a shortened period is possible, how reimbursements/fees are handled and if locals are interested in holding the event during PAM. P. Thabet summarized that Dalhousie, Montreal, Toronto, Manitoba, Saskatchewan, UBC, Laval, and Alberta were all introduced in trialling a shorter version during PAM.

H. Kaliel left the room at 10:36 am

14. NMSA / Vaccine Education Campaign

J. Mejia

Background:

Naturopathic Medical Student Association (NMSA) membership in Canadian Alliance of Healthcare Professional Student Associations (CAHPSA) and Vaccine Education and Advocacy Campaign

J. Mejia wondered if CAPSI would be open to having a member on the alliance.

C. McGrath explained historical perspective from CPhA 2016, as well as potential problem with regulation of naturopathic doctors.

J. Butler provided information of which provinces are regulated (BC, AB, SK, MB, ON)

J. Cote motions to move in camera at 10:48AM

J. Cote/N. Gajaria

Motion Carried

P. Thabet motions to move out of camera at 10:51AM

P. Thabet/J. Butler

Motion Carried

C. McGrath left the room at 10:52 am

J. Butler stated that it isn't important what our mindset is on naturopaths if our patients are seeking care from naturopaths. She suggested we should continue to build the relationship and maintain open communication between all healthcare professionals regardless of differences in opinions. She added that she thinks that it is in the best interest of our patients to have naturopath in discussion.

C. McGrath returned to the room at 10:54 am

P. Thabet explained the details of the collaboration between CAPSI and CaHPSA

M. Contreras is concerned that as health care professionals, we must be advocates for evidence based medicine, which is something that contradicts what NMSA values. This might be an issue for our members and for the profession.

A. Mew inquired the cost associated with us approving NMSA member in the CaHPSA

C. McGrath asked for the vision of the alliance.

J. Chu reminded of CAPSI's advocacy value of not only our members but our patients and considering the best practice for patients.

K. Yeo expressed that open discussion and consideration of patients best interest should be the focus in considering future partnerships. Patients will be seeing naturopaths and we should have an open relationship with those HCPs and patients seeking their care.

J. Butler explained differences between naturopaths and homeopaths and the creation of provincial regulatory bodies for naturopaths

J. Mejia provided the vision of CaHPSA:

Through our collective partnership in the Canadian Alliance of Healthcare Professional Student Associations we strive to promote and advocate for the advancement of interdisciplinary collaboration, education and leadership, with the goal of improving healthcare for all Canadians.”

P. Thabet clarified that having an open line of communication and partnership does not necessarily reflect that CAPSI would echo all view of partnering organizations.

Motion to call to question whether CAPSI endorses the partnership between NMSA and CaHPSA.

P. Thabet/ J. Butler

Motion Carried

P. Thabet clarified that this is not a question of if we believe in naturopathy, but if we believe they should be able to be part of the discussion with CAHPSA.

CAPSI voted in support of the endorsement of a partnership between NMSA and CaHPSA in mutual respect for all health care providers

Motions to recess at 11:08 AM.

P. Thabet/C. Caron

Motion Carried.

P. Thabet resumed meeting at 11:16 AM.

15. CNSA Bicycle Helmet Campaign

J. Mejia

Background:

The Canadian Nursing Student Association (CNSA) is running a letter writing campaign on bicycle helmet safety to advocate for mandatory bicycle helmet use for all ages legislation. CaHPSA is asking if we can encourage our members to support this initiative.

"Dear Professional Healthcare Student:

Currently, mandatory bicycle helmet use for all ages is only legislated in British Columbia, New Brunswick, Newfoundland and Labrador, Nova Scotia, and PEI. Other provinces, Alberta, Manitoba, and Ontario have legislation for minors only. The remaining provinces and territories have no legislation at all with regards to the use of bicycle helmets

Stand now with the Canadian Nursing Students Association (CNSA), supported by the Canadian Alliance of Healthcare Professional Student Associations (CAHPSA), to inform the Canadian Government that you care about the safety of Canadians – go to <http://cnsa.ca/helmetsafetyadvocacy/> and join our email campaign encouraging ministers to work towards increased legislation or active enforcement as applicable. This student led initiative is proudly supported by the Community Health Nurses of Canada.

Take less than a minute right now to improve the safety of Canadians.
If you have any questions, please contact [Insert your contact info here], your representative on CAHPSA."

J. Mejia discussed the initiative stated above. He believed it would be a good way to help build the relationship with the CNSA.

C. Caron proposed reaching out over social media.

J Mejia confirmed that there may be materials.

P. Thabet proposed we add our logo/ask if we can add our logo to the promotional materials

P. Thabet discussed that this is controversial within bike community but that it similar to the seat belt controversy and that this motion is a step in the right direction.

J. Mejia confirmed that the association is only looking for confirmation of alliance at this point in time.

CAPSI voted in favour of supporting the CNSA Bicycle Helmet Campaign.

16. National Interprofessional Health Care Team Challenge **J. Mejia**

Background:

This event used to be hosted by NaHSSA, may be revived. Currently they are looking for contacts at local schools of IPE champions, interprofessional student association chapters, faculty IPE leads/mentors that may have been involved in the past.

C. McGrath provided historical perspective on the one day team challenge and then one day conference.

J. Mejia stated that they are looking to only do the one day team challenge. He asks if we could ask our members if there are people interested, if so to connect them to him.

K. MacMillan explained that next year Ottawa wants to host the National Challenge, along with several other schools (Queens, Ottawa, Saskatchewan). Dalhousie hosted it last time, and it was a week in duration when they hosted it. Individual schools do have this challenge but there is no national competition to ascend to.

D. Shymanski explained that the Health Sciences Student Association - SK is hosting a local event for University of Saskatchewan, University of Regina and Saskatchewan Polytechnic are holding mock version of the challenge in January 2018. The framework of the challenge is based the NaHSSA.

M. Contreras echoed what Saskatchewan said. He does not think it would be difficult to promote this event.

17. Newfoundland Students Injecting **J. Mejia/ R. Ward**

Background:

Newfoundland and Labrador pharmacy students and injection administration update

J. Mejia mentioned that students can inject on rotation but not while at work. He explained that students are now allowed to inject in both areas.

R. Ward provided perspective from the local boards out of MUN.

CAPSI summarized the conditions where students can inject in Canada:

	On rotation	At work
UBC	Yes (under supervision + certification training in	Yes (under supervision + certification training in

	year 3)	year 3)
MUN	Yes	Yes
University of Toronto	Yes (under supervision and after completing Physical Assessment and Injections Technique course in year 2)	Yes (under supervision and after completing Physical Assessment and Injections Technique course in year 2)
Dalhousie	Yes	Yes
Montreal*	No	No
UL*	No	No
University of Waterloo *only vaccines (13 approved)	Yes (under supervision of pharmacist with injection training + injection training in second year of school.)	Yes (under supervision of pharmacist with injection training + injection training in second year of school.)
Alberta	Yes (under supervision + certification training in year 3)	Yes (under supervision + certification training in year 3)
University of Saskatchewan	No	No
University of Manitoba	Yes (under supervision + certification training in year 3); Also at university run flu clinics	No

*QC - cannot inject per scope of practice

P. Thabet explained to look for opportunities such as the one MUN was able to attain.

K. Yeo explained differences between work, school run events, and internship/rotations.

A. Mew suggested that we have a similar CPhA graph for all students' scope.

P. Thabet discussed some of the difficulties with the logistics of the graph. P. Thabet suggested that this could be referred to the Ad.Hoc Advocacy Committee to explore the idea of a creation of an infographic depicting the differences among scope of practice for students.

BIRT the pharmacy student scope of practice graph be referred to the Advocacy Committee for discussion at the Spring TC.

P. Thabet/C. McGrath

Motion Referred

18. Backpacks

N. Gajaria/ R. Anisman

Background:

Backpacks: Is there any update from CPhA regarding sponsorship for backpacks? We would like to proceed with finding another sponsor for the class of 2021 as it is a highly anticipated membership benefit for our students

N. Gajaria asked if locally we can look for sponsors or if there has been some movement with the VP Comm.

J. Mejia left the room at 11:43 am.

19. ULaval Backpacks

R. Hui/ F. Pare

Background:

CAPSI Local backpacks sponsored by AQPP and Financière des professionnels, elaborating on the contract Kevin (previous Laval Senior) started.

R. Hui explained the situation at Laval and the sponsorship, as well as the fact that CAPSI is represented on the bag with a CAPSI button.

J. Butler explained the historical perspective on the backpacks from Apotex, as well as the fact that Laval had initiated the change before the backpacks were discontinued by Apotex. She discussed the funding of the bags by the PPAs. She explained there is no real movement on the issue, unfortunately.

J. Mejia entered the room at 11:45 am.

J. Chu explained that there was an opportunity to receive sponsorship from Rexall. They managed to receive sponsorship from Rexall, although there was concern for ethical issues of sponsorship being provided from an industry sponsor.

C. McGrath and J. Butler explained the ethical issue that occurred with Laval and the Apotex backpacks.

J. Butler asked that locals keep in mind ethical concerns they are able to seek out alternative sponsorship for backpacks independently.

C. Caron explained that at Dal there was a fundraising event to sell bags to the students with the CAPSI logo.

P. Thabet echoed J. Butler and further explained that should locals find a potential National sponsor to inform the national council at that time.

R. Ward explained that MUN has extra backpacks if any schools are interested.

N. Gajaria asked about how the sale of the bags was interpreted by students.

Motion to recess at 11:54AM

P. Thabet/T. Sanders

Motion Carried

P. Thabet called the meeting to order at 1:02 PM

20. Symposium

JF. Cote

Background:

How are things so far? Are we needing any help with finding speakers or ideas for seminar?

JF Cote recounted about the topics previously discussed at CPhA - First Nations Healthcare and Cancer Immunotherapy

C. Caron entered the room at 1:13

A. Clarke entered the room at 1:13

C. Sehgal entered the room at 1:13

K. MacMillan entered the room at 1:13

R. Ward talked about the First Nations Healthcare symposium at MUN. She said that there was a First Nations individual in 4th year and a friendship centre that helped them find a resource in the Medicine Faculty

Motion to recess at 2:16PM.

P. Thabet/A. Mew

Motion Carried

P. Thabet called the meeting to order at 2:24PM.

21. Student Participation

K. Yeo

K. Yeo brought to council the difficulties that Manitoba is facing with participation and how other council members reach out to their members. She discussed the difficulty of getting participants to compete. Looking to see if other schools have experienced this.

J. Butler discussed UMPISA and CAPSI collaboration and event planning.

K. Yeo discussed trying to planning events alone for PAM.

J Butler reiterated that people sign up for positions to help with events and then don't do the job they are expected to.

M. Contreras inquired whether Manitoba had tried to collaborate the local CAPSI chapter with the local faculty student council.

K. Yeo clarified that while representative from each respective council sit in on meetings of both councils they work independently although there are collaboration with a few specific events.

P. Thabet questioned which schools find that participation is difficult. What barriers are there, are there too many events, is it not advertised appropriately, how can we address the problems? He suggested breaking out into groups and find answers to these questions.

1. What are the most important barriers to student participation at your school.
2. Rank the most important barriers to student participation

	Ranked Barriers
Group 1	<ol style="list-style-type: none"> 1. Timing of events (need to accommodate with exam dates and those of other organizations) 2. Financial aspects 3. General apathy from students 4. Segregation of local clubs and CAPSI
Group 2	<ol style="list-style-type: none"> 1. Complacency, apathy, desire to solely focus on grades 2. Students unable to find balance between schoolwork, extracurriculars, jobs, family 3. At big schools there are too many clubs, decide to participate in clubs other than CAPSI 4. Lots of fees, overwhelming
Group 3	<ol style="list-style-type: none"> 1. Prioritizing either school or personal activities over professional events (academic vs. social) 2. Competition between other organizations/clubs, conflicting schedules 3. Lack of commitment 4. Geographical location for PDW/competitions 5. School policies
Group 4	<ol style="list-style-type: none"> 1. Scheduling events between CAPSI events, classes/exams, other club events. 2. Students prioritizing personal time or socializing with friends rather than attending school events. 3. Counsel introduction/orientation methods

	4. External barriers, such as particular school policies allowing for events to take place.
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P. Thabet recommended finding time for locals to meet and discuss these barriers and discussing solutions.

D. Shymanski mentioned that students may experience Alert Fatigue from faculty and organizations through social media and event posting.

C. McGrath discussed collaborating with other groups and associations that have similar values to help in planning events.

P. Thabet informed that many updates, speaking from experience at Dalhousie social media posts have become the main form of communication compared to presenting an event to the students in person.

C. McGrath spoke to experience with CAPSI and that hearing about/promoting the national experience can help get students more involved and interested through word of mouth and not just social media/technology means.

22. 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

J. Chu discussed the increased amount of preceptors needed for PharmD program and the lack of support from faculty to find preceptors. J. Chu mentioned that faculty recently reinstated geographical preferences as part of the practicum applications.

M. Contreras explained the rotation process at UofA and the ranking system. There is an option to request rural locations.

A. Mew explained that students can't even apply to do rotations in certain sites/geographical locations.

T. Sanders discussed that preceptors need to willingly accept to become preceptors and does not believe that the working group would be able to help for this specific concern.

J. Yu left the room at 3:29 PM.

P. Thabet asked which schools feel that they do not have student input for rotation choices?

C. McGrath provided historical perspective about when Quebec was in need of the support of CAPSI for their students we were able to provide that support. She suggested perhaps now it is needed for CAPSI to release a position statement advocating the need for students to have a say in their desire for consistently, good quality placements.

D. Shymanski mentioned that previously Sask was able to rank rotations, however now changing to PharmD, 1st year students will be doing rotations alongside 2nd year students. She expressed concerns about lack of rotation sites and preceptors, especially for hospital rotations.

J. Yu re-entered the room at 3:34PM.

K. Yeo left the room at 3:34PM.

P. Thabet commented that looking ahead at potential problems that may arise is wise to try and anticipate what can be done to prevent potential problems.

B. Houle/E. Cowley explained difficulty with the way the rotations and co-ops occur in the Waterloo program. i.e. If a student stated they have a license then could be put at a distance and required to drive despite not having car or access to car. Additionally, several students currently do not have preceptors for their rotations.

K. Yeo re-entered the room at 3:37PM

A. Mew mentioned that UBC does not have accommodations on their rotations and that it is unfair that students are subjected to these situations.

C. McGrath stated that the geography and cost is one thing, and the quality of preceptorships/rotations is another.

P. Thabet discussed accommodation in terms of placements. He asked locals whether if in bigger cities there are very few preceptors or larger numbers of preceptors?

J. Chu questioned if the preceptor standards are set by AFPC.

	Lack of Preceptors in Rural Area?
MUN	Not ideal but due to size of urban area compared to province as a whole, most placements must be rural. May become more of an issue once PharmD is fully implemented
Dal	No-most people can get rotations where they would like within the ranking system or wherever they like when the rotations are planned by student.
ULaval	No lack of preceptors. Most students from UL don't actually come from Quebec City and they often go back to their home towns in more rural areas. Faculty does give awareness to alumni to take the 3 hours training to become a preceptor.
UdeM	No lack of preceptors. We have enough preceptors for community pharmacy rotations in urban and rural areas. It's only for the 2-month hospital rotation in 4th year that we find it difficult to place students within the Montreal region.
UofT	There is a new system for summer rotations (1st and 2nd year) this year. It used to be that students could choose their preceptor from wherever, but now it is based on a lottery system (similar to 4th year Advanced Pharmacy Practice Experiences). First year rotations are in community pharmacies while second year will be in hospital. It appears as though there are less preceptors to choose from through this new system, but since it is the first year that this will be implemented, it is hard to tell whether it will be a major issue. In the past, with students being able to choose their preceptors there was no issue with lack of preceptors. The issue isn't necessary that there is a lack of preceptors, rather making sure preceptors are of high quality
Waterloo	Not in terms of co-op, however through the 4th Year PharmD rotations there are only 10 spots within Kitchener-Waterloo. Majority of students have to leave the city. Our school appears to be struggling to find preceptors to accommodate for the 120 students all going out on rotations at once and as a result some students do not have a placements confirmed.
UofM	No - most people get one of the their 5 choices. Rotations are spread throughout the year so all preceptors are able to take on multiple students.
UofS	No, typically students receive one of their top choices, perhaps

	more so with community than hospital rotations. However, as mentioned there is a shortage of preceptors in the coming years both urban and rural while the BSP Class of 2020 and PharmD Class of 2021 will be completed rotations on the same timeline.
UofA	No, typically in Bsc. there are no lack in preceptors. In PharmD, we are currently in the bridging program and only 90/130 students are able to enter to the program due to lack of PharmD preceptors. However, most of the preceptors will also be in the larger urban areas which is not as much of a problem for most students
UBC	We are lacking preceptors everywhere (rural and urban). The amount of practicums in the PharmD curriculum has doubled compared to the BSc and has forced preceptors to take on multiple students.

C. Sehgal left the room at 3:48PM
C. Sehgal re-entered the room at 3:54PM

BIRT the issue of student practicums be referred to the Advocacy Committee to be followed-up on at the Spring 2018 TC.
P. Thabet/ D. Shymanski
Motion Carried

23. CPhA Continuing Professional Development P. Thabet

P. Thabet explained the CE program that CPhA has developed. He explained that Toronto uses this opportunity to help fundraise for the grad class.

P. Thabet asked locals for follow-up about what members thought of this opportunity.

C. Caron explained that at Dal, students were interested, however when the cost came into play, students were no longer interested, as they found it was still too expensive.

N. Gajaria mentioned that the logistics of this new process was found to be more difficult to implement than previously when this was not done through the Members Only Portal of CAPSI's site.

E. Cowley had CAPSI members that would have liked this however did not have access to Members Only Portal.

J. Chu echoed the point made by E. Cowley.

P. Thabet suggested that given that this was not an opportunity utilized nationally among each local school's members that perhaps it was best left to the local chapters than something taken on at a national level.

Motion to recess at 4:08PM

P. Thabet/E. Cowley

Motion Carried

P. Thabet called the meeting to order at 4:22PM

24. Leadership Award

JF Cote

Background:

Since Pfizer is not sponsoring us anymore, should we continue to provide it? Should it be for presidents each year? Should we have a rubric? Is it still necessary?

P. Thabet left the room at 4:23PM

C. McGrath discussed that this is not a longstanding award, however that it was a way of recognizing the president's efforts.

JF Cote explained that since Pfizer is no longer sponsoring the award and CAPSI would be taking over the cost and explained the potential conflict of interest.

C. McGrath explained that this point was brought to the attention of the Finance Committee and determined that for this year as there is no sponsorship the funding would be pulled from the budget. C. McGrath would like to open the discussion to council whether CAPSI funding should be used to fund this award.

R. Ward stated that she thinks that buying a plaque for the President's Award compared to giving funds would be more appropriate.

M. Contreras asked for clarification of the cost of the plaque. He considered it as a low expense and approves of this award.

JF Cote reiterated that we believe that a plaque would be appropriate.

A. Mew inquired the monetary value of the President Award

BIRT CAPSI National continue to provide the Leadership Award in the form of a non-monetary token of appreciation until further sponsorship is acquired.

C. McGrath/J. Mejia

Motion Carried

T. Sanders abstains from the vote.

25. Professionalism

T. Sanders/ P. Thabet

T. Sanders reminded council about social media, interactions etc. whether at PDW or not. She suggested reminding delegates about importance about professionalism as it is part of our organization's values.

P. Thabet reiterated that council should lead by example and intervene in situations if there is unprofessional happenings. Contact T. Sanders or P. Thabet if you need help with a situation.

Motion to Adjourn at 4:40PM.

P.Thabet/M. Lu

Meeting Adjourned.

Day 2: January 11th, 2018

1. **Call to Order** **P. Thabet**
P. Thabet called the meeting to order at 1:11PM MST

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

3. **Attendance** **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
C. McGrath	Past President
J. Butler	VP Communications
J. Mejia	VP Professional Affairs
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
J. Yu	Student Exchange Officer
G. Anhoury-Sauve	IPSF Liaison
M. Lu	Webmaster
K. MacMillan	CSHP Liaison
J. Chu	UBC Senior Representative
A. Mew	UBC Junior 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
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

Regrets: I. Yang

4. **International Students Attending PDW**

G. Anhoury-Sauve

Background:

For the first time this year, we invited international students to attend PDW 2018. To give priority to our Canadian students, we had decided to only spread out the invitation worldwide to IPSF members after the third round of registration. Three students showed interest; however, their visa applications were too long to process (about 60 days for Ghanaians, and about 90 days for Sierra Leoneans). Because of this visa issue, they were not able to attend PDW 2018. According to CAPSI's Operating Manual, International students can attend PDW by becoming CAPSI members, and paying the fees as regular delegates.

Given that many citizens of other countries need a visa to come in Canada, if we want to pursue with this project, we would have to send the invitation to IPSF members earlier.

Solution proposed: Reserve about 8-10 places maximum at future PDWs for international students, and send out the invitation worldwide at the same time that it is announced to regular CAPSI members. If these 8-10 spots are not filled, the remaining places that won't be filled within a month of PDW could then be transferred to Canadian members.

Other points of possible discussion:

- Deposit and refunds (registration and hotel costs)
- Rooming logistics (who will room with who, can we fill four to a room, etc...) – will we have to develop a policy for this?

Will international students be allowed to participate in competitions?

M. Contreras commented that 8-10 places may be too many based on the interest of only 3 students this year.

R. Ward asked whether spots are saved for international students attending other conferences.

G. Anhoury-Sauve explained this usually does incur, but typically on a tight timeline.

R. Ward looked to confirm that all third round spots haven't filled up these past 2 years.

P. Thabet affirmed that this is correct but that this may not be the situation in St. John's.

C. McGrath commented that third round has not typically been opened in years previous to the last two. She mentioned that this new point would have to mark changes in the Bylaws and PDW transition document.

T. Sanders affirmed that this change would not be made until a few years forward.

P. Thabet asked council whether the event should remain as Canadian students only or if it should be comprised of international students. He summarized that council does not oppose international students attending in general.

E. Cowley questioned whether the logistics will make sense going forward.

C. McGrath and P. Thabet commented that this change will need extensive work to implement.

R. Anisman asked whether non-general students have ever shown interest in attending.

K. Tress confirmed that this is not the case.

P. Thabet commented that there are multiple considerations to take when changing PDW related information in operating manual and it is in best interest to refer to a committee to determine the logistics.

S. Trivedi echoed P. Thabet's thoughts.

A. Mew mentioned that global community and public relations should be considered in any committee referral.

Motion to refer International Students Attending PDW to the Constitutional Review Committee.

P. Thabet/ L. Kotyrba

Motion Carried

5. Extending Finance Officer Position

S. Barillaro

Background:

This motion was passed at the PDW 2017 Conference to re-evaluate extending the position of Finance Officer for six (6) months past the regular end of the term date.

21.2 Item for Discussion/Motion: BIRT CAPSI National extend the position of Finance Officer for a six (6) month period, to be re-evaluated at Professional Development Week 2018.

Background Information/Summary: In light of CAPSI National's current financial situation, it may be in the best interest of the Association to extend the term of our current Finance Officer to allow for a longer transition period. The position holder would not necessarily be required to attend CPhA 2017 but would receive recognition for their continued work and commitment to CAPSI.

C McGrath explained the background available above.

S Châtillon explained she would be present at CPhA provided she can be off work. She also expressed her desire to have this extension longer than just this year.

C McGrath suggested we could re evaluate the extension at CPhA 2017.

K Selva suggested re-evaluating at PDW 2018 as council will have more experience at that time.

N Szabolcs asked if this would be similar to the VP Communications position and there would be an incoming and outgoing VP Finance.

S Châtillon confirmed that this was the plan to have two people hold the position from PDW until CPhA.

N Szabolcs spoke to the value of having an outgoing VP Communications present at CPhA.

S Châtillon believed the Finance Officer should be responsible for closing the books for their year.

R Ward noted that she believes that having the outgoing Finance Officer attend at a cost would be valuable in the avoidance of future problems.

BIRT CAPSI National extend the position of Finance Officer for a six (6) month period, to be re-evaluated at Professional Development Week 2018.

**C McGrath/M Aizouki
Motion Carried.**

Managing all of CAPSI's finances is an extremely large undertaking that requires a significant amount of time, effort, organization, and attention to detail. Finances are a serious matter for any organization and in light what has occurred in recent years, I think it would be operative to extend the position of Finance Officer for an additional six (6) months past the regular end of term date. This would allow for adequate teaching and training of the new Finance Officer to ensure a smooth transition. This time would also allow the current Finance Officer to close the books for the previous year and finalize any matters with our accountant to ensure that nothing is forgotten or left hanging.

The current Finance Officer would be required to attend CPhA in order to complete the transition with the new Finance Officer throughout the conference. Reimbursement structure for this extension would be similar to that of VP Comm (Outgoing):

- Flight
- ½ cost of registration
- 1 night accommodations

Estimated cost of this new expense would be around \$825.00. Do we feel that the benefits of extending the position outweigh the associated costs?

Motion to go into camera at 1:32PM.

P. Thabet/ T. Sanders

Motion Carried.

Motion to go out of camera at 1:39PM

P. Thabet/ K. Vo

Motion Carried.

C. Sehgal left the room at 1:40PM

J. Butler commented on having the outgoing VP Communications to reach out to, and understands that this would be of benefit.

C. McGrath suggested that the deadline be when the books are closed, i.e., the Finance Officer be in charge of closing their books for their fiscal year. C. McGrath mentioned that she does not think it is necessary to have the outgoing Finance Officer at CPhA if they are available via technology.

S. Barillaro explained that he met with the past Finance Officer twice in person and that he believes more time, in person, would have been more effective.

T. Sanders discussed the cost-benefit of the extra cost of having the Finance Officer at CPhA.

J. Butler echoed T. Sanders and S. Barillaro.

R. Hui commented on the value of in-person meetings and that there is potential for no responses on the account of the past position holder.

C. Sehgal re-entered the room at 1:47PM

P. Thabet asked about the timelines expected for closing the books.

S. Barillaro commented that he is not sure at this moment, but suggested that because he is from Montreal, he expects the transition to be clearer than predicted.

C. McGrath added that it might not be realistic for the past Finance Officer to attend every year, and that it should be addressed on a yearly basis.

D. Shymanski left the room at 1:49PM.

L. Kotyrba left the room at 1:49PM

C. Caron echoed previous discussion and the usefulness at this time for the state of the budget.

C. McGrath asked if S. Barillaro intends to create the budget.

S. Barillaro suggested that he would mostly create it, but that he would demonstrate to his successor how to do this in the future.

M Lu pointed out that there are internet resources available to improve transition where a computer/spreadsheet can be shared.

S. Barillaro affirmed that the face to face discussion may work better for some students.

L. Kotyrba re-entered the room at 1:56PM

Motion to recess at 1:55PM

P. Thabet/ K. Yeo

Motion Carried.

P. Thabet called the meeting to order at 2:04PM

BIRT CAPSI National extend the position of Finance Officer until the closure of the their respective books.

P. Thabet/ R. Ward

S. Barillaro and M. Contreras Abstained

Motion Carried

D. Shymanski re-entered the room at 2:07PM.

BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at CPhA 2018 in order to facilitate financial handover.

P. Thabet/ K. Yeo

M. Contreras asked whether if this will incur annually.

P. Thabet confirmed that this will be re-evaluated annually depending on the Finance Officer's thoughts.

C. Caron asked whether the motion was too vague in terms of reimbursement.

P. Thabet commented that the vagueness of statement implies the flexibility that is in other documentation.

Friendly Amendment:

BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at CPhA 2018 in order to facilitate financial handover as per the 2018-19 budget

P. Thabet/ C. Caron

S. Barillaro and M. Contreras Abstained.

Amendment Passed.

BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at CPhA 2018 in order to facilitate financial handover as per the 2018-19 budget

P. Thabet/ K. Yeo

S. Barillaro and M. Contreras Abstained.

Motion Carried.

P. Thabet discussed that the past Finance Officer should be in charge of the upcoming year's budget, in order to ensure that CPhA reimbursement is clear before attending CPhA. Past Finance Officers also have the knowledge of relationships with sponsors and history of the past year to make the upcoming budget.

R. Ward suggested adding a timeline for when the Finance Officer should complete the budget.

P. Thabet commented that this is arbitrary because the official budget could get voted down at CPhA.

S. Barillaro informed that the timeline should be ideal for all members involved - council members, stakeholders, sponsors, etc.

P. Thabet suggested including a timeline in the Finance Officer transition document.

BIRT CAPSI National trial for the period of one year the Finance Officer be responsible for the creation of the following year's budget. This task is to be re-evaluated at PDW 2019.

P. Thabet/ D. Shymanski

S. Barillaro Abstained.

Motion Carried.

6. Local Competition winnings

S. Barillaro/ JF. Cote

Background:

This year, Waterloo had students compete at the Local level for the OTC and Compounding competitions, however, none of the students decided to attend PDW to compete at the National level.

Please refer to the following excerpt from section 9.2 the OM:

9.2 Competitions of the Association

All competitions of the Association shall be conducted locally. Each winner of each local competition shall then advance to the National Competition held at PDW. Each winner shall receive:

- Complementary Registration to PDW;
- Travel and accommodation subsidy.

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).

If a Member wins more than one competition, his or her travel subsidy can be used cumulatively, whereas the complementary registration to PDW shall not be treated as a cash prize, and is not cumulative.

However, there are no stipulations as to what happens with the competition winnings if the winners of the Local competitions choose do not attend and compete at PDW.

This has never occurred before in the past and has been left up to the discretion of the local councils to determine what to do with the competition winnings.

Although it does state in the OM that the winnings are for complementary registration to PDW [\$180] and travel/accommodations subsidy [\$ Difference], some may argue that there is some ambiguity here.

It also states that the complementary registration to PDW shall not be treated as a cash prize and is not cumulative, in the event that a Member wins more than one competition.

I feel that it is necessary to establish clear guidelines outlining what should occur if this were to happen again in the future.

We have these competitions in place in order to allow students to showcase their talents and knowledge in the field and award prizes to these students to help relieve some of the costs associated with attending and competing at PDW. Should these students choose not to attend/compete at the National level at PDW, it is pretty clear in the OM that they would not be entitled to these winnings simply as a cash prize.

E. Cowley confirmed that Waterloo does have an OTC competitor.

K. Yeo discussed that this was a problem at Manitoba as well, and suggested that the prize money be selected. This year, they opted to provide funding to a student who won but did not attend, but not the full \$250.

P. Thabet commented on the students' incentives as per interest in attending PDW and in winning competitions. He suggested that locals share their thoughts:

What would happen at your school if:

1. Prize allocation if the local winner does not attend PDW but another student is willing to compete nationally.

2. Prize allocation if the winner does not attend PDW but there is no other student to compete nationally.

UBC	<ol style="list-style-type: none"> 1. Situation has never occurred before 2. Prize money is forfeited
U of A	This situation has never arose with U of A. Measures has yet been or is currently not known at this time if they are put in place
U of S	<ol style="list-style-type: none"> 1. If the local winner does not attend, they will forfeit their prize money and it is provided to the second place winner, should they choose to attend. An exception to this rule is the SLC winner, they are not required to attend to receive the monetary prize. 2. This has not previously occurred. Hypothetically, in the event no other student is willing to compete nationally, no prize money would be awarded.
Manitoba	<ol style="list-style-type: none"> 1. If the local winner does not attend, they get \$100 for winning. If a student who competed locally but did not win is able to compete at PDW instead, they would receive \$150 2. In the case that the local winner cannot attend and there is no one to take their place to compete at PDW, then they would still only receive \$100.
Waterloo	<ol style="list-style-type: none"> 1. The student who competes nationally will be given the \$250 2. UW asks Stefano what to do which led to this agenda point. As of right now, our compounding students did not receive any prize money.
University of Toronto	<ol style="list-style-type: none"> 1. The full \$250 goes toward the student attending PDW as it is intended to be a travel subsidy and help accommodate PDW expenses 2. No monetary prize is given to the winner
Montreal	<ol style="list-style-type: none"> 1. The full prize is given to the other student who attends PDW to compete nationally

	2. No monetary prize is given to anybody
ULaval	1. The full prize is given to the 2nd place winner if they attend PDW. 2. No monetary prize is given to anybody
Dal	1. \$60 allocated to local winner who does not attend PDW, \$180 is given to the participant willing to compete nationally to cover registration. 2. \$60 allocated to local winner who does not attend PDW, \$180 was going to be sent back to national. (This did not happen last year, but this is what was decided locally for this year when we lost our PIC competitor)
MUN	Need historical perspective, will complete later.

Motion to recess at 2:30PM

P. Thabet/ C. Caron

Motion Carried.

P. Thabet called the meeting to order at 2:48PM

Motion to refer to the Constitutional Review Committee and the Competition Review Committee for review at the Spring TC.

K. Tress/ R. Ward

Motion Referred.

7. CPhA Conference Promotion Group

K. Tress

Background:

K. Tress, C. Caron, C. Sehgal, T. Sanders, and J. Butler will be working with CPhA over the next term to provide student perspective on how to bring out more students to the annual CPhA Conference.

P. Thabet asked locals for their opinions as per what would engage their students to attend the conference.

C. Sehgal pointed out that CPhA will be trying to budget for buses from Halifax in order to make the conference more affordable to students who have to come to Fredericton.

What would engage your students to attend the conference?

UBC	Talks about how students can start new initiatives
U of A	Mentorship program across the country
U of S	-Mentorship program -Bus from Halifax if it is cheaper to fly into. -Students networking/ice breaking session
Manitoba	Speakers tailored to students, promos specific for students (some may have misconception that it is for 'pharmacists' only), potential student bursaries set up by CPhA(?)
Waterloo	Mentorship program, social events/networking opportunities tailored to students
University of Toronto	Speakers tailored to students, networking opportunities, invitations to student leaders (i.e. president, VP of student body)
UdeM	Promotional materials, like for PDW, and networking/mentorship program or opportunities tailored to pharmacy students
Laval	Networking opportunities, possibility to mention their attendance in the « rendre-compte »
Dalhousie	Student networking events, Speakers tailored to students, networking events with awards winners from CPhA, mentorship program, ability to stay at home or with friends, discounted rate for registration, topics that would be of interest to students or not learned in curriculum.
MUN	More promotional materials similar to video and powerpoint made for PDW that locals could show to all students. Putting the conference in cities where there is a pharmacy school at least every few years.

M. Wei, H. Kwon, D. MacCuish, and other CAPSI General Membership entered the room at 3:00PM.

8. Student of the Month Award

P. Thabet/JF. Cote

Background:

What we know:

- i. Semesterly award
- ii. CAPSI National Council excluded

What we need:

- i. Name
- ii. # of recipients
- iii. Marking - trial?

K. Tress suggested including the CAPSI value of excellence within the title.

H. Kwon suggested incorporating the title of the pharmacist within the title.

C. Caron suggested Future of Pharmacy Excellence Award.

Cumulative suggestions:

- Student of the Semester
- Future of Pharmacy Excellence Award
- Future Pharmacist Excellence Award

C. McGrath suggested that a competition incur wherein CAPSI members can name the competition.

P. Thabet questioned how many students would win each award, and whether one student school.

R. Hui suggested that one winner, that encompasses all CAPSI values, is ideal, with special mention.

C. McGrath appreciated how three winners correlates with three CAPSIL issues, and that the winner can exemplify a certain CAPSI value.

D. Shymanski asked whether we could include one winner from east and one from west.

P. Thabet questioned whether the opportunity is equal among the two divisions.

M. Wei (general member) asked about the recognition that students receive when they received the award.

P. Thabet discussed that there is no prize, but rather recognition on social media, in the CAPSIL, at PDW, etc.

R. Ward mentioned that there should only be one winner every time to ensure the honour of the award. Since the award is only recognition, they should receive a large amount of recognition.

K. Yeo agreed with R. Ward and C. McGrath. She thinks that the award description should include a write up highlighting the CAPSI values.

R. Anisman agreed that there should be one winner and that the student should be recognized for a different CAPSI value each time (i.e. unity, academics).

C. Sehgal agreed that one winner each semester is best. She suggested that council be cognizant as per ensuring equal recognition at each school.

P. Thabet appreciated C. Sehgal's point and suggested that this will be demonstrated over time. He noted that this can also be included in honorable mentions as R. Hui suggested.

P. Thabet summarized that one winner a semester was agreeable among council members.

H. Kwon asked how this would be different than the Guy Genest Award winners?

C. McGrath and R. Ward expressed that this award would ideally go to other members.

S. Trivedi discussed that the qualifications for the award will be based on CAPSI values, rather than the Guy Genest criteria.

P. Thabet informed council that JF. Cote and him had discussed the best way to select winners, and that a rubric may not necessarily be best. He suggested that the Competition Review Committee vote on the best candidate.

K. Tress suggested that the entire National Council vote on the winner.

P. Thabet summarized that council was in favour of the entire CAPSI National Council voting for the award, rather than just the committee.

P. Thabet asked council what types of recognition the winner should receive. He noted that being featured in the CAPSIL, the website, on social media, and through a certificate at PDW are evident suggestions.

R. Ward suggested that we include winners in the agenda.

J. Butler pointed out that no other winners are included in the agenda, so it may be unfair.

A. Mew asked if there is a timeline that we will be letting students who want to apply know about.

P. Thabet confirmed that this award is based on nomination, rather than the student applying themselves.

P. Thabet summarized that once a semester, one student would be recognized for their efforts in the CAPSIL, the website, social media, and through a certificate at PDW. Currently, the award will be named the Future of Pharmacy Excellence Award.

C. Sehgal asked how students will get nominated and who will nominate students.

P. Thabet informed that likely, locals will be nominating delegates at first, but it is hopeful that this will continue in momentum and that students will nominate each other.

N. Gajaria left the meeting at 3:27pm

BIRT CAPSI National trial for the period of 1 year, to be reevaluated at PDW 2019, a trimesterly student recognition award, to be named by the membership.

P. Thabet/ C. Caron

Motion Carried.

9. Mid-Year Finance Update

S. Barillaro

N. Gajaria re-entered the meeting at 3:33pm

10. PDW 2021 – PharmD Feedback

S. Trivedi/D. Shymanski

Background:

The University of Saskatchewan is currently transitioning to the entry-level PharmD program, with first graduating class being 2021. As part of the new program, fourth year students will be on rotation for the entire 2020-2021 academic year, causing concern for the planning and execution of hosting PDW in 2021 as this graduating class will contain our co-chairs and a large portion of our planning committee. It is not yet known the exact timeline of the rotations, except that each one is 8 weeks with one week between, as this will be the pilot class for the program.

C. McGrath informed the group that the cycle of PDW can be found in the Constitution.

D. MacCuish highlighted that Saskatchewan looks to be as proactive as possible in this endeavour.

P. Thabet discussed that Waterloo, Toronto, Laval, and Montreal are all PharmDs that have held the conference. He discussed that this was a hurdle but did not upset the logistics of the conference.

H.Kaliel highlighted that keeping the faculty involved is key.

P. Thabet mentioned that the year long rotation is not the problem, but rather what the year looks like on the calendar that year. He discussed that faculty should be willing to help.

J. Butler informed that the uncertainty is a concern, but doable.

S. Trivedi brought forward that other years will likely assist with planning as well.

C. McGrath discussed that transition will be even more improved than now, and that documents look to provide help.

S. Barillaro discussed the understanding faculty at USask, and that National work on a standardization among schools.

K. Vo informed that for PDW 2020, they've chosen two chairs that will be in fourth and third year respectively, as to assist in logistics.

Motion to Adjourn at 3:45PM

P. Thabet/ R. Hui

Motion Carried.

Day 3: January 12th, 2018

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

P. Thabet called the meeting to order at 8:44 AM MST.

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

3. **Attendance** **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
C. McGrath	Past President
J. Butler	VP Communications
J. Cote	VP Education
J. Mejia	VP Professional Affairs
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
J. Yu	Student Exchange Officer
G. Anhoury-Sauve	IPSF Liaison
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
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

Absent: I. Yang

4. PDW 2018 Presentation

A. Bhullar/ D. Moulton

A. Bhullar and D. Moulton presented the following:

Conference Highlights: Registration - only a few did not show up that signed up. Total number of students is 584. Some issues with professionalism regarding opening gala, but sponsors were pleased. All speakers, AGM went well on Thursday. Compounding room was under construction which had some hiccups but was well controlled. Blood Pressure Clinic went well - thankful for the student volunteers. Quit at a time earlier than expected as it got a little less traffic. Recommendation for future PDWs to pursue a blood pressure clinic. Social night earned delegates the comment of the "most respectful group". No problems with buses.

Today will hold the panel, health fair, Scotiabank lunch and learn, and poster presentations. Tonight will be CNTP and the alumni mixer.

Saturday will hold elections; time has been adjusted. There may be some logistics issues with speakers, getting through the USA border. PDW 2018 and National summarized that if a speaker is not able to attend, we will review this on a local basis.

Pre-Bowl rally, Pharmafacts, Executive Cocktail, are all planned for tomorrow.

App has been going well. PDW 2018 is pleased with the cost saving/ printing measures not making a survival guide. Suggests that in further years, perhaps eliminate further pages to include in the app. Concerns regarding the live stream of the app from National. PDW 2018 pointed out that one officer was policing the stream, deleting and blocking members. D. Anuvir suggested that emails of students who have posted inappropriate things may be provided to locals.

Budget highlights: Chateau Lacombe has rooms that CAPSI has purchased where nobody was staying, which actually gains PDW 2018 money through Edmonton Tourism. Paying for the meals at the Shaw will be one of the largest expenses and will be paid after the conference. This was a process that required D. Moulton to do some extra work ahead of time, but he suggested this for other PDWs. The corkage fee for wine was discussed. He mentioned that utilizing sales (Black Friday) was a good decision. D. Moulton discussed the price benefit of the decorating costs and recommended this for future PDW. AV was dealt with very last minute due to the ranges of prices available to them. He discussed that the conference center will push their in house, but that outside companies are able to drop their prices so that they are worth the price. He recommended being persistent. One speaker went to the incorrect hotel, thus PDW 2018 will cover the costs. If speakers do not attend, it is expected that the funds will be returned to PDW 2018. D. Moulton recommended considering the decorating committee and the health fair committee as "separate" and to not micromanage these areas. Welcome packages worked well. Tee shirts worked very well, wherein a price of approximately \$6 was paid. Intentions are to pay the CAPSI loan back. Printing will occur randomly - recommended having a budget for printing. He warned that in the case of bounced cheques, you pay the fees. He warned that mirrored charges may be incurred. D. Moulton discussed deposits and local sponsorship and the ease of extending this out. D. Moulton suggested to expect less from the Health Fair than what one would expect. D. Moulton expects that PDW 2018 will not go in the hole for the conference.

Questions asked of A. Bhullar and D. Moulton:

Responses from alumni with open tickets?

About 50 tickets have been purchased. This has not been done previously within their knowledge.

Extension of the app and update for upcoming PDW?

The PDW 2018 app will expire in one year, thus, future PDWs will not be able to use the same app.

When will accounts be closed?

D. Moulton expects the end of February

How will revenue from the conference be taxed?

This will be discussed in the future.

A. Mew left the room at 9:09 AM

A. Clarke left the room at 9:13 AM

R. Anisman left the room at 9:18 AM

A. Clarke entered the room at 9:20 AM

R. Anisman entered the room at 9:23 AM

A. Mew entered the room at 9:25 AM

F. Paré left the room at 9:26 AM

L. Kotyrba left the room at 9:29 AM

M Lu left the room at 9:30 AM

F. Paré entered the room at 9h30 AM

L. Kotyrba re-entered the room at 9:34 AM

M Lu re-entered the room at 9:42 AM

5. PDW 2019 Presentation

M. Dove/ B. Besaw

M. Dove and B. Besaw presented the following:

The schedule logistics were discussed among council members and PDW 2019. PDW 2019 pointed out that sponsorship tiers have been lowered to reflect Newfoundland's financial situation. PDW 2019 is concerned about national sponsorship opportunities, were it was agreed that national and PDW will work together. It was noted that even if national companies are reached out to, the local branch of such companies may be approached as well, if provided proper credit. Concerns about the sponsorship package were brought forward. Presidents and VP Comm will be reviewing the sponsorship document as soon as possible. PDW 2019 will begin procuring sponsorship at the Health Fair tomorrow. PDW 2019 discussed that for social night, there will be non-alcohol associated challenges that students may participate in. PDW 2019 and National discussed the environment of George Street and the non-alcohol related activity. National recommended pursuing more "specific" speakers i.e. those speaking about therapeutic discussions rather than general inspirational speeches. National and PDW 2019 discussed the logistics of the CSHP Speed Interview session. In regards to the health fair, National discussed that sponsors request dates and timelines from the committee as soon as possible. PDW 2019 discussed that prices of a health fair booth will also be lowered as with sponsorship prices. National advised that ensuring that food is properly budgeted for is key. Sponsors may be solicited to pay for lunches, but only if

other costs can be assured. PDW 2018 discussed failed attrition and the need to account for that cost.

Questions asked of M. Dove and B. Besaw:

Are the 10 rooms inclusive of the rooms required for CAPSI council to come early?

This has not been accounted for, but will be changed.

Option for people who want not to participate in social night?

Yes, there will be a bus tour (pre- sign up)

Student photographer available through the school?

A student photographer will be utilized for the less formal events, wherein PDW 2019 was hoping to solicit a photographer for the formal events. PDW 2018 advised that this may not be a necessary expense.

K. Yeo left the room at 9:42 AM

J. Mejia left the room at 9:44 AM

J. Yu left the room at 9:46 AM

K. Yeo re-entered the room at 9:46 AM

J. Yu re-entered the room at 9:51 AM

J. Mejia re-entered the room at 9:50 AM

A. Mew left the room at 10:08 AM

M Lu left the room at 10:16

K. MacMillan left the room at 10:16

A. Clarke left the room at 10:18 AM

K. MacMillan re-entered the room at 10:20AM

A. Mew re-entered the room at 10:19AM

A. Clarke re-entered the room at 10:22 AM

M. Lu re-entered the room at 10:22 AM

H. Kaliel left the room at 10:38 AM

6. PDW 2020 Presentation

H. Kwon/ G. Sicotte-Mendoza

H Kaliel re-entered the room at 10:41

H. Kwon presented the following:

PDW 2020 discussed the support of the faculty as it is the 100th anniversary of the faculty. PDW 2018 suggested that if the faculty is so involved, this could be a co-payment of both the faculty and PDW PC.

Questions asked of H. Kwon:

Why is the welcome package expenses so high?

Aiming high for budgeting purposes.

16. Sponsorship Update

J. Butler

Background:

Hydralyte is no longer a sponsor. All other sponsors have had contracts renewed/ renewal planned to take place when appropriate.

J. Butler discussed losing TEVA on a Club level. J. Butler discussed being unable to get into contact with Hydralyte, but looks to keep an open relationship with them for the future. She mentioned that Jones and SDM will be resigned in March. J. Butler brought forward McKesson sponsoring the PIC competition. She is hopeful about Rexall and SDM adding to our sponsorship and the sponsorship of PDW before the end of term. P. Thabet and J. Butler are looking forward to moving away from contacting industry but rather other places.

J. Chu asked about PharmAchieve and Pharmachoice potential.

J. Butler updated that there are no updates at this time, but she is hopeful to continue his conversation in the future.

J. Chu discussed that PharmAchieve has brought forward to UBC that they give discounts to students on their products, but it is unsure just how much or if at all.

J. Butler informed council what PharmAchieve does as a company. She looks to provide more information for council in coming months.

JF. Cote provides that context that PharmAchieve was hoping to start a new competition but National was reluctant to do so with other competitions remaining unsponsored.

C. McGrath left the room at 11:02AM.

N. Gajaria highlighted sponsorship trials that local CAPSI has went through and offered assistance.

J. Chu asked if locals should share their sponsorship ideas among each other.

P. Thabet and J. Butler agreed that an outline can be sent out, but there is no official template.

N. Gajaria confirmed that this sponsorship is that of Toronto's student council and not the CAPSI council.

Motion to recess at 11:00AM

P. Thabet/ C. Caron

Motion Carried

P. Thabet called the meeting to order at 1:00PM

K. MacMillan, J. Butler, S. Barillaro left at 1:05PM

S Trivedi entered the room at 1:07PM

19. PharmD Implementation

K. Yeo

Background:

Get a general idea of how other schools have been implementing the Pharm-D, how it is affecting current students, if they are doing a bridging program, etc.

K. Yeo asked for the general information of each school's PharmD program, as well as availability of bridging programs. There have been hardships with implementing the PharmD In Manitoba.

UBC	<p>E2P PharmD has been established as of 2015 (first class graduating in 2019) and completely turn over from BSc. Pharm.</p> <p>Flex PharmD Program is currently being implemented, eligible to current existing BSc to upgrade into the E2P status. Currently only open to BC pharmacists. (see: https://pharmsci.ubc.ca/programs/flex-pharmd-degree)</p> <p>Our previous post-graduate PharmD program is being replaced with a new program. Information has not been officially released.</p>
University of Alberta	<p>Entry level PharmD will start for 2018/2019 school year and complete turnover from BSc. program</p> <p>There is a current bridging program in which a percentage of the students (currently based on cumulative GPA) are able to transition to PharmD after their 3rd year. These students would still be graduating with their respective BSc. class but would have done more months of clinical placement.</p>
University of Saskatchewan	<p>Entry level PharmD started this past September 2017, with the Class of 2021. There is no bridging program currently in place. Recommendations for ease of transition would include ensuring transparency to students among programs, additionally ensuring there is a representative from both the last class of BSc and first class of PharmD is of benefit. Additionally, ensure the faculty has a plan of what would happen should a student in the last class of Bsc should fail a course.</p>
University of Manitoba	<p>PharmD in the works for the upcoming fall (yet to be</p>

	approved by the provincial government), but no bridging program currently in place (was told to only have one program put in place at a time, not the two simultaneously)
Waterloo	PharmD as of 2015 (graduating class Rx2015). PharmD bridging only open to UW grads and closed as of Fall 2017. In terms of transition, numerous changes happened within the curriculum. I believe Rx2017s were the first class to graduate with the full program in place. Minimum length of the program is one year and must be completed within three years of enrollment.
University of Toronto	PharmD first graduating class was in 2015. There is currently a “PharmD for Pharmacists” program whereby graduates with a BSc can attain a PharmD.
Montreal	PharmD already established since 2007. It’s been too long so we don’t have any information with how it was implemented. Non-specific 1 year bridging program available for BSc graduates.
Laval	First class of PharmD graduated in 2015, there exists a bridging program for the BSc to PharmD. Those taking this program will not get the Dr title however, it is to shift the focus of the BSc to patient-centered care and ethics.
Dalhousie University	Not currently implemented, but now approved for the class of 2023. No information or talk of bridging program.
MUN	the first PharmD class was accepted this year and will graduate in 2022. Students must take 1 year pre-reqs plus 5 years of courses in the SoP. Also has a working professional program for BSc. working pharmacists that incorporates online and in person class work plus work terms. Preference will be given to NL pharmacists and MUN Alumnus.

T. Sanders commented that she looks to update the FAQ available on the drive over the remainder of the school year.

Motion to go into camera at 1:12PM MST

P. Thabet/ A. Clarke

Motion Carried

Motion to go out of camera at 1:19PM MST
P. Thabet/ S. Trivedi
Motion Carried

A.Mew requested that CAPSI take an advocacy stance on this issue.

C. McGrath drew attention to the position statement on CAPSI's website.

<http://capsi.ca/wp-content/uploads/2015/01/CAPSI-PharmD-Position-Statement-2013.pdf>

J. Mejia suggested that what we are advocating for/ topic in question should be discussed

C. McGrath highlighted that showcasing the need for change in practice and the history of pharmacy practice may be more integral.

J. Mejia echoed this statement.

C. Sehgal suggested that the Advocacy Committee could take on this awareness

Motion to refer this point to the Advocacy Committee for discussion at the Spring TC.
P. Thabet/ T. Sanders
Motion Referred

15. Distribution of Translations for Website

M. Lu

Background:

CAPSI represents a bilingual country and a bilingual student basis. We currently have a website that is fully in English and a "French website" that is mostly the front page in French and the rest to be translated. I know that there is a translations committee but also understand that the website in the past has been considered a lower priority compared to official documents like the operating manual and constitution. Given CAPSI's commitment to excellence and bilingualism, how should I proceed with translating and seeking translation aid for the rest of the website?

JF. Cote asked how far along translation is.

K. Vo suggested that since she has been working alone, it hasn't been too fast.

C. McGrath provided perspective that we have been going with just English governing document since 2001, but all documents / areas need to be a priority for CAPSI. She suggested that it need be that outsourced.

P. Thabet pointed out that more primarily French speaking students access the website over our official documents. He suggested that the website may be the priority.

K. Vo mentioned that come Membership Drive time, her delegates were saddened that there was no French version of the website.

R. Hui suggested that the SCOPE Map and website are most important to his delegates.

N. Gajaria determined that because we change the official documents so frequently, council decided that it wasn't feasible or reasonable to translate it at this time.

P. Thabet affirmed that if a delegate has questions, they can always come to a local representative.

R. Hui added this was discussed in the previous TC, the work going into translating the legal documents may not be worth the benefit.

C. McGrath explained that our bylaws are very particularly worded and would need review from our lawyer if translated.

12. 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.

P. Thabet reminded council that PSF and CAPSI are not officially connected; CAPSI was a means by which PSF could reach out and find ambassadors. He recommended referring this forward to them.

D. Huot explained that as the PSF representative for Montreal, he has had the opportunity to meet with Susan of PSF, and discuss the potential for the relationship between the students of UdeM and PSF. He expressed that PSF wants to establish tradition with students more so than concentrate on fundraising.

Motion to go into camera at 1:36PM

P. Thabet/ C. Caron

Motion Carried.

Motion to go out of camera at 1:42PM

P. Thabet/ A. Mew

Motion Carried.

C. Sehgal left the room at 1:42PM.

A. Clarke left the room at 1:43 PM

A. Clarke re-entered the room at 1:46 PM.

C. McGrath highlighted that a letter of understanding had been drafted for reaching out to PSF but what to do with this letter was still in discussion with the Ethics Committee.

20. PDW Registration cost increases

S. Barillaro

Background:

Wanted to open up discussion concerning possibly implementing an annual increase or a yearly re-evaluation for the cost of PDW registration in order to ensure future viability and sustainability of CAPSI and the PDW conference itself.

S. Trivedi drew concern that Planning Committees will ask for increases in order to better their conference.

T. Sanders pointed out that the change would not be effective for years down the road due to PDW contracts being signed three years prior to the conference being held.

P. Thabet discussed that our OM wording allows for fluidity that we can change the registration as necessary, which could be yearly.

K. Tress believed that it should be left as such.

C. Sehgal re-entered the room at 1:49PM

Motion to Adjourn

P. Thabet/ J. Yu

Motion Carried

Day 4: January 13th, 2018

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

P. Thabet called the meeting to order at 11:47AM

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

3. **Attendance** **K. Tress**

P. Thabet	President
T. Sanders	President-Elect
C. McGrath	Past President
J. Butler	VP Communications
J. Cote	VP Education
J. Mejia	VP Professional Affairs
S. Barillaro	Finance Officer
K. Tress	Executive Secretary
J. Yu	Student Exchange Officer
G. Anhoury-Sauve	IPSF Liaison
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
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

Absent: I. Yang

4. Elections and Votes of Confidence 2018-19

R. Ward has exited the room at 11:55

D. Shymanski exited the room at 11:55

4.1 President-Elect

Motion to go into camera at 11:56

P. Thabet/ E. Cowley

Motion Carried

Motion to go out of camera at 12:23

P. Thabet/ C.Caron

Motion Carried

D. Shymanski entered the room at 12:30

H. Kaliel exited the room at 12:30

G. Anhoury-Sauve exited the room at 12:30

4.2 VP Communications

Motion to go into Camera at 12:36

P. Thabet/ N. Gajaria

Motion Carried

Motion to go out of camera at 12:55

P. Thabet/ E. Cowley

Motion Carried

G. Anhoury-Sauve entered the room at 12:56

4.3 VP Professional Affairs

Motion to go into camera at 1:01

P. Thabet/ C. Caron

Motion Carried

Motion to go out of camera at 1:20

P. Thabet/ A. Mew

Motion Carried

R. Ward entered the room at 1:27

4.4 VP Education

Motion to go into camera at 1:28

P. Thabet/ K. Vo

Motion Carried

Motion to come out of camera at 1:59

P. Thabet/K. Vo

Motion Carried

Motion for recess at 2:00

P. Thabet/E. Cowley

Motion Carried

P Thabet called the meeting to order at 2:08

D. Shymanski left the room at 2:08

4.5 IPSF Liaison

Motion to go into camera at 2:09

P. Thabet/ N. Gajaria

Motion carried

Motion to go out of camera at 2:22

P. Thabet/ S. Barilaro

Motion Carried

D. Shymanski entered the room at 2:24

G. Anhoury-Sauve and J. Mejia left the room at 2:24

4.6 IPSF Liaison Vote of Confidence

Motion to go into camera at 2:25

P. Thabet/ E. Cowley

Motion Carried

Motion to go out of camera at 2:40

P. Thabet/ C. Caron

Motion Carried

J. Mejia entered the room at 2:45

N. Gajaria, A. Mew, D. Shymanski, L. Kotyrba, B. Houle, D. Huot, R. Hui, C. Sehgal, and A. Clarke exited the room at 2:45

4.7 Executive Secretary

Motion to go into camera at 2:46

P. Thabet/ T. Sanders

Motion Carried

Motion to go out of camera at 2:50

P. Thabet/J. Butler

Motion Carried

N. Gajaria entered the room at 2:51

R. Anismen left the room at 2:51

4.8 Webmaster

Motion to go into camera at 2:53

P. Thabet/ K. Yeo

Motion Carried

Motion to go out of camera at 3:01

P. Thabet/ M. Lu

Motion Carried

G. Anhoury-Sauve and R. Hui enter the room at 3:03

F. Pare exited the room at 3:03

4.9 CAPSIL Editor

Motion to go into camera at 3:04

P. Thabet/ E. Cowley

Motion Carried

Motion to go out of camera at 3:10

P. Thabet/ C. Caron

Motion Carried

P. Thabet exited the room at 3:11

4.10 President Vote of Confidence

Motion to go into camera at 3:12

T. Sanders/ E. Cowley

Motion Carried

Motion to move out of camera at 3:37

T. Sanders/ N. Gajaria

Motion Carried

P. Thabet entered the room at 3:39

T. Sanders, E. Cowley, J. Yu, JF. Cote, and M. Lu exited the room at 3:39

4.11 President-Elect Vote of Confidence

Motion to go into camera at 3:40

P. Thabet / S. Barillaro

Motion Carried

Motion to go out of camera at 3:47
P. Thabet/ C. McGrath
Motion Carried

T. Sanders entered the room at 3:48

Motion to Adjourn
P. Thabet/ C. McGrath
Motion Carried