CAPSI National Annual General Meeting 2024

M. Wong calls the meeting to order on Thursday, January 4th at 10:33 am EST in Toronto, Ontario.



Agenda

- Robert's Rules of Order
- Call to Order
- Attendance
- Acceptance of AGM 2023 Minutes
- Executive Reports
- New Business
- Closing Remarks
- Adjournment



Approval of Minutes from AGM 2023

BIRT CAPSI National approves the minutes from the AGM 2023 in Saskatoon, Saskatchewan.

M. Wong / B. Jain

Motion Carried.

President: Madison Wong

University of Manitoba 4th Year Student

(she/her)



- Supervise, coordinate, and act in the name of the Association
- Organize and chair meetings of the General and Executive National Council
- Play a primary and supportive role in various council projects and initiatives
- Propose initiatives, ensure the accomplishment of projects, and promote the development and vision of the Association
- Chair of:
 - Bridging the Gaps Fund Committee

Bridging the Gaps Fund Committee

Establishing the future direction of how funds will be used and allocated.

Chair: Madison Wong (Pres)

Christine Vaccaro (Past Pres), Ryan Chan (VP Communications), Nolan Barkhouse (VP Professional Affairs), Bhawani Jain (Finance Officer), Cara Stevenson (Exec Secretary), Farah Hadji (Student Exchange Officer), Wooje Choi (Pres Elect)

Meagan Wenzel (USask), Ayman Lakhani (UofT), Allison Lage (UofM), Angela Zhao (UofA), Stephanie Lo (Waterloo)

On-Going Activities

- Support PDW 2024 (Toronto), 2025 (Dalhousie), 2026 (TBD) planning
- Strengthen CAPSI's current partnerships
- Promoting students' interest to CPhA, CSHP, PEBC, CCAPP, AFPC, IPPC, and NAPRA
- Work toward establishing the use and ensuring the sustainability of the Bridging the Gaps Fund
- Continue to work towards long-term sustainability

President-Elect: Wooje Choi (he/him)



Memorial University of Newfoundland 3rd Year Student

- Learn how CAPSI is run
- Consult with and assist the President in her duties
- Represent CAPSI to external stakeholders (i.e. CPhA, CSHP, AFPC, etc.)
- Participate as an active member of the National Council
- Chair of:
 - Constitutional Review Committee
 - Student Wellness Committee

Constitutional Review Committee

Drafts, reviews, and amends the CAPSI Bylaws and Operating Manual.

Chair: Wooje Choi (Pres-Elect)

Cara Stevenson (Executive Secretary), Madison Wong (Pres), M. King (VP Ed), Christine Vaccaro (Past Pres)

Meriam Salih (UofT)

Mike Kimmins (UofA)

Ad-hoc Student Wellness Committee

Focus on our member's mental wellness by sharing initiatives and creating wellness social media posts.

Chair: Wooje Choi (Pres-Elect)

Nolan Barkhouse (VPPA), Christine Vaccaro (Past Pres), Cara Stevenson (Exec Sec), Melanie King (VP Ed), Jasmine Ly (CAPSIL Editor), Emma Fedusiak (Webmaster)

Jeevan Gill (UBC), Angela Zhao (UofA), Hannah Bouvier (USask), Allison Lage (UofM), Meriam Salih (UofT), Mélisande Logelin (UOttawa), Stephanie Lo (Waterloo), Hassan Abbas-Harnois (Laval), Madison Bell (Dal), Alexis Young (MUN)

Caitlyn Coles (MUN), Emily Meade (MUN), Éli Blais (Laval), Shabnam Rafati (UofT)

Past, On-Going, and Future Activities

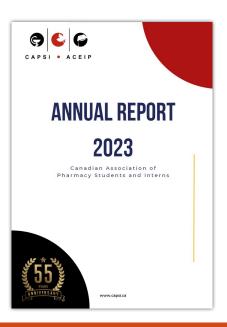
- Help establish UOttawa's local CAPSI chapter
- Organize and coordinate Student and School Wellness initiatives
- Update and clarify the Operation Manual and Bylaws
- Support PDW 2024 (Toronto), 2025 (Dalhousie), 2026 (TBD) planning
- CPhA PAM Working Group member
- CPhA Pharmacy Wellness Task Force member
- Work closely with the president on all new projects and long-term sustainability

Past-President: Christine Vaccaro (she/her)



University of Manitoba Alum

- Supervise, coordinate and actively participate in CAPSI activities & affairs
- Play a supportive role and act as an advisor for CAPSI
- Create the Annual Report of CAPSI
- CPhA Pharmacy Wellness Task Force member
- Help establish UOttawa's local CAPSI chapter
- Support PDW 2024 (Toronto), 2025 (Dalhousie) planning
- Chair of:
 - Ethics Committee



National Ethics Committee

Addressing all ethical matters brought to the CAPSI National Council.

Chair: Christine Vaccaro (Past Pres)

Wooje Choi (Pres-Elect), Jasmine Ly (CAPSIL Editor), Ryan Chan (VPC), Bhawani Jain (FO), Madison Wong (Pres), Nolan Barkhouse (VPPA), Cara Stevenson (Exec Sec), Emma Fedusiak (Webmaster)

Hassan Abbas-Harnois (Laval), Meriam Salih (UofT), Hannah Bouvier (USask), Meagan Wenzel (USask), Allison Lage (UofM), Cassy Van Drunen-LaChanse (Waterloo)

Executive Secretary: Cara Stevenson

(she/her)

Dalhousie University
4th Year Student



- Maintain CAPSI membership database
- Answer inquiries from outside partners and general members through email
- Promote and coordinate national elections (including by-elections)
- Prepare agendas & complete meeting minutes
- Promote CAPSI Open Subcommittees
- CPhA Pharmacy Wellness Task Force member
- Chair of:
 - Electoral Committee

Ad-Hoc Electoral Committee

Facilitate and increase transparency on CAPSI election procedures.

Chair: Cara Stevenson (Exec Sec)

Christine Vaccaro (Past Pres), Madison Wong (Pres), Emma Fedusiak (Webmaster), Wooje Choi (Pres-Elect)

Hannah Bouvier (USask), Madison Bell (Dal)

Current CAPSI Membership

Year	Number
2017-2018	3559
2018-2019	3835
2019-2020	3447
2020-2021	3499
2021-2022	4120
2022-2023	4082
2023-2024	4072*

^{*}Number does not include incoming class of Waterloo

VP Education: Melanie King



Memorial University of Newfoundland 4th Year Student

(she/her)

CAPSI Competitions

- Pyrls Over-The-Counter Competition
- Loblaws Patient Interview Competition
- Student Literacy Challenge
- Pharmachoice Advice for Life
- Medisca Compounding Competition

CAPSI Awards

- CFP-CAPSI Future of Pharmacy Excellence Award
- CFP-CAPSI Guy Genest Passion for Pharmacy Award
- CPhA Award of Professionalism

Chair of:

- CAPSI Competition
 Review Committee
- Ad-Hoc Mock-OSCE
 Committee

Competition Review Committee

Review of all competition cases and material before their distribution/dissemination to the local level. Evaluation of national awards.

Chair: Melanie King (VP Ed)

Christine Vaccaro (Past Pres), Bhawani Jain (FO), Madison Wong (President), Marianna Pozdirca (Outgoing VPC), Ryan Chan (VPC)

Ayman Lakhani (UofT), Alexis Young (MUN), Angela Zhao (UofA), Meriam Salih (UofT)

Ad-Hoc Mock OSCE Committee

Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary.

Chair: Melanie King (VP Ed)

Wooje Choi (Pres-Elect), Christine Vaccaro (Past-President), Madison Wong (President)

Alexis Young (MUN), Meagan Wenzel (USask), Cassy Van Drunen (Waterloo), Ayman Lakhani (UofT)

Quoc-Huy Pham (UofT), Mike Kimmons (UofA)

National CAPSI Competitions & Awards

- Over the Counter Competition (Sponsored by Pyrls)
- Patient Interview Competition (Sponsored by Loblaw)
- Student Literary Challenge (Sponsored by CPhA)
- Advice for Life Competition (Sponsored by PharmaChoice)
- Compounding Competition (Sponsored by Medisca)
- Evidence Based Practice Competition (Sponsored by CSHP)
- Hospital Pharmacy Student Award (Sponsored by CAPSI National and CSHP)
- Award of Professionalism (Sponsored by CPhA)

- Guy Genest Passion for Pharmacy Award (Sponsored by CAPSI National and CFP)
- CAPSI Future of Pharmacy Excellence Award (Sponsored by CAPSI National and CFP)
- Translation Committee Awards (Sponsored by Belair Insurance)
- IPSF Health Campaign Awards (Sponsored by Apotex)
- Stephen Long Co-Chair Awards (Presented by Belair Insurance)
- Senior Representative Award (Presented by Belair Insurance)
- CCCEP Excellence in Professional
 Development Award (Sponsored by CCCEP)

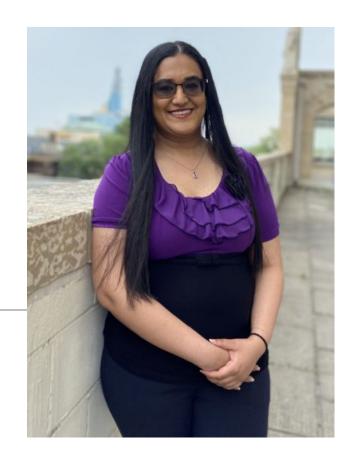
Future Activities

- National PIC/OTC Competitions PDW
- Recognize winners of awards and competition at awards ceremony with sponsors
- Update and make OSCE cases available to local reps
- Receive and evaluate submissions for Future of Pharmacy Award

Finance Officer: Bhawani Jain

(she/her)

University of Waterloo 4th Year Student



Membership Entitlement

- All CAPSI members are entitled to know the organization's financial standings
- Brief overview of financial updates
- Further details available to you upon request
- Feel free to contact <u>finance@capsi.ca</u> with any requests, questions, concerns, or just to say hi!:)

- Banking activities
 - Deposits, withdrawals, coding statements, managing accounts, investing
- Manage 2023/2024 budget and create 2024/2025 budget
- Distribute funds and coordinate payments
- Assist the PDW 2024 and 2025 Planning Committee Finance Officers
- Non-profit liability insurance
- Review the Association's financial standing
- Assist in securing sponsorship
- Chair of:
 - Finance Committee



- CAPSI is a not-for-profit organization that is run by pharmacy student volunteers. Any expenses
 exceeding the revenue is returned back to its members to provide benefits.
- CAPSI's current yearly membership fee is \$15 + tax for all pharmacy students across the country.
 Note: Fee collection may differ by pharmacy school
- 3. For any questions, please contact CAPSI Finance Officer at finance@capsi.ca or CAPSI President at pres@capsi.ca or pres@capsi.ca or pres@capsi.ca or pres@capsi.ca or pres@capsi.ca or presmon or <a hr



2023-2024 Budget Overview

	Projected Revenue	Projected Expenses	Estimated - Difference
Total	CA\$145,175	-CA\$123,670	CA\$21,505

New in 2023-2024

- New Award funding from Bioscript
- Created a new GIC with PDW 2023 revenue to create and support the BTC Fund
- Increased \$8.5K+ in sponsorships for the new "Bridging the Gaps" (BTC) community fund (New: McKesson, Fresenius Kabi, London Drugs, Greenshield)
- First use of the BTC Fund to provide free registration and accommodations to PDW 2024 for Indigenous Pharmacy Students in Canada
- Consolidation of UOttawa's CAPSI Membership Fees and Financial Supports

Note:

- Remainder of budget/expenses expected to be similar to 2022-2023
- Typical annual expenditure for CAPSI National: \$100,000 to \$150,000

2023-2024 Budget Overview

Account (As of January 1, 2024)	Balance
Chequing Account	\$192,831.60
GIC Investments (4.5% Interest Rate) 2 Separate GICs to Mature in 2024	\$72,997.14 (contains CAPSI's buffer funds) \$135,650.46 (contains the "Bridging the Gaps" fund) \$0.14 in Savings Account
TOTAL	\$401,479.34

Finance Committee

Addresses matters of financial concern outside of official CAPSI meeting times.

Chair: Bhawani Jain (FO)

Kevin Huynh (Outgoing FO), Christine Vaccaro (Past-Pres), Madison Wong (Pres), Wooje Choi (Pres-Elect), Ryan Chan (VPC), Emma Fedusiak (Webmaster)

Meagan Wenzel (USask)

VP Communications: Ryan Chan (he/him)

University of Saskatchewan
4th Year Student



- **Liaise** with CAPSI External Partners (current & potential), including inviting current partners to PDW, delivering invoices, and providing CAPSI updates
- Solicit sponsorship for CAPSI National, as well as related events and activities (e.g., PDW 2025)
- Ensured all CAPSI Competitions and Awards found sponsorship
- Update and distribute CAPSI promotional material
- Coordinate membership benefits and services
- Chair of the Membership and Communications Committee

Membership and Communications Committee

Ensuring all CAPSI members receive their benefits and help promote CAPSI.

Chair: Ryan Chan (VPC)

Wooje Choi (Pres-Elect), Cara Stevenson (Exec Sec), Jasmine Ly (CAPSIL), Emma Fedusiak (Webmaster), Alissa Kong (IPSF), Nolan Barkhouse (VPPA)

Joe Kamal (Laval), Kezra Gerbrandt (UofM), Ayman Lakhani (UofT)

Caitlyn Coles (MUN)

Current CAPSI Platinum Sponsors





























Canadian Pharmacists Association

vpcom@capsi.ca

Current CAPSI Gold Sponsors





Current CAPSI Silver & Bronze Sponsors

Silver





FRESENIUS KABI















Société canadienne des pharmaciens d'hôpitaux



Bronze

Current CAPSI Membership Benefits

- Belair Insurance Discount on Car and Home Insurance Plans
- RxVigilance 65% discount
- PharmAchieve 50% discount off PEBC MCQ prep and \$500 off OSCE prep
- Focus Mental Wellness (text, phone, video therapy) 15% discount
- Skillshare Subscription (2 months free)
- AgroHealth PEBC iMCQ Prep 20% discount
- Staples 10% printing discount
- UpToDate 50% discount
- Pyrls 33% discount
- RxFiles discounts
- PharmaEpass PEBC Prep 60% discount
- Brainscape
- Goodlife Fitness

- Update VP Communications Master Contact List for potential sponsors
 - Sponsorship drive outreach starting in late-January 2024
 - Bridging the Gaps Fund
- Support PDW 2025 planning committee in securing sponsorship

VP Professional Affairs: Nolan Barkhouse

(he/him)

Dalhousie University
4th Year Student



National Advocacy

- Indigenous Pharmacy Professionals of Canada (IPPC) Statement on time off for advocacy initiatives
- Supporting local CAPSI representatives at each pharmacy school as they address current student issues (e.g. UOttawa Support)
- With CPhA, completed consultation and continued advocacy on student loan forgiveness for Canadian pharmacy students, including letter-writing campaign
- Meetings with CPhA, CNSA, CCAPP to move forward on wellness and advocacy issues

Professional Affairs

- Connected with national medical and nursing student associations
- Connected with external stakeholders (e.g. CCSMH) interested in collaborating with CAPSI
- Interprofessional case that will be hosted throughout all pharmacy schools during PAM

Committee Members

Advocacy and Professional Affairs Committee

Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession

Chair: Nolan Barkhouse (VPPA)

Melanie King (VP Ed), Christine Vaccaro (Past Pres), Marianna Pozdirca (Outgoing VP Comm), Bhawani Jain (FO), Cara Stevenson (Exec Sec), Wooje Choi (Pres-Elect), Emma Fedusiak (Webmaster), Alissa Kong (IPSF), Madison Wong (Pres), Ryan Chan (VPC)

Florence Bedard Perrault (UdeM), Angela Zhao (UofA), Madison Bell (Dal), Meriam Salih (UofT), Hannah Bouvier (USask), Meagan Wenzel (USask), Stephanie Lo (Waterloo), Ayman Lakhani (UofT), Kezra Gerbrandt (UofM), Joe Kamal (Laval), Zach Yopek-Stabel (UofA), Hassan Abbas-Harnois (Laval)

Harshita Patel (UBC), Victoria Mikhnovskaya (Waterloo), Jen Einarson (UofM)

- Advocacy workshops from CPhA for CAPSI members (e.g. negotiations webinar)
- Continued advocacy for bereavement day requirements and student loan forgiveness throughout rotations across pharmacy school
- Continued support for school-specific advocacy initiatives
- Work with community focused groups in the pharmacy schools to provide support and build a stronger relationship (e.g. Bridging the Gaps Fund)
- Continue to work with external relations including CPhA, NPAC, AFPC, CSHP,
 CCAPP, PEBC, CNSA, CFMS

CAPSIL Editor: Jasmine Ly (she/her)

University of Alberta 4th Year Student





- Published Fall 2023 issue of the CAPSIL
- Increased readership and continued to encourage CAPSIL submissions from members
- Upheld bilingualism within CAPSI via the Translation Committee
 - Official CAPSI documents, election profiles, CAPSIL, social media
- Chair of:
 - Translation Committee



Committee Members

Translation Committee

The translation committee upholds bilingualism by assisting in the translation of official documents, competitions and more!

Chair: Jasmine Ly (CAPSIL Editor)

Farah Hadji (SEO), Cara Stevenson (Exec Sec)

Florence Bédard Perrault (UdeM), Joe Kamal (Laval), Hassan Abbas-Harnois (Laval), Alexia Laurin (UOttawa), Mélisande Logelin (UOttawa)

Miah Charest (Dal), Samuel Villemure (Dal), Éli Blais (Laval), Janessa Sawatzky (UofM)

- Release CAPSIL Winter 2024 and Spring 2024 issues
 - Tentative release dates of February 27, 2024 and April 30, 2024
- Add more members to the Translation Committee (this could be YOU!)
 - Please contact <u>capsil@capsi.ca</u> if you are interested in joining or come talk to me at PDW!
- Continue to increase our francophone-focused content, instead of just translating from English (again, this could be YOU!)
- Maintain CAPSI's commitment to bilingualism to foster inclusivity for every member

Webmaster: Emma Fedusiak

(she/her)

University of Saskatchewan
4th Year Student



- Maintain and update the CAPSI National Website & Members' Portal
 - Develop new pages and website functions
 - Upload CAPSI National photos to social media accounts and the website
- Respond to emails submitted through the Contact Us Question Form in a timely manner
- Manage and maintain:
 - CAPSI National social media accounts, including Facebook, Twitter, Instagram, Linked-In
 - Creating and conducting consistent social media campaign which further the knowledge of pharmacy students / improve student wellness
 - Running giveaways and campaigns on social media for other committees
 - Partners with sponsors and other organizations for content
 - CAPSI email accounts, CAPSI Slack Account and Channels
- Chair of:
 - Website Committee

Committee Members

Website Committee

Create social media content that can be beneficial to community.

Chair: Emma Fedusiak (Webmaster)

Wooje Choi (Pres-Elect), Ryan Chan (VPC), Jasmine Ly (CAPSIL Editor), Melanie King (VP Ed), Alissa Kong (IPSF)

Florence Bédard Perrault (UdeM), Meagan Wenzel (USask), Ayman Lakhani (UofT), Kezra Gerbrandt (UofM), Stephanie Lo (Waterloo), Madison Bell (Dal), Madison Legge (MUN)

Caitlyn Coles (MUN)

Website

- Continue updating with the latest information and news
- Look at updating our pages and make new ones to reflect our work ex)
 A Landing Page for the CAPSI Mentorship Program

Social Media

- Continue to increase social media awareness by running current social media campaigns
- Looking for other organizations to partner with

CSHP Liaison: Jacqueline Tian-Tran

(she/her)

University of Saskatchewan 3rd Year Student



- Liaise between CAPSI National Council and the Canadian Society of Hospital Pharmacists National Board
- Collaborate with CSHP Staff Office to enhance student engagement
- Promote hospital pharmacy practice to current pharmacy students
- Coordinate CAPSI-CSHP Evidence-Based Practice Competition
- Provide support to Canada's Hospital Representatives and local CSHP representatives across Canada
- Chair of CSHP Student Network

CSHP Student Network: Ongoing Initiative

- To improve the consistency across the country with hospital pharmacy-related events, initiatives and opportunities through CSHP
- To connect CSHP representatives across the country to allow ongoing communication
- Enhance the membership benefits offered by CSHP
- Increase the number and quality of hospital pharmacy related events
 occurring at all provincial CSHP branches through increased collaboration
 and support provided by the local CSHP student representatives
- Further CSHP's collaboration with CAPSI

IPSF Liaison: Alissa Kong

(she/her)

University of Toronto
4th Year Student



- Implemented the Health Campaign on Healthy Living & Diabetes Awareness with proceeds going to the Drugs Free Kids Canada
- Coordinated the Vampire Cup Blood Drives with Canadian Blood Services
- Promoted IPSF events:
 - World Congress, Pan American Regional Symposium (PARS), Leaders in Training (LIT)
- Ensured CAPSI representation at the Regional and General Assembly
- Sent out IPSF Activity Reports on behalf of CAPSI on organized activities
 - Submitted 7 Activity Reports to IPSF on CAPSI Activities for this mandate
 - Submitted 11 PARO Spotlight entries

- Distributed Health Campaign Award applications, announced winning schools and distributed prizes (gift cards) to winning representatives
- Coordinated with local IPSF representatives
 - Held meetings (2) and consistently touched based with Local Representatives
 - Responded to questions and concerns from Locals
- Organized the World Pharmacists Day Social Media Campaign
- Promoted the role of IPSF Liaison to IPSF Local Representatives
- Collaborated with other Associations and organizations (BPSA-UK, APhA-ASP-US, KNAPS-Korea, NUSPS-Singapore)

- Continue to submit Activity Reports in the winter semester
- Continue to submit PARO Spotlight entries in the winter semester
- Continue to support IPSF local representatives with their initiatives, such as the Health Campaign, Vampire Cup, and any other events they would like to implement to promote IPSF at their university
- Host international forum/networking events with other associations
- Promote IPSF events such as World Congress, PARS, and World Health
 Assembly

Student Exchange Officer Farah Hadji (she/her)

University of Montreal 3rd Year Student



- Create and promote the IPSF Student Exchange Program (SEP)
- Conduct an active search for host sites for SEP
- Participated in IPSF Regional (PARS) and General Assembly (World Congress)
- Held two (2) meetings with local IPSF representatives.
 - Created and held SEP Training Session for IPSF local representatives
 - Consistently support IPSF representatives with regards to SEP promotion
- Conducted virtual SEP event for neighbouring IPSF member associations
- Created a promotional infographic about SEP in Canada
- Updated CAPSI page on SEP Database
- Attend SEO transition and mandate meeting with IPSF Chairperson of Student Exchange
- Chair of:
 - SEP selection Committee

Committee Members

SEP Selection Committee

Responsible for the review of outgoing applications and for selecting candidates to participate in the Student Exchange Programme.

Chair: Farah Hadji (SEO)

Alissa Kong (IPSF), Emma Fedusiak (Webmaster), Melanie King (VP Ed)

Kezra Gerbrandt (UofM), Cassy Van Drunen - LaChanse (Waterloo), Ayman Lakhani (UofT), Meriam Salih (UofT)

Student Exchange Program Statistics

SEP 2016-2017

• Sent 29 students, received 32 applications (Quota: 29)

SEP 2017-2018

Sent 15 students, received 17 applications (Quota: 18)

SEP 2018-2019

Sent 11 students, received more than 40 applications (Quota: 27)

SEP 2019-2020

- Received 19 applications (Quota 21)
- SEP Cancelled due to COVID-19

SEP 2020-2021

• Sent 3 students, received 15 applications (Quota 25) (several cancellations due to COVID-19)

SEP 2021-2022

Sent 7 students received 22 applications (several cancellations due to COVID-19)

SEP 2022-2023

• Sent 12 students received more than 50 applications

*CAPSI is still planning for SEP 2023-2024. Final decision will be made April 1st, 2024.

- Select outgoing applicants with the SEP Committee
- Place successful SEP applicants (outbound) with their preferred host countries
- Match all incoming applicants with hosts
- Ensure transportation, housing and social activities for incoming students
- Attend future SEO meetings organized by the Chairperson of SEP.
- Create and host virtual SEP in collaboration with other IPSF countries.

Thank you for your attention!

Questions?

