



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Summer Meeting 2020

CAPSI National Council Meeting

Wednesday, August 19, 2020

4-6 PM MST

1. **Call to Order**

M. Patrick

M. Patrick called the meeting to order at 4:05 PM MST.

2. **Attendance (3 min)**

J. Young

Name	Position	Attendance
M. Patrick	President	Present
W. Boudreau	President-Elect	Present
J. Kwon	Past-President	Present
G. Sicotte-Mendoza	Finance Officer	Absent
S. Vos	VP Communications	Present
D. Bergeron	VP Education	Present
L. Symonds	VP Professional Affairs	Present
J. Young	Executive Secretary	Present
S. Terekhovska	Outgoing Student Exchange Officer	Present
M. Kieley	Student Exchange Officer	Present
M. Suon	IPSF Liaison	Present
S. Litchmanova	Webmaster	Absent
A. Tu	CAPSIL Editor	Present
J. Kelly	CSHP Student Liaison	Present
C. Ma	UBC Junior Representative	Present
T. Dhadial	UBC Senior Representative	Present
R. Hanson	Alberta Junior Representative	Present
A. Chadha	Alberta Senior Representative	Present
L. Lueken	Saskatchewan Junior Representative	Absent
E. Zerr	Saskatchewan Senior Representative	Present
S. Diocee	Manitoba Junior Representative	Present
C. Vaccaro	Manitoba Senior Representative	Present

S. Goldstein	Waterloo Junior Representative	Absent
K. Shchepanik	Waterloo Senior Representative	Present
M. Chaung	Toronto Junior Representative	Present
K. Miclat	Toronto Senior Representative	Present
A. Le	Montreal Junior Representative	Present
T. Duong	Montreal Senior Representative	Present
S. Boudhine	Laval Junior Representative	Absent
P. Sanjab	Laval Senior Representative	Present
R. McLean	Dalhousie Junior Representative	Present
H. Saunders	Dalhousie Senior Representative	Present
C. Coles	MUN Junior Representative	Present
S. Schuhmacher	MUN Senior Representative	Present

3. **Acceptance of Previous Minutes**

M. Patrick

[June 2020 Meeting Minutes](#)

BIRT CAPSI National accept the minutes from the June 2020 Meetings on June 6th and 7th, 2020.

M. Patrick/M. Suon

Motion Carried

4. **Position Updates**

University of British Columbia

See Annex

University of Alberta

See Annex

University of Saskatchewan

See Annex

University of Manitoba

See Annex

University of Waterloo

See Annex

University of Toronto

See Annex

Université de Montréal

See Annex

Université Laval

See Annex
Dalhousie University
See Annex
Memorial University of Newfoundland and Labrador
See Annex

5. **Executive Reports**

President

See Annex

President-Elect

See Annex

Past President

See Annex

Executive Secretary

See Annex

Finance Officer

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Webmaster

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Outgoing Student Exchange Officer

See Annex

CSHP Liaison

See Annex

6. **3 Stars of CAPSI (2 min)**

M. Patrick

1. William Boudreau
2. Christine Vaccaro
3. Kristina Miclat

7. **Potential 2020-2021 In-Person Council Meeting (10 min)**
Background: Referral from June Meetings (Day 1, Item #22).

M. Patrick

M. Patrick notes no decisions will be made on this agenda item today, as G. Sicotte-Mendoza is not present to provide financial input.

W. Boudreau voices that he feels this is a good idea. Would be good to have an in-person session to get to know everyone.

H. Saunders inquires as to when this in-person meeting would take place.

M. Patrick states this could take place during PDW, however it could be at a different time as well.

H. Saunders adds that planning this may be difficult due to the ongoing COVID pandemic and the fact that down payments may have to be made.

S. Terekhovska advises that the council plans the mandate without in-person meetings, as we are currently unaware of how long social distancing measures will last. Additionally, council members may not feel comfortable attending an in-person meeting due to personal circumstances.

S. Schuhmacher comments that W. Boudreau may be commenting on the lack of social bonding. Proposes a casual meeting/social evening to get to know each other in a more social setting.

M. Patrick states we could plan this for earlier than January (October, potentially), as coordinating it will be much easier than coordinating an in-person meeting. M. Patrick will be in contact with the council regarding this. M. Patrick echoes S. Terekhovska regarding the fact that meetings will likely have to be virtual this year.

8. **Elections Update (10 min)**

J. Young

Background: Elections will be run similar to by-elections, with locals putting out a Google Form to collect member input similar to in-person elections at PDW. Locals can arrange an application viewing date for members where videos can be shown similar to at PDW if they would like. We will continue with the current election protocol with the following changes: biography and headshot will be mandatory this year due to COVID and inability to meet candidates in person; we will implement an additional section to the application process: 2 written questions in addition to the 2 oral questions. The Electoral Committee feels it is important to gain a better sense of applicants ability to answer questions verbally (useful for council meetings) and written (useful for emails). Written questions will have a one page limit with a font requirement (template to be provided). Questions? Concerns?

A. Tu likes the idea of written questions to gauge writing ability. Questions whether there will be a time limit for answering the written questions.

M. Patrick comments that it may be beneficial to add a line about academic integrity if a time limit is not given.

S. Terekhovska echoes M. Patrick regarding the potential for candidates to have other people write their answers for them. Suggests having a confidentiality contract.

H. Saunders inquires about the logistics of recording the interview questions.

W. Boudreau inquires whether the written questions will replace the verbal questions and if applications will be viewed real-time.

M. Patrick likes the idea of viewing real-time, but feels that candidates may feel intimidated giving their speech/answering their questions in front of the council.

S. Terekhovska gives an IPSF perspective. Candidates give speeches and answer questions live, discussion is had, and the candidate is notified immediately. This has not deterred candidates from applying in the past.

S. Vos adds that we should make sure the election process is consistent from year to year.

BIRT CAPSI National amends the election package to make the biography and headshot mandatory this year due to COVID and inability to meet candidates in person. Additionally, 2 written questions will be added to the application package, in addition to the 2 oral questions.

**J. Young/W. Boudreau
Motion Carried**

9. **September Membership Drive Deadline (2 min)** **J. Young**
Background: Historically, the membership drive deadline has fallen around the 3rd week of September (September 20th last year). Is around this time appropriate for everyone again this year? Will provide a template for uploading in the coming weeks. Please email Jenn if this timeline is *not* appropriate.

S. Litchmanova entered the meeting at 4:35 PM MST.

10. **Email Blast Reassessment (5 min)** **S. Vos/J. Young**
Background: Referral from June Meetings (Day 2, Item #6). Plan is to send out two emails per semester. First email will be sent mid-September in conjunction with the call for open subcommittees, second email will be sent in time to include information on elections. Please forward pertinent information to Jenn or Sam for the Membership Committee to compile. Any update on the cap for emails from CAPSI accounts?

M. Patrick comments that we may have to use a third party platform to send the emails depending on CAPSI's email cap.

M. Chaung states that the limit for emails to go to students inbox with Mail Chimp is 100. Any more than this often goes to junk mail.

W. Boudreau states that in his experience with PDW, the daily limit was 250.

Robyn McLean left the meeting at 4:37 PM MST.

M. Patrick comments that survey links can be added to these emails.

11. **Merging of the Communications and Marketing Committee and the Membership Committee (2 min)** **S. Vos/J. Young**
Background: Following the June Meeting, we discussed the possibility of merging the Communications and Marketing Committee and the Membership Committee, as these two committees have significant overlap in their goals and activities. We propose that a discussion is had on the feasibility/functionality of combining these two committees at our Fall Meeting, however we wanted to mention it today just to get everyone thinking about it.

M. Patrick comments that the easiest way to do this would be to dissolve the Ad-hoc Communications and Marketing Committee and restructure the Membership Committee to have co-chairs.

12. **Notebook Update (5 min)**

S. Vos

Background: An order for 2000 notebooks has been finalized with Momark. Unfortunately, the taxes included in the quote for 2000 notebooks bring us ~\$700 over budget. After talking about this with Morgan, we concluded that providing this benefit to all members that would like it would be better for CAPSI than restricting the amount of notebooks in order to stay in budget. Momark has agreed to hold the notebooks for free for as long as we would like them to, so they will be able to be sent to each school at the time that works best for the respective locals.

	Question 1: Which date would you like to receive your school's notebook order?
UBC	We are still in talks with the Faculty to decide on a date. It will be sometime in September.
U of A	September, if possible.
USask	September, if possible.
UManitoba	September, if possible.
U of T	Last week of November to have it for second semester.
Waterloo	Anytime before January.
U de M	January, if possible.
ULaval	January if possible (for 2nd term).
Dalhousie	I think we said January originally, but with the possibility of things being online then too, we would prefer September.
MUN	September, if possible.

Robyn McLean re-entered the meeting at 4:44 PM MST.

E. Zerr inquires as to whether notebooks can be sent to home addresses.

S. Vos states this is fine, as notebooks will be sent via UPS.

13. **CU Ads/Notebook Renewal (10 min)**

S. Vos

Background: Total amount from CU advertising was \$2,497.50 and our projected guaranteed revenue was \$2,000. With the total notebook expenses being ~\$750 over budget, this will bring us to a final number of ~\$250 over budget for the notebooks. If we would like to continue to provide notebooks or agendas next year, I will need to renegotiate a contract with CU Ads soon. However, if we do not see value in the

notebooks/agendas, I will not be renewing a contract with them. I would like to know everyone's thoughts on whether we should continue with notebooks, replace them with something else, or scratch this benefit altogether?

S. Schuhmacher has received a lot of positive feedback on the notebooks. People weren't super interested in the agendas, however have been very excited about the notebooks. Sees the notebooks as being more useful than the agendas.

E. Zerr echoes S. Schuhmacher.

K. Miclat comments that this benefit is good for members who aren't engaged in in-person events. Comments that if backpacks are not continued in the future, tote bags may be a suitable alternative.

C. Ma comments that it may be beneficial not to include a year on the notebooks, as this would allow us to re-use them.

M. Patrick comments that there is normally a page at the beginning of the notebook that includes an address from the President, a picture of the council that year, but agrees that it would be helpful to be able to re-use the notebooks.

H. Saunders adds that this year may not be representative of how popular the notebooks will be. Suggests renewing for this year to see how next year goes in order to see in-person reactions. Doesn't see a reason to pick something different at this point, as we haven't gauged interest yet.

S. Vos to discuss with G. Sicotte-Mendoza. Will likely continue this for 1 year to see actual representation on how popular they are. S. Vos to try to negotiate a better contract with CU Ads for next year where payment is obtained by a specific date. Will also explore the possibility of using a different ad agency.

14. **RxFiles Ordering and Distribution (2 min)**

S. Vos

Background: In the past years, RxFiles has given us a special promo for CAPSI students who want to order an RxFiles book. Since everyone is going to be online during the Fall semester this year, what is everyone's opinion on having the orders done during the Winter semester instead?

	Question 1: Which semester/when would you prefer to do an RxFiles order?
UBC	Would prefer in Term 2. Would like to see how logistically successful our textbook pickup is going to be in September before taking on another role.
U of A	If possible, we would prefer the Fall term. It is unlikely we will be in

	person in January and students would use them in the fall.
USask	Both September and January. Easy for Usask as RxFiles HQ is on campus.
UManitoba	Before February.
U of T	Prefer distribution early in Term 2. Textbook distribution and coordination with the faculty for textbook deliveries will be better and as well, students would not need it until second semester anyways.
Waterloo	Would be nice to coordinate with textbook distribution in September but if not then semester 2 will hopefully be in person which will make distribution slightly easier.
U de M	We would prefer 2nd term as promotion and distribution would be much easier (if 2nd term is in person).
ULaval	Winter term would be better for us, since there's a chance that students will have access to the faculty.
Dalhousie	If possible, we would prefer the Fall term. It is unlikely we will be in person in January and students would use them in the fall.
MUN	Agree with UBC. Second semester may be in person and easier to distribute and even if not, will be able to adjust based on feedback from the textbook order to make it go smoothly. It is also nice to spread out the benefits so we have something to offer in regards to discounts each semester.

S. Vos states we will likely stick with an order for the Winter semester. In order to get the discount, we need an order of over 300 books, so it would not be feasible to do 2 orders at different times.

K. Miclat inquires as to whether this is last year's discount or if there has been a change this year.

S. Vos states she is going off of last year's numbers, as they typically carry the deal over from year to year. Will attempt to negotiate a better discount if possible.

H. Saunders questions if it is possible for students to get a discount code for students to use and order individually. Adds that Dal's sale last year was a bit chaotic and that there was a competing discount (unknown where from) that took away from CAPSI's sales.

E. Zerr adds that it may be more enticing for students to get the newer version.

S. Vos does not believe it will be an option for students to order individually using a discount code, as this does not guarantee RxFiles will sell a specific number of books. Will mention the competing discount code to RxFiles and see if this will allow us to obtain a unique discount.

K. Miclat questions whether this discount could include online access to RxFiles, as U of T members have expressed interest in this.

H. Saunders adds that Pharmacy Association of NS (PANS) has access to RxFiles online, which is how Dal students obtain access.

S. Vos will inquire about online access, as she feels this would be a popular benefit.

S. Litchmanova adds that Waterloo has access for free through their library. May be best to check which schools have access to the online version of RxFiles to see if this will impact sales.

T. Dhadiyal inquires what the cost was for the book last year.

S. Vos clarifies that the cost last year was \$80 all in.

C. Ma states online access would be beneficial for UBC students, as although CAPSI UBC does not sell physical copies of RxFiles, they may be able to sell access to the online version.

15. **Inclusion of Representatives from UBC's Bachelors of Pharmaceutical Sciences Program to CAPSI Council (15 min)** **T. Dhadiyal/C. Ma**

Background: UBC has started a new bachelors program called Bachelors of Pharmaceutical Sciences. The program entails study of the sciences behind drug discovery and development, including pharmacology, formulations, nanomedicine, diagnostics, and analytical chemistry. Students will graduate ready for grad school or a technical position in pharmaceuticals, life sciences, or biotechnology. Here is a [link](#) to learn more about the program.

Since this is a novel program (as far as I know), should UBC Council have bachelor reps on the CAPSI council? There are three options I came up with to pursue this: Option 1 → 1-2 bachelors on local council; Option 2 → Bachelor Senior and Bachelor Junior that also are part of CAPSI National Council; Option 3 → No representation and let them be a standalone program. The fact that CAPSI is an organization for pharmacy students makes it sort of crucial, if not mandatory, for us to include the bachelor reps on the council. They are pharmacy students with a different end goal. However, the fact that bachelor students will not be pharmacists at the end might make it difficult for us to organize events that benefit students from both streams. On the contrary, events involving pharmaceutical reps can be helpful for both the streams (i.e. PharmDs and BPharms). So, I wanted to discuss it with the national council and wanted to know its thoughts on this? If any school has a similar program like this, how are you currently handling it? Any suggestions will be helpful.

J. Kwon comments that U de M has a similar program. Has not interacted with individuals from this program a great deal, as they have a separate student council. Similar to how the Faculty of Medicine Student Association does not represent all health programs. Does not see the value in adding representatives from this program.

S. Terekhovska questions whether these students already have a CAPSI membership. Feels it would be beneficial to include these students in CAPSI, but notes that we should be consistent in offering this to similar programs across Canada.

T. Dhadiyal clarifies that these students do not have a CAPSI membership and that we would have to promote CAPSI to them.

M. Kieley states that many of CAPSI's membership benefits would not be beneficial to these students.

L. Symonds feels that PDW topics likely wouldn't be useful for them. Echoes M. Kieley. May see more benefit from an association such as IPSF, which is included in a CAPSI membership, so may still be beneficial.

C. Vaccaro echoes above.

S. Litchmanova echoes above. Does not feel that these students should be included in CAPSI, as they will not graduate with a degree that allows them to practice as a pharmacist.

D. Bergeron echoes above. Notes that competitions will not be beneficial for these students, as they have a clinical focus. Adds that the Bachelor degree at U de M is linked to the student association, but not to CAPSI.

M. Patrick emphasizes that CAPSI is an association for pharmacy students and interns invested in professional development and issues affecting their profession. Is apprehensive about including these members as our focus is primarily on pharmacy student development. Suggests that we do not make a decision on this today and collect more information prior to voting.

S. Terekhovska adds that if we decide not to include these students, it may be beneficial to pass on IPSF individual membership opportunities to them.

T. Dhadiyal thanks everyone for their feedback. Feels point raised about connecting to IPSF is very helpful. UBC also has an Undergraduate Pharmacy Society, so this may be more appropriate. Adds that if other schools are not offering CAPSI to similar programs, that UBC should not offer it either.

16. **OM Changes (10 min)**

W. Boudreau

Background: Some items were referred to the Constitutional Review Committee from the Spring TC. I would like to vote on the modifications to the OM on these subjects:

- Masters Students being CAPSI members
- Conflict resolution
- Communication with APhA-ASP
- Correction of ACEIP in French
- Special clause for extenuating circumstances (such as COVID)
- Beginning of term

[Link to Working Copy of OM](#)

ADD to Section 2.1.1 General Students Members

“Defined as a full-time pharmacy student in any program at a Canadian Faculty of Pharmacy that grants a degree allowing the student to practice as a pharmacist, including undergraduate studies (e.g. PharmD), postgraduate studies (e.g. MSc in

Advanced Pharmacotherapy, PharmD), and residency programs, or a pharmacy intern registered in Canada who has provided appropriate compensation for any prescribed fees to the Association”

AND STRIKE OUT

“Defined as a full-time undergraduate or PharmD student of a faculty of pharmacy at any Canadian University, or a pharmacy intern registered in Canada who has provided appropriate compensation for any prescribed fees to the Association.”

ADD section 3.1.4 CONFLICT RESOLUTION

“If a conflict arises between council members that cannot be resolved independently between the parties involved, the council member(s) can request that the president-elect, president, or past-president act as an advisor or mediator to help resolve the conflict.”

ADD to section 3.2.10 IPSF Liaison as 3rd point in duties:

“Act as the Liaison between the Academy of Students in Pharmacy (ASP) and CAPSI. The Academy of Students in Pharmacy represents the student sector of the American Pharmaceutical Association.

Duties include:

- To represent the Association to the ASP.
- To write a letter introducing him/herself to the Chairperson of ASP shortly after being elected.
- To send ASP's Executive Committee the names and addresses of CAPSI National Council representatives.
- Attend, if possible, ASP's Annual Meeting or arrange an alternate meeting with the ASP Chairperson-Elect to discuss short and long term goals.
- To maintain correspondence with the ASP Executive Committee regarding CAPSI activities and initiatives.”

AND STRIKE OUT the same words of the president-elect duties at section 3.2.2

MODIFY all “Association Canadienne des Etudiants et des Internes en Pharmacie” by “Association canadienne des étudiant(e)s et des internes en pharmacie”

ADD section 3.1.1.1 Temporary Modifications due to extenuating circumstances

“National Council reserves the right to modify or cancel any membership benefits or activities of the Association due to extenuating circumstances.”

ADD to section 1.1.1 Association Year

“The term starts on June 1st and ends on May 31st of the following year. Traditionally, these meetings usually coincide with the Canadian Pharmacists' Association (CPhA) Annual Conference but may not need to.” after “the following CAPSI National Initial Council Meetings.”

AND STRIKE OUT

“These meetings coincide with the Canadian Pharmacists' Association (CPhA) Annual Conference held in May or June.”

M. Suon left the meeting at 5:12 PM MST.

M. Suon re-entered the meeting at 5:14 PM MST.

S. Terekhovska questions whether students in PharmD for Practicing Pharmacist programs are eligible to be CAPSI members.

M. Patrick comments that while this is not explicitly stated right now, it could easily be added.

W. Boudreau comments that the definition will be changed to include PharmD for Practicing Pharmacist students as general members.

E. Zerr comments that similar to IPSF, if you're still studying pharmacy after graduating, you should be included as a general member.

D. Bergeron questions whether PharmD for Practicing Pharmacists are included in the local association.

A. Chadha comments that U of A PharmD for Practicing Pharmacist students are able to sit on local council/be members of APSA.

S. Terekhovska questions whether this would be the same membership fee as someone doing an MSc in Advanced Pharmacotherapy or a Residency.

J. Young adds that the same membership fee should be applied to students in the full-time PharmD for Practicing Pharmacists program as for the MSc in Advanced Pharmacotherapy and Residency programs.

M. Kieley comments that if you're in a program where you cannot practice as a pharmacist, you should be considered a general member.

BIRT CAPSI National Council approves the above amendments to the Operating Manual to be effective Wednesday, August 19th, 2020.

W. Boudreau/S. Vos

Motion Carried

17. **Month of Wellness Activities (5 min)** **W. Boudreau**

Background: The Student Wellness Committee is working on a month of activities to promote tools that can help students manage stress. This month of activities also aims to connect people through this online session and to have a good time with Canadian students sharing their experience. The month will likely happen in September. Activities and suggestions/input are welcome from everyone.

Now called Wellness Weeks and will happen in 3 separate weeks

[Link to Student Wellness Committee Meeting Minutes re. Wellness Weeks](#)

H. Saunders left the meeting at 5:28 PM MST.

S. Terekhovska thinks this is a great initiative. Questions whether this takes COVID into consideration in terms of spending more time alone and how to tackle low participation.

E. Zerr will ask a friend from the College of Nutrition about participating in the cooking week.

K. Miclat adds that some might not want to tune in to an online session. Suggests incorporating a challenge where pharmacy students from across the country can challenge each other. For cooking week, for example, tag a friend in pharmacy to cook a meal.

H. Saunders re-entered the meeting at 5:31 PM MST.

W. Boudreau specifies that after the cooking week, we will put together a Google Doc cookbook with all the submitted recipes.

M. Patrick encourages National Council to participate in these Wellness Week activities.

18. **CSHP and CAPSI Collaboration with Online Initiatives (2 min)** **J. Kelly**
Background: Given the nature of schools across the country providing virtual classes, collaboration between CSHP and CAPSI may be imperative this year especially for first year students just starting. If there are a large number of different types of events, collaboration will provide a great deal of streamlining and prevent online event fatigue with students. Please reach out to your local CSHP representatives for ideas on how to collaborate with one another!

19. **2020-2021 Symposia (5 min)** **L. Symonds**
Background: During the June Meetings, we discussed the possibility of using symposia topics for the online PDW sessions. Would like to finalize how symposia will be presented this year before topics are selected.

D. Bergeron plans to have online sessions in January, so could use the symposia topics for these sessions. Also takes symposia off the plates of locals.

M. Patrick seeks to clarify if online sessions will be in January and then sessions every few months. Questions whether online sessions will be continued in future years.

D. Bergeron clarifies that for future years, online webinars may be a useful tool to engage with members.

L. Symonds feels that Racial Inequities in Healthcare has been covered by our position statement and APhA-ASP. States that it may be beneficial to hold off on Symposia until January for reassessment in Winter semester.

K. Miclat is fine with holding off until January. U of T would still like to hold an educational symposia though, so would like to know what topics will be covered in the January sessions.

C. Vaccaro comments Manitoba has a full schedule for Fall, but would like to hold a symposia event in the Winter semester.

S. Vos adds that in the Sponsorship Package, for Platinum Sponsors, they have an opportunity to hold a webinar. No sponsors have expressed interest in this as of yet,

however other sponsors (non-Platinum) have inquired about just hosting a webinar. It is an option to schedule for the first semester. Will work with locals to coordinate this.

20. **Presentation of New Budget Format (2 min)** **G. Sicotte-Mendoza**
Background: New format provides automatic compilation of revenue/expenses in “summary” tab and all transactions are listed in “ledger” tab. New organisation of budget → transaction per activity instead of per position. Please contact G. Sicotte-Mendoza with any questions.
21. **Accountability to Deadlines (2 min)** **M. Patrick**
Background: Please be compliant with the deadlines that are set by council members. For example, we had a number of people submit agenda items and positions updates after the deadline. Please complete tasks in a timely manner.
22. **CAPSI’s Awards at PARO Regional Assembly (3 min)** **M. Kieley**
Background: CAPSI received a number of awards at the recent RA including the **Carlos Juarez** award. This distinction is given to the PARO association that shows the best development during a full year of mandate. The criteria of this award is based on the associations activities and number of activity reports, participation in SEP, and based on an evaluation by other CP’s (IPSF Liaison’s) across the world, amongst other things. Other awards/recognitions:
- Sofiya (CAPSI SEO) received best SEO award
 - Melissa (CAPSI CP/IPSF Liaison) received 2nd place in best CP award
 - Sofiya (CAPSI SEO) was elected as Chairperson of PARO for the 2020-2021 year

S. Terekhovska emphasizes the importance of these awards. IPSF has regional and global awards. Global awards have not been released yet. These awards are not far-removed from what we do - the Best Association Awards includes all CAPSI activities, national and local.

M. Patrick re-emphasizes that from all levels (local, executive, and IPSF) are important, all council members contribute to the work that we do. In this sense, we have all done work to achieve the Carlos Juarez award. Notes that we have the best national healthcare association in all of Canada. CAPSI is a remarkable association. Congratulates council on this accomplishment. Congratulates Sofiya and Melissa for their hard work and accomplishments.

23. **Introduction of a Report System (8 min)** **S. Terekhovska**
Background: With the cancellation of the PDW AGM (where the Executive Council members get a chance to report to members what they have been working on), it would be worthwhile to implement a report system for Executive Council members. As such, at the end of the CAPSI mandate, Executive Council members must write a report on accomplished tasks and share it with CAPSI members. This will increase transparency and will allow members to learn more about what executive council members do.

[Example Report](#)

BIRT CAPSI National Executive Council implements a report system for the 2020-2021 council year, to be reassessed at the 2021 Summer TC.

S. Terekhovska/M. Patrick

J. Kwon questions how this is different from the position updates and Executive Checklists.

S. Terekhovska clarifies that this report would be visible to members.

J. Kwon notes that the position updates are visible to members, however notes this may be beneficial.

L. Symonds notes that any members who are interested in Executive Council would likely skim meeting minutes anyway, and this report may provide additional insight.

M. Kieley notes that with IPSF, general members can ask questions about these reports.

J. Kwon questions whether this is similar to Executive Council presenting their position during the AGM at PDW.

S. Vos seeks clarification on what the format would be if this was to go through. Would it be similar to IPSF? Would it be copying and pasting position updates into one document?

S. Terekhovska clarifies that the report includes broad goals. Would be good to touch on these goals after the year has passed. Also includes directions for the future, challenges for the future. For the "Tasks Completed" section, could copy and paste position updates. Adds that this would be to replace the AGM for this year. In future years if AGM were to come back, this could be removed if council/members see fit. Proposes similar sections to IPSF reports.

T. Dhadial adds that it's important to consider the audience. General members who are interested will seek this information out. Unsure as to whether this will benefit general members, in addition to adding a task to the Executive's to do list.

M. Patrick notes that AGM will not be happening in person. Will be contacting other associations to see how they are approaching AGM's this year. Does see how these reports may be more beneficial than the 3 points provided during the AGM. Does see how this would be beneficial for potential candidates and incoming position holders. Feels there is no harm in trialing for 1 year.

S. Terekhovska notes this may increase member engagement. When reports are sent out, it may increase the number of people who will skim through them. Will also increase transparency and communication with general members.

J. Kwon notes that it is important to consider a few ways to increase transparency, as many initiatives have been proposed.

S. Terekhovska re-states that this report would be directly from the council to the members, versus other initiatives which focus more on informing council of council's activities.

Motion Carried

24. **PDW 2022 Update (10 min)**

K. Miclat

[PDW 2022 Update](#)

M. Patrick notes we are planning for a year and a half in the future. Would like to gather more information on what other conferences are doing/planning for events in January of 2022. Financially, it likely isn't feasible to hold a conference with one delegate per room. Encourages getting Faculty opinion, CPhA opinion on conference logistics. Feels we need to plan for it not to be socially distant, considering there may be provincial regulations at the time as well.

S. Vos adds it would be beneficial to ask Sheraton what the cancellation policy would be if COVID was an ongoing concern. Get an outline of cancellation fees and the associated dates so that we know the latest date we can cancel with minimal financial burden.

S. Litchmanova inquires as to whether CAPSI National has made a post about PDW 2021 being cancelled. Will be in contact with PDW 2021 PC to repost their post.

25. **Update on Competitions (5 min)**

D. Bergeron

Background: Just a little update on where I'm at with competitions this year.

- **OTC/PIC:** Local competitions will be sent to locals by mid-September with rules and procedures adapted to an online format. National competitions with winners from each school will take place sometime in early January and will be coordinated nationally (I'll just need the names of local winners).
- **SLC:** Local and national competition will take place as usual. Information about local competition will be sent at the same time as OTC and PIC.
- **Guy-Genest Award:** Takes place as usual, please collect applications.
- **Award of Professionalism:** Deadline extended to September 30th after request by local reps.
- **Future of Pharmacy Excellence Award:** Goes on as usual. I've received 3 applications so far for the summer session (deadline is August 31st).
- **Compounding:** Nothing for now. Sam and I sent an email to Medisca with a proposal to adapt the competition to be online and only in a written form, that would be completed individually on a specific timeline, which would not require any organization from locals, but we haven't received any answer yet.
- **Advice for Life:** Not sure yet if we go on or not. We are still waiting for an answer from PharmaChoice to make sure that they are partnering with us again this year.

A. Chadha comments that the update is appreciated, as locals are concerned about the logistics of local competitions. Biggest concern is with the national competitions. Understands D. Bergeron will be coordinating this, however with adjusting to new ways of running things, this is a huge responsibility for Derek and the Competition Review Committee. Time differences will have to be considered, which will make things very difficult. Questions whether the amount of work that will go into it will be worth the reward of student engagement.

K. Miclat adds that discussion about Compounding Competition at the Sr/Jr Meeting concluded that this competition likely would not be valuable this year. Holding off on this competition for this year would allow re-allocation of funds and efforts for this year.

D. Bergeron will consider these points and further discussion will be had at the Fall TC.

H. Saunders inquires whether there will be protocols for local competitions.

D. Bergeron clarifies he will be sending a document on these protocols in the near future.

Motion to adjourn the meeting at 6:18 PM MST.

M. Patrick/S. Terekhovska

Motion Carried



C A P S I • A C E I P

Annex of Executive and Local Council Updates
Summer Meeting 2020

Wednesday, August 19th, 2020 from 4-6 PM MST

Local Council Updates

University of British Columbia (T. Dhadial/C. Ma)

Position Update:

- Had a meeting with the local council to ask execs which events they would like to pursue for the upcoming year. Most of the events have been okayed by them and will be held online at times held during a normal academic year. Everything currently in the planning stages so, nothing concrete to provide info on yet.
- We are not holding the Compounding Competition this year due to the logistics pertaining to COVID-19.
- We are currently in talks with the faculty on the possibility of holding a Textbook Sale at the faculty site or around it. No concrete decision on this yet. However, it will be finalized soon.

Upcoming Events:

- CAPSI Awareness Week - in the planning stage for September for first years' orientation.
- CAPSI First Year yearly reps - elections to be held in September.
- CAPSI involvement in the first year's orientation activities at the Great Pharmacy Adventure Event
- CAPSI is holding an online station to advertise the organization to the students.
- CAPSI Lunch N' Learns in collaboration with a local CIBC rep (providing financial information) - sending a survey out to UBC Pharmacy students by this week hopefully to gauge their interest.
- UBC senior and junior will hold meetings with local executives to go over their yearly goals and position objectives at the end of August.

University of Alberta (A. Chadha/R. Hanson)

Position Update:

- Supported 1000 Donors blood drive initiative by helping recruit donors and advertise event
- Awaiting details about competitions to start planning those
- Supporting RxFactor planning
- Planning Race against Racism

Upcoming Events:

- Welcome letter for incoming class - done
- CAPSI lunch & learn (virtually?) - date unknown
- Student orientation August 27th - live
- First day of class September 1st
- Race against Racism - Sept 25th, 26th, 27th

University of Saskatchewan (E. Zerr/L. Lueken)

Position Update:

- Held monthly meetings with local council to update on National meetings and plan for upcoming semester
- Brainstormed local fundraising ideas (scrunchies, ear savers, discount cards)
- Added land acknowledgement to our local meetings
- LOVING the Waterloo Instagram facts and other social media posts.

Upcoming Events:

- Changing signing authority to accept e-transfers
- Run for the Cure (Oct 4) – Pharmacy & Nutrition team
- Vampire cup
- Election of First Year Reps (letter of intent)

University of Manitoba (C. Vaccaro/S. Diocee)**Position Update:**

- Created committee for first year orientation planning and had first meeting to delegate tasks
- Rescheduled MNTP from Nov 2020 to Feb 2021
- Awaiting further details for competitions

Upcoming Events:

- Orientation presentation for first years during first week of class
- Class/Faculty Zoom socials
- (Socially distanced) BBQ meet and greet
- CIBC Run for the Cure

University of Waterloo (K. Shchepanik/S. Goldstein)**Position Update:**

- Spring Term:
 - The UW CAPSI local council held its final meeting of the spring term on July 28th. This term we hosted a variety of virtual events and initiatives which included the following:
 - OTC week
 - Social Media Challenge
 - OTC Trivia Night
 - Mock OSCE's
 - IPE Ovarian Cancer Symposium
 - Virtual Game Tournament
 - Virtual Scavenger Hunt
 - Transformational Tuesdays
 - Wellness Wednesdays

Upcoming Events:

- Textbook Sale (pending details from National)
- Competitions (pending details from National)
- Introduction Video - "Who is CAPSI"

University of Toronto (K. Miclat/M. Chung)**Position Update:**

- The summer package from the Undergraduate Pharmacy Society (UPS) has been drafted and will be sent out soon to incoming first years and upper-year students. The package included a letter from CAPSI and will include a form for students to opt-in to their CPhA Benefits.
- Textbook sales are normally sent out through the summer package. This year we have postponed them, and communicated to students we will update them once we are ready to put orders in
- The 2 first year representatives will be elected in September. We are looking forward to meeting with our local council in September

- Waiting on competition information to start planning
- Working on Award of Professionalism
- Senior/Junior continue to meet to discuss Fall semester

Upcoming Events:

- Annual Clubs Fair – The annual Clubs Fair for the incoming first years will be taking place online during Phrosh Week. We will be available virtually so students can learn more and talk to us one-on-one.
- Phrosh CAPSI Presentation - During Phrosh week we will be presenting to the incoming first year students informing them about CAPSI. We will be informing them of what we do, how students can get involved, membership benefits, and an overview of our events/competitions.
- Back-to-School Picnics - In place of the Back to School Mixer offered by UPS and our CAPSI Ice Cream Social, we have collaborated with UPS and are planning Back-to-School Picnics. There will be multiple picnics and will happen remotely in various cities, hosted by our CAPSI Council and UPS Council members in cities like Montreal, Windsor, London, GTA, Vancouver, etc. This is currently pending approval from our Vice Provost office. We will offer hand sanitizer, snacks, enforce social distancing, and cap attendance based on social gathering limits.
- Textbook sale - waiting on information
- Notebook Distribution - waiting on information

Université de Montreal (T. Duong/A. Le)

Position Update:

- Had meetings with Udem Sr/Jr to plan for fall activities
- Brainstorming ideas to increase social media presence (Instagram and facebook)
- Preparing a presentation to make CAPSI opt-out at UdeM
- Awaiting information about competitions to plan them

Upcoming Events:

- Student orientation in late august
- Election of CAPSI secretary mid-September
- Awaiting information about competitions and backpack/notebook distribution

Université Laval (P. Sanjab/S. Boudhine)

Position Update:

- Held weekly meetings with local council to plan upcoming semester
- Awaiting information for competitions, flirting with the idea of moving them to the Winter semester if the faculty doesn't let us get on campus
- Everything else is in the planning stages, not much info to provide yet

Upcoming Events:

- Student orientation + Local council/CAPSI Awareness events - all of September
- First year reps election (including CAPSI) - TBD
- Possibility of a Back to School BBQ - in discussions with local council
- CAPSI Lunch and Learn - TBD

Dalhousie University (H. Saunders/R. McLean)

Position Update:

- Race Against Racism taking place August 6-9
- Planning a welcome document to be sent out to students and faculty in September

- Had meetings with Dal Sr/Jr about plans for fall
- Met with orientation committee to discuss plans for orientation
- Awaiting info about competitions to begin planning those
- Awaiting info about backpacks and notebooks to plan for their distribution
- Dal Sr and Jr will hold a virtual meeting with year reps to discuss goals and plans for the year

Upcoming Events:

- Race Against Racism
- Distributing "The Formulary" a welcome document
- Orientation Photo Scavenger Hunt with donut meet and greet
- Orientation virtual Photo competition
- CAPSI lunch and learn on ZOOM
- First Day of Classes September 9th
- CAPSI First Year reps elections to take place in September
- Competitions - awaiting for info from national
- Textbook sale - awaiting info from national

Memorial University of Newfoundland (S. Schuhmacher/C. Coles)

Position Update:

- Planning our annual softball tournament
- Awaiting information for competitions
- Awaiting details for textbook sales
- Brainstorming for online CAPSI events for the semester

Upcoming Events

- Orientation video - September 8th
- First year zoom meet and greet/ speed dating - first week of classes
- First day of classes - September 9th
- Saving second base ball tourney (raising money for RFTC) - early September
- Run for the Cure (may be virtual) - October 4th
- CAPSI lunch and learn online - TBD

Executive Council Updates

President (M. Patrick)

Position Update:

- Facilitate committee meetings
- Write presidential address for CU ads
- Handover CRC duties from last year
- Help develop the competition award form
- Get execs to create goals
- Get PDW 2021 social media post posted
- Get Annual report is posted on website
- Review racism position statement
- Email Hooman at PharmAchieve for current promo codes
- Request standardized email signature from Webmaster
- Request “group” council photo from Webmaster
- Facilitate smooth transition of CRC with PE
- Send lawyers the name of the new council members
- Review sponsorship package
- Receive handover of CAPSI video from Communication and Marketing Committee
- Review PDW 2022 contract with COVID lens

President-Elect (W. Boudreau)

Position Update:

- Completed
 - First meeting with CRC
 - First meeting with SWC
 - Update finance file from January to March 2021 for Finance committee
 - Add new suggestion for the OM
 - Creation of the document for abbreviation guide
 - Work with Lexi to follow up on last year’s statement
 - Draft on month of activity
 - Phone call with Christine about the textbook sale
- Upcoming
 - Second meeting for SWC (before summer TC - date TBD)
 - Second meeting for CRC (September; task will be sent before the meeting)

Past-President (J. Kwon)

Position Update:

- Provide guidance to the CAPSI National Council as required
- Answer emails sent to pastpres@capsi.ca
- No meetings for Ethics Committee as no reported ethical matters have been brought forward currently
- Reviewed June meeting minutes

Executive Secretary (J. Young)

Position Update:

- Completed
 - Held first Membership Committee Meeting
 - Held first Ad-hoc Electoral Committee Meeting
 - Responded to emails
 - Coordinated membership registration for non-student members with CPhA

- Liaised with CPhA to update PharmAchieve codes on Members Only Portal
- Reviewed PDW 2022 hotel contract
- Attended first Executive Council meeting
- Distributed June 2020 Meeting Minutes to council
- Liaised with Svetlana to upload 2020 Spring TC Meeting Minutes to website
- Reviewed CAPSI's racism position statement
- Reviewed and edited competition winner/reimbursement forms with Gabrielle, Derek, and Morgan
- Attended Constitutional Review Committee Meeting
- Attended Communications and Marketing Committee Meeting
- Reviewed Belair contest details with Sam, Morgan, and William
- Compiled and arranged Summer Meeting agenda
- Upcoming
 - Update election documents
 - Coordinate first membership drive of 2020-2021 year
 - Distribute Summer Meeting Minutes
 - Liaise with Svetlana to upload June 2020 Meeting Minutes to website
 - Finalize details of email blasts with Sam - first one to be sent in conjunction with call for open subcommittees
 - Prepare Membership Monday posts with Membership Committee
 - Gather subcommittee descriptions for open subcommittees

Finance Officer (G. Sicotte-Mendoza)

Position Update:

- Completed
 - Received signing authority to the bank account
 - PxP/PDW reimbursements 2019-2020 completed
 - SEP reimbursements completed
 - Working with PDW2022 for adapting to social distancing
- Upcoming
 - First meeting of the finance committee to be scheduled
 - Meeting with accountant to review financial coding and membership taxation
 - 2nd installment to PDW 2022
 - Membership fees payment to be scheduled

VP Communications (S. Vos)

Position Update:

- Completed
 - Held 1 Communications and Marketing Committee meeting
 - Meeting with Morgan to discussing current issues and directions
 - Meeting with Shiftposts to discuss prospective sponsorship
 - Executive council meeting at end of July
 - Finalized order for Notebooks
 - Working with Belair for a call-for-a-quote contest for membership benefit
 - Discussed feasibility/logistics of distributing member research surveys to CAPSI members via email blasts/website with Morgan, William, and Jenn
- In Progress
 - Distribution/delivery of notebooks
 - Update Locals on Goodlife Membership benefit
 - Work on logistics of email blasts with Jenn
 - Ongoing emails with current and prospective sponsors

- Reorganizing VP Comms Google Drive and documents to make it easier to navigate
- Explore feasibility of distributing CAPSI wellness packages to members during Winter 2021 final exam season
- Upcoming
 - Communications and Marketing Committee meeting (end of August/early September)

VP Professional Affairs (L. Symonds)

Position Update:

- Completed
 - Held 2 position statement writing parties & 1 general Advocacy Committee meeting
 - Completed Racism Position Statement w/ Resources, passed on to Translation Committee
 - Working with Will & Morgan to follow up on last year's statement.
 - Trying to get on the pamphlet
- Upcoming
 - Set to have another advocacy meeting soon
 - Need to post the position statement and make graphics so it's more approachable
 - Going to write another position statement with Melissa on antimicrobial stewardship
 - Developing an Advocacy tab for the website with Svetlana

VP Education (D. Bergeron)

Position Update:

- Completed
 - Review document for competition reimbursements
 - Review and launch call for applications for FoP
 - Review description of competitions on website
 - Adapt and send application form for AoP
 - Prepare local CAPSI competitions (PIC and OTC) - almost done
 - Reach out to Medisca about adapting compounding competition
- Upcoming
 - Prepare a meeting with CRC
 - Review local competitions with CRC
 - Translate local competitions
 - Have all local competitions ready for mid-september to send to locals
 - Review applications for FoP with CRC
 - Prepare monthly webinars for fall semester
 - Prepare a replacement for PDW

Webmaster (S. Litchmanova)

Position Update:

- No update provided

CAPSIL Editor (A. Tu)

Position Update:

- Completed
 - Translation committee had their first meeting in mid-June. We have decided that translation of bimonthly CAPSI email blasts and the sponsorship package (in progress)
 - Standard French translation for CAPSI values has been decided on
 - Submitted an article with Sofiya on behalf of CAPSI to be featured in the upcoming IPSF newsletter
 - Confirmed details with student blog initiative with Canadian Health Network; translations will not be necessary by CAPSI, the organization will handle the translating. Call for submissions has already been made.
- Upcoming
 - Planning for the Fall CAPSIL (contact sponsors this month, call for submission in September)
 - Student Blog Initiative to begin in September (planning for monthly posts or more frequent depending on how many submissions are received)
 - Translation committee recruitments starts in September

IPSF Liaison (M. Suon)

Position Update:

- Completed
 - Continuously read and comment on activity reports from other countries.
 - Attended global contact persons meeting.
 - Provide CAPSI/IPSF membership confirmation letters when asked to.
 - Attended IPSF PARO Regional Assembly: voted in RWG members and planned for the upcoming year.
 - Attended CANZUKAUS webinar “Pharmacy Worldwide: Taking your degree overseas”
 - **HEALTH CAMPAIGN AWARD:**
 - Sent out applications to local reps and set a deadline.
 - Reached out to past judges (4 judges confirmed – in need of 2 more).
- Upcoming
 - IPSF General Assembly to start in August.
 - Deadline for Health Campaign Award à applications to be sent to judges.

Student Exchange Officer (M. Kieley)

Position Update:

- Completed
 - Submitted CAPSI’s member organization report/video and credential forms for RA & GA
 - Participated in webinar on impact of COVID-19 on pharmacy education
 - Attended PARO RA as official delegate
 - Attended meeting on project with HMF AP ITB for World Youth Day
- Upcoming
 - IPSF General Assembly (August 14th-23rd)
 - Official transition with Sofiya (end of August)

Outgoing Student Exchange Officer (S. Terekhovska)

Position Update:

- Completed
 - SEO
 - Submitted Monthly Updates to SEC buddy
 - Attended PARO Regional Assembly
 - Contributed to Taking SEP Online documents
 - Attended SEP training (along with some IPSF representatives and members of CAPSI SEP committee)
 - Discussed the creation of Outgoing SEO position with CAPSI council
 - Worked with Gabrielle to finalize SEP reimbursements
 - Worked with Andrew to submit an article on behalf of CAPSI for the IPSF Newsletter
 - Working with Jenna (UofT IPSF Representative) to promote SEP Online session
 - IPSF Policy Committee
 - Was a speaker at the FESPAO policy training in French
 - Created a presentation on policy research and was a speaker at the IPSF webinar
 - Revised advocacy toolkits and the Global Declaration on AMR
 - IPSF Internal Committee
 - Analyzed Member Organization applications
 - Planned the CP Training with Professional Development portfolio
 - Revised Individual Membership guidelines and the CP forum proposal
 - Chaired the global CP meeting
 - IPSF Strategic Plan Task Force
 - Compiled members' suggestions and presented them to ExCo
 - Revised the draft of the new Strategic Plan
 - CANZUKAUS
 - Chaired a meeting
 - Assisted with planning and attended the webinar
- Upcoming
 - Attend UofT SEP Online session
 - Finalize and publish the Vaccine Hesitancy Position Statement (French version)
 - Assist the Internal Committee with the follow up system
 - Handover with Melissa
 - Write the SEP report

CSHP Liaison (J. Kelly)

Position Update:

- Completed
 - Consulting with CSHP national on the best mode of action for the Hospital Student award. Currently deciding on how to administer the award as PDW 2021 has now been cancelled.
 - Will update the CAPSI executive with CSHPs decision on the award
 - Consulting with CSHP local reps about virtual CSHP events and outreach for events.
- Upcoming
 - CSHP National AGM October 2020