



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

CAPSI National Executive Council Meeting

Saturday, January 8th, 2022

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Location:

<https://us06web.zoom.us/j/86849638282?pwd=OW15TGJoY0JxVW5oZDhDR0F1a2RTUT09>

Meeting ID : 868 4963 8282

Password : 167605

PM EST

1. Call to Order

W.Boudreau

W. Boudreau calls the meeting to order at 12:01 EST

2. Attendance (5 min)

M. Hopkins

Name	Position	Attendance
W.Boudreau	President	Present
C.Vaccaro	President-Elect	Present
M.Patrick	Past-President	Absent
T. Dhadial	Finance Officer	Present
M. Rafiq	VP Communications	Present
H. Saunders	VP Education	Present
M. Fyith	VP Professional Affairs	Present
M. Hopkins	Executive Secretary	Present
J.Melanson	Student Exchange Officer	Present
R. Huang	IPSF Liaison	Present
A.Nong	Webmaster	Present
W. Tran	CAPSIL Editor	Present

Guests: A.Krupski

3. Committee Reports (10min)

W.Boudreau

Committee	Chairperson	Tasks achieved	Tasks to complete
Student Wellness	C. Vaccaro	<ul style="list-style-type: none"> • Student features released • Helped UofM advocate for flex personal days/breaks in their schedule with UMSU 	<ul style="list-style-type: none"> • Student wellness survey • Remaining student recognition features • Re-launch Voices of CAPSI
Electoral	M. Hopkins	<ul style="list-style-type: none"> • Election packages completed 	<ul style="list-style-type: none"> • By-elections • Review election process and prepare for next year
Advocacy	M. Fyith	<ul style="list-style-type: none"> • Created a research based layout for the Advocacy handbook after consultation with professors and CPhA • Meeting with committee to go over the writing process • Meeting with Toronto and Waterloo reps over symptomatic testing in Ontario where we went over survey questions and possible plans of action and then later reviewed the results • Compiled Hot topics and a volunteer list for BTG debate • Made a detailed schedule as well as volunteer role duties for the Debate • Completed a presentation for the BTG event 	<ul style="list-style-type: none"> • Presentation for Advocacy 101 with Joelle Walker • Continue writing Handbook • Meeting for Bridge the Gaps Debate event • January 16th BTG debate event • Letter for Deans regarding symptomatic testing in Ontario
Mock OSCE	H. Saunders	<ul style="list-style-type: none"> • Starting to organize cases for locals 	<ul style="list-style-type: none"> • Myself and Mock OSCE committee will sort the cases and update as needed for local use
Membership and Communications	M. Rafiq/M. Hopkins	<ul style="list-style-type: none"> • Membership and Communications Bingo • Discussed possibility of short 	<ul style="list-style-type: none"> • Agrohealth Kahoot "Pharmafacts" (Date TBD)

		<p>promotional videos with sponsors</p> <ul style="list-style-type: none"> Brainstormed ideas for the year 	<ul style="list-style-type: none"> Possible sticker sale Continue to brainstorm ideas Create QR code with online pamphlet/infographic for next year's welcome gifts
Translation	W. Tran	<ul style="list-style-type: none"> Completed translation requests 	<ul style="list-style-type: none"> Continue translating CAPSIL articles and CAPSI content
SEP	J. Melanson	<ul style="list-style-type: none"> Collected all SEP applications (23). Provided applications for committee to review. 	<ul style="list-style-type: none"> Meeting on January 8th, 2022 to approve outgoing CAPSI members.
Competition Review	H. Saunders	<ul style="list-style-type: none"> All local competitions complete Reviewed National PIC/OTC cases 	<ul style="list-style-type: none"> Review Fall FoP
Ethics	M. Patrick	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Website	A.Nong	<ul style="list-style-type: none"> Completed October and November Health Initiative Completed December student recognition initiative with help of Christine Completed interview with pharmacists for career series - currently editing 	<ul style="list-style-type: none"> Currently planning for January Health Initiative Bringing back CAPSI promotion Complete CAPSIL entry for career series Collaboration with Dal and CSPT Pharmacology Awareness Campaign
Constitution Review	C. Vaccaro	<ul style="list-style-type: none"> Confirmed amendments with lawyers Updated OM sent to be uploaded on website 	<ul style="list-style-type: none"> Present Bylaw amendments at AGM Submit Bylaw amendments to lawyers and update website's copy Meet with CRC in Winter term
Finance	T. Dhodial	<ul style="list-style-type: none"> Nothing to report 	<ul style="list-style-type: none"> Nothing to report

5. Position Reports (10min)

W.Boudreau

Name	Position	Tasks that have been completed	Tasks that will be completed in January/February
W.Boudreau	President	<ul style="list-style-type: none"> ● Meeting with the PDW2023 PC ● Signature of contract with LCL and Hotel for Winter in-person meeting ● Follow up with Trudell, CFP, Belair Direct, Skillshare ● Confirmation of a French speaker for the National Virtual Event of January 2022 ● Preparation of the agenda and schedule for the Winter in-person meeting ● Preparation of Elections and AGA with Megan and Christine ● Planification of the BID for IPSF World Congress (going through documents) ● Follow up for advertisement for PharmAchieve, RxFiles, Uptodate VS and Medisca (Communications with Minahil) ● Reevaluation of the Insurance Policy (same contract as last year) ● Discussion with CPhA about Summer conference ● Discussion with Christine and Lawyers about Bylaws updates ● Meeting with Rexall ● Discussions about School breaks with UofM and Symptomatic COVID test with UWaterloo/UofT. ● CAPSIL President Address ● Discussion with UOttawa Pharmacy Faculty ● Antibiotic infographic 	<ul style="list-style-type: none"> ● Revision of contract with Staples, Skillshare, Trudell and new organizations ● Preparation of new benefits such as backpack ● Student loan forgiveness in partnership with CPhA ● Preparation of Award Ceremony ● Evaluation of the need of having home address public with Corporation Canada ● Standardization of Sponsors advertisements in CAPSIL ● Translation of AGM slides/Bridging the gaps ppt

		Revision	
C. Vaccaro	President-Elect	<ul style="list-style-type: none"> ● Organize & finalize Bridging the Gaps conference ● Met with UToronto/UWaterloo Re: Symptomatic testing ● Met with UofM/UMSU Re: flex personal days/ scheduling concerns ● Met with USask PDW 2023 PC ● Met with UOttawa about the new PharmD program ● Submitted Bylaw amendments to lawyers for approval ● Met with CPhA Re: PAM working group ● Met with Cory from Madgex and updated terms/conditions/privacy statement on website ● Discussions Re: IPSF World Congress ● Reviewed contracts for LCL, hotel, RxFiles ● Submitted election questions, promotional materials to Exec Secretary ● Collaborated with SOPhS Re: Collecting Kms from Coast to Coast, ordered plaque 	<ul style="list-style-type: none"> ● Attend AGM, Bridging the Gaps ● Work with advocacy committee on: student loan forgiveness position statement, website tab, advocacy guide ● Submit Bylaw changes to lawyers once finalized ● PAM working group ● Launch Voices of CAPSI ● Finish remaining student recognition posts ● Reach out to schools Re: mental wellness days during rotation
M. Patrick	Past-President	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● N/A
T. Dhadial	Finance Officer	<ul style="list-style-type: none"> ● Reviewed and signed CAPSI's insurance contract <ul style="list-style-type: none"> ○ Collected valuable information through market survey/quotes to be used prior to signing the next year's insurance contract. ● Got converted the CAPSI's 	<ul style="list-style-type: none"> ● Submitting monthly invoices to the accountant. ● Providing reimbursements for CAPSI related expenses – SEP, subcommittees' contest gift cards, etc. ● Working with the accountant to get invoices made for sponsors and members. ● Collecting and making

		<p>old financial records binder into a digital copy (USB) to be uploaded on google drive.</p> <ul style="list-style-type: none"> • Training the PDW 2023 PC Finance Officer with coding and financial planning. • January Council Meeting Reimbursements <ul style="list-style-type: none"> ○ Record keeping of deposits and cancellations ○ Working with the council members for reimbursements on a case-by-case basis ○ Working with the hotel finance team for payment collection followed by a stop payment. 	<p>payments to vendors</p> <ul style="list-style-type: none"> • Working on consolidating CAPSI's financial records on google drive.
M. Rafiq	VP Communications	<ul style="list-style-type: none"> • Have finalized: <ul style="list-style-type: none"> ○ CFP ○ PharmaChoice ○ RxFiles ○ CPhA (done fully) ○ Trudell ○ Medisca • Waiting for signatures 	<ul style="list-style-type: none"> • Need to send invoices to sponsors (all except CPhA and PharmaChoice) • Start recruiting new sponsors (such as headspace, LEO Pharma, Pfizer etc.) • Present at AGM
H.Saunders	VP Education	<ul style="list-style-type: none"> • SLC revisions from judges • Wrote PIC/OTC documents, had reviewed and translated • AFL winner chosen by pharmachoice • Guy Genest Winners chosen • Summer FoP chosen • Winner of AoP chosen • AGM slides prepared 	<ul style="list-style-type: none"> • National PIC/OTC competitions • Organize/coordinate Awards night Feb 3 at 8 EST • Receive nominations Fall FoP, review submissions, share winner • Announce winners for all competitions • Consolidate SLC judge feedback and determine winner • Assist with EBP competition • Email CPhA with winners of AoP and SLC • Present at AGM • Design and email certificates to

			<p>all competition winners</p> <ul style="list-style-type: none"> ● CAPSIL–competition winners ● Medisca Compounding presentation–reach out
M. Fyith	VP Professional Affairs	<ul style="list-style-type: none"> ● Networking with CPhA and got an update on their stance for symptomatic testing in Ontario and student loan forgiveness ● Met with the committee for new Francophone school ● Helped with the University of Manitoba PharmD program breaks letter of support ● Created an IPE case for PAM to distribute to locals ● Updated AGM slides ● Reviewed accreditation/standards review document ● Letter for student loan forgiveness first draft 	<ul style="list-style-type: none"> ● Revise the presentation for PuMP prospective Medical Professionals event in Toronto ● CAPSIL interprofessional entry ● Advocacy tab on website
M. Hopkins	Executive Secretary	<ul style="list-style-type: none"> ● Finished meeting minutes for November meeting ● Further developed Position Updates template for standardization ● Prepared agenda for January meeting(s) ● Created schedule for January meeting(s) ● Reviewed OM and Bylaws with CRC ● Created Election advertising materials ● Promoted Elections through CAPSI SM with help of Webmaster ● Answered questions regarding the election process for interested candidates 	<ul style="list-style-type: none"> ● Elections (coordinating process at Winter TC, training scrutineer, etc.) ● Bi-Elections (advertisement, collecting applications, answering questions, etc) ● Monitoring anonymous feedback form ● Update Membership Drive (February) ● CAPSI Chronicles Edition #3 ● Review formatting of OM changes ● Planning/preparing for AGM ● Membership and Communications meeting ● Electoral Committee meeting

		<ul style="list-style-type: none"> • Coordinated election application submissions with local representatives • Hosted Membership and Communications meeting (November 7th) • Facilitated development/running of Membership and Communications committee bingo • Created and published edition #2 of the CAPSI Chronicles • Answered email questions from prospective CAPSI members/international students/pharmacists • Organized/facilitated additional Membership Drive 	
J. Melanson	Student Exchange Officer	<ul style="list-style-type: none"> • Hosted IPSF local fall mandate meeting with Rita. • Conducted changes to SEP requirements and cost breakdown. • Found host sites to accommodate 11 students in Canada. • Supported 23 students who successfully submitted SEP application. 	<ul style="list-style-type: none"> • Provide annex to waiver of liability for SEP • French virtual SEP in collaboration with ANEPF, France • Organize virtual English SEP event with IPSF local representatives. • Help place CAPSI students with their preferred associations for SEP. • Coordinate incoming SEP students with local IPSF members. • Complete IPSF local winter meeting with Rita. • Attend SEO mandate meeting #1
R. Huang	IPSF Liaison	<ul style="list-style-type: none"> • Completed collaboration with A2M2. • Hosted IPSF Locals Fall Meeting with Jenna. • Continued to submit Activity Reports (14) and PARO 	<ul style="list-style-type: none"> • Complete collaborations with FEBRAF-Brazil and APEFyB-Peru. • Attend the first Global CP Meeting and CP Coaching Sessions.

		<p>Spotlights (11) and responded to questions from other organizations.</p> <ul style="list-style-type: none"> • Launched World AIDs Day Social Media Campaign and shared with PARO CPs. • Consistently provided support for IPSF Locals and shared events with them. 	<ul style="list-style-type: none"> • Host IPSF Locals Winter Semester meeting. • Continue to submit Activity Reports, PARO Spotlights, and disseminate information from IPSF via Locals. • Write article about COVID vaccine efforts of Canadian pharmacy students for PARO newsletter
A.Nong	Webmaster	<ul style="list-style-type: none"> • Continuous sponsor / PRN website updates • PRN social media updates / postings • Completed promotional posting for focus mental health and belair direct • Contacted CPHA regarding Member's Portal 	<ul style="list-style-type: none"> • Working with Loblaws to create promotional materials • Working with Will to finalize website updates on english website and starting to work on french website
W.Tran	CAPSIL Editor	<ul style="list-style-type: none"> • Fall CAPSIL <ul style="list-style-type: none"> ○ Contacted sponsors to inform them of their ad space in the CAPSIL ○ Revised and translated articles ○ Worked on the layout of the issue on CAPSIL ○ Published Fall CAPSIL on Issuu ○ Created infographics for CAPSIL promotion • Winter CAPSIL <ul style="list-style-type: none"> ○ Published call for submissions ○ Contacted people for interviews (The Dosette, Michael Coombs - Future of Pharmacy Award Summer 2021, Nirvishi Jawaheer - Student Wellness) • Updated the CAPSI Sponsors Follow Up Google Sheets with CAPSIL information (date when 	<ul style="list-style-type: none"> • Winter CAPSIL <ul style="list-style-type: none"> ○ Contact sponsors to inform them of their ad space in the CAPSIL ○ Conduct the interviews ○ Translation of the articles + encourage members to help with the translation ○ Layout + cover page ○ Publish on Issuu and website ○ Infographics for CAPSIL promotion + brainstorm ways to increase readership

		sponsor was contacted, procedures, email template)	
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M.Rafiq left the room at 12:30 pm EST

A. Krupski states that she is working on the EBP contest and when she receives the final draft she will send it out to the local reps. She states that she has had 1 meeting with CSHP and that she has a Facebook group with the local CSHP representatives with an upcoming meeting. She states the Together Conference is happening soon.

W. Boudreau asks for her to please send the promotional materials for the Together Conference to Will, Christine, and Angel.

6. Items to Discuss

a. Presentation of CAPSI Sponsors Follow Up sheet (8min) W.Boudreau

Background: To facilitate communication within the council and with our sponsors, here is some information on our sponsors.

You can find it in the drive: Executive council -> President -> Contracts ->

[CAPSI Sponsors Follow Up Sheet](#)

b. CAPSI Benefits (10 min) W.Boudreau

Background: I would like to hear your thoughts on Benefits and sponsorship directions for CAPSI. I would like to hear from you on Skillshare, Trudell, Rexall, HelloFresh, Headspace. Do you have any other ideas?

Motion to go in camera at 12:49 EST

W. Boudreau/ M. Hopkins

Motion to move out of camera 13:08 EST

W. Boudreau/ J. Melanson

c. AGM 2022 (10 min) W.Boudreau

Background: AGM will be held online and will be recorded. It will be on Sunday, January 16th at 11 am EST. It will last 1 hour. Make sure you are ready/prepared and do not go over your allotted time.

Any questions?

W. Boudreau states that every individual will have ~3 mins to present their slides.

d. Executive checklist (2min)

W. Boudreau

Background: Don't forget to update your executive checklist into the drive. That is required for transparency and that can help guide our incoming council to keep track of what has been completed.

In the drive: Executive checklist -> [Executive checklist](#)

e. Transition Documents (2 min)

W. Boudreau

Background: Please have your transition documents in the National Council → Executive → Executive Secretary → Transition Documents folder by Sunday January 9, 2022.

Please use track changes when updating your document and make sure that you update your entire document (not just the last 2 months), and continue to update throughout the year.

Please also read the OM (it is on the CAPSI website)

f. OM Position Update (1 min)

W. Boudreau

Background: Please read through your section of the OM and if you notice that there is anything that should be changed/added, email Will and Christine these changes.

Current OM is [here](#)

g. IPSF World Congress

W. Boudreau

Background: We will need to create a committee to put forward a bid, however, can we create a subcommittee with Rita as chair until the chairperson is elected and creating the committee?

R. Huang asks what would be involved with this position.

W. Boudreau states that this would be the coordination between CAPSI National Exec and the bid committee.

R. Huang states that she can help with this committee

M. Hopkins asks when the World Congress committee would be elected?

W. Boudreau states that it is a large committee. He states that he is hoping to post at the same time as the by-elections.

M. Hopkins states that it would be redundant to create two committees but we could vote on the ad-hoc committee tomorrow if we have the overall council composition created by tonight.

W. Boudreau states we will continue this conversation with Rita, Megan, and Will following this meeting and adding on tomorrow's agenda.

h. Award Ceremony (10min)

W.Boudreau

Background: What is the format we should select for the Award Ceremony on Thursday February 3rd 8 pm EST ? **This subject has to be presented to Council meeting*

Points to discuss:

- ❖ Pre-recorded message
- ❖ Students has to be present to receive their price
- ❖ Speech from students
- ❖ length
- ❖ Emails have to be send to student and sponsors
- ❖ Invite faculty members/deans
- ❖ Winners of Bridging the Gaps debate at this ceremony

H. Saunders states that she is hoping to have this on Zoom with a powerpoint presentation, allow the sponsors to speak, and keep it around an hour for all awards and sponsors. She states that all CAPSI members should be invited and asks that Minahil reach out to the sponsors.

W. Boudreau states that he will reach out to the sponsors.

H. Saunders states that the only contests that will be announced prior will be the AFL and FoP awards but she also thinks that we can re-announce these winners.

W. Boudreau questions who would create the slideshow

H. Saunders states that she could make the slideshow

W. Boudreau states he is concerned about sponsors showing up but students not showing up. He questions if we should give an incentive to show up to the event with a gift card?

C. Vaccaro states that we should know all of our winners and ask them if they will be able to attend.

H. Saunders states we can ask for the National Council to come and invite the Deans

M. Hopkins states that if we have a Kahoot event it may attract more individuals

W. Boudreau states that Will, Megan, and Hannah will discuss this online and make a decision by the end of the day.

Motion to adjourn the meeting at 1:32 PM EST

W. Boudreau/ A. Nong

Motion Carried.