

Unity – Professionalism – Advocacy – Academics – Excellence



C A P S I • A C E I P

CAPSI National Executive Council Meeting

Wednesday, March 23rd, 2022

Location: Zoom

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Location:

<https://us06web.zoom.us/j/84002000240?pwd=RIJlaUZWTXR4ZmJTclBySi9ac0hkUT09>

ID de réunion : 840 0200 0240

Code secret : 326983

PM EST

1. Call to Order

W.Boudreau

W. Boudreau calls the meeting to order at 8:01pm EST

2. Attendance (5 min)

M. Hopkins

Name	Position	Attendance
W.Boudreau	President	Present
C.Vaccaro	President-Elect	Absent
M.Patrick	Past-President	Absent
T. Dhadial	Finance Officer	Present as of 6:30PM EST
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: Jonathan Chan (Webmaster Elect), Marianna Pozdirca (VPPA Elect), Nawal Fatima (VP Ed Elect), Panteha (UdeM) Jr local representative, Angelica Le(UdeM) Sr local representative

3. Committee Reports (10min)

W.Boudreau

Committee	Chairperson	Tasks achieved	Tasks to complete
Student Wellness	C. Vaccaro	<ul style="list-style-type: none"> • Student Wellness Survey • Met with Danielle from CPhA Re: wellness surveys and future collaboration • Student Recognition Features 	<ul style="list-style-type: none"> • Final Student Recognition Feature in April • Analyze Student Wellness Survey over Summer
Electoral	M. Hopkins	<ul style="list-style-type: none"> • Sought feedback from 2022/2023 election process • Began working on OM revisions and sought input from committee members on OM revisions 	<ul style="list-style-type: none"> • Complete OM revisions • Finalize election process for 2023/2024
Advocacy	M. Fyith	<ul style="list-style-type: none"> • Bridging the gaps planning + event 	<ul style="list-style-type: none"> • Advocacy 101 event with CPhA • Handbook writing over the summer (extended timeline due to busy academic schedules)
Mock OSCE	H. Saunders	<ul style="list-style-type: none"> • Reviewed and old MOCK OSCE cases for locals to use if needed during PAM 	<ul style="list-style-type: none"> • Start transition with Nawal
Membership and Communications	M. Rafiq/M. Hopkins	<ul style="list-style-type: none"> • Agrohealth Kahoot “Pharmafacts” at National Awards ceremony • Sticker sale collaboration with AllBetterStudios (student from USask) • Membership benefits survey 	<ul style="list-style-type: none"> • Create QR code with online pamphlet/infographic for next year’s welcome gift • Start to transition new committee
Translation	W. Tran	<ul style="list-style-type: none"> • Translated CAPSI content • Translated Winter CAPSIL articles • Recruited more members 	<ul style="list-style-type: none"> • Continue translating CAPSI content • Translate Spring CAPSIL articles
SEP	J. Melanson	<ul style="list-style-type: none"> • Reviewed and selected outgoing CAPSI students to participate in SEP. 	<ul style="list-style-type: none"> • Nothing to report.

Competition Review	H. Saunders	<ul style="list-style-type: none"> Reviewed FoP Fall winner Finalized all other competition winners 	<ul style="list-style-type: none"> Start transition with Nawal
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"> Health initiative: completed February infographic in collaboration with Dr. Sanghera at the UofA, March health initiative under development (topic will be on toxicology) Carrer series: first interview published in the CAPSIL! CAPSI Promotion: continual collaboration with Christine to post January and March Student recognition Initiatives 	<ul style="list-style-type: none"> Complete March/ April Health Promotion
Constitution Review	C. Vaccaro	<ul style="list-style-type: none"> Finalized Bylaw revisions Final modifications of OM for 2021-2022 	<ul style="list-style-type: none"> Mail in hard-copy of Bylaws to lawyers for records Vote on OM revisions
Finance	T. Dhadial	<ul style="list-style-type: none"> Nothing to report 	<ul style="list-style-type: none"> Nothing to report

5. Position Reports (15min)

W.Boudreau

Name	Position	Tasks that have been completed	Tasks that will be completed in April/May
W.Boudreau	President	<ul style="list-style-type: none"> Finalization of contracts and sponsors payment (2 last ones on their way by mail) Organization of meeting for second round of elections Revision of sponsorship package and potential sponsors for PDWPC2023 Meeting with CPhA for Members-Only Portal, Billing Rx Genie, BelAir, Danielle CPhA Preparation of Award 	<ul style="list-style-type: none"> Revision of contract with Staples and Skillshare (according to National Survey) Preparation of new benefits such as backpack (to be discussed with incoming VPComm) Meeting with CSHP Liaison for EBP Competition and Awards partnership. Preparation of the in-person CPhA/June meeting Message to sponsors for end of year and PDW2023

		<ul style="list-style-type: none"> Ceremony ● Revision of contract Trudell ● Standardization of Sponsors advertisements in CAPSIL ● Translation of AGM slides/Bridging the gaps ppt ● Check-in with council members ● Preparation and organization of the EBP Competition ● Cancellation of COCEP booth ● Review of IPSF documents for structure and elections ● Elections results and feedback ● Follow up and signature for Bylaws 	<ul style="list-style-type: none"> ● Complete turnover document and revision of executive council members' turnover documents ● OM modifications ● Translation of website in French schedule ● Meeting with PDW2023PC ● Prepare fourth round of elections (if needed)
C. Vaccaro	President-Elect	<ul style="list-style-type: none"> ● Various meetings: CPhA, Rx Billing Genie, LCL, UofT, PharmaChoice ● Membership portal discussions ● See SWC and CRC updates for more projects completed ● Attended Awards Ceremony, PAM Social Night ● PAM Committee meetings ● Wrapped up Bridging the Gaps expenses, reimbursements, thank you emails, etc. 	<ul style="list-style-type: none"> ● Meet with Vigilance Sante regarding contract renewal end of March/early April ● Meet with incoming VP Communications, Minahil and William ● Membership portal discussions in the summer ● Begin transition with Will (April 26)
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"> ● Currently processing membership invoice payments. Finalized the new process and timeline with the Secretary. ● Received and processed 	<ul style="list-style-type: none"> ● Finish updating the Turnover Report ● Close the yearly books with the accountant

		<ul style="list-style-type: none"> • sponsor payments • Reimbursed all local as well as national competition and award winners • Made IPSF Payment through wire transfer and resolved the related issues. • Provided reimbursements to members for council related activities • Supported other execs in their budgetary planning. • Submitted monthly invoices to the accountant. • Uploaded CAPSI's financial documents onto the Google Drive • Processed reimbursements for canceled in-person January meeting. • Made payments for CAPSI's expenses: <ul style="list-style-type: none"> 1)Lawyer fees 2)Accountant fees 3)GST Installment • Updating the CAPSI budget excel document 	
M. Rafiq	VP Communications	<ul style="list-style-type: none"> • Medisca: contract has been signed and does not expire. For this school year we had no events and the contract does reflect this. • PharmaChoice: contract has been signed and will expire September 2024. We have also received \$13,000 in prize money for the Advice for Life competition. • CFP: Have had lengthy discussions with Dayle regarding the joint goals of both CAPSI and CFP going forward, have produced a contract that reflects said 	<ul style="list-style-type: none"> • CFP: awaiting on contract to be signed by Dayle – will follow up with him again. Contract has been modified to reflect this year's activity only and will be changed next year. • CPhA: have to modify the contract for next year (line 2 and 3 regarding benefits)/ make a note on transition document for next VPcomm to amend this. • Belair: there is an interest in implementing a new competition – plan to touch base about this. • CU Advertisement: need to send CU ads the lists of sponsors for PDW 2023 and

		<p>goals.</p> <ul style="list-style-type: none"> ● CPhA: contract has been made, signed and will expire this coming September. Have received \$4,760 for the SLC and the Award of Professionalism. ● Belair: contract has been made, signed and will expire in March 2025. We have received \$2,565.11 from that (sponsorship money + administration fee). ● RxFiles: contract has been made, signed and will expire in July 2023. Waiting for \$500 in sponsorship money to be sent. ● CU Advertisement: this is a work in progress – have finished a letter authorizing CU advertisement to start advertising on our behalf. Also have started to pave the way for 2022 - 2023 notebook. (more on this in the next column) ● Medimap: A new potential sponsor that I was connected to via our amazing UBC reps. Have had one initial meeting with them 	<p>satisfy the other criteria they require for smooth notebook production this summer</p> <ul style="list-style-type: none"> ● New Sponsors: brainstormed a list with Will and Christine for new sponsors to contact, however, many were on the contact list for PDW 2023 so this was momentarily paused. For next year's VPcomm a draft email for new potential sponsors should be drafted
H.Saunders	VP Education	<ul style="list-style-type: none"> ● Awards Ceremony–this was a success at the beginning of February and students and sponsors gave positive feedback ● National Competitions: PIC and OTC took place online with no problems ● All competition winners have been announced and certificates have been sent to all winners 	<ul style="list-style-type: none"> ● Finalize transition document ● Begin transition with Nawal

		<ul style="list-style-type: none"> ● MOCK OSCE cases have been updated for use by locals ● Medisca compounding event March 17–this was virtual. There was some CAPSI representation, hopefully more participation in the coming years 	
M. Fyith	VP Professional Affairs	<ul style="list-style-type: none"> ● Human Trafficking Event: 4 meetings with ACT alberta to coordinate the event, created advertising material, sent out personal invitations to health faculties, helped coordinate resource packages and certificates. Sent follow up emails with all participants and connected with a professor to potentially implement human trafficking training into the alberta pharmacy curriculum. Followed up with a student who wants to implement this lecture into the nursing students education as well. ● Answered questions for a writer at Pharmacy practice + business letter and followed up with her for a copy to distribute (pending) ● PAM mediaplanted article: Met with an editor from the toronto star twice to negotiate content and price within our budget. Wrote an article about pharmacy education in relation to the scope of practice of a pharmacist and how CAPSI 	<ul style="list-style-type: none"> ● Complete transition document: meet with marianna to start transition in april/may ● CAPSIL article submission (potentially about human trafficking and the pharmacists role) ● Follow up with student loan forgiveness program collaboration with CPhA

		<p>contributes to that. Currently working on another shortened version to be added to the print format of the toronto star at no additional cost</p> <ul style="list-style-type: none"> ● IPE Case: Created a heart failure case for locals hosting the Interdisciplinary panel in PAM 	
M. Hopkins	Executive Secretary	<ul style="list-style-type: none"> ● January TC meeting minutes ● Coordinated first round of elections (collecting candidates information, answering questions, coordinating voting, training scrutineer etc.) ● By-Elections (advertisement, collecting applications, answering questions, meeting minutes, coordinating voting, etc.) ● By-By-Elections (advertisement, collecting applications, answering questions) ● Monitoring anonymous feedback form ● Update Membership Drive ● Review formatting of OM changes ● Planning/preparing AGM ● Membership benefits survey ● Kahoot for Awards Ceremony 	<ul style="list-style-type: none"> ● Coordinate By-By-Elections ● Meeting agenda for April meeting ● Finalize transition document ● Begin transition with Steven
J. Melanson	Student Exchange Officer	<ul style="list-style-type: none"> ● Collaborated with ANEPF, France on a French virtual SEP event in February. ● Assisted in ASEPA, Algeria promotion with IPSF liaison. ● Held two meetings with 	<ul style="list-style-type: none"> ● Coordinate incoming SEP students with local IPSF representatives to help with transportation and accommodations. ● Contact all CAPSI SEP students who were not

		<p>IPSF locals and provided updates regarding SEP.</p> <ul style="list-style-type: none"> • Attended WC bid open discussion regarding World Congress 2022. • Attended SEO training with IPSF chairperson of student exchange. • Completed annex to waiver of liability for SEP. Authorized by chairperson of student exchange. • Started coordinating incoming students with host sites (6 students confirmed) • Confirmed ~8 outgoing SEP students (more students to be confirmed in upcoming weeks) 	<p>successfully placed with their preferred associations for future steps.</p> <ul style="list-style-type: none"> • Finalize all incoming SEP students and acquire waivers of liability. • Continue to reach out to host associations regarding placing CAPSI students in SEP. • Finalize transition document.
R. Huang	IPSF Liaison	<ul style="list-style-type: none"> • Collaborated with APEFyB, Peru on an opioid awareness social media campaign and with APEFyB, Peru and APhA-ASP, USA on a panel about the opioid crisis in the 3 countries. • Collaborated with ASEPA, Algeria on a quote competition for International Women’s Day. • Participated in IPSF IWD campaigns. • Attended CP Training and first Global CPs meeting. • Held two meetings with IPSF Locals and provided ongoing support. • Wrote articles for the PARO Newsletter. • Assisted in the launch of World Congress 2024 elections. 	<ul style="list-style-type: none"> • Continue to submit Activity Reports and PARO Spotlights and answer questions from other countries. • Collaborate with SUPA, Australia on a webinar about pharmacists in the COVID pandemic • Finalize transition and prepare for Regional/General Assembly
A.Nong	Webmaster	<ul style="list-style-type: none"> • CPhA membership portal 	<ul style="list-style-type: none"> • CPhA membership portal

		<p>changes - contacted Christine from CPhA about potential plugins to host member's portal</p> <ul style="list-style-type: none"> ○ Discussed budget with Will, TJ and Christine ○ Created a document with potential options in collaboration with Jonathan <ul style="list-style-type: none"> ● Increased activity on LinkedIn ● Webmaster OM updates 	<p>changes - meeting with Christine</p> <ul style="list-style-type: none"> ● Finalize transition document
W.Tran	CAPSIL Editor	<ul style="list-style-type: none"> ● Winter CAPSIL <ul style="list-style-type: none"> ○ Contacted sponsors to inform them of their ad space in the CAPSIL (Medisca, Loblaw, CFP, CPhA, Belair, RxFiles); received and ad for CFP, Belair and RxFiles ○ Revised and translated articles ○ Worked on the layout of the issue on CAPSIL ○ Published Winter CAPSIL on Issuu ○ Published CAPSIL Promotion infographic ● Spring CAPSIL <ul style="list-style-type: none"> ○ Published call for submissions 	<ul style="list-style-type: none"> ● Spring CAPSIL <ul style="list-style-type: none"> ○ Contact sponsors to inform them of their ad space in the CAPSIL (Medisca, Pharmachoice, Loblaw, CPhA) ○ Collaboration with Vicki Wood (Editor of Canadian Healthcare Network) ○ Translation of the articles and encourage members to help with the translation ○ Layout and cover page ○ Publish on Issuu and website ○ Infographics for CAPSIL promotion ● Turnover document <ul style="list-style-type: none"> ○ Add a section on how to use Adobe InDesign

T. Dhadiyal enters the room at 8:30PM EST

6. Items to Discuss

a. Executive Members feedback (2min)

W.Boudreau

Background: Here is a survey to give me and Christine some feedback based on your experience. Please fill it by the end of today, Wednesday March 23rd.

<https://forms.gle/XsFamCddJesotFiG7>

W. Boudreau asks that all executive members please fill out the survey by the end of the day. He states if you have any concerns about him directly please feel free to reach out to Christine directly and vice versa.

b. Presentation of CAPSI Sponsors Follow Up sheet (4min) W.Boudreau

Background: Here is just a follow up to confirm where we are at the moment. We are finalizing the payment of Rxfiles and CFP for this year. Some contracts will need to be signed and re-negotiated for next year.

[CAPSI Sponsors Follow Up Sheet](#)

W. Boudreau states that we will receive all the funds we have with sponsors this year. We are only waiting for RxFiles, CFP, and VS from subscriptions.

c. 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](#)

W. Boudreau also state that this will help all individuals who are transitioning in and asks that it be completed by the end of the month.

d. Turnover Documents (4 min) W. Boudreau

Background: Please have your transition documents in the National Council → Executive → Executive Secretary → Transition Documents folder by **Sunday April 3rd, 2022**. Please use track changes when updating your document and make sure that you update your entire document as it will be the final version. It will give Christine and I 1 week to review it. Once it will be reviewed, you'll receive a confirmation by email that confirms you can start your transition.

e. 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 **by April 1st**.

Current OM is [here](#)

f. Student Wellness Survey Update C. Vaccaro

Background: 111 people have filled out CAPSI's student wellness survey. Hoping to re-post the survey in early April (once PAM quiets down). If you notice your school is <15 responses please help promote this survey with your students!

UBC	4
UofA	6
UofS	2
UofM	29
UW	11
UofT	10
Laval	1
UdeM	4
Dal	32
MUN	12
	111

W. Boudreau asks for all involved to please contact students and friends to complete the survey

g. Members-Only Portal (3min)

W. Boudreau / A.Nong

Background: CPhA currently manages Members-Only Portal however, they will no longer be able to manage this by the end of May. We are currently researching wordpress plug-ins that we can integrate into our website to host Members-Only portal. More info on this in April's council meeting.

h. Rx Billing Genie

W. Boudreau / C. Vaccaro

Background: We met with the founders of RxBilling Genie who are interested in offering CAPSI a group rate for their product. RxBilling Genie is an app and website that provides billing codes, insurance solutions, tips, etc. for community pharmacies.

- Website: <https://www.rxbillinggenie.com/>
- Regular price: \$15/month and a cheaper annual rate
- Proposed student discount rate: \$12.75/month and a cheaper annual rate

Completed: ON, MB, BC, AB

In progress: SK, NS

Next wave: NF, NB, QB, PEI

A. Le enters the meeting at 8:45pm EST

P. Borzoeyan enters the meeting at 8:46pm EST

W. Boudreau clarifies that they are asking us to promote their platform and provide feedback from students on how they can improve. He states that they are interested in working with students to improve the platform. He asks if council members believe this will be beneficial for students.

T. Dhadiyal states that he thinks this is a great idea. The only concern he has is he does not know if students will be willing to pay for this because most students would go to the

pharmacists. He states that he thinks having a trial for 1-3 months may help to gauge interest.

R. Huang echoes T. Dhadial. She states Newfoundland has a group with all the pharmacists across the province where they ask for help for insurance which is free.

J. Melanson states that she sees a benefit from a relief pharmacist perspective; it would be beneficial but echoes T. Dhadial and R. Huang on questioning if a student would pay for it.

W. Boudreau questions if students would buy after a free trial

R. Huang replies that she does not feel that students would sign up if they could do a free trial but not if they had to enter their billing information

W. Boudreau states that we will look into a free trial before signing a contract.

i. IPSF World Congress (15min)

W. Boudreau

Background: We have received four candidates for the World Congress 2024 RC. Here are their applications:

https://drive.google.com/drive/folders/14HcD7Jya-82_zBD5rUShBg1xZdsKK-5E?usp=sharing

<https://forms.gle/7ftpmPTMquz5W9k38> (Link to Vote)

W. Boudreau clarifies that technically R Huang is the president of this committee at this point. It is up to the committee to decide how they will run their election, similar to the election of local representatives. Since most of the members of the committee are executive members we decided to present the applications to all of the executive members to have more feedback.

Motion to move in-camera

W. Boudreau/R. Huang

Motion Carried

Motion to move out of camera

W. Boudreau/H. Saunders

Motion Carried.

W. Boudreau clarifies that voting is due tonight at midnight EST and that A. Le is not permitted to vote for herself and incoming council members are not permitted to vote.

j. End of year (5min)

W. Boudreau

W. Boudreau states he had a great year and would like to thank everyone for their great work this year.

Motion to adjourn the meeting at 9:46pm EST

W. Boudreau/J. Melanson

Motion Carried.