



**C A P S I   •   A C E I P**

**Unity – Professionalism – Advocacy – Academics – Excellence**

# **Fall Meeting 2020**

## **CAPSI National Council Meeting**

Sunday, November 1, 2020

5-7 PM MST

1. **Call to Order**

**M. Patrick**

M. Patrick called the meeting to order at 5:03 PM MST.

2. **Land Acknowledgement (2 min)**

**M. Patrick**

3. **Attendance (3 min)**

**J. Young**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
M. Patrick	President	Present
W. Boudreau	President-Elect	Present
J. Kwon	Past-President	<b>Absent</b>
G. Sicotte-Mendoza	Finance Officer	Present
S. Vos	VP Communications	Present
D. Bergeron	VP Education	Present
L. Symonds	VP Professional Affairs	Present
J. Young	Executive Secretary	Present
M. Kieley	Student Exchange Officer	<b>Absent</b>
M. Suon	IPSF Liaison	Present
S. Litchmanova	Webmaster	Present
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	Present
E. Zerr	Saskatchewan Senior Representative	Present
S. Diocee	Manitoba Junior Representative	Present
C. Vaccaro	Manitoba Senior Representative	Present

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

**Guests:** M. Hopkins (U of A)

4. **Acceptance of Previous Minutes**

**M. Patrick**

[Summer 2020 Meeting Minutes](#)

**BIRT CAPSI National accept the minutes from the Summer 2020 Meeting on August 19th, 2020.**

**M. Patrick/L. Symonds**

**Motion Carried**

5. **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*

6. **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*

CSHP Liaison

*See Annex*

7. **3 Stars of CAPSI (2 min)**

**M. Patrick**

1. A. Chadha
2. A. Tu
3. L. Symonds

8. **Professional Identity Career Series (5 min)**

**A. Chadha**

Background: Career Series was a collaboration project designed to help provide students with insight into professional identity formation as pharmacists share stories of their own career paths. [Here](#) is the launch video of this project.

What is professional identity?

Professional identity formation is well recognized as an important aspect of developing confident and competent practitioners prepared to provide quality and safe patient-centered care.

What are the sessions?

20-30 minute lunch hour presentation to provide students insight into the various career options available post-graduation, opportunities available for students in the faculty, and how to get an early start on developing your professional identity.

9. **Wellness Week #3 (1 min)**

**W. Boudreau**

Background: Reminder to participate and promote on local pages Wellness Week # 3 (November 16<sup>th</sup> to 20<sup>th</sup>).

10. **Online CAPSI Member to Member Mentorship Program (8 min)**

**M. Patrick**

Background: Jamie Park, our 2019-2020 VP Education emailed Derek, William and I in late August with a few ideas. One of which was creating an online peer-to-peer mentoring program amongst CAPSI members. She says "I believe that it will allow students (especially 1st years) to feel more connected and supported as we transition into virtual learning. It will be the first of its kind in Canada to be offering a nation-wide peer support system." I would like to hear what your thoughts are.

L. Symonds questions whether J. Park specified any details.

M. Patrick states J. Park laid out in an email a proposed plan, however does not want to address specifics now. Wants to get locals opinions at this time.

C. Vaccaro feels it is a good idea. Questions how formal vs. informal these meetings would be.

M. Patrick clarifies this would be at the discretion of the mentor-mentee pair.

A. Chadha states from a U of A perspective, there is a similar program. Proposes matching students at PDW with students from different schools. Would promote bonding at PDW.

H. Saunders states there is also a similar program at Dal. Feels there would be value in this to promote unity across schools. Would also allow sharing of resources across years/provinces. May also be beneficial to include a questionnaire about interests in pharmacy to allow better pairings.

T. Dhadiel echoes A. Chadha and H. Saunders in that UBC has a similar program. Questions whether students will get to choose which school they would like to match with. May help for future practice. Questions if students will be paired within years or across years?

M. Patrick feels we could make it a goal to accommodate specific pairing requests across provinces.

S. Goldstein states Waterloo has nothing like this. Echoes T. Dhadiel in that Waterloo has many students from Alberta and Quebec, so it may be beneficial for them to be paired with students from Alberta and Quebec to learn about licensing requirements in these provinces.

BIRT CAPSI National trials a peer-to-peer mentorship program for the Winter of 2021, to be reassessed at the June 2021 Meeting.

M. Patrick/W. Boudreau  
Motion Carried

11. **Ethical Restructuring (15 mins)**

**M. Patrick**

Background: It has been brought to our attention that members within past councils and members that have attended our events (like PDW) have experienced harm and injustice. I would like to open the floor to have a discussion about what steps we can take to prevent events like this from happening in the future.

Motion to move in camera.

M. Patrick/A. Chadha  
Motion Carried

Motion to move out of camera.

M. Patrick/G. Sicotte-Mendoza  
Motion Carried

12. **General CAPSI Welcome Video (10 mins)**

**M. Patrick**

Background: We created a video that introduced some members of our council while describing how this year will be different. During the June meeting there was a discussion about creating a general video about CAPSI. I was thinking it could include some of the following information: describe the structure of the council, outline our mission and vision, describe what we do for members (competitions, PDW, PAM, committees etc.) I would like to gauge input into whether this should be one of our Winter priorities.

A. Chadha comments that we don't have a good way to introduce what competitions are to our members, as they are very different this year. May be beneficial to have shorter videos on the CAPSI website for describing specific aspects of CAPSI.

S. Vos states that the Communications and Marketing Committee will discuss this at their next meeting. Video from the start of the year was well-received, so will discuss whether this is an initiative that the council wants to take on.

R. Hanson feels a video would be a good idea for first years to understand what happens in CAPSI and the initiatives we put on. Many presentations at the start of first year, so a video may be refreshing and would allow them to reference back.

W. Boudreau questions whether we have videos and pictures from previous years that we could use for the video. Comments that if we have an in-person meeting in June 2021, we could pre-plan filming for this time.

13. **Unified Email Signatures (5 mins)**

**S. Litchmanova**

Background: To present us as a unified organization, I believe it is best for all of us to have a standardized email signature. I have created the following template and would like to get some feedback regarding it and advice on how to make it better for all of us to use.

A. Chadha comments that it may be beneficial to add a LinkedIn picture, if possible. Could also consider inclusion of pronouns and land acknowledgements.

14. **Election Process Questions/Concerns (1 min)** **J. Young**

Background: With the recent launch of elections, please let me know if you have any questions or concerns about the election process or any of the documents.

15. **Standardization of French Translation of CAPSI Values (2 min)** **A. Tu**

Background: Referral from June Meetings to Translation Committee for reassessment at Fall TC. As I was translating the CAPSI 2019/20 annual report, I noticed there were different versions of the CAPSI values and their definitions in French. I would like to refer this item to the Translation Committee so that we can settle on one version of the wording for each value.

A. Tu states the Translation Committee has finalized a single version of the CAPSI Values in French and this has been forwarded to W. Boudreau for addition to the OM.

W. Boudreau questions whether it is appropriate to add this to the OM, as the OM is entirely in English.

M. Patrick adds that we could add a portion to the OM saying “The French translations of the CAPSI Values are...” so that it’s in a document that everyone has access to.

*L. Symonds left the meeting at 5:56 PM MST.*

16. **National PIC and OTC Competitions for 2020/2021 (10 min)** **D. Bergeron**

Background: Morgan has reached out to all of the locals to know if we go on with National PIC and OTC Competitions and the challenges that you see if we go forward. Here’s what your answers were:

- About Creating New Cases: You all agreed to reuse old cases.
- Finding Judges: Finding judges shouldn’t be a problem, especially if we go on with recorded sessions.
- Prizes: The choice is keeping the same amount for winners or re-allocating the funds to other initiatives if we do not hold National Competitions.
- Anything else: Zoom is the preferred method for having competitions.

Knowing this, do we go on with National Competitions for PIC and OTC, from your experience so far with organizing online competitions?

*L. Symonds re-entered the meeting at 5:59 PM MST.*

H. Saunders states Dal’s PIC and OTC competitions were completed online this week. Students did not struggle with the online format. Judge was present with their camera and mic turned off the entire time. Used Microsoft Teams as that is what Dal is using for classes right now. Does not believe Dal students would be strongly opinionated about National Competitions occurring. Wasn’t difficult to organize online from a local standpoint, so would be feasible to hold National Competitions.

K. Miclat states U of T is advertising competitions tonight. Agrees that National Competitions wouldn’t be terribly missed. Comments that U of T, across all clubs, has had less engagement in social media and online events. Does not anticipate students will be as eager to participate as they would be for in-person competitions.

A. Chadha questions whether tables would be beneficial for the next number of agenda items to gather opinions from all schools. Feels U of A students would not miss National Competitions and that it was difficult to engage students in Local Competitions. Proposes compiling a Drive of old cases for students to practice if they would like to maintain this membership benefit.

C. Vaccaro echoes above. Local competitions are in 1 week and only ~6 students signed up. Echoes A. Chadha in offering older cases for practice.

H. Saunders states that sign ups at Dal were the opposite from other schools. Cash prizes vs. PDW Registration almost doubled participation at Dal.

*P. Sanjab left the meeting at 6:05 PM MST.*

*J. Kelly entered the meeting at 6:05 PM MST.*

**BIRT CAPSI National does not hold National Competitions for PIC and OTC for the 2020-2021 year.**

**M. Patrick/S. Schuhmacher  
Motion Carried**

M. Patrick proposes making the names of local PIC and OTC winners known to acknowledge their accomplishment.

17. **Advice for Life (5 min)**

**D. Bergeron**

Background: PharmaChoice has reached out to Morgan about AFL and they are thrilled to partner again with us this year. They are currently working on revamping their promotional material. As soon as everything is ready, we will launch the call for applications. Deadline for submitting will be January 6th. Any thoughts or questions about this?

A. Chadha comments that locals would need time to review and send out this information, so this timeline may be tight with finals. Proposes holding AFL in February 2021.

T. Dhadiel echoes A. Chadha regarding postponing.

K. Miclat feels it wouldn't hurt to postpone. States that schools could submit earlier if they wish.

C. Coles echoes above. Giving people extra time after finals and Christmas may improve participation rates.

*P. Sanjab re-entered the meeting at 6:10 PM MST.*

**BIRT CAPSI National postpones the AFL submission deadline to early February for the 2020/2021 year.**

**M. Patrick/C. Coles  
Motion Carried**



18. **Webinars (10 min)** **D. Bergeron**

Background: I have reached out to a pharmacist working in the field of environment-friendly pharmacies. I currently don't have time to organize webinars for the Fall semester, but I would appreciate having a few people helping me with this. Proposes 30-minute webinars to maintain engagement.

S. Vos has experience with holding educational seminars and is willing to assist with organizing this. Will reach out to the Communications and Marketing Committee for additional volunteers. Has had a couple of sponsors asking if we are doing webinars, so could contact these sponsors and see which topics they would like to present on.

M. Patrick proposes creating a Webinar Working Group.

L. Symonds comments that if topics are related to current events/scope of practice, the Advocacy Committee may have contacts that could be helpful for finding speakers.

A. Chadha adds that since PDW is about professional development, could reach out to CPhA regarding this and could hold a panel event.

C. Vaccaro states that the best attendance for webinars at U of M have been for professional development webinars. Breakout roundtable with leaders across Canada.

D. Bergeron comments that individuals interested in being in the Webinar Working Group should contact him directly.

Webinar Working Group Participants

- M. Suon
- L. Symonds
- C. Vaccaro
- W. Boudreau
- H. Saunders
- T. Dhadial
- S. Vos
- M. Patrick

19. **Future of Pharmacy Excellence Award (1 min)** **D. Bergeron**

Background: Winner of the Summer Semester FoP Excellence Award.

20. **Guy Genest Plaques (7 min)** **D. Bergeron**

Background: Guy Genest Award winners usually get a plaque at PDW. Do we go on with this this year and send them by mail? Or we let go this year and the winner only gets the monetary reward?

S. Vos questions whether we pay for the plaques or if CFP does. Jin's plaque will be mailed directly to him and they will pay for shipping costs, so if this is the case for Guy Genest, we can ship directly to recipients.

A. Chadha comments that traditionally U of A brings the plaques to PDW due to lower taxes. A. Chadha is willing to ship these plaques to winners from U of A to maintain lowered costs.

W. Boudreau echoes A. Chadha. If someone close to the winners can have the plaques made and sent to them, this may decrease costs. Proposes a paper certificate if the plaques are heavy and potentially expensive to mail.

G. Sicotte-Mendoza states that CAPSI National pays for these plaques and has \$400 budgeted for these.

S. Litchmanova adds that expenses for mail are different per province and depend on destination. May be an option to split plaques into Western and Eastern Canada to decrease mailing costs.

*S. Schuhmacher left the meeting at 6:22 PM MST.*

C. Vaccaro states that in her experience, it is less expensive to order from one site and mail to various locations versus splitting the order between two sites.

M. Patrick states that plaques will continue for the 2020-2021 year. Will work with CFP to see if sponsorship is an option and will obtain quotes for plaques and shipping costs.

A. Chadha comments that VP Ed should have the contact for the company we used for plaques last year.

21. **VP Education/Academic Group (10 min)**

**D. Bergeron**

Background: Jamie has reached out to Morgan and I to propose creating an online group of VP Education/Academic to share what is done in each faculty regarding mental wellness and any academic/education related matter. This comes from UBC and I don't know the structure of each student association, but do you think that this is something that would be appreciated in your school?

H. Saunders states that at Dal, the VP Academic has no association with CAPSI and organizes 1 lunch and learn per month. Roles may be different at every school, so would it be our responsibility to make this group?

C. Vaccaro echoes H. Saunders. Could connect them, but not associated with CAPSI, so may be challenging.

T. Dhadiyal states UBC has their own Pharmacy Undergraduate Society who proposed a mental awareness program. Will propose this idea to the VP Academic, but unsure how it will be received.

M. Patrick clarifies that at PDW there is a President's Meeting. The idea of this initiative is to share information between schools between their VP Academic/Education. Questions which schools do not have a VP Academic/Education representative on their local council.

*K. Miclat left the meeting at 6:29 PM MST.*

L. Symonds states that MUN does not have a position similar to this. All academic events are handled by CAPSI. Suggests tabling this item to allow time to determine the structure of each local council.

M. Patrick feels this would be a good idea.

A. Tu comments that U of T does not have a designated VP Academic/Education on their undergraduate student society. Questions whether the information shared between VP Academics/Educations would be shared with CAPSI members.

M. Patrick feels it would be good to share information depending on what the information is.

K. Miclat re-entered the meeting at 6:34 PM MST.

	<ol style="list-style-type: none"> <li>1. Do you have a VP Academic or VP Education?</li> <li>2. If yes, do you think this would be something of interest to them?</li> <li>3. If not, do you have someone who deals with the faculty about academic and/or mental health issues?</li> <li>4. Contact name and email for the VP Academic or VP Education</li> </ol>
UBC	<ol style="list-style-type: none"> <li>1. Yes (through our Pharmacy Undergraduate Society, PhUS)</li> <li>2. We can ask him!</li> <li>3. N/A</li> <li>4. Giordano Bua, PhUS VP Academic: <a href="mailto:phus.academic@gmail.com">phus.academic@gmail.com</a> or <a href="mailto:bua.giordano@gmail.com">bua.giordano@gmail.com</a></li> </ol>
UofA	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Probably not - she sits on a lot of faculty committees, ACP committees and local committees. Could not hurt to ask!</li> <li>3. We have a VP Student Services who is responsible for wellness</li> <li>4. VP Academic: Navjot Singh <a href="mailto:nksingh@ualberta.ca">nksingh@ualberta.ca</a></li> </ol>
UofS	<ol style="list-style-type: none"> <li>1. No</li> <li>2. N/A</li> <li>3. Yes, student-faculty rep on our student council (SPNSS)</li> <li>4. N/A</li> </ol>
UofM	<ol style="list-style-type: none"> <li>1. No</li> <li>2. N/A</li> <li>3. One student wellness rep position just started this Sept Sabina Ozog <a href="mailto:ozogs3@myumanitoba.ca">ozogs3@myumanitoba.ca</a>. Student not faculty initiatives.</li> <li>4. N/A</li> </ol> <p>See agenda point 11 on day 2 of the June meetings for info about local mental health things/schools:  <a href="https://docs.google.com/document/d/1yefjIQHOk8FJqTomKjSNhcR7GruvHmeOWV8f0xDOR-w/edit?usp=sharing">https://docs.google.com/document/d/1yefjIQHOk8FJqTomKjSNhcR7GruvHmeOWV8f0xDOR-w/edit?usp=sharing</a></p>
UofT	<ol style="list-style-type: none"> <li>1. No</li> <li>2. N/A</li> <li>3. No student holds this role. Faculty has a wellness supervisor called Leah Direnfield where we can call Monday to Friday 416-978-8030: option 5 and we can schedule an appointment. We can</li> </ol>

	<p>also contact our Registrar's Office, Brenda Thrush, who can guide us for help to any resources: <a href="mailto:brenda.thrush@utoronto.ca">brenda.thrush@utoronto.ca</a></p> <p>4. N/A</p>
UWaterloo	<p>1. No</p> <p>2. N/A</p> <p>3. Yes, our student council has students that sit on faculty committees (curriculum committee rep, assessment committee rep)</p> <p>4. N/A</p>
Montreal	<p>1. Yes</p> <p>2. I am not sure. I could definitely ask her about it. She usually sits on faculty committees</p> <p>3. N/A</p> <p>4. Joani Côté-cyr (<a href="mailto:acad.aepum@gmail.com">acad.aepum@gmail.com</a>)</p>
Laval	<p>1. Yes</p> <p>2. I'm not 100% sure but I could ask him soon and give back an answer as soon as I have more information</p> <p>3. N/A</p> <p>4. Kevin Demers (<a href="mailto:p.pedagogique@agep.ulaval.ca">p.pedagogique@agep.ulaval.ca</a>)</p>
Dal	<p>1. Yes</p> <p>2. I am not sure, maybe to connect potential speakers for lunch and learns as their primary role is to organize monthly lunch and learns</p> <p>3. N/A</p> <p>4. Kylie Landry (<a href="mailto:ky438828@dal.ca">ky438828@dal.ca</a>)</p>
MUN	<p>1. No</p> <p>2. N/A</p> <p>3. No. Not someone that is well known at least.</p> <p>4. N/A</p>

S. Schuhmacher re-entered the meeting at 6:28 PM MST.

22. **Respecting Deadlines (2 mins)**

**M. Patrick**

Background: It is important that we respect everyone's timelines and submit requirements by the council member's deadline. To provide some context, in order to collect everyone's position update for this meeting, Jenn had to extend the deadline by 7 days. This was very generous of her. However, even with this extension, we had to reach out to council members who did not submit their update/agenda items. What can Jenn and I do to help you submit your agenda items and position updates on time?

S. Litchmanova questions whether we can utilize the CAPSI National Council Google Calendar and add these deadlines to the calendar.

J. Young comments that she will add the deadlines to the CAPSI National Google Calendar.

23. **CNTP Discussion (5 min)** **M. Patrick**  
Background: Referral from June Meetings to Sr/Jr Meeting for reassessment at Fall TC. Need to discuss how CNTP will work this year so that locals are able to proceed with planning in a timely manner. How do you foresee this going forward at a local level?
- M. Patrick proposes discussing this in the local chat. Notes that National will NOT be holding a CNTP competition.
- L. Symonds questions which participants will be used for local CNTP's if they were cancelled due to COVID - previously selected participants or new participants?
- E. Zerr states U of S will extend the invitation for previous participants to take part if they want to.
24. **AGM Meeting Minutes on Website - Change to PowerPoint (5 min)** **M. Patrick**  
Background: Currently our AGM meeting minutes provide very little information to our members. Jin suggested that we consider uploading our AGM PowerPoints to the website instead. Please share your thoughts.
- W. Boudreau feels a PowerPoint would be user friendly and this option should be used.
- A. Tu echoes W. Boudreau regarding using PowerPoint. This will be especially helpful this year due to the AGM not being held in person.
- M. Patrick questions whether it is possible to upload a PowerPoint/PDF version of the AGM Minutes to the website.
- S. Litchmanova states PDF is better for uploading to the website.
- W. Boudreau confirms that there are already PowerPoint presentations on the website, so this is possible.
- BIRT CAPSI National uploads PDF versions of the AGM PowerPoint presentation to the website effective starting at the 2021 AGM.**  
**M. Patrick/A. Tu**  
**Motion Carried**
25. **Presentation of New Budget Format (5 min)** **G. Sicotte-Mendoza**  
Background: Automatic compilation of revenue/expenses in "summary" tab. All transactions listed in "ledger" tab. New organization of budget: transaction per activity instead of per position.
26. **Presentation of New Reimbursement Form (2 min)** **G. Sicotte-Mendoza**  
Background: Automatically compiles information of reimbursement to the budget. Allows to download files. All information is mandatory; only completed forms will be processed.
- W. Boudreau questions where the link for this form will be located. Also questions whether an email should accompany this form.
- G. Sicotte-Mendoza states this form will be located in her folder of the CAPSI National Google Drive and that each time the form is completed, she automatically receives an

email.

27. **Membership Fee Poster (2 min)** **G. Sicotte-Mendoza**  
Background: Prices in all provinces need to be confirmed with the accountant every year. Applicable taxes can change whether the province hosting PDW imposes CAPSI to apply provincial taxes (taxable goods are different in each province and therefore verification with the accountant is necessary).
28. **Board Games Night, Recognition Initiatives and Voices of CAPSI** **W. Boudreau**  
Background: The following 3 initiatives have been discussed by the SWC.
- a) Board Games Night: People will meet on Wednesday, November 11th, 2020 at 9pm EST on a zoom call. We will play a variety of games. We will start with “Among us” after splitting out into breakout groups. We will then evaluate if we switch games. Every council member is welcome to join and we would appreciate the support of locals to share the event.
  - b) Recognition of a Student in your School. Starting in January 2021, as we are trying to promote more the good work of student, we will ask 2-3 Universities per month to present a student that should be recognized for his work (does not need to be pharmacy related and we success that this student is not already reward by CAPSI, university or other institution). Locals representatives would have to send about a week before the post the name, picture and reason why we selected this student.
  - c) Voices of CAPSI will be back! We will ask for student testimonials in December. We want to let students express themselves in these hard times and to share their story.
29. **Operation Manual Modifications (15 min)** **W. Boudreau**  
Background: The position of Outgoing SEO (PDW 2020 minutes), Outgoing Finance Officer, and Outgoing VP communications were not mentioned. The addition of some awards that have been voted at PDW 2020 Montreal are now present.

Suggested Change 1

Add under 9.1.5.

**“9.1.6 Stephen Long PDW Co-Chair Award**

*The Stephen Long PDW Co-Chair Award recognizes the crucial role in the development of CAPSI’s Professional Development Week. It has been named in honor of Stephen Long, who organized the first PDW in Edmonton in 1981. This award is presented annually to the PDW co-chairs to highlight the dedication and effort put into orchestrating this national event. This award includes a certificate and a monetary prize.”*

Suggested Change 2

Add after 9.1.6.

**“9.1.7 Future of Pharmacy Excellence Award**

*The Future of Pharmacy Excellence Award is a trimesterly nomination-based award for which all CAPSI members are eligible, excluding the incoming and current CAPSI National Council. It aims to recognize the hard work of CAPSI’s members and is awarded on the basis of leadership, contribution to their faculty/profession, research, volunteer/advocacy and much more. Candidates for this award must be nominated by another pharmacy student by filling out an application form outlining why they believe*

*the candidate should receive the award. One winner is chosen per trimester. This award may include recognition in the CAPSIL and at PDW.”*

Suggested Change 3

Add under 3.2.11.

*“The position of SEO follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing SEO position is from June 1st of the year preceding this mandate to September 30th of the same year. It aims to ensure communication with students completing international placements is maintained.”*

Suggested Change 4

Add under 3.2.7.

*“The position of Finance Officer follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing Finance Officer position is from June 1st of the year preceding this mandate to September 30th of the same year. It aims to ensure a smooth transition period for the incoming Finance Officer.”*

Suggested Change 5

Add under 3.2.6.

*“The position of Vice-President Communications follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing Vice-President Communications position is from June 1st of the year preceding this mandate to September 30th of the same year. It aims to ensure a smooth transition period for the incoming Vice-President Communications to ensure sponsor relationships are maintained.”*

**BIRT CAPSI National accepts the above proposed modification to the Operation Manual, effective immediately.**

**W. Boudreau/**

\*\*\* For the sake of time, agenda item #29 will be shared with the council on November 1st, 2020 and voted on over email. \*\*\*

**Motion to refer agenda item #29 to be voted on via email.**

**M. Patrick/A. Chadha**

**Motion Carried**

**Changes accepted via email on November 7, 2020.**

S. Litchmanova states that the email signatures are currently too long.

T. Dhadiyal states that editing in the Gmail signature section could prevent this from occurring.

S. Litchmanova comments that the confidentiality message needs to be shortened.

**Motion to adjourn the meeting at 7:06 PM MST.**

**M. Patrick/J. Young**

**Motion Carried**



**C A P S I   •   A C E I P**

Annex of Executive and Local Council Updates  
Fall Meeting 2020

Sunday, November 1st, 2020 from 5-7 PM MST



## **Local Council Updates**

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

#### **Position Update:**

- CPhA Textbook Sales: Starting at the end of August 2020, they finally wrapped up this month. Although we had to offer refunds to students owing to the CPhA 25% online sale, we were still able to fulfill 36 orders through pickups and deliveries. Overall, the event has been profitable.
- CAPSI Meet and Greet Orientation Session for general members went well. We were able to ignite some interest of the general members into both Local as well as National council.
- Membership Drive: Through Textbook Sales and CAPSI Meet and Greet Orientation, we were able to gain more than 30 new members. This exceeded our expectations considering the online nature of classes.
- Stethoscope sales: As opposed to the normal in-person sales, this year, we went ahead with providing students with an online discount code to be used at stethoscope.ca website. In return, we asked for students to like our social media pages. We got a considerable number of likes on our pages that way.
- UBC CAPSI First Year Rep Byelections: We held by-elections to elect our two first year yearly reps via Zoom. The entire election process went smoothly.
- Career Avenues: UBC CAPSI organizes the 'Career Avenues' event in coordination with the UBC Faculty of Pharmacy annually in October. The event was organized virtually via Zoom this year. Career Avenues is a career fair organized specifically for pharmacy students and features employers from different areas of the pharmacy realm including corporate firms, industry partners, health authorities, wholesale distributors, etc. Students get a chance to interact with their reps in person. During this year's event, UBC CAPSI helped organized volunteers to run the zoom sessions for 15 different employers. Owing to the virtual nature of the event, the student body attendance was lower than expected. However, for the ones who attended, feedback has mostly been positive and appreciative.
- CIBC Lunch and Learn: UBC CAPSI partnered with local CIBC financial experts to provide students with a presentation on financial resources available for them as a student and also to start up a new business once they graduate. We had more than 25 students attend the event. Attendance was lower than expected even though we got more than 50 responses when the initial survey was collected to gauge the interest of the student body. Post event feedback was collected and it will be used to better the future Lunch and Learn events.

#### **Upcoming Events:**

- CAPSI competitions are being planned for November. Materials have been shared with our yearly reps and we are going to work with them for smooth implementation over the next month.
- Next Top Pharmacist: We are working with our local Sponsorship and Fundraising Coordinators on modifying the NTP's criteria to adapt it to the virtual platform. A few sponsors have already been confirmed for the event. Tentative date for the event is the end of November.

- GSK Learn and Learn: UBC CAPSI is partnering with GSK reps to organize a Lunch and Learn session on evidence on OTC Topical Pain medications. Tentative event date is sometime during the first week of November.
- Local AGM: Planning for the local AGM will start next week for the event to be held tentatively in mid-November.

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

#### **Position Update:**

- Race against Racism completed - 150 donations for a total of \$4712.20 raised
- CAPSI competitions launched
  - PIC/OTC live virtually November 5th
  - SLC launched
  - AFL waiting further details about sponsorship
- Pharmacist Awareness Month planning
  - Committee has been formed, will meet in November
  - Plan for a PAM video + campaign that increases awareness about what happens during the time a patient waits for their prescription
  - PAM package to be sent out on March 1st
- Local CNTP or RxFactor taking place virtually - will be having several events leading up to this include an "Unveiloween"

#### **Upcoming Events:**

- RxFactor: October 30th "The Auditions", November 27th "Grand Finale"
- Doing virtual career series about professional identities with different professors
- PIC/OTC live on November 5th

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

#### **Position Update:**

- Changed signing authority over to accept e-transfers
- Held first-year orientation over Zoom
- Had our annual fundraising campaign with selling discount cards
- Completed textbook sale
- Elected our two first-year room representatives
- Participated in Run for the Cure (Oct. 4) with the USask Pharmacy and Nutrition team (Raised a total of \$3808)
- Obtained code for Vampire Cup and partnering with our College of Pharmacy and Nutrition to have a competition with other health professional colleges

#### **Upcoming Events:**

- Collaboration with the College of Medicine for Antibiotic Awareness Week for November 18-24
- Wellness Wednesday's underway with CAPSI locals doing social media takeover with how they approach wellness
- Organizing how to run competitions online and need set dates
- CAPSI Lunch and Learn with Scotiabank - TBD

### **University of Manitoba (C. Vaccaro/S. Diocee)**

#### **Position Update:**

- CIBC Run for the Cure – 10 Participants took place in the virtual/socially distanced run and raised \$350.

- CAPSI orientation held for first year class (~35/44 students)
- First local meeting of the year held Sept 16th
- CAPSI Welcome BBQ held (~55 participants) – Lots of first years came out!
- Reviewing local competition materials and preparing to run them at UofM
- Ran two virtual game nights (22 participants across both nights)
- Online/virtual board game night
- Among us night
- MNTP probably not happening in person in Feb 2021 😞
- Christine was on the UMSU podcast Oct 23<sup>rd</sup> talking about pharmacy and wellness for mental health month

#### **Upcoming Events:**

- Burn Out/Wellness Panel being scheduled for Nov 18<sup>th</sup>

#### **University of Waterloo (K. Shchepanik/S. Goldstein)**

##### **Position Update:**

- The UW CAPSI local council held its most recent meeting on September 29<sup>th</sup>. Our faculty recently announced that Winter Term will be held remotely.
- Currently collecting orders for local CAPSI Textbook Sale
- Continuing “Wellness Wednesday” initiative
- Planning IPSF Health Week, Competitions, Rx2024 Membership Drive and High Stakes Mock OSCEs

#### **Upcoming Events:**

- Science Open House – end of October
- IPSF Health Week (Tobacco Alert Campaign) – Week of Nov 2nd
  - Community Outreach Presentations
  - Tobacco Addiction Presentation – Jane Ling
  - Instagram “Quiz of the Day”
- Competitions (PIC, OTC, SLC and Guy Genest) – Date TBD
- Planning for Rx2024 Membership Drive - Ongoing
  - Introduction Video (will create an ad-hoc committee)
  - Brochures (will create an ad-hoc committee)
  - Instagram Takeovers by Local Execs
- High Stakes Mock OSCEs – January 4<sup>th</sup> and 5<sup>th</sup>

#### **University of Toronto (K. Miclat/M. Chaung)**

##### **Position Update:**

- Completed our first Race for the Kids fundraiser – a virtual run done through RBC Race for the Kids. Students and faculty participated raising \$1500+ and racing covering 750+ km. For this event we collaborated with UPS athletics who helped us to promote and our IPSF reps who were holding their Healthy Active Living Campaign.
- Submitted CPhA textbook order form, our team is currently planning distribution. Significant decline in sales this year, which was expected
- Phrosh went pretty well! The presentation went smoothly and then We attended clubs fair where we held a booth (this was all done through Discord), we had a lot of student interest
- Our 2T4 reps were elected, there were many first years interested in CAPSI, we had 6 students running for the 2 positions.
- Notebook distribution started – these are first-come first-serve at the pharmacy building

- Hosted the first ever Back-to-School Picnics with UPS. 13 picnics were held across Ontario (+ Montreal) where students were fed refreshments. Distancing and masking was enforced. This was the only in-person student event that occurred so far.

**Upcoming Events:**

- Competitions throughout November – we would like to hold a local Pharmafacts end of November to wrap up competition season. Thinking it would be like virtual trivia night through Kahoot or Menti
- Selling Dipiro textbooks coordinated through the U of T bookstore, waiting to hear if they will work with us to ship out books to students.

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

**Position Update:**

- Registrations for local competitions starts on October 22<sup>nd</sup>
- Election of our new local CAPSI secretary
- CAPSI fees are now opt-out at UdeM starting fall semester 2021

**Upcoming Events:**

- Local competitions

**Université Laval (P. Sanjab/S. Boudhine)**

**Position Update:**

- Started preparations for local competitions, inscriptions are ongoing until Nov 4<sup>th</sup>
- We will start contacting judges soon, possible collaboration with UdeM for PIC/OTC

**Upcoming Events:**

- PIC/OTC (date TBD but around Nov 12<sup>th</sup>, on Zoom most probably)
- Lunch & learn possibly in December (date TBD and on Zoom)

**Dalhousie University (H. Saunders/R. McLean)**

**Position Update:**

- We have begun our school year virtually and have had a few successful events so far!
- We welcomed the first-year class on ZOOM and introduced them to CAPSI.
- We hosted an in person CAPSI Welcome event with pharmacy themed donuts at a local bar.
- Had a Welcome Back to School Social Media Competition
- Our first year CAPSI Representative was elected in Mid-September
- The CPhA book sale has been completed. Most of the books have been picked up at Hannah's apartment and only a few are left.
- Been distributing CAPSI notebooks to some students

**Upcoming Events:**

- In the process of organizing local competitions. Waiting for a bit more info from national and currently recruiting judges. Once judges are confirmed, dates will be confirmed.
- Planning on organizing a virtual Instagram Pharmafacts competition with a small prize
- Hoping to have a Pharmafacts/trivia night on ZOOM at the beginning of November for members and faculty to attend.

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

### **Position Update:**

- CAPSI Awareness Week had two successful lunch and learns, a Q&A with local CAPSI council and a bake sale.
- Our RFTC team was the Post-Secondary Team winner in Newfoundland!
- Textbook sales are completed and distributed.
- Our local council byelections are complete with a new Social Media rep and a new First Year Liaison elected

### **Upcoming Events**

- AFL, SLC and Guy Genest have been advertised with a submission deadline of November 15<sup>th</sup> so that the judges have time to submit their scores by November 30<sup>th</sup>
- PIC and OTC are scheduled for November 24<sup>th</sup>
- PAM Committee will be established and planning initiated in early January

## **Executive Council Updates**

### **President (M. Patrick)**

#### **Position Update:**

- Completed/In Progress
  - Pass along Indigenous article from Gezina
  - Recirculate the wellness video
  - Talk to William and SWC about Voices of CAPSI
  - CAPSI Alberta Video Recording
  - Email Sam and Gab about contracts that are being renewed and CAPSI club membership payments
  - NAPRA Medication Incident Reporting - Provided feedback on behalf of CAPSI
  - Revist Canada's Volunteer Awards in September 2020
  - Talk to lawyers about Annual Return
  - Check in with Webmaster and FO to pay annual website fee and renew subscriptions
  - Check in with Secretary and Webmaster about online promotion of open subcommittees
  - Check in with CAPSIL Editor about Fall edition (Sep 1-Nov 15 publish) and remind Andrew to talk to Sam about sponsorship features
  - CSHP-CAPSI award changed - Chat with Webmaster
  - Guy Genest deadline - Chat with VP Ed
  - Write letters to the Deans - Collab with Lexi and William
  - Create CAPSI welcome video for 2020/21 year
  - Send email to council about BioTalent
  - Incorporate land acknowledgements at the beginning of all CAPSI National council meetings and create document to collect acknowledgements for each school
  - Talk with Svetlana and Andrew about featuring sections of the CAPSIL article on the website in a section to get more exposure
  - Check in Webmaster about Antibiotic Awareness Week (Reach out to Bugs and Drugs and ask if they would like to collab on some posts for AAW - Nov 11-17)
  - Talk to Svetlana about email signatures
  - See what the execs think about an online peer-to-peer mentorship amongst CAPSI members at exec meeting
  - Remind Execs to edit the transition document every exec meeting
  - Send Exec meeting agenda and meeting details
  - AGM meeting with Jenn and William
  - See what Execs think about reaching out to each school to discuss topics for webinars (and guests/presenters)
  - Write Presidential address for Fall CAPSIL and send headshot
  - Collab with Secretary and Webmaster about elections
  - Send out call for October Meeting (last 2 weeks in October)
  - Reach out to each Exec via Slack to ask for updates/if they need help with anything
  - Draft apology letter to Dr. Swidrovich
  - Hold a PDW PC Meeting in Fall with Toronto and Sask, Presidents and Secretary
  - Refine land acknowledgement statement
  - Inform council about Dr. Swidrovich apology and ask for feedback
  - Met with Melanie (PharmaChoice) to set up the logistics of the AFL competition
  - Send apology to Dr. Swidrovich

- Send out Exec Meeting Minutes
- Research Zoom webinar costs
- Inform Council about AFL Details from Oct 21 meeting with Melanie
- Identify 3 stars for Fall Meeting
- Review PDW 2022 Sponsorship package and provide feedback
- Upcoming
  - Exec Meeting – First Week of December
  - JOM with CPhA

### **President-Elect (W. Boudreau)**

#### **Position Update:**

- Completed
  - First wellness Week (Sports) over and Second WW will be over by this meeting
  - Posts are ready for WW and teacher found for WW#3
  - Updated OM from last TC
  - Meeting to prepare AGM and elections with Morgan and Jenn
  - Email for position statement on mental health sent
  - Abbreviation list updated
  - Reviewed amendment for contract of PDW2022
  - Contacted some potential speakers for eco-anxiety and medication conference
- Upcoming
  - Meeting #3 with SWC (Voices of CAPSI, WW #3, board games night, etc)
  - Meeting #2 with CRC (bylaws, change of OM)

### **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
- Attended PDW PC Meeting
- Reviewed executive meeting and summer meeting minutes

### **Executive Secretary (J. Young)**

#### **Position Update:**

- Completed
  - Coordinated first membership drive of 2020-2021 year
  - Distributed Summer Meeting Minutes
  - Liaised with Svetlana to upload June 2020, Summer 2020 Meeting Minutes and 2020 AGM Meeting Minutes to website
  - Gathered subcommittee descriptions for open subcommittees
  - Launched call for members to join open subcommittees
  - Updated election documents
  - Distributed election documents and social media promotional materials to local representatives
  - Liaised with Christine to update French PharmAchieve page on website
  - Met with Morgan, William, and Svetlana re. election logistics
  - Met with Morgan, William, and Jin re. AGM logistics
  - Attended CRC Meeting
  - Collected election questions from executives
  - Submitted call for open subcommittees and election article to Fall CAPSIL

- Collected executive photos and biographies for social media election advertising
- Responded to emails and membership inquiries
- Upcoming
  - Continued election promotion/support
  - Coordinate Membership Monday posts for second semester
  - Additional meeting(s) re. AGM logistics
  - Membership and Electoral Committee Meetings
  - Review Election section of OM to ensure it is up to date
  - Email Svetlana re. difficulties with listserv function in email
  - Call for AGM slides
  - Membership drive update

### **Finance Officer (G. Sicotte-Mendoza)**

#### **Position Update:**

- Completed
  - Meeting with the accountant in August to clarify financial codes and procedures.
  - Finance committee first meeting. Financial review discussed and expected to start in January 2021.
  - Discussion with PDW 2022 FO concerning COVID adaptation.
  - PDW Fall TC - budget to be reviewed soon with PDW2022 PC FO in early November.
- Upcoming
  - Local competition payment request deadline to be scheduled.
  - Membership fees payment to be scheduled.

### **VP Communications (S. Vos)**

#### **Position Update:**

- Completed
  - Helped with updating the standardized signatures for CAPSI councilors
  - Finalizing CU Ads contract for 2021/2022 Notebooks
  - In contact with last years sponsors to renew contracts for this year
  - Negotiating RxFiles contract for discount on hardcopies (via code for discount via the website) and possibly website as well
  - Belair contest for CAPSI members created and email drafted to be sent to members
  - Attended first meeting with PDW 2022 PC
- Upcoming
  - Meeting with council members from Quebec pharmacy schools to discuss increasing promotion to French-speaking students
  - Meeting with Communications and Marketing Committee to discuss increase in promotion material for CAPSI members
  - Finalize/renew contracts with current sponsors
  - Finalize new contract with Shiftposts
  - Explore different notebook companies to compare to Mormark, to make notebook for 2021/2022 as financially feasible as possible
  - Explore prospective sponsors to increase sponsors for this year and next year
  - Explore feasibility of providing students with wellness packages at the beginning of next year



## **VP Professional Affairs (L. Symonds)**

### **Position Update:**

- Completed
  - We've welcomed around 25 new members from outside of CAPSI National council to the Advocacy Committee this year. Members have settled in on Slack and we're about to get going!
  - I made the video for Cooking with CAPSI and posted it on YouTube.
  - Melissa and I had a meeting with Sofiya where we talked about the co-written declaration from last year and what we could potentially do with it this time around.
- Upcoming
  - Third AC meeting will be held this Wednesday, October 21st.
  - Hoping to brainstorm and focus in on our main goals for the year.
  - We'll start working on the declaration shortly with the help of the AC.

## **VP Education (D. Bergeron)**

### **Position Update:**

- Completed
  - French and English versions of PIC/OTC/SLC/Guy Genest are ready to be used
  - Future of Pharmacy Excellence Award is going under review
  - Award of Professionalism is being judged
  - Started working on a series of webinars about environment
- Upcoming
  - National Competitions?
  - Advice for Life
  - Webinars in January
  - Future of Pharmacy Excellence Award - Next deadline is December 31st

## **Webmaster (S. Litchmanova)**

### **Position Update:**

- Completed/In Progress
  - So far everything is going well. Changes to the website are being made accordingly. Social Media wellness week posts were successful. Finishing up creating a standardized signature for everyone.
- Upcoming
  - Election Campaigning will be held during the full month of November. Hoping to roll out the signatures by early November.

## **CAPSIL Editor (A. Tu)**

### **Position Update:**

- Completed
  - Recruited 8 new members to the translation committee
  - As of October 20: have collected all Fall CAPSIL articles, currently in process of editing
  - Canadian Healthcare Network 2<sup>nd</sup> student blog post in progress
- Upcoming
  - Fall CAPSIL Release, tentative date Friday November 13
  - 2<sup>nd</sup> student blog post in early November

### **IPSF Liaison (M. Suon)**

#### **Position Update:**

- Completed
  - Had a meeting with every local rep to set goals, expectations and answer questions they may have
  - Working with local reps to secure activity reports and spotlight posts to send to IPSF (have sent 3 already)
  - Waiting for 2 more judges to complete judging for Health Campaign Award (deadline Oct 30)
  - Continuing to ask questions to international IPSF contact persons
- Upcoming
  - Cleaning up the IPSF Local Rep Google Drive to make things more up to date and accessible.
  - Continuing to connect with International IPSF contact person's as they have many questions and show great interest in CAPSI projects.
  - Main goal is to diversify the activity reports that we are sending out to IPSF. Want to showcase the range of events that CAPSI holds as they all fall under public health, pharmacy education and professional development.

### **Student Exchange Officer (M. Kieley)**

#### **Position Update:**

- Completed
  - Updated IPSF introduction PowerPoint
  - Updated CAPSI page on SEP database
  - Created document for all SEP promotional posts
  - Created SEP training session & sent out doodle poll for IPSF local reps
  - Met with Sofiya/Lexi to go over IPSF Policy Statement for this year
  - Submitted election questions
  - Created promotional brochure for SEP in Canada
- Upcoming
  - SEP Training Session October 25<sup>th</sup>
  - SEP promotional posts starting October 29<sup>th</sup>

### **CSHP Liaison (J. Kelly)**

#### **Position Update:**

- CSHP/CAPSI hospital pharmacy student award deadline (along with other CSHP awards) has been extended. CSHP will adjudicate awards and I will provide further updates to the awards chair once the winner has been determined.
- CSHP student membership cycle changing to be aligned with pharmacist membership (i.e., students will begin to renew for their memberships in June. More information will be disseminated to all CSHP student members).
- PPC online planning is underway. There will be more updates in the future regarding student events at the conference.
- CSHP National is happy to collaborate with CAPSI for the online seminars being planned in lieu of PDW 2021.