



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

January Meetings 2021

CAPSI National Council Meetings

Saturday, January 16th and Sunday, January 17th, 2021

11 AM - 2 PM MST

Day 1: Saturday, January 16th, 2020

1. **Call to Order** **M. Patrick**
M. Patrick called the meeting to order at 11:03 AM MST.

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

3. **Attendance (3 min)** **J. Young**

Name	Position	Attendance
M. Patrick	President	Present
W. Boudreau	President-Elect	Present
J. Kwon	Past-President	Absent
G. Sicotte-Mendoza	Finance Officer	Present
S. Vos	VP Communications	Present
D. Bergeron	VP Education	Absent
L. Symonds	VP Professional Affairs	Present
J. Young	Executive Secretary	Present
M. Kieley	Student Exchange Officer	Present
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	Absent
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	Absent

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	Present
T. Duong	Montreal Senior Representative	Present
S. Boudhine	Laval Junior Representative	Absent
P. Sanjab	Laval Senior Representative	Present
R. McLean	Dalhousie Junior Representative	Present
H. Saunders	Dalhousie Senior Representative	Present
C. Coles	MUN Junior Representative	Present
S. Schuhmacher	MUN Senior Representative	Present

4. **Acceptance of Previous Minutes**

M. Patrick

[Fall 2020 Meeting Minutes](#)

BIRT CAPSI National accept the minutes from the Fall 2020 Meeting on November 1st, 2020.

M. Patrick/A. Chadha

J. Kelly states he was present at the Fall Meeting. J. Young to change the attendance record.

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. S. Litchmanova
2. M. Kieley
3. M. Suon

8. **Guy Genest Award (5 min)**

A. Chadha

Background: The Guy Genest Award is intended to recognize one individual from each Faculty/School of Pharmacy in Canada for their notable passion for, and dedication to, the profession of Pharmacy. This 'Passion for the Profession' can be displayed in any number of ways. Upon adjudication this year, our VP Academic shared that the Awards Committee thought that the transcript does not add anything to picking the award winner

and there are concerns with confidentiality and that it may push students on the fence about applying away.

School	Q1: Who adjudicates the Guy Genest Award at your school? Students, professors, pharmacists, etc. Q2: Do you think a transcript should be required to apply for the award?
UBC	<ol style="list-style-type: none"> 1. UBC Faculty coordinates the whole process. 2. No transcript would be adequate.
U of A	<ol style="list-style-type: none"> 1. APSA Awards Committee. It consists of a team of students in all years and 1 Faculty member. 2. Would prefer to have no transcript.
U of S	<ol style="list-style-type: none"> 1. CAPSI Jr Rep, SPNSS Nutrition Co-Chair, and Faculty member. 2. No transcript should be required.
U of M	<ol style="list-style-type: none"> 1. Awards Committee Faculty Member at U of M. 2. No transcript preferred.
UW	<ol style="list-style-type: none"> 1. Waterloo Awards Committee - it consists of a group of Faculty members. They are also responsible for selecting other awards and scholarships. 2. We don't think a transcript is necessary.
U of T	<ol style="list-style-type: none"> 1. UofT Junior CAPSI Representative finds 3 professors at the Faculty to adjudicate. 2. We do not feel a transcript should be required.
U de M	<ol style="list-style-type: none"> 1. A professor or a graduated CAPSI member. 2. We don't think a transcript is necessary.
Laval	<ol style="list-style-type: none"> 1. A group of professors appointed each year. 2. Don't see the necessity to have a transcript in our opinion.
Dal	<ol style="list-style-type: none"> 1. Dal Pharmacy Awards Committee. It consists of a team of Faculty members. This group is also involved in selecting other awards (Centennial, Dal-specific leadership awards) 2. I don't think that it is necessary - one thing that differentiates the requirements between Guy Genest and Centennial is the need of a transcript for Guy Genest. Transcript is probably not needed.
MUN	<ol style="list-style-type: none"> 1. MUN Pharmacy Awards Committee that is comprised of Faculty members that select the award winners for the Annual Awards Ceremony for the Faculty, as well. 2. We don't believe a transcript should be required to apply because as Ayush has stated above, it could discourage students from applying by having to include their grades. We believe the detailed application process is already a good indication of the applicant's suitability.

M. Patrick to speak with CFP who sponsors the award and ensure they are alright with us removing the transcript requirement.

K. Miclat thanks A. Chadha for ensuring consistency across schools. K. Miclat states the transcript is not included in the evaluation rubric for the judges to consider in their evaluation. States U of T did not include this as a requirement last year.

A. Chadha inquires whether the evaluation rubric is school specific.

E. Zerr states U of S asks for a transcript to have background information on candidate activities.

L. Lueken adds that the U of S Faculty likes the transcript to give background on candidates and to use in the event of candidates who have received very similar evaluations (i.e. a tie breaker).

L. Symonds states she hasn't looked at the criteria in some time. Inquires whether there is a national rubric.

M. Patrick clarifies that the rubrics are made individually by each school.

A. Chadha suggests asking CFP to develop a rubric for standardization.

H. Saunders echoes A. Chadha in that the rubric should be standardized in how students are marked and selected (selection committee - made up of students vs. Faculty, or both).

M. Patrick to contact CFP to ask if they are interested in helping us to create a rubric. Will keep locals updated.

9. **Abbreviation Document (2 min)** **W. Boudreau**

Background: This document aims to help anyone to understand CAPSI abbreviation. Please, feel free to add any abbreviation at any moment. Please add this link to your turnover document to help any new member of the National Council or even to help yourself.

S. Schuhmacher states the IPSF abbreviation is not written correctly. Will change this in the document.

10. **Bylaw Modifications (20 min)** **W. Boudreau**

Background: Over the past 2 years, a lot has changed within CAPSI. Bylaw modifications must be voted by the National Council and at the AGM to be accepted. Following this, we will need to communicate the results of these votes to our lawyers to have the changes officially recognized.

W. Boudreau adds that the lawyer fees are extremely expensive, even to send them emails. Encourages council to take a few minutes to look at the modifications. W. Boudreau will look into the exact costs associated with changing the Bylaws to determine if the modifications are substantial enough to warrant proposing the modifications to the lawyers.

G. Sicotte-Mendoza informs the council that she will look at previous invoices from the lawyers related to Bylaw changes so that we have a better idea of associated costs.

M. Patrick clarifies that Bylaws are the legal document we are obligated by. Should be as general as possible, including in relation to Faculty names. Need to re-evaluate the modifications keeping this in mind, especially in relation to cost. Adds these changes will *not* be made this year, but at next year's AGM.

11. **Operation Manual Modifications (5 min)** **W. Boudreau**

Background: Addition of French CAPSI Values confirmed by the translation committee and modification of the term "agenda" as we don't necessarily send an agenda every year now (this year was a notebook).

Suggested Change #1

Add under each letter of 1.4 the French translation as:

The English and French values of the organization are:

- a. Unity: Create a national community of pharmacy students and interns
Unité: Créer une communauté nationale d'étudiants et de stagiaires en pharmacie
- b. Professionalism: Exemplify the highest standards of conduct as set by the regulated profession of pharmacy
Professionnalisme: imitez les normes de conduite les plus strictes établies par la profession de pharmacien réglementée
- c. Advocacy: Provide a voice for pharmacy students and interns
Plaidoyer: Donner la parole aux étudiants et aux stagiaires en pharmacie
- d. Academics: Facilitate learning opportunities for pharmacy students and interns
Universitaires: Faciliter les opportunités d'apprentissage pour les étudiants et les stagiaires en pharmacie
- e. Excellence: Inspire pharmacy students and interns to achieve greatness
Excellence: Inspirer les étudiants en pharmacie et les stagiaires afin qu'ils atteignent leur plein potentiel

Suggested Change #2

Modify at 2.1.1.1, 2.1.2.4, 2.1.3, 2.1.4.1, 3.2.1, 3.2.6

From: "CAPSI Agenda"

To: "CAPSI Welcome Gift"

BIRT CAPSI National accepts the proposed modifications to the Operating Manual, effective immediately.

W. Boudreau/S. Vos

Motion Carried

12. **Environmental Weeks (8 min)** **W. Boudreau**

Background: As you may have heard, some webinars will occur during the Winter session. From February 1st to 12th, it will be the Environmental (Wellness) Weeks. The objective of these 2 weeks will be to educate pharmacy students on their impact on the environment and how health and environment is closely related. This series of short presentations will last around 30-40 minutes each and will be on Eco-Anxiety and the Impact on Health, Medication's Eco-Toxicity, and Pharmacist's Impact in the Fight Against Climate Change. As we don't have PDW this year, we want to make these "Environmental Weeks" an educational opportunity as we don't learn on this subject at

university. We think it would be a first for any health-related association. We asked a budget of \$1,700 to the finance committee to be able to have speakers on the subject. Below are the speakers and dates:

1. Eco-Anxiety and the Impact on Health: Dre Mélissa Généreux (February 10th, 8h30 pm EST/English speaker) & Jean-François Côté (February 3rd at 9pm EST /English speaker)
2. Medication's Eco-Toxicity: Tiphonie Deblonde & Philippe Hartemann (February 3rd at NOON EST/French speakers)
3. Pharmacist's Impact in the Fight Against Climate Change: Thomas Marin from Maillon Vert – carbon neutral pharmacy in QC and how we can apply in Canada (February 8th 7pm EST English speaker)

** All visual support will be translated in French and English.

We will need the help of the Website Committee and of **all** local representatives to promote this event. Any questions or comments?

A. Chadha likes the idea and agrees it isn't well-covered in U of A's curriculum.

Requests that the speaker's biographies are translated to French at some point for promotional purposes.

W. Boudreau adds this document is being updated in real-time by U de M students, but notes that once posts are being made, all information will be translated.

M. Patrick thanks W. Boudreau and Olivier for organizing this. Adds that PDW typically covers CAPSI's value of academics, and this year, these seminars are a way to show our members we value education and academics. Requests that W. Boudreau informs locals once English translations are completed.

W. Boudreau adds that a post for these seminars will be made this coming Monday.

R. Hanson inquires whether CAPSI National can make Facebook event pages for the seminars to help with promotion - either 1 per seminar or 1 for all the seminars.

M. Suon inquires whether we have capacity to promote this to IPSF members as well.

W. Boudreau states they are currently looking for a platform to host these seminars on. Have been inquiring whether any schools have the capacity to host more individuals.

M. Patrick agrees we should promote this to IPSF if possible. U de M may be purchasing Zoom Webinar, which we will tag team on if they do decide to purchase. If not, we will likely be using U of A's platform, which has capacity for 300 participants. If we have capacity for 300 students, we can promote to IPSF. If we are limited to 100, likely not possible, at least for the first seminar.

W. Boudreau states we will be recording the presentations, so we can share the recordings.

A. Chadha states we can turn on registration for the event to keep track of the number of participants who have signed up. Based on numbers, we can then decide whether we have capacity to open the seminars up to IPSF.

W. Boudreau states a survey will be circulated to determine interest.

K. Miclat states U of T also has a 300 participant Zoom capacity.

13. **MEDISCA Student Compounding Virtual Event (2 mins)**

S. Vos

Background: On March 19th, 2021 3-6pm EST, MEDISCA will be hosting an event for CAPSI and SPCC (USA) members. As they stated in the email, "it will be more education/story-like based, versus the typical competition we do." The theme is: the role of compounding pharmacies during a pandemic year. We will distribute the flyers to local reps when we receive them from MEDISCA in early February.

A. Tu feels it's great that MEDISCA is hosting this in lieu of a competition. Inquires whether there will be an interactive component to this event.

S. Vos believes there will be an interactive component based on her discussion with MEDISCA, but will confirm.

L. Symonds thinks this is a great idea but encourages scheduling to take into account time zones so that East Coast members can participate.

S. Vos will send a poll to locals re. what the earliest time that West Coast can participate is and the latest time that East Coast can participate is.

M. Patrick encourages use of Slack for this poll.

14. **Recognition Initiative and Voices of CAPSI (5 min)**

W. Boudreau

Background: Starting in January 2021, as we are trying to promote more good work of students, we will ask 2-3 universities per month to present a student that should be recognized for his/her work (does not need to be pharmacy related and we don't want a student that is already rewarded by CAPSI, university or other institution). Local representatives would have to send before the due date the name, picture and reason why they selected this student.

The below document outlines additional information about the initiative. I would like to know if the instructions are clear and if the due dates are reasonable.

Additionally, as discussed, we will be launching the Voices of CAPSI this month. Please promote these events as much as possible!

A. Chadha likes the idea of highlighting students. Encourages locals to highlight members that are part of minority groups to be as inclusive as possible.

M. Patrick encourages members to direct questions to W. Boudreau.

W. Boudreau encourages locals to check the deadlines for their schools.

15. **SEP Update (2 min)**

M. Kieley

Background: The SEP Fee has recently been changed from \$250 to \$170 (\$100 deposit is returned if a successful exchange occurs and \$70 to participate in SEP). We received 16 applications from CAPSI members and currently have 7 host sites in Edmonton, Winnipeg, Toronto and Montreal for international pharmacy students.

M. Kieley adds that most exchanges will occur in August, but is closely monitoring the situation in relation to COVID. Will be in contact with SEO's from countries we have students going to as well. All SEP students incoming to Canada have been made aware of COVID and isolation requirements.

G. Sicotte-Mendoza working on changing the fee on our website. Questions the necessity of using PayPal for this charge, as there are additional fees and e-transfers between banks are more accessible.

M. Kieley feels e-transfers were easier for this payment. Unclear as to why PayPal was used to begin with. Feels e-transfer would be a better option.

G. Sicotte-Mendoza clarifies the only payments going through PayPal are SEP payments, so if we switch this payment to e-transfers, we can close the PayPal account.

M. Kieley adds it is easier to change the fee if using e-transfer vs. PayPal.

BIRT CAPSI National trials closing the CAPSI National PayPal account for the upcoming year, to be reassessed at PDW 2022.

**M. Patrick/G. Sicotte-Mendoza
Motion Carried**

16. **IPE Logistics for March 2021 (10 min)**

L. Symonds

Background: Results from the poll I sent out were mixed with 60% of responses leaning towards both keeping the MS case and holding it locally. Since this was pretty close, I wanted to discuss it in detail so we can finalize this year's plan and get it rolling. Logistics of a national event could be difficult considering different time zones for both panelists and students. As well, finding a team that is already familiar with working together may be easier if we chose a different topic other than MS, which is doable but would need to happen soon.

R. McLean left the meeting at 12:02 PM MST.

A. Chadha adds that U of A did the MS Panel at PAM 2020. U of A is collaborating with CSHP to host a pediatric nephrology IPE event.

E. Zerr states U of S also held an MS Panel during 2020. Would be okay keeping the same topic and same panel for this year.

H. Saunders would prefer to change the topic, as Dal could not find panelists to speak.

K. Miclat questions whether we can explore the option of keeping MS and coming up with a new topic. U of T had panelists ready for last year but was unable to host because of COVID. Would like flexibility of using material from last year or choosing new topic if needed.

L. Symonds states we would have to vote on a second topic this weekend. Questions whether U of T gets credit for the IPE Event and how long the review process would take.

K. Miclat clarifies U of T does get IPE credit for this event. Would have to clear the topic for review, ideally by February.

R. McLean re-entered the meeting at 12:06 PM MST.

C. Coles seconds H. Saunders in regard to difficulty finding panelists. Could have the same difficulty with a different topic, but would be open to a national panel.

C. Vaccaro questions whether East Coast schools could create an East Coast panel. Clarifies we did not vote on symposia topics.

L. Symonds doesn't feel symposia would be well attended, but states we could recycle symposia topics for IPE cases.

S. Goldstein states UW had panelists lined up in collaboration with another club, which has been hard to reach this year. Likes idea of combining IPE Events between provinces if having difficulty finding panelists.

L. Symonds would like to clarify direction to move in. Mixed response across schools. Would schools who have issues finding panelists for MS panel like to have a national event with a different topic, and then schools who have already run MS panel can continue to do so? Alternatively, could combine IPE Events between provinces for smaller bubbles. Inquires whether a new case is needed?

C. Vaccaro states smaller bubbles with similar time zones would be better.

S. Goldstein adds UW has IPE credits as well, but approval took ~2 months. Have been more flexible with COVID, so something to keep in mind.

M. Patrick proposes that all schools who want to re-use the MS case are welcome to. For schools who don't have appropriate panelists, another topic should be proposed. L. Symonds to determine which schools will re-use MS IPE Event vs. which schools will not. Schools that will not will be additionally polled to determine a topic. Any school that wishes to work together to create an IPE Panel is welcome to.

L. Symonds feels this is appropriate, but is concerned about timeline for completing a new, quality case. Requests that schools who are not re-using MS Panel reach out to her.

A. Chadha states U of A won't be a case-based panel. Suggests L. Symonds create guiding questions instead of a case considering timeline.

H. Saunders states Dal is okay without a new case. Have a similar idea to U of A in the works locally on CF. One idea for schools who cannot orchestrate an MS IPE Panel would be to tag on to another school's IPE Panel rather than having to come up with a new case.

S. Schuhmacher echoes H. Saunders. With everything being online, easy to reach out to panelists across province/other provinces.

L. Symonds thanks council for input. For schools who receive IPE credit, would a panel

discussion satisfy IPE credits vs. a case-based event.

K. Miclat states U of T would likely prefer a case-based event vs. a panel discussion.

M. Chaung adds that IPE Events are traditionally case-based, however review has been flexible.

S. Goldstein states UW's IPE program has three phases. In the first phase, only need didactic IPE events, so could cater to incoming class. Getting something approved for the first phase is much easier vs. second and third phases.

L. Symonds encourages locals in Ontario to discuss and determine what they need to receive IPE credits.

17. **Indigenous Scholarships Poll Results & Initiative (5 min) L. Symonds/C. Vaccaro**
Background: Poll results linked below. About half of schools have scholarships and a mixed response on whether there are seats reserved for Indigenous/marginalized students on admission. Next steps could include letters to deans, or even just presenting the results somewhere. Looking for suggestions on what council would like to see come of this.

C. Vaccaro adds that AFPC updated their strategic plan to include this, so it will be interesting to see what comes of this.

A. Chadha adds that when this poll was sent out, schools may not have had appropriate information to answer the questions. Also don't have information on what schools may be working on in the background. Encourages that if we were to send a statement to deans that it questions what the school is currently doing vs. sending out the results as is.

M. Patrick states this shows CAPSI is taking initiative and wants to work with schools. Encourages next step to be softly-worded letter to deans questioning their current action in this area.

L. Symonds adds that if it isn't obvious what's offered is a problem in itself. CAPSI locals are very involved in schools and initiatives and if they don't know what's offered, it's likely that students applying don't know either.

A. Chadha states we should also consider that this is what the Faculties are doing. What can we do to make CAPSI National Council more inclusive? When comparing U of A's local council to CAPSI's council, CAPSI council has more people of colour and predominantly female leadership, whereas U of A's local council does not. There is always more work done to improve equity, diversity, and inclusion and this is something we should keep in mind for strategic planning next year.

18. **Winter 2021 CAPSIL: Items to be Featured in Place of PDW (10 min) A. Tu**
Background: Traditionally, the Winter CAPSIL features highlights, photos, and recaps of the most recent PDW conference. As there will be no PDW conference this year, I had a few ideas for what we could feature instead:

1. A reflective piece by the PDW 2021 planning committee on their experience with

- planning during COVID-19
2. A promotional piece for PDW 2022
 3. CAPSI competition award winners, both local and national
 4. Research abstracts (in place of the poster competition at PDW)
 5. Winning article for SLC

I would like to ask the council for their thoughts on the proposed topics. Is there anything you think should be added, removed, or changed?

W. Boudreau likes that PDW 2021 PC is being included. The PDW PC puts in a huge amount of work behind the scenes and thinks it is great to recognize them.

E. Zerr echoes W. Boudreau. PDW 2021 Co-Chairs were very grateful to be recognized and thought this was a great idea.

M. Patrick thanks A. Tu for thinking to include the above items.

19. **Virtual Awards Ceremony (10 min)**

M. Patrick

Background: As a way to celebrate our competition and award winners I would like to gauge interest in CAPSI organizing a virtual awards ceremony for early March. It would be a time for us to come together and celebrate the successes of this year. We could also invite our sponsor to attend.

M. Patrick clarifies the event would be 45 minutes to 1 hour in length. Also states we should invite sponsors in order to better connect with them as a council to encourage their continued sponsorship.

L. Lueken thinks it's a good idea to recognize students who have put in time and effort to competitions.

H. Saunders echoes above. Need to ensure appropriate timing for the East Coast. Suggests inviting Faculty from respective schools to recognize their students accomplishments.

C. Vaccaro questions whether we can create certificates for competition winners.

M. Patrick clarifies she will work with D. Bergeron to create these. Will send either via email or send to locals to distribute.

M. Suon left the meeting at 12:35 PM MST.

A. Chadha recalls MUN creating a video for competition winners. Suggests we could create something similar in addition to having ceremony.

L. Symonds clarifies that winners were asked to send in clips for these videos with information about themselves and were asked to thank sponsors in these videos.

M. Patrick to work with D. Bergeron to see if this is feasible.

M. Chaung questions whether the event would be live streamed.

S. Litchmanova unsure if we are able to live stream. Feels it may be better to do this over Zoom and then post the recording on Facebook page. Also adds that she is planning on posting local winners on CAPSI National page. Will organize by award. Questions whether she should hold off on doing this and then post alongside the ceremony.

L. Lueken left the meeting at 12:39 PM MST.

M. Kieley knows there is a way to stream meetings/webinars on Facebook Live. Has been done through IPSF for webinars and other events.

M. Patrick would like to look into this option of live streaming to broaden the audience. Will work with S. Litchmanova. May reach out to M. Kieley re. how IPSF has done this.

M. Suon re-entered the meeting at 12:41 PM MST.

L. Lueken re-entered the meeting at 12:42 PM MST.

20. **Sharing Member’s Research (15 min)** **M. Patrick**

Background: A CAPSI member researched out to ask if CAPSI has avenues to help students engage with research beyond just sending emails asking for participation in surveys. It was brought forward because research allows students to engage and involve themselves in projects that have the potential to advance pharmacy practice. In this way, research is a valuable tool for advocacy. Through the discussion, the following document was made. Please review this one-page document and be prepared to discuss (1) if CAPSI is an appropriate avenue for sharing research (i.e. does it support our values/mission), (2) if appropriate, then how can we facilitate this.

Motion to move Item 20 to Sunday, January 17th, 2021.

M. Patrick/J. Young

Motion Carried

21. **Mid-Year Sponsorship Update (5 min)** **S. Vos**

	2019-2020	2020-2021
Club Member	CU Advertising	CU Advertising
Bronze	RxFiles	RxFiles
Silver	CPhA, Belair Insurance	CPhA, Belair Insurance
Gold	SDM, CFP, Trudell	CFP, Trudell
Platinum	Pharmachoice, Medisca	Pharmachoice, Medisca*

Prospective Sponsor: Vigilance Santé (RxVigilance)

Medisca’s sponsorship title is honorary this year, as we did not run the compounding competitions this year. However, they have committed to sponsoring us next year and in future years, as they see a lot of value in their relationship with CAPSI. Shoppers Drug

Mart (SDM) will also likely sponsor CAPSI this year, but I have to meet with them before that is confirmed.

22. **Vigilance Santé (RxVigilance) Presentation Intro (2 min)** **W. Boudreau/M. Patrick**
23. **Vigilance Santé (RxVigilance) Presentation (1 hr)** **Christoph Kapp & Team**

J. Kelly left the meeting at 1:39 PM MST.

Motion to adjourn meeting at 1:57 PM MST.

M. Patrick/J. Young

Motion Carried

Day 2: Sunday, January 17th, 2020

1. Call to Order

M. Patrick

M. Patrick called the meeting to order at 11:02 AM MST.

2. Land Acknowledgement (2 min)

M. Patrick

3. Attendance (3 min)

J. Young

Name	Position	Attendance
M. Patrick	President	Present
W. Boudreau	President-Elect	Present
J. Kwon	Past-President	Present
G. Sicotte-Mendoza	Finance Officer	Present
S. Vos	VP Communications	Present
D. Bergeron	VP Education	Present
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P. Sanjab	Laval Senior Representative	Present
R. McLean	Dalhousie Junior Representative	Present
H. Saunders	Dalhousie Senior Representative	Present
C. Coles	MUN Junior Representative	Present
S. Schuhmacher	MUN Senior Representative	Present

Guests:

4. 2021-2022 Election Discussions (1.5 hrs)

M. Patrick/J. Young

Reminder: Each current executive council member (with the exception of the President and the Past President) will be granted one (1) vote. A Senior Representative, Junior Representative, or appointed delegate will be granted two (2) votes, plus one (1) additional vote for every two-hundred (200) CAPSI General Student Members at their respective faculty of pharmacy.

Votes must be in **24 hours** from the end of our meeting (Monday, January 18th at 2 PM MST). Once you have sent this email and have confirmation it has been received (I will reply indicating it has been received), both you and your Sr/Jr must permanently delete it from your email account - delete and empty trash.

a. Executive Secretary

- i. Megan Hopkins, University of Alberta

Motion to move in camera at 11:10 AM MST.

M. Patrick/A. Chadha

Motion Carried

Motion to move out of camera at 11:17 AM MST.
M. Patrick/L. Symonds
Motion Carried

b. VP Education

- i. Hannah Saunders, Dalhousie University

Motion to move in camera at 11:18 AM MST.
M. Patrick/D. Bergeron
Motion Carried

Motion to move out of camera at 11:29 AM MST.
M. Patrick/K. Miclat
Motion Carried

c. IPSF Liaison

- i. Rita Huang, Memorial University of Newfoundland

Motion to move in camera at 11:30 AM MST.
M. Patrick/M. Suon
Motion Carried

Motion to move out of camera at 11:40 AM MST.
M. Patrick/M. Suon
Motion Carried

d. President-Elect

- i. Christine Vaccaro, University of Manitoba

Motion to move in camera at 11:41 AM MST.
M. Patrick/E. Zerr
Motion Carried

Motion to move out of camera at 12:05 PM MST.
M. Patrick/H. Saunders
Motion Carried

e. VP Communications

- i. Johanne Nguyen, Dalhousie University

Motion to move in camera at 12:06 PM MST.
M. Patrick/M. Suon
Motion Carried

Motion to move out of camera at 12:42 PM MST.
M. Patrick/S. Litchmanova
Motion Carried

f. **VP Professional Affairs**

- i. Makboolee Fyith, University of Alberta

Motion to move in camera at 12:42 PM MST.
M. Patrick/W. Boudreau
Motion Carried

Motion to move out of camera at 1:06 PM MST.
M. Patrick/M. Suon
Motion Carried

5. **2021-2022 Votes of Confidence (10 min)**

J. Young

a. **President Vote of Confidence**

- i. Morgan Patrick, President, University of Alberta

Motion to move in camera at 1:14 PM MST.
W. Boudreau/A. Chadha
Motion Carried

L. Symonds left the meeting at 1:21 PM MST.

Motion to move out of camera at 1:25 PM MST.
W. Boudreau/S. Litchmanova
Motion Carried

b. **President-Elect Vote of Confidence**

- i. William Boudreau, President-Elect, Université de Montréal

Motion to move in camera at 1:28 PM MST.
M. Patrick/R. Hanson
Motion Carried

Motion to move out of camera at 1:35 PM MST.
M. Patrick/J. Young
Motion Carried

6. **PDW 2022 Update (20 min)**

T. Song/C. Truong

M. Suon left the meeting at 1:53 PM MST.

M. Suon re-entered the meeting at 1:56 PM MST.

G. Sicotte-Mendoza suggests circulating a survey in May 2021 to determine how many students are interested in attending PDW 2022 in order to make a final decision by June 2021. Congratulates co-chairs on negotiating AV contract as it is reasonably priced. PDW 2020 purchased liquor from an outside vendor, but there were also cash bars with alcohol provided from the hotel. Allowed them to only purchase table wine for suppers, with all other liquor provided through the hotel. Clarifies whether PDW 2022 FO has access to bank account. Questions whether we have an out for sponsors/speakers.

C. Truong indicates sponsors have expressed interest, but no contracts have been signed. Contracts for speakers have refundable deposits.

J. Kelly left the meeting at 2:01 PM MST.

G. Sicotte-Mendoza adds that the PDW 2023 promotional video should be scheduled into the closing gala.

C. Truong indicates a survey was circulated prior to release of COVID vaccine. Questions whether it would be useful to circulate another one once vaccine rollout details are clarified.

S. Vos comments that if results from the previous survey were positive, it is likely not useful to circulate another one, as results would likely improve now that the vaccine is available.

A. Chadha questions whether physical distancing and safety measures (masking, hand sanitizer) have been factored into conference planning.

C. Truong indicates they will keep this in mind and will look into potential sponsorship for this as well.

K. Miclat indicates PC is looking for feedback re. transportation from the airport. Would delegates be okay taking public transportation from airport to hotel?

S. Litchmanova feels UP public transportation would be suitable, and group passes may be available.

W. Boudreau states AV cost is appropriate. Indicates there may be additional fees associated with using electricity from the hotel, for example, despite having signed a contract with an outside source. Offers to have co-chairs/PC contact him re. using outside vendor for liquor. If using shuttles from airport to hotel, must ensure the company is willing to be flexible due to weather/flight delays. Ensure you unsubscribe from the website domain following PDW to avoid extra fees.

G. Sicotte-Mendoza states that their colleagues were alerted to unsubscribe of the domain but forgot to do it. The extra fees were not covered by PDW.

H. Saunders left the meeting at 2:12 PM MST.

Motion to refer Items 7-12 for discussion via email due to time constraints.

M. Patrick/E. Zerr

Motion Carried

7. **PDW 2023 Update (10 min)** **E. Zerr/L. Lueken**
8. **Election Issues (5 min)** **J. Young**
Background: Opportunity for locals to voice any challenges faced with elections.
9. **Sharing Member's Research (10 min)** **M. Patrick**
Background: A CAPSI member researched out to ask if CAPSI has avenues to help students engage with research beyond just sending emails asking for participation in surveys. It was brought forward because research allows students to engage and involve themselves in projects that have the potential to advance pharmacy practice. In this way, research is a valuable tool for advocacy. Through the discussion, the following document was made. Please review this one-page document and be prepared to discuss (1) if CAPSI is an appropriate avenue for sharing research (i.e. does it support our values/mission), (2) if appropriate, then how can we facilitate this.
10. **Outgoing Finance Officer Reimbursement (5 min)** **M. Patrick**
Background: At PDW 2020, council approved reimbursement for the Outgoing Finance Officer to attend the first face-to-face meeting for the 2020-2021 council term to facilitate financial handover. The reimbursement was similar to the Outgoing VP Com (flight, ½ cost of registration & 1 night of accommodation). An in-person transition may help the new FO to acquire key knowledge at the beginning of their council term. Per the BIRT motion made at PDW 2020, we must reassess this decision to ensure it is still appropriate, necessary, and financially feasible.
- PDW 2020 Meeting - Day 1, Item 10
BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at the first face-to-face meeting for the 2020-2021 council term in order to facilitate financial handover as per the 2020-2021 budget, to be reassessed at PDW 2021.
11. **Executive Council Members Feedback (5 min)** **M. Patrick**
Background: At PDW 2020, council approved a trial year of an anonymous survey sent prior to our Fall Meeting for locals to provide constructive feedback for executive council members. The purpose of this survey was to increase transparency within CAPSI National Council and improve communication between the executive and local council. The results of this survey were to be viewed by only the President. Per the BIRT motion made at PDW 2020, we must reassess the need and benefit of this survey.
- PDW 2020 Meeting - Day 1, Item 11
BIRT CAPSI National will trial a year of an anonymous survey sent out to all council members to be sent prior to Fall TC in order to provide constructive feedback for executive council members and to be viewed by the President only, to be reassessed at PDW 2021.
12. **Email Blasts (5 min)** **S. Vos/J. Young**
Background: At PDW 2020, council approved a trial year of sending emails to CAPSI general members. This has since been discussed, however the logistics of this have proved challenging in general, and in relation to the pandemic. We will likely require significant assistance from CPhA to set this up, as the way our CAPSI email is set up will not permit us to send these emails ourselves. Sam and I would like to propose that we will make our best effort to work out the logistics of these emails so that our incoming

position holders can trial this during their term.

PDW 2020 Meeting - Day 2, Item 10

BIRT CAPSI National trials a year of sending emails to CAPSI general members for the 2020-2021 council year, to be reassessed at PDW 2021.

Motion to adjourn meeting at 2:13 PM MST.

M. Patrick/A. Chadha

Motion Carried



C A P S I • A C E I P

Annex of Executive and Local Council Updates
January Meetings 2021

Saturday, January 16th and Sunday, January 17th,
2021

Local Council Updates

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

Position Update:

- **Next Top Pharmacist (NTP)**
 - Held on November 27th, 2020 virtually via Zoom
 - Went well overall. 3 contestants participated.
 - Candidates were asked to submit talent videos prior to event date. On the day of the event, candidates competed in 3 competitions, and pre-recorded talent videos were played. Talent videos were later posted on Facebook for students to vote.
 - Had some difficulty roping in contestants due to the online nature of things
 - Good feedback from audience
 - Winner awarded \$250 cash prize (compensated locally for now...waiting for reimbursement from National), second place awarded \$100 cash prize locally
 - Were able to gain few sponsors who provided gift cards
 - Audience was given raffle prizes
- **Student Literacy Challenge (SLC)**
 - Went well overall. 2 contestants submitted by deadline
 - Had some difficulty roping in contestants due to the online nature of things
 - Winner awarded \$250 cash prize (compensated locally for now...waiting for reimbursement from National), second place awarded \$75 cash prize locally
- **Patient Interview Competition (PIC)**
 - Held on November 18th, 2020 virtually via Zoom
 - Went well overall. 2 contestants participated, 3 faculty judges, 1 local council member as patient volunteer
 - Had some difficulty roping in contestants due to the online nature of things
 - Winner awarded \$250 cash prize (compensated locally for now...waiting for reimbursement from National), second place awarded \$75 cash prize locally
- **Over the Counter Competition (OTC)**
 - Held on November 23rd, 2020 virtually via Zoom
 - Went well overall. 3 contestants participated, 3 faculty judges, 1 local council member as patient volunteer
 - Had some difficulty roping in contestants due to the online nature of things
 - Winner awarded \$250 cash prize (compensated locally for now...waiting for reimbursement from National), second place awarded \$75 cash prize locally, third place awarded \$50 cash prize locally
- **GSK-UBC Lunch and Learn – Voltaren Talk**
 - Organized on November 4th, 2020 in collaboration with GSK virtually via Zoom.
 - The talk was to present evidence behind OTC Voltaren products. In previous years, the same talk received good feedback. Therefore, our sponsorship coordinator was able to bring it back this year as well based on high demand.
 - Received great feedback. More than 20 people attended
 - Attendees were awarded with raffle prizes.
- **IPSF-SEP Info Session**
 - Held on November 19th, 2020 virtually via Zoom
 - Went well overall. 19 attendees in total.
 - Audience received raffle prizes
 - Lots of Q/A post presentation.

- New membership signups post presentation as students were interested in the CAPSI-IPSF membership benefit of being able to apply to attend annual World Health Assembly.
- **Local Annual General Meeting (AGM)**
 - Held on November 25th, 2020 virtually via Zoom
 - Went well overall. Had ~25 attendees.
 - Got a chance to introduce our local council to the local student body
 - Announced local competition as well as award winners and passed local constitution amendments.
 - Raffle prizes awarded to attendees
- **CAPSI Care Packages**
 - Local CAPSI Advocacy committee organized a mental health initiative to provide stress relief prior to December 2020 exam period.
 - 8 submissions from students where they had to submit a meme related to coping with stress of online learning using their picture in it. Following this, the local student body was asked to like their pictures on social media. Winner was announced based on maximum likes received.
 - Everyone was awarded \$5-10 gift cards to acknowledge their spirit of participation
 - Local feedback included doing more events in future such as ornament making, etc.
- **UBC Award of Professionalism**
 - Local award to reward UBC PharmD students who are actively involved amongst the student body, within the profession, and in pharmacy-related events and initiatives
 - 3 applications, 1 winner chosen in November.
 - Winner received an engraved plaque, a financial award (\$100), and recognition at the local AGM.
- **Laurel Prize for Excellence in Pharmacy**
 - An annual award donated by Jerold Chu and Kevin Sin, previous UBC CAPSI Senior Representatives. This prize recognizes a pharmacy student for their involvement in student affairs, leadership skills, and commitment to advocacy.
 - Applications submitted by November 30th, 2020 and winner selected – Brittany Buffone (local CAPSI Fourth Year Rep). The winner will be awarded with two engraved plaques – one to be mailed to them for them to keep and a second one to be kept at the Faculty itself.

Upcoming Events:

- **Advice for Life Competition (AFL)**
 - UBC Senior and Junior are working with local second year rep to organize the event in January
 - Potential date – January 25th, 2020
- **CAPSI-CSHP Symposium**
 - Talk to be organized on March 4th, 2020 virtually via Zoom
 - UBC CSHP Student Reps responsible for organizing the presenter
 - UBC CAPSI will help advertise the event through their social media platforms.
- **GSK-UBC Lunch and Learn on Flonase**
 - Planning under way for beginning of February 2021
 - To be held virtually via Zoom
- **Local Elections for 2021-2022 period**

- Planning underway for February end – March beginning period.
- **Pharmacist Awareness Month (PAM)**
 - Executive PAM team hired in December
 - Planning of events currently underway (7 online events), details (re speakers, dates... etc.) will be confirmed by the end of this month
 - Sponsorship package being worked on to be sent out within the month

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

Position Update:

- Race against Racism completed - 150 donations for a total of \$4712.20 raised
 - Committee has speakers who have worked with vulnerable populations and how to care for them
- CAPSI competitions completed
 - PIC/OTC/SLC resolved, AFL launched
- Pharmacist Awareness Month planning
 - Committee has been formed, had one meeting 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

Upcoming Events:

- AFL adjudication
- Race against Racism Events: Miscellaneous (details and dates still being planned)
 - Topics include dealing with vulnerable populations:
 - HIV + Hep C, Tactics and project work, Inner city, LGBTQ, Covid response focus, women's shelter, aboriginal and distribution focus)
- CPhA Lunch and Learn for the Class of 2024 (Date TBD)

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

Position Update:

- Collaboration with the College of Medicine for Antimicrobial Awareness Week (November 18-24)
- Continuing with Wellness Wednesday's underway with CAPSI locals doing social media takeover with how they approach wellness
- Held and completed competitions online (OTC, PIC, SLC)
- Held meeting with Dean and faculty regarding hosting PDW 2023 in Saskatoon
- Held OSCE info session for 1st and 2nd years before they completed their first OSCE in December
- Sent call out for PDW 2023 co-chairs
- Organize PDW Co-Chair Selection Interview Questions

Upcoming Events:

- CAPSI Lunch and Learn with Scotiabank
- Planning Wellness Panel and Meditation Session
- Organize Bridging the Gap with PAS (This event focuses on student's questions about billing, programs, and professional services of pharmacists of Saskatchewan)
- Start planning & brainstorming for PAM/SNTP
- Organizing this year's Health Campaign

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

Position Update:

- Ran burnout panel on Nov 18th, 30 students attended
- Raised funds with UMPHSA for UMSU holiday hampers
- Students wrote 100 xmas cards for residents at St. Amant
- Completed local competitions for SLC, OTC, PIC, and Guy Genest
- Finding judges for AFL

Upcoming Events:

- Preparing for upcoming local elections (for Feb)
- Planning for PAM
- Planning for MNTP (Feb or Mar)
- Planning for Mock OSCEs

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

Position Update:

- The UW CAPSI local council held its last meeting of the Fall Term on December 1st
- CAPSI local competitions completed
 - PIC/OTC/SLC winners announced, AFL launched on social media
- IPSF Health Week Completed
 - The following events were held:
 - Virtual community outreach presentations to elementary schools on the topic of smoking and vaping
 - “Tobacco Addiction: Answers to Difficult Patient Questions” seminar was held via Zoom
 - Social media challenge with daily “Question of the Day” multiple choice was ran over Instagram
- Wellness Wednesday initiative continued over Fall Term
 - Will no longer run over Winter Term

Upcoming Events:

- High Stakes Mock OSCEs (January 4 and 5)
- Phrosh Club’s Day (January 7)
- CAPSI Awareness Week (January 11-15)
 - Membership drive including brochure, video and IG takeovers
 - CTMA giveaway
- AFL adjudication
- Local CAPSI elections launch (mid-February)
- PAM Planning
 - First meeting held with PAM Chair, Jr & Sr
 - Upcoming To Do: finalize theme, form planning committee with relevant pharmacy student leaders, create rough outline of events

University of Toronto (K. Miclat/M. Chung)

Position Update:

- **1. Completed - Competitions**
 - PIC and OTC were full with 36 participants
 - Guy Genest had more applicants than last year – professors chose the winner after receiving blinded entries from Toronto Junior Rep
 - SLC had 8 entries – our local CAPSI Council chose a winner
- **2. Completed - Dipiro Textbook Sale**
 - We sold Dipiro textbooks in collaboration with UofT bookstore as a fundraiser
 - Sales were pretty comparable to previous years

- **3. Completed – UofT Pharmafacts Bowl**
 - We held our own local Pharmafacts Competition at the end of Fall Semester
 - We had approximately 35 students attend, with student representatives from each year
- **4. Ongoing – IPSF SEP**
 - Promotion over Social Media continued
- **5. Completed - IPSF Antimicrobial Awareness week**
 - Online giveaway competition
 - Online campaign with infographics and resources
- **6. Completed – Smoking Cessation and Tobacco Awareness Jeopardy**
 - Event took place on December 2 2020
 - Part of the National Health Campaign held a Jeopardy night over Zoom
 - Teams were able to test their knowledge on vaping, cannabis, smoking cessation and more

Upcoming Events:

- **1. PAM 2021**
 - **Date:** March 2021
 - **Location:** Pharmacy Building, University of Toronto
 - **Description:** We will begin brainstorming, looking for speakers, and contacting external partners for outreach events
 - **Cost:** N/A
 - **Support needed from CAPSI National:** Case for interprofessional panel event
- **2. CAPSI Social Media Week**
 - **Date:** Mid February 2021
 - **Location:** Facebook
 - **Description:** This is a 1-week event on Facebook where students can win prizes by participating in daily interactive challenges. During this week, students are asked thought-provoking questions and asked to comment for a chance to win. One of the fun challenges that are commonly included is a day where students are told to find a local CAPSI council member and take a picture with them. This year we might have students mention a memory they have with a CAPSI council member or if they have a photo with a CAPSI council member to post that.
 - **Cost:** N/A
 - **Support needed from CAPSI National:** None
- **3. Mock OSCE for 2T1s (3rd year) class**
 - **Date:** March 2021
 - **Location:** Pharmacy Building, University of Toronto
 - **Description:** We host at least one mock OSCE session for each class. We plan to host a Mock OSCE session for the 3rd years. Second year students will volunteer to be SPs and judges for the 3rd year students going through the stations. Planning to hold this via Zoom
 - **Cost:** \$0
 - **Support needed from CAPSI National:** None
- **4. Symposium**
 - **Date:** February or March 2021
 - **Location:** Zoom
 - **Support Needed from CAPSI National:** Symposium Topic
- **5. IPSF Smoking Cessation Event**
 - **Date:** January 14 2021
 - **Location:** Zoom

- **Description:** As a part of the Tobacco Awareness health campaign this year, IPSF will be hosting an event about pharmacotherapy devices used in the process of quitting smoking!

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

Position Update:

- CAPSI competitions completed
 - Winners announced
 - AFL advertisement
- PAM Planning
 - Association with UdeM IPSF to organize events for PAM

Upcoming Events:

- AFL adjudication and winner announcement
- Local CAPSI elections (in March)
- PAM Planning and advertising
 - Collaboration with CAPSI ULaval
 - Collaboration with IPSF UdeM

Université Laval (P. Sanjab/S. Boudhine)

Position Update:

- Completion of CAPSI competitions
 - Winners announced
 - AFL advertised
- PAM Planning:
 - Local committee has been formed

Upcoming Events:

- CAPSI Lunch and Learn with GSK
- AFL adjudication and announcing winner(s)
- Local CAPSI elections (March)
- PAM Planning and advertising
 - IPSF Blood drive
 - Collaboration with CAPSI UdeM

Dalhousie University (H. Saunders/R. McLean)

Position Update:

- Completed all competitions (except AFL) and announced competition winners on social media and via email.
- Advertised AFL to students
- Advertised Future of Pharmacy Excellence award to students
- Facilitated election speeches for Dal applicants

Upcoming Events:

- Pharmafacts trivia night
- PAM — Events TBD
- AFL submissions due Feb 1

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

Position Update:

- RxFiles order completed

- We put together a bulk order to save people shipping
- IPSF Blood drive
- IPSF Tobacco Trivia month
- CAPSI Competitions completed
 - PIC/OTC/SLC/Guy Genest completed and winners announced
 - AFL advertised
- PAM elections being held now

Upcoming Events

- Completion of AFL
 - Grading and announcing winner
- PAM planning and associated events

Executive Council Updates

President (M. Patrick)

Position Update:

- Completed
 - Assist in the execution of Antibiotic Awareness Week
 - Help to organize webinars about Pharmacy and the Environment (scheduled for Feb 2021)
 - Facilitate the planning of PDW 2023 (Sask)
 - Renew insurance
 - Facilitate the collection of CAPSI local and national award and competition winners
 - Organize and execute a December Executive meeting
 - Assist in the planning of the online peer mentorship program
 - Edit AGM slides
 - Facilitate the release of AFL competition
 - Write a letter to PEBC re: cancellation of exam 48 before
 - Meet with PEBC twice to discuss plans for Class of 2020 grads who have not written the exam and Class of 2021 who plan to write in May 2021.
 - Meet with CPhA re: assist in advocacy for PEBC cancellation
 - Meet with Vigilence Sante re: membership benefit/partnership
 - Work with CAPSI member to develop a means to share research that CAPSI members are involved in
 - Delegate CAPSI video topics to appropriate Exec members/committees
 - Check in with all Seniors
 - Review and edit PDW 2022 sponsorship package and promotional video script
 - Check in with past president re: year end report
 - Check in with VP Comm re: sponsorship
 - Assist in the organization of hospital pharmacy panel event (scheduled for mid/late Feb)
- Upcoming
 - N/A

President-Elect (W. Boudreau)

Position Update:

- Completed
 - SWC Meeting #3 completed
 - End of Wellness weeks for Fall semester
 - First game night happened
 - Voted to continue Voices of CAPSI and Voted to start "recognition for student"
 - Preparation for Environmental (Wellness) Weeks in February
 - Separate work for post Wellness Wednesday
 - CRC Meeting #2 completed
 - Suggestion for Bylaws sent to Jin, Tara, Morgan for revision
 - Suggestions of OM revised by CRC
 - Abbreviation document sent to council
 - Participation to PAM's meeting with CPhA and creation of canal
 - Participation in most meetings with President
 - Updated slides for AGM and preparation
 - Help with translation
 - Check in with Juniors

- Suggestion for AAW for next year and Educational Videos with VP PA
- Discussion of partnership with RxSanté
- Think of succession of Mentorship program
- Review amendment and sponsorship Package of PDW2022
- Upcoming
 - AGM -> January 20th, 2021
 - Meeting #4 with SWC → date to be confirmed
 - Next PAM meeting with CPhA → to be confirmed

Past-President (J. Kwon)

Position Update:

- Completed
 - Provide guidance to the CAPSI National Council as required
 - Answer emails sent to pastpres@capsi.ca
 - No meetings for Ethics committee as no reported ethical matters have been brought forward currently
 - Reviewed fall meeting minutes
 - Preparing Annual report
 - Updated AGM slides
- Upcoming
 - N/A

Executive Secretary (J. Young)

Position Update:

- Completed
 - Election documents edited, translated, and distributed
 - Answered emails from candidates and locals re. elections
 - Call for position updates/agenda items for January Meetings
 - Fall Meeting Minutes distributed
 - Fall Membership Drive completed
 - Open subcommittee advertising completed
 - Call for AGM slides
 - Met with Presidents in December re. AGM details
 - Met with Morgan, Sam, and Christine from CPhA to discuss webinars, AGM, sponsorship, and PEBC's
 - Compiled and organized candidate election applications
 - Call for Winter Membership Drive update
 - Incorporated position update/agenda item submission deadlines into Google calendar
 - Responded to emails and membership inquiries
- Upcoming
 - By Elections
 - Membership and Electoral Committee Meetings
 - Review election portion of OM to ensure protocols are up to date
 - Send membership drive update to CPhA

Finance Officer (G. Sicotte-Mendoza)

Position Update:

- Completed
 - ACCOUNTING

- Our accountant Sylvie is no longer working for *Escient inc.* as of February 1st. I will be in contact shortly with her replacement to provide invoices for our sponsors.
 - SEP PAYMENT
 - A change in SEP has been put in place since January. We were alerted that CAPSI can't use students for any other purpose then pay for SEP fee. The whole amount of the student deposit must be refunded after the student exchange. Instead of 250\$, we will now charge 170\$ to cover for SEP registration fee + deposit. The students that have already sent 250\$ have been reimbursed. The SEP registration is now accepted via e-transfer: I am still working on changing the PayPal link in CAPSI's IPSF webpage.
 - IPSF MEMBERSHIP
 - The wire transfer has been done to pay our IPSF membership fees.
 - BANK STATEMENTS
 - All bank statements from April to November have been coded and added to the Drive. The finance committee has already started the verification: April to July documentation has already been sent to the accountant. All PDWs PC's now know how to retrieve and code their bank statements.
 - SCOTIA BANK E-TRANSFER
 - I have been able to change our daily and weekly limit for e-transfers:
 - 3000\$/day -> 10,000\$/day
 - 10,000\$/week -> 50,000\$/week.
 - This change will help me pay the competition reimbursements without have to send cheques (risk of losing them in the mail) or multiple e-transfers (which would delay the full reimbursement to all schools). Sending money via cheque or e-transfer cost almost the same: 1\$/post stamp or 1\$/e-transfer.
 - SCRIVENS INSURANCE RENEWAL
 - I have verified our insurance contract for its renewal. All documentation will be available In the Drive shortly. The contract is very similar to the ones of the previous years. I will see with the PDW PC how this insurance can be of use during PDWs.
 - PDW2022
 - I am in close communication with the PDW PC. I have reviewed the budget with the PDW2022 FO and have commented on the addendum to their hotel contract. I am in the process of sending PDW PC their 3rd loan of 10,000\$ once I have the money from membership payments + PDW2020.
- Upcoming
 - COMPETITIONS REIMBURSEMENT
 - The payment will be sent to universities once all winners are known.
 - CAPSI MEMBERSHIP FEES
 - DEADLINE to pay membership fees is February 5th via e-transfer, direct deposit or cheque. I will finish to send the invoices this week : 50% has already been sent to local Reps.
 - MINI-CLIP - FINANCE

- The script is written and is in review by the finance committee. I expect we can start filming in February.
 - PDW2020 – BOOK CLOSURE
 - The completed demand to the *Registraire des entreprises* to dissolve PDW2020 PC's enterprise has been accepted as of January 8th 2021. We are waiting for one last expense before closing the account (the cheque for the enterprise dissolving fee of 18\$). I expect to be able to send to CAPSI's account:
 - 30,000\$ as reimbursement of the CAPSI loan
 - 66,166.41\$ as final profit of PDW2020
 - TOTAL OF 96,166.41\$ to be transferred to CAPSI's account in February.
 - The last step of closing PDW2020 books will be to use the Sheraton points received for the event. Since they can't be used towards another PDW, there is a chance they could be used to "buy CO2" to reduce the environmental impact of our event. I will look into it, but this is no priority.
 - FINANCE COMMITTEE MEETING
 - The finance committee will hold a 2nd meeting to discuss:
 - The verification process of the bank statements
 - The use of the PDW2020 profits: investment, future PDW PC gifts, etc.
 - RENEWAL OF CAPSI DOMAIN NAME
 - To be done in February.
 - PREPARING THE TRANSITION WITH THE NEXT FO
 - I want to start preparing for the transition to the next FO. I want to clarify the transition documents (ex: explain the use of PayPal, regroup ScotiaBank contacts and transaction limits, finance committee organization, etc). My objective is to have a peaceful transition and sufficient time to prepare the book closure in April with the accountants.

VP Communications (S. Vos)

Position Update:

- Completed
 - Met with Medisca to discuss ongoing partnership and involvement with members this year
 - Met with candidate to discuss details and answer questions about position
 - Attended webinar workgroup meeting
 - Worked with RxFiles to get codes for individual member purchase of RxFiles resources, and distributed to members via locals
 - Invoices/contracts pending with RxFiles, Belair, and CPhA
 - Met with Trudell to discuss this year's sponsorship (invoice/contract pending)
 - Ongoing communications with CFP and Trudell
 - Attended executive council December meeting
- Upcoming
 - Start ad campaign with CU Ads for 2021-2022 Notebook
 - Meeting with council members from Quebec pharmacy schools to discuss increasing promotion to French-speaking students
 - Finalize contracts and receive sponsorship payments from current sponsors
 - 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
- Work with Medisca to plan compounding workshop
- Communications with CFP and Vigilance Sante re: prospective sponsorship for this year
- Meet with new Trudell North America Marketing Director re: Backpacks

VP Professional Affairs (L. Symonds)

Position Update:

- Completed
 - Held another AC meeting where we mainly discussed putting together advocacy toolkits and resources for the website.
 - Currently drafting the IPSF declaration with SEO
 - Working on logistics for this year's IPE event
- Upcoming
 - Going to be working with Will on some new initiatives
 - AC meeting in the next month or so
 - Aiming to have the declaration drafted by Feb 26th
 - Create actionable response to Indigenous Scholarships info with Christine

VP Education (D. Bergeron)

Position Update:

- Completed
 - No update provided
- Upcoming
 - No update provided

Webmaster (S. Litchmanova)

Position Update:

- Completed
 - Updated website when needed
 - Posted on social media platforms when needed
- Upcoming
 - Upcoming social media posts will be uploaded in a timely manner
 - Continue updating website when needed
 - Discuss with committee how to post competition winners on social media
 - Discuss with committee about upcoming videos and how they will be promoted

CAPSIL Editor (A. Tu)

Position Update:

- Completed
 - Open call for submissions for the Winter 2021 CAPSIL (deadline for submissions January 29, 2021)
 - Putting together script for CAPSI Mini Clips (CAPSIL section)
- Upcoming
 - Winter 2021 CAPSIL Release (tentative release week of Feb. 22-26)

IPSF Liaison (M. Suon)

Position Update:

- Completed

- Attended various IPSF training sessions for upcoming changes to how IPSF work is to be done → IPSF CP Training, IPSF PARO CP Training, IPSF Guide to Activity Report Forum
- Submitted: 9 activity reports, and 9 PARO spotlight posts. Fall semester has been slow for activity reports, hopefully with PAM we have a large spike in activity reports.
- Submitted monthly COVID-19 updates from Canada to IPSF PARO regions.
- Planning PARO Pharmacy Student Panel with APhA-ASP – tentative to be in January but may be pushed to February
- Upcoming
 - IPSF local rep meeting end of January to gather reports on how their mandate is going.
 - PARO Pharmacy Student Panel
 - Creation of IPSF spotlight presentation/video to share with CAPSI members

Student Exchange Officer (M. Kieley)

Position Update:

- Completed
 - Finished SEP Promotion
 - Updated CAPSI's SEP fees as per IPSF official documents
 - Submitted CAPSI Additional SEP Fees Report
 - Participated in SEP Interregional Campaign
 - Updated SEP Student Spreadsheet
 - Submitted October, November & December SEP Monthly Updates
 - Searched for & secured some SEP Host Sites
- Upcoming
 - IPSF Local Representative Meeting

CSHP Liaison (J. Kelly)

Position Update:

- Completed
 - Call for and the deadline for the hospital student award has been completed. The winner has not yet been announced, but will be shortly. This year the award will look different compared to future years as it is usually presented at PDW.
 - Student event for residency information across the country is currently in planning stages, with hopes to hold the event this winter as a collaborative effort between CAPSI and CSHP.
 - CSHP student memberships are changing! Membership renewal dates have been moved to June 30th, like all other CSHP memberships. Please reach out if you have any questions
- Upcoming
 - Student event for residency information across the country is currently in planning stages, with hopes to hold the event this winter as a collaborative effort between CAPSI and CSHP.