



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence
Unité – Professionnalisme – Plaidoyer – Universitaires – Excellence

June 2024 Meetings

CAPSI National Council Meetings

Quebec City, QC

Wednesday, June 12th through Friday, June 14th

[Welcome Package**](#)**

Message from the President

Hello everyone!

First of all, welcome (or welcome back!) to the Canadian Association of Pharmacy Students and Interns (CAPSI)! We represent over 4000 students across 11 different pharmacy schools in Canada, and you've been elected by your friends, classmates, and peers to be their voice to advocate on their behalf.

If this is your first year on council, you may feel nervous (I still do!) as you head into the first CAPSI meetings surrounded by the most passionate individuals across Canada. You may initially feel intimidated or uncertain of what to say during our meetings, but do understand our meetings are an open space for everyone. Your ideas are just as important as everyone else's, so don't be afraid to voice your thoughts throughout our discussions!

As the year goes on, exams will come up, assignments will be due, and life can just happen. In those moments where you feel that you're against the clock for school, CAPSI, and everything else, it is perfectly okay to prioritize yourself first and leave CAPSI behind for a moment! We've all had times where we just needed to take a break from CAPSI to sort out other things going on in our lives, and come back to CAPSI when things have settled down a bit - so don't feel guilty if you have to do that yourself as well! We have a fantastic council that is very supportive behind you, so please let me know if you need to take a little break so we can ensure the work is spread out and you're not scrambling to catch up again once you return.

All of you here have been given a role on the National Council to help CAPSI grow further as an organization. It may seem like a one-sided relationship, however; I want you to know that CAPSI is also here to help you grow as an individual and enrich your pharmacy journey. It leads to lasting connections with colleagues and friends across Canada that you'll cherish even after your time with CAPSI is over and fond memories for you to look back upon in the years to come.

I'm super excited to meet you all in Quebec City in just a few more days and can't wait to see the work we'll do in the upcoming year to advance our profession!

See you soon!

A handwritten signature in black ink, appearing to read 'Wooje' with a stylized flourish above it.

Wooje :)

Day 1: Thursday June 13th, 2024

Location: Crémazie-Garneau Room, Delta Hotel

9:00 AM to 12:15 PM EDT

1:50 PM to 3:45 PM EDT

[Zoom Link](#) (for those attending virtually)

Meeting ID: 669 8180 0367 Passcode: CAPSI

1. Call to Order **W. Choi**

W. Choi calls the meeting to order at 9:15 am EDT.

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

3. Introduction to New Council (1 min) **W. Choi**

Background: As we do attendance I would like everyone to introduce themselves and the position they hold as we do attendance.

4. Attendance (15 min) **J. Kamal**

Name	Position	Attendance
Wooje Choi	President	Present
TBD	President-Elect	N/A
Madison Wong	Past-President	Present
Joe Kamal	Executive Secretary	Present
Hamza Farah	Finance Officer	Present
Ryan Chan	Outgoing VP Communications	Present
Zachary Yopek-Stabel	VP Communications	Present
Ayman Lakhani	VP Education	Present
Meagan Wenzel	VP Professional Affairs	Present
Farah Hadji	Outgoing Student Exchange Officer	Present
TBD	Student Exchange Officer	N/A

Lindsay Zhao	IPSF Liaison	Present
Marc Herrera	Webmaster	Present
Kezra Gerbrandt	CAPSIL Editor	Present
Jacqueline Tian-Tran	CSHP Student Liaison	Present
Jade Nguyen	UBC Junior Representative	Absent
Jeevan Gill	UBC Senior Representative	Absent
Max Albrecht	Alberta Junior Representative	Present
Jin He	Alberta Senior Representative	Absent
Abigail Lenz	Saskatchewan Junior Representative	Present
Hannah Bouvier	Saskatchewan Senior Representative	Present
Anna Le	Manitoba Junior Representative	Present
Allison Lage	Manitoba Senior Representative	Present
Sara Darch	Waterloo Junior Representative	Present
Cassandra Van Drunen	Waterloo Senior Representative	Present
Anica Shafiq	Toronto Junior Representative	Present
Meriam Salih	Toronto Senior Representative	Present
Mélanie Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Justin Bélanger	Montreal Junior Representative	Present
Romy Calvert	Montreal Senior Representative	Present
TBD	Laval Junior Representative	N/A
Hassan Abbas-Harnois	Laval Senior Representative	Present
Andrea Young	Dalhousie Junior Representative	Absent
Alex Wade	Dalhousie Senior Representative	Absent
Amy White	MUN Junior Representative	Present

Alexis Young	MUN Senior Representative	Present
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Guests: Caroline Fitzpatrick, Danielle Paes

5. Dissolution of CAPSI National 2023-2024 Council/Formation of CAPSI National 2024-2025 Council (1 min) W. Choi

BIRT we dissolve the CAPSI National 2023-2024 Council and form the CAPSI National 2024-2025 Council, including all members listed in the June Meetings CAPSI National Council Meeting Attendance.

W. Choi / M. Wong

Motion carried

6. Acceptance of Previous Minutes (2 min) W. Choi

☰ April Meeting Agenda

BIRT CAPSI National accepts the minutes from the April Full Council Meeting on April 7th, 2024.

W. Choi / C. Van Drunen

Motion carried

☰ April Executive Council Meeting

BIRT CAPSI National accepts the minutes from the April Executive Council Meeting on April 15th, 2024.

W. Choi / K. Gerbrandt

Motion carried

☰ May By-by-election Meeting

BIRT CAPSI National accepts the minutes from the May By-by-Elections Meeting on May 18th, 2024.

W. Choi / M. Wenzel

Motion carried

7. 3 Stars of CAPSI (3 min) W. Choi

1. Joe Kamal
2. Jacqueline Tian-Tran
3. 2023-2024 APA Committee

8. President's Address (3 min) W. Choi

W. Choi recited the mission, vision and values of CAPSI. W. Choi emphasizes the importance of taking care of yourself and taking time off if need be. Please let W. Choi

know if you need to take some time to step away as it is important we cover the workload of all positions throughout the year.

9. CAPSI Communication Expectations (2 min)

W. Choi

Background: Importance of using email & slack (Discord if we switch over) to communicate CAPSI-related things to ensure a record is left for the future. Try your best to respond to your emails within 2 business days (or give a response when they should realistically expect a response if 2 business days isn't possible).

10. National Google Drive (2 min)

M. Wong

Background: Here's the link to this year's National Drive. In it you'll find many useful documents, such as the Operating Manual and Meeting Minutes. Make sure you save it in your favorites for quick access if needed.

Google Drive Link: [📁 CAPSI National Google Drive](#)

11. Review of Robert's Rules (10 min)

W. Choi

Presentation link: [📄 Roberts Rules of Order 2024](#)

[Robert's Rules Cheat Sheet](#)

12. Council Contact Information (2 min)

J. Kamal

Background: Please fill out your contact information in the contact list below when you have time. This file is not shared with anyone other than the council and it'll help keep track of all our council members.

Contact List Link: [📄 Council Contact Information CAPSI 2024-2025](#)

13. Position Updates/Agenda Items (2 min)

J. Kamal

Background: Position updates are important to maintain transparency and accountability to our membership. Please do your best to submit position updates by the assigned deadline. Life does get busy sometimes, so if you are unable to submit it by the deadline, **please reach out to me** and let me know when you'll be able to send it to me! This will help me figure out when I can schedule time for myself to compile the agenda. Please remember to include a brief background, as well as an estimated time to allot for agenda items submitted throughout the year.

W. Choi adds that Executive Members can simply list a bullet point list of all their past actions, as the detailed infos are mainly for Locals to fill out.

14. Year End School Reports

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](#)

University of Ottawa
[See Annex](#)

Université de Montréal
[See Annex](#)

Université Laval
[See Annex](#)

Dalhousie University
[See Annex](#)

Memorial University of Newfoundland and Labrador
[See Annex](#)

15. Executive Reports

President
[See Annex](#)

President-Elect
[See Annex](#)

Past President
[See Annex](#)

Executive Secretary
[See Annex](#)

Finance Officer
[See Annex](#)

Outgoing Finance Officer
[See Annex](#)

VP Communications
[See Annex](#)

Outgoing VP Communications
[See Annex](#)

VP Education
[See Annex](#)

VP Professional Affairs
[See Annex](#)

Student Exchange Officer
[See Annex](#)

IPSF Liaison

[See Annex](#)

Webmaster

[See Annex](#)

CAPSIL Editor


[See Annex](#)

CSHP Liaison

[See Annex](#)

16. **Approval of final proposed OM amendments (3 min)** **W. Choi**

Background: Last few important updates in the OM include the addition of 2 new committees (National PAM Committee & Bridging the Gaps Committee) along with the rebranding of the AFL competition. Small corrections like formatting and grammar are included as well.

 Working OM Document (23-24 Changes)

BIRT CAPSI National accepts the proposed OM amendments as laid out in the above document.

W. Choi / Alexis Y.

Motion carried

17. **CAPSI Email and Slack Channel Housekeeping (2 min)** **M. Herrera**

Background: Friendly reminder not to change your CAPSI email name to your name and not to use your personal university email for your Slack! Sign up with your CAPSI email as this makes transitioning easier. Committee leaders, please provide me with a list of your current committee members by the end of June and I will remove anyone who is not on the list.

18. **Social Media Posts (2 min)** **M. Herrera**

Background: If there is anything you'd like posted on the CAPSI National social media pages, please sign up on the calendar! Instructions on the first page, make sure you link your graphic and captions in their respective sections on the sign-up sheet. If you have posts that you want reposted by CAPSI National DM us or tag us and I will share it as soon as I see it.

Social Media Calendar: [Link](#)

19. **CAPSI Website Update (2 min)** **M. Herrera**

Background: I will begin updating pages for this year's council as soon as I can, aiming to get that done by late June – so please fill out the survey! If you have any suggestions about needed changes, be it information or visual please let me know using the linked forms.

Form for website bios: [Link](#)

Website suggestions: [Link](#)

20. **Discord as a method of communication (10 min)** **M. Herrera**

Background: It has been brought up that the free version of Slack as a method of communication comes with limitations that make it unideal to use for messaging with other team members and in organizing work/keeping records. I would like to present Discord as an alternative to this and would like the opinions of others as well.

The goal of the switch is to make communication less messy, and easily keep a record of past conversations/important items.

M. Wong asks if we're officially switching over, or if we're testing it out. What's the plan basically?

M. Herrera answers that he wants to do a test period first and then make a final decision later on.

A. Lakhani suggests a test period after committee selections to test out the "Pick your committee" feature.

W. Choi asks if we want to use our CAPSI email or personal email, since it might be a hassle for a lot of people to have 2 Discord Accounts.

M. Herrera says it's probably not going to be an issue, since you can edit your role, your name, and such.

M. Wong says that the most important feature of Discord is the ability to keep track of the history of discussions within committees.

W. Choi says that it might be easier then to use personal emails.

M. Wong : Can we kick people out after their CAPSI term is over? Yes it is possible.

K. Gerbrandt : At UofM, they can view old conversations within committees and they found it helpful.

M. Herrera thinks it might not be necessary to keep the chats open to everyone, because of notification overload, but it's possible to mute every committee individually if we go ahead with that setting.

A. Le says it may be pretty easy to switch over from one account to another on Discord (like Instagram), which wouldn't make it a big problem to have 2 Discord accounts.

W. Choi suggests we use our CAPSI emails. M. Herrera agrees.

L. Zhao leaves the room at 10:09 am and returns at 10:19 am.

21. Translations for Website/Social Media (5 min)

M. Herrera

Background: As of current, the French website exists but is not up and running. It is to my understanding that it is due to the small size of the Translations Committee and wanting to avoid burnout by prioritizing other tasks like certain posts or CAPSIL. Similarly, this applies to the remaining posts in waiting for translations, social media posts are also delayed resulting in some posts not having translated graphics and would be limited to caption translations. I was wondering how I should proceed this year as we wait for the Translations Committee to round back up.

J. Kamal thinks it's something to be done. It's necessary to update the french website as CAPSI is a national organism, so it's important to have content available in TWO languages to facilitate accessibility for french speakers. Can be an ongoing project to pick away at when people have time to kill. Let's have a long term goal rather than a specific date, and make sure to establish SMART goals.

M. Salih asks what the biggest challenges of the Translation Committee are.

K. Gerbrandt says it's going to be discussed later on. There is a big workload for a small group of busy students so AI is relied on for translation but it's not always the best quality. We may look into translation services to lighten the load.

BIRT that CAPSI National refers the Website Translation matters to the Translations Committee.

W. Choi / M. Salih

Motion carried

22. Translation Committee Gift Card Draws (5 min)

K. Gerbrandt

Background: Figuring out the best way to promote the Translation Committee with gift card draws or giveaways for members on instagram.

M. Albrecht asks if there are any issues with other Committees not getting draws as an incentive for participation.

K. Gerbrandt answers that incentives could be at the discretion of each committee chairperson.

M. Wenzel thinks K. Gerbrandt's idea is good. It could be done nationally but also locally, because a lot of people follow their local CAPSI pages and not the National CAPSI, so a local draw may be a possibility.

K. Gerbrandt says that she'd rather have the draw be advertised through CAPSI National, but it can be pushed further towards French speaking schools, since they're who we're mostly soliciting.

C. Van Drunen feels like a lot of translations are just pushed on the french schools. Is there a way to lighten the burden?

K. Gerbrandt mentions that AI translations is a successful solution, along with enlisting the help of UofM students who have gone through French Immersion.

H. Abbas says that the draw is a good idea to try to get more people to get involved.

K. Gerbrandt mentions the possibility of having a "final" big reward, and not just the possibility of winning a gift card simply by expressing interest. Would it work?

UdeM locals mention that it could work for their students.

H. Abbas says that the "top 5 best translators" formula worked and would keep working this year. People interested could put their name down for that.

M. Salih says that CAPSI could do a shout out to specific translators periodically to keep the hype and help with motivation by showing recognition.

K.Gerbrandt : Would you do Amazon gift cards or anything else? Could be a "tag your friend" campaign to enter the draw.

W. Choi : Let's refer it to Finance. We could create a Google Forms in French for people to fill out. Would help verify if the person is eligible for the draw (is fluent in French!) : should be the main part of the draw, but we could have a smaller draw where you tag your french friends to amplify visibility.

A.Lage : If somebody on the committee does do a chunk of work, should they be credited in documents (e.g. "translated by")? Could be motivating for the person translating.

H. Abbas agrees. Could also help keep people accountable

A. Le says that some schools have service learning hours that students need to complete throughout the year. Work in the translation committee could possibly count towards those hours.

Who has service hours?

School	Service hours?
UBC	No
UofA	No
UofS	Yes, but Translations for CAPSI probably wouldn't work
UofM	Yes, for 1st and 2nd years
UofT	No
Waterloo	Yes, but hours have to be pre-approved and a supervisor has to confirm the number of hours put into those service hours. Could probably work in that specific case.
UdeM	Probably not, but it could be something that could be discussed with the faculty to make it work.
Laval	No
Dal	
MUN	Yes

Z. Yopek-Stabel : Bel-Air sponsors the 500\$ prize for translation, so K. Gerbrandt has to make sure to include its logo in graphics when advertising the prize to CAPSI members. Criteria : the person has to be in the translation committee per the contract, but it could probably be discussed with Bel-Air to amend it from the contract.

23. Review on AI Translations and translation request sheet K. Gerbrandt

Background: Reminder to use DeepL to translate before adding doc to translation request sheet. See [AI translation doc](#) and [translation request sheet](#). Please give at least 5 days notice (preferably much longer, especially for longer texts).

24. PDW 2025 Update (15 min)

11:00 am EDT

Background: Set to be hosted by Dal in Halifax, Nova Scotia

 PDW Updates June 13, 2024

W. Choi : what tier was obeys/Lawtons looking for?

C. Fitz : I don't know, I wasn't looped into the email.

H. Abbas-Harnois : The dates on the website say 2024. To be corrected.

K. Gerbrandt : Jan 8-11 on the website and 8-12 in other places. We should clarify so people can book their flights accordingly.

W. Choi : Let's not use the Lighthouse picture on the PDW 2025 website front page, because the bright background makes it hard to read the white text.

M. Salih : Last year we used the last day of events as the last day.

J. Kamal : That display of dates was pretty confusing for my delegates last year

W. Choi : We should put the 12th as the last day (departure day) so the delegates don't get confused over what day to book their return flight.

M. Wong : This might be early, but have you given any thought to when you want to open up registration?

C. Fitzpatrick : Not yet, they are still debating it and would like our input to figure it out with them.

M. Wong : We should set up a meeting with the entire PDW committee and a few CAPSI national members to discuss it in detail.

W. Choi : When are you meeting next?

C. Fitzpatrick : Probably end of June.

W. Choi : Please loop me in the email for the doodle poll so I can be available for the meeting.. For Kim Kelly, it would be okay to compensate her, but let's keep the price reasonable.

C. Fitzpatrick : Cost of having her shouldn't be an issue, as she's a local, so probably less money to spend on transportation and accommodations, for example.

25. PDW 2026 Update (5 min)

W. Choi

11:20 am EDT

Background: Set to be hosted by **Laval in Quebec City, Quebec**

W. Choi : Financially impossible to do in Vancouver, as Hotel prices were ludicrous. PDW committee is to be formed with the help of Laval's local council eventually.

H. Abbas : the co-chairs will probably be elected in September.

26. Medisca Compounding Kits (5 min)

A. Lakhani

Background: Medisca requires all schools to submit how many compounding kits they will need. Locals, as you are probably unsure now how many teams will participate,

please make an estimate based off of previous years and confirm the mailing address for your school. I've left in last year's number of kits and mailing addresses for your reference, but please update this info as needed and highlight your school's section in green once complete. I want to send Medisca this information early to prevent issues with receiving materials.

2024 Compounding Kits: [Link](#)

27. CAPSI Symposia Topics (10 min)

A. Lakhani/M. Wenzel

Background: Meagan and I have compiled a list of symposia topics. Locals, please select your top two choices (one vote per school). I will keep the poll open for 24 hours in case any locals are not present, so they have time to discuss with their fellow junior or senior. If there is a tie I will send a follow up poll via email.

Topics: [Symposium topics 2024/2025](#)

Voting Form: <https://forms.gle/xmaTNTm6KCnf1NGT6>

A. Lakhani : 1 form by school to be filled out.

M. Wenzel : try to choose a subject for which you have connections

In addition, I wanted to introduce something new to highlight in the CAPSIL. Since the symposia are fairly unstructured and can be presented in a variety of ways, I'd like to invite schools to share a bit about how their symposia go this year (with pictures, information on the speaker or sessions, etc.) to be featured in the CAPSIL! Hopefully that allows our readers to learn more about the symposium topics or key takeaways in a variety of formats.

L. Zhao: mentions the IPSF topic that was voted (Tobacco), which overlaps with Symposia Topics (Smoking Cessation). It would be up to the locals to interpret how they want to go about it (collab with local IPSF or not).

M. Wenzel : historically, every school does it differently. There wasn't really any specific direction. They plan on keeping that the same, but knowing that everybody is busy, if you need help, you can reach out and have a chat to help provide more clarity on how to run the Symposia.

28. IPE Case Topics (5 min)

M. Wenzel

Background: Roughly picking topics from the ones listed so I know the direction to move forward in.

Topics: [IPE cases](#)

Voting form: <https://forms.gle/orm3twQPPHi5okkp9>

J. Tian-Tran : you can reach out to me if there's anything Hospital-related.

W. Choi : When can we start voting?

M. Wenzel : have that vote done before the end of this conference please, or ideally within 24h from now. Will send an email as a reminder.

29. CPhA - UWaterloo (5 min)

M. Wenzel

Background: Dave wants to do some kind of press release/public meeting with a member of parliament, probably at Waterloo as it is the school running during the summer. By bringing in a politician it can help get media coverage and boost public interest. Looking to see if any local members would be interested. Can reach out with more details as I get them.

M. Wenzel : Locals, be there to serve as the face of CAPSI.

C. Van Drunen : Where do they plan on doing it specifically?

M. Wenzel : Probably on campus. Dave is probably going to spearhead the project.. It also depends on politicians' schedules. The project is still roughly in the works.

C. Van Drunen : July would be better, we have exams in August, so it's a very busy month. September could work. Also, approval from the faculty would be needed, sooner rather than later.

W. Choi motions to recess at 10:43 am EDT

W. Choi / M. Wong

Motion carried

W. Choi calls the meeting back to order at 11:01 am EDT

K. Gerbrandt enters the meeting room at 11:03 am EDT

J. Tian-Tran enters the meeting room at 11:08 am EDT

30. IPSF/SEP Presentation and Vote for Health Campaign Theme (10 min)

L. Zhao

Background: Brief overview of IPSF, SEP, and the Health Campaign. During the 2024-25 Health Campaign, IPSF Locals will organize events based on one of the following themes: HIV/AIDS Awareness (2021-22), Healthy Living and Diabetes (2023-24), Tuberculosis Awareness (2018-9), Anti-Counterfeit Drug, Medication Awareness (2022-23), Tobacco Alert. A poll has been posted in the IPSF Locals group and results will be presented at the meeting and CAPSI Executive Council will vote on the theme and charity for the campaign.

 IPSF/SEP Intro 2024

BIRT for the 2024-2025 IPSF health campaign to be for Tobacco Alert Campaign with proceeds donated to Lung Cancer Canada.

L. Zhao / C. Van Drunen

Motion carried

31. Committee Dissolution (1 min) W. Choi
BIRT the CAPSI National 2024-2025 Council dissolves all 2023-2024 standing and ad-hoc committees.

W. Choi / M. Logelin
Motion carried

32. Committee Formation (20 min) W. Choi

Finance Committee: Addresses matters of financial concern outside of official CAPSI meeting times. Composed of:

Finance Officer (Chairperson) ----- H. Farah
President ----- W. Choi
President-Elect ----- TBD
Past-President ----- M. Wong
One Sr. Rep. from Western Canada* ----- H. Bouvier
One Sr. Rep. from Eastern Canada** ----- M. Salih
Other Executive ----- K. Gerbrandt, A. Lakhani,
Z. Yopek-Stabel, M. Herrera
Ex officio -----
Other Council Members -----

Constitutional Review Committee: Drafts, reviews and amends the CAPSI Constitution (By-Laws, and Operating Manual), in addition to other official documents and contracts, as necessary. Composed of:

President-Elect (Chairperson) ----- **TBD**
Executive Secretary ----- J. Kamal
Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- M. Salih, C. Van Drunen

Membership and Communications Committee: Responsible for ensuring that all the members of the Association receive the membership benefits to which they are entitled; to maintain a national database of membership information including, but not limited to, statistics, demographics, contact information; to facilitate promotion of the Association to current and prospective members; to evaluate branding strategy; to update the CAPSI promotional video. Composed of:

VP Communications (Chairperson)----- Z. Yopek-Stabel
President-Elect ----- **TBD**
Executive Secretary ----- J. Kamal

CAPSIL Editor ----- K. Gerbrandt
 Webmaster ----- M. Herrera
 IPSF Liaison ----- L. Zhao
 One Sr. or Jr rep from Quebec ----- TBD (Laval Jr.)
 One Sr. or Jr. rep from Western Canada ----- M. Albrecht
 One Sr. or Jr. rep from Eastern Canada ----- A. Laurin
 Other Council Members ----- A. Lakhani, H. Bouvier,
 Al. Young, W. Choi, H. Farah, J. Tian-Tran, C. Van Drunen, A. White

Professional Development Week 2025 Planning Committee: Facilitate the organization of PDW 2025 in Halifax, Nova Scotia (hosted by Dalhousie). Composed of:

Local Sr. representative from the host school ----- A. Wade
 CAPSI President as an *ex-officio* member ----- W. Choi
 Local Jr. representative ----- A. Young
 Local Planning Committee as per discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website, social media pages (Instagram and Facebook) including hosting social media campaigns, CAPSI promotion etc.. Composed of:

Webmaster (Chairperson) ----- M. Herrera
 President-Elect ----- TBD
 VP Communications ----- Z. Yopek-Stabel
 CAPSIL Editor ----- K. Gerbrandt
 One Sr. or Jr. rep. from Quebec ----- R. Calvert
 One Sr. or Jr. rep. from Western Canada* ----- TBD Laval Jr.
 One Sr. or Jr. rep. From Eastern Canada** ----- A. Shafiq
 Other Executives: ----- M. Wenzel, A. Lakhani, L. Zhao, J. Tian-Tran
 Other Council Members:-----S. Darch, A. Lenz

Ethics Committee: Responsible for addressing all ethical matters brought to the CAPSI National Council. Composed of:

Past-President (Chairperson) ----- M. Wong
 President-Elect ----- TBD
 CAPSIL Editor ----- K. Gerbrandt
 VP Communications ----- Z. Yopek-Stabel
 Finance Officer ----- H. Farah
 Sr. or Jr. rep. from a French speaking school ----- TBD (probably a Jr.)
 Sr. or Jr. rep. from an English speaking school ----- C. Van Drunen

Other Council Members ----- A. Le, A. Lage, M. Wenzel,
A. Lakhani, M. Herrera, A. Lenz, A. Shafiq, J. Bélanger, Al. Young, A. White, W.
Choi

Competition Review Committee: Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level. Composed of:

VP Education (Chairperson) ----- A. Lakhani
Past-President ----- M. Wong
Sr. or Jr. rep. from a French speaking school* ----- H. Abbas-H.
Sr. or Jr. rep. from an English speaking school*----- A. Lage
Other council members ----- H. Farah, M. Logelin , A.
Shafiq, M. Salih, Al. Young, A. White, A. Le, , C. Van Drunen, M. Albrecht, M.
Wenzel, J. Bélanger, A. Laurin

**Must be different from the home school of the VP Education*

IPSF SEP Selection Committee: Responsible for the review of all applications and for selecting candidates to participate in the IPSF Student Exchange Program. Composed of:

Student Exchange Officer (Chairperson) ----- TBD
IPSF Liaison ----- L. Zhao
One Sr. or Jr. rep. from Western Canada* ----- M. Albrecht
One Sr. or Jr. rep. From Eastern Canada** ----- C. Van Drunen
Other council members ----- A. Lakhani, K. Gerbrandt,
A. Shafiq, S. Darch, H. Farah

Translation Committee: Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson) ----- K. Gerbrandt
One rep. from University of Ottawa ----- A. Laurin
One rep. from Université de Montréal ----- R. Calvert
One rep. from Université Laval ----- H. Abbas-H.
One bilingual council member ----- M. Logelin
Any other council members interested ----- J. Bélanger, J. Kamal, J.

Tian-Tran

Mock OSCE Committee: Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary. Composed of:

VP Education (Chairperson) ----- A. Lakhani
One Sr. or Jr. rep. From each school that runs mock OSCEs:
University of Waterloo ----- C. Van Drunen

University of Manitoba ----- A. Lage
 University of Saskatchewan ----- H. Bouvier
 University of Alberta ----- Jin He
 Memorial University of Newfoundland ----- A. White
 University of Toronto ----- M. Salih
 University of British Columbia ----- **J. Gill**

Any other council members interested ----- . A.Shafiq, J. Tian-Tran, H. Farah, W. Choi

Advocacy and Professional Affairs Committee: Responsible for developing a strategy to engage student opinion about issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession. Composed of:

VP Professional Affairs (Chairperson) ----- M. Wenzel
 VP Education ----- A. Lakhani
 Past-President ----- M. Wong
 One Sr. or Jr. rep. from Quebec ----- H. Abbas-H.
 One Sr. or Jr. rep. from Western Canada* ----- H. Bouvier
 One Sr. or Jr. rep. From Eastern Canada** ----- Al. Young
 Any other council members interested ----- A. Lage, M. Albrecht, A. Lenz, A. Le, W. Choi, A. Shafiq, M. Salih, A. White, J. Bélanger, J. Tian-Tran, L. Zhao, M. Logelin, M. Herrera, H. Farah, K. Gerbrandt (lurking)

Electoral Committee: Responsible for increasing transparency about our election procedures, facilitating enhanced communication between members and local representatives during speeches and elections proceedings, and researching other methods of voting and logistics involved in order to make decisions about any changes to elections in the future. Composed of:

Executive Secretary (Chairperson) ----- J. Kamal
 Past-President ----- M. Wong
 One Sr. or Jr. rep. from Western Canada* ----- A. Lage
 One Sr. or Jr. rep. From Eastern Canada** ----- M. Salih
 Any other council members interested ----- M. Wenzel

Student Wellness Committee: A national initiative to make a push for student wellness by sharing ideas and events in order to allow better collaboration between all eleven (11) local CAPSI chapters and destigmatize mental health. Composed of:

President-Elect (Chairperson) ----- **TBD**
 VP Professional Affairs ----- M. Wenzel

Past-President ----- M. Wong

One (1) Senior or Junior Representative from each school:

University of British Columbia ----- J. Gill

University of Alberta ----- Jin He

University of Saskatchewan ----- A. Lenz

University of Manitoba ----- A. Le

University of Toronto ----- A. Shafiq

University of Ottawa ----- M. Logelin

University of Waterloo ----- S. Darch

Université de Montréal ----- R. Calvert

Université Laval ----- TBD (Jr.)

Dalhousie University -----

Memorial University of Newfoundland ----- Al. Young

Any other council members interested ----- A. Lage, H. Bouvier, J.

Tian-Tran, L. Zhao, A. White, K. Gerbrandt (lurking), M. Salih

Bridging the Gaps Fund Committee: Ensure continuation and sustainability of the Bridging the Gaps Fund. To facilitate the advertisement, approval process, and distribution of associated funds to individuals or groups as the committee deems appropriate. Composed of:

President (Chairperson) ----- W. Choi

Pres-Elect ----- TBD

Finance Officer ----- H. Farah

VP, Communications ----- Z. Yopek-Stabel

VP, Professional Affairs ----- M. Wenzel

One Sr. or Jr. rep. from Quebec ----- R. Calvert

One Sr. or Jr. rep. from Western Canada* ----- A. Lage

One Sr. or Jr. rep. From Eastern Canada** ----- C. Van Drunen1256

Any other council members interested ----- H. Bouvier, A. Lakhani, M.

Salih, A. Shafiq, A. Le, L. Zhao, M. Wong, J. Tian-Tran

BIRT CAPSI National refers the above item for further discussion via email.

W. Choi / H. Abbas-H.

Motion carried

W. Choi motions to recess at 11:56 am EDT

W. Choi / C. Van Drunen


Motion carried

W. Choi calls the meeting back to order at 2:05 pm EDT

33. Partnership Prospectus for 2024-2025 (10 min)

Z. Yopek-Stabel/R. Chan

Background: We'll be reviewing and updating our Partnership Prospectus for the year to come.

Partnership Package link:  2024 CAPSI Partnership Package.pdf

R. Chan : When would be an ideal time to schedule a webinar?

W. Choi : February seems to be the easiest time for that.

R. Chan : We're trying to move away from webinars and have more interactive things like in-person lunch and learns, which give a better opportunity for partners to interact with students.

M. Salih : A problem I noticed at UofT is that they send over a recruiter and not a pharmacist, which leads to low engagement because recruiters can't answer student questions that are pharmacy related (work environment, tech support, ...), which doesn't make it interesting for students. It would be better to confirm who's coming (position) for webinars and other partner activities.

M. Wenzel : Early January or September could be considered because it's the beginning of the semester so nobody's drowning in exams or assignments. Would be good to also have webinars recorded as well because the time difference throughout the entire country makes it impossible to schedule a good time to accommodate all students. Recording could make it so that students who can't attend the live webinar can watch the recordings at a better time, I then reach out for any questions they might have.

C. Van Drunen : Echoes M. Wenzel and M. Salih. Or webinars could be done at 2 different times to give an opportunity for more students to attend the live webinars.

M. Wong : We actually aim to record all our webinars to be posted on our CAPSI members-only portal, so we should work on redirecting students to that.

M. Wenzel : Does it keep track of who or how many students are watching the recordings? Because if not, the partners wouldn't see that so it wouldn't really be beneficial for them in the end.

R. Chan : It seems like at the moment, we're not able to get any sort of information of that type (KPI).

Al. Young : Do we use private Youtube links or are the recordings available to the public?

M. Wong : Technically, it should be restricted to members-only. M. Herrera could have a look at that to see if a number of views is available. If partners ask for it, we could give

them that info, but other than that, we're not systematically generating reports to send to partners.

W. Choi : When's the last contract which included webinars? (R. Chan answers July 2025). The webinars aren't very popular so we might not want to keep signing contracts that include hosting live webinars.

M. Salih : Are they open to discussion about adjusting their webinars : try to do multiple webinars on the same subject, or spread them out on different subjects, or change the format to something else.

Z. Yopek-Stabel : different times seems to be a tough sell + different topics as well. Companies seem set on a specific topic that goes along with what they're advertising about, so it would be a matter of just finding something else we can offer and just give up webinars.

C. Van Drunen : We sometimes do incentives like snacks or gift cards (uber eats!!), that could incite students to watch the webinars.

Z. Yopek-Stabel : I'd probably recommend that if a partner absolutely wants a webinar

A. Lage : Students seem to not really care about webinars : not ideal for all reasons stated above. Why would companies want to do webinars when THAT's the result? Why not change it up, cuz it's just not working?

W. Choi motions to refer this topic to Memberships and Communications committee
W. Choi / M. Salih
Motion carried

34. Feedback on CAPSI benefits (5 min)

Z. Yopek-Stabel/R. Chan

Background: We want your feedback on how your students liked our CAPSI benefits: what seemed to be more useful, or appreciated; what seemed less popular. We also want to know what benefits you'd like to see in the future

What benefits did you like/would like to see in the future?

School	What did you like/would you like?
UBC	
Alberta	RxFiles, PharmAchieve, PEBC prep
Sask	PEBC prep
UofM	PEBC prep, Goodlife, PharmAchieve

Waterloo	PEBC prep, Rx, Files. Students like physical things (ex: backpacks)
UofT	PharmAchieve
Ottawa	Nothing particular yet, the school already has good deals that they use
UdeM	RxFiles (no need for PEBC things), would like gym benefits in QC
Laval	Echo UdeM. Students don't really know about the benefits. Brainscape!
Dal	
MUN	UpToDate probably, but same problem as Laval.

M. Wong : students seem to not know that members-only portal was a thing, which limits access to benefits.

Z. : could be explained with beginning of year presentation of CAPSI

R. Chan : Sanford was a benefit that he worked on, but out of all members, only 7 used the discount to sign up. So if we want to have that again, we'll need to advertise a lot, because it's like a slap to the face to the rep. (but like, there was like 3 days to the sale, so? + PAM = ppl are busy)

W. Choi : if we do that sale again, we'd have to see if we can have it last longer, ideally a month, gives us time to push it on social media so that people are aware and have time to do it.

R. Chan : seems to be an all-or-nothing strategy. He suggested that there's a run in august and then later on along the year for example, to try to cross-promote it so ppl are more inclined to.

M. Wong : echoes wooje. She's one of the few that ordered one : basically not really a discount because shipping costs ended up just equivalent to the regular price. Even when ordering many in one order, shipping costs increased so not ideal. Looks like a good discount but factoring in that it's in American dollars + shipping + service fees = not a discount = not really worth it. Also people weren't aware of the sale.

35. Delegating [CAPSI Membership IDs](#) to CAPSI Locals (e.g. Goodlife Fitness) R. Chan

R. Chan : Every semester, membership file updated by executive secretary => some partners want a student unique ID, so they had to reach out to VP comms for the unique number to have access to the discount. Suggests delegating that to locals after Joe updates the list so that it's better streamlined. Would it be fair?

A. Lage : seems pretty simple to do.

R. Chan : would be a living document, so updates are accessible.

A. Lage : how are they generated.

J. Kamal : it's done manually, but fairly easy to do.

36. CAPhE Liaison Position (5 min)

W. Choi

Background: Jamie Park (Previous VP Ed) from CAPhE reached out re: a new potential collaborative role on the council (similar to CSHP Liaison, but for CAPhE).

R Chan : he spoke to Shellyza who also mentioned that possible role. They want to recognize students' efforts and encourage collaboration between CAPSI and their council.

Z. Yopek-Stabel : Would that fall within VPPA? (M. Wenzel nods yes). Since it seems to be an Advocacy initiative, it seems like that "role" is already filled by one of us.

W. Choi agrees. When he saw the email, he had a feeling that CAPhE wouldn't have many things going on other than maybe 1-2 items total throughout our meetings. It might not be a role that is super beneficial for us. It could be a role where Meagan just sits on their committee and reports to us.

M. Wenzel : Seems like something she could be able to take on as VPPA. It doesn't seem to be a huge workload so it sounds doable. If future VPPA's don't want to do it, then it could be delegated to someone else from CAPSI.

W. Choi : We'll get back to them about it and bring these points to see if it works out for them.

37. Mentorship Program (10 min)

W. Choi

Background: We found that there seems to be a declining interest from students in the mentorship program. We've had more mentors than mentees this year, and wanted to discuss the future of the mentorship program.

M. Salih : part of the reason she didn't take part was because she had no clue what was gonna happen. What might help : let's find a success story and record what they learned from it so people have a better idea of what the benefits of the mentorship program. Might be a better incentive to take part.

M. Albrecht : there's already a mentorship program at UofA (icebreakers, interests in the program, activities,...) fairly good turn out.

M. Albrecht : there's already a mentorship program at UofA (icebreakers, interests in the program, activities,...) fairly good turn out.

Z. Yopek-Stabel: Echo M.Albrecht - hence why no interest in CAPSI's program at UofA

W. Choi : seems like schools already have a local mentorship program, which seems more beneficial to students, because students get advice for specific classes or specific profs vs you could be matched with someone from across the country who has a different perspective on it which might be less beneficial.

A White : did it, wasn't what she expected. Would be more right to call it a Peer Mentorship Program : you gotta build a rapport with the person through activities before visiting their workplace. 2nd year she did it : she got ghosted. Seems redundant.

J. Tian-Tran : Is the issue not enough mentors?

W. Choi : more like there's not enough interest = not enough mentees.

J. Tian-Tran : should you get the mentees before finding mentors? Depends also on field of interests.

W. Choi motions to table this discussion for tomorrow's meetings.

W. Choi / J. Kamal

Motion carried

W. Choi motions to adjourn the meeting at 3:52 pm EDT

W. Choi / J. Kamal

Motion carried

38. Meeting with CPhA

3:00 pm EDT

Background: Danielle Paes, Chief Pharmacist Officer at CPhA, wants to meet with the council as she does regularly.

Day 2: Friday, June 14th, 2024

Location: Crémazie-Garneau Room, Delta Hotel

8:30 AM to 11:30 AM EDT

1:00 PM to 4:00 PM EDT

[Zoom Link](#) (for those attending virtually)

Meeting ID: 669 8180 0367 Passcode: CAPSI

39. Call to Order

W. Choi

W. Choi calls the meeting to order at 8:37 AM EDT.

40. Land Acknowledgement (2 min)

W. Choi

41. Attendance (5 min)**J. Kamal**

Name	Position	Attendance
Wooje Choi	President	Present
TBD	President-Elect	N/A
Madison Wong	Past-President	Present
Joe Kamal	Executive Secretary	Absent
Hamza Farah	Finance Officer	Present
Ryan Chan	Outgoing VP Communications	Absent
Zachary Yopek-Stabel	VP Communications	Present
Ayman Lakhani	VP Education	Present
Meagan Wenzel	VP Professional Affairs	Present
Farah Hadji	Outgoing Student Exchange Officer	Present
TBD	Student Exchange Officer	N/A
Lindsay Zhao	IPSF Liaison	Present
Marc Herrera	Webmaster	Present
Kezra Gerbrandt	CAPSIL Editor	Present
Jacqueline Tian-Tran	CSHP Student Liaison	Present
Jade Nguyen	UBC Junior Representative	Absent
Jeevan Gill	UBC Senior Representative	Absent
Max Albrecht	Alberta Junior Representative	Present
Jin He	Alberta Senior Representative	N/A
Abigail Lenz	Saskatchewan Junior Representative	Present
Hannah Bouvier	Saskatchewan Senior Representative	Present
Anna Le	Manitoba Junior Representative	Present
Allison Lage	Manitoba Senior Representative	Present

Sara Darch	Waterloo Junior Representative	Present
Cassandra Van Drunen	Waterloo Senior Representative	Present
Anica Shafiq	Toronto Junior Representative	Present
Meriam Salih	Toronto Senior Representative	Present
Melisande Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Justin Bélanger	Montreal Junior Representative	Present
Romy Calvert	Montreal Senior Representative	Present
TBD	Laval Junior Representative	N/A
Hassan Abbas-Harnois	Laval Senior Representative	Present
Andrea Young	Dalhousie Junior Representative	Absent
Alex Wade	Dalhousie Senior Representative	Absent
Amy White	MUN Junior Representative	Present
Alexis Young	MUN Senior Representative	Present

Guests:

42. Mentorship Program (cont)

W. Choi motions to take from the table the previous discussion on the mentorship program

W. Choi / C. Van Drunen

Motion Carried

W. Choi says it's better to find mentors first so we know the type of area the mentors are from to advertise to students so they can sign up based on that

C. Van Drunen suggests a different format to the mentorship program, coffee and chats, not just one on one, do bigger group meetings, possibly multiple sessions to accommodate time zones, possibility to talk with multiple mentors

W. Choi expresses the possibility of there being more mentors than mentees again, would be more beneficial if there was a bigger ratio of students to mentors, time zones are still hard to accommodate. Maybe better to group time zones together but we'd need to see where all the mentors and mentees are from and if the spread is even.

C. Van Drunen brings up the benefits of being paired with someone local being better than someone across the country

W. Choi says then would have to compete with local programs

M. Albrecht asks if mentors are pharmacists or students

M. Wong explains that in the past it was just students as peer mentors but 2 years ago pharmacists were added as a mentor option. We could switch the program to pharmacist mentors only

M. Albrecht asks if it was possible to get bios of mentors so students know who they're getting matched with. Brings up someone mentioning they'd have preferred to be matched with a pharmacist rather than a student

C. Van Drunen asks if mentors could take on multiple students

M. Wong says this was an option already in mentor forms

J. Belanger adds at UdeM they already have a mentorship program for 1st year students and so already have peer mentorship resulting in diminished interest in our program. Is there an option to add a preferred language for their mentor.

W. Choi says that could be easily added to the mentor form

J. Belanger adds that it's difficult to pair students with mentors across the country since things differ so much

M. Salih do we have an algorithm to match mentors to mentees

M. Wong done by hand by mentorship officer(s)

M. Salih can we have a list of mentors with bios, that will encourage students to sign up then rank who they want as their mentor so they have more control over who their mentor is

W. Choi says this could be nice, students didn't necessarily know who they were getting. They can find someone with a similar background or career path as them. Just giving bios would be helpful for students to know

A. Le asks when applications for mentees are posted

W. Choi late summer or early fall

A. Le we have a mentorship program for first years that are paired with second years, but not a lot of interest. Usually more interest from undergrad students looking for mentors in pharmacy rather than those already in pharmacy. Students aren't really aware of the program that she knows of and when applications are open and closed.

Do you have a local mentorship program? What's it like? Are they interested in peer mentors after first year?

School	Mentorship?	What's it like? Are people still interested?
UBC		
Alberta	Yes	All first year students are enrolled into the program. Second and third year students are the mentors for first years
Sask	Yes	First years are matched with either a 2nd or 3rd year
UofM	Yes	1st years are matched with 2nd years but not a lot of interest from what they've seen. We might get rid of it this year. I think people are looking more for professional perspectives.
Waterloo	Yes	Run by a student club but more mentors than mentees.
UofT	Yes	We have the Big sib/ Little sib program where all first years have the option to be matched with a second or third year student. There is a lot of interest in it and these relationships tend to stay.
Ottawa	No, will do	Starting one this year
UdeM	Yes	All 1st years are enrolled in the program
Laval	Yes	1st years are paired with 2nd years. Optional
Dal		
MUN	Yes	Not utilized a lot, but the option for help is there. It's more like a "welcome to the program" mentorship.

J. Belanger thinks people leaning towards industry may be more interested in mentorship after the first year since we don't get a lot of exposure.

R. Calvert says some people will keep their 2nd year mentor past 1st year for sharing notes and such

W. Choi says we'll probably continue the program this year but change the structure to incorporate some of the changes discussed and see if that makes a difference

C. Van Drunen asks how the bios would work. Can't do all of them but samples shared on socials and then link out to see more.

W. Choi says to have bios in matching form then just have a few available on socials as a sample for students to see

43. By-by-by elections (2 min)

J. Kamal

Background: We are still missing an SEO and a Pres-Elect to complete our 2024-2025 Executive Council. We'll be opening the next round of elections during Summer Break. Please be on the lookout for an email regarding by-by-by elections and spread the word, share on your social media to maximize our chances to find potential candidates!

44. Budget Review and Reimbursement Protocol (15 min)

H. Farah

Background: We'll be reviewing last year's spendings and propose the new budget for 2024-2025. We will also be going over our Reimbursement Protocol.

Presentation link:  CAPSI Budget 2024-2025 - Meeting June 2024.pptx

H. Farah asks when submitting reimbursements please add your receipts into the same pdf doc as the form itself so it's easier to keep track of and document on his end.

W. Choi asks everyone what are peoples thoughts on the GIC? We just barely beat inflation for the past year (4.5% vs 4.1%). Could we potentially switch to an S&P 500 index fund? Higher interest earnings, some risk, not locked in

Z. Yopek-Stabel: could we split between GIC and index just for safety. Being non-profit want to stay risk adverse. Do half in index and other half in GIC as savings and see how it goes.

W. Choi says we could talk to our accountants and see what they think. They'll have good advice. Might be valuable to explore for the future

M.Albrecht echoes, can we calculate the minimum needed for the GIC to run a PDW or what our minimums are to operate for a year in case anything happens and have limits of what we invest in? Because when we start venturing out when do we stop?

J Belanger: If we decide to split the amount, would it be possible to extend contracts so maybe the interest would be higher for the GIC?

W. Choi: food for thought...

W. Choi motions to adjourn the meeting at 9:16 AM EDT
W. Choi / M. Salih
Motion carried

45. Executive Meet and Greet/Jr-Sr Rep Meetings (90 min)



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence
Unité – Professionnalisme – Plaidoyer – Universitaires – Excellence

June Meetings

ACAPSI National Executive Council Meeting

Friday, June 14th, 2024

Executive Meet and Greet

Location: Crémazie-Garneau Room, Delta Hotel

10:00 AM to 11:30 AM EDT

The Executive Meet and Greet is an opportunity for you to solidify specific position goals for the year ahead and connect with your fellow executive council members. Take this time to consider where you would like to see the position develop during your term, what you hope to accomplish and/or change, and how to best utilize your committee and/or fellow council members to accomplish these objectives. Discuss your goals for the year with your fellow executives to determine areas in which you can potentially support or collaborate with one another.

46. Call to Order

W. Choi

W. Choi calls the meeting to order at 9:56 AM EDT.

47. Attendance (5 min)


J. Kamal

Name	Position	Attendance
Wooje Choi	President	Present
TBD	President-Elect	N/A
Madison Wong	Past-President	Present
Joe Kamal	Executive Secretary	Absent
Hamza Farah	Finance Officer	Present
Ryan Chan	Outgoing VP Communications	Absent
Zachary Yopek-Stabel	VP Communications	Present
Ayman Lakhani	VP Education	Present
Meagan Wenzel	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present
Lindsay Zhao	IPSF Liaison	Present
Marc Herrera	Webmaster	Present
Kezra Gerbrandt	CAPSIL Editor	Present

Jacqueline Tian-Tran	CSHP Student Liaison	Present
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48. **Goals for the year**

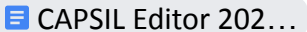
W. Choi

Name	Position	Goals for the year (can link to your google doc)	Position update (what have you worked on? What will you be working on this summer?)
W. Choi	President	<ul style="list-style-type: none"> - Supporting your goals of the year (cop out) - Standardize the BtG Fund application & such. 	<ul style="list-style-type: none"> - Work w/ BtG Fund Committee to advertise the fund, get the application process down, iron out the details. - Attending PDW Meeting(s) + support PDW
TBD	President-Elect		
M. Wong	Past-President	<ul style="list-style-type: none"> - Help Wooje and others prn - Put out call for shirt designs early - Start annual report early 	<ul style="list-style-type: none"> - Attend PDW meeting(s) - Help Wooje prn
H. Farah	Finance Officer	<ul style="list-style-type: none"> - Work with the BtG committee to fund more student/clubs (help working on advertising the BtG to the schools) - Explore other investment account options to maximize returns. 	<ul style="list-style-type: none"> - Currently still working through the transition process. The goal for this month is to gain access to the banking accounts and begin providing reimbursements for CPERC 2024 - Connect with the PDW 2026 planning committee (arrange loan payments)
Z. Yopek-Stabel	VP Communications	 VP Comms Goals f...	In the process of working on the 'Task list' provided by the outgoing VP comms but in

			<p>general:</p> <ul style="list-style-type: none"> - Have reviewed ~‘nearly~ all contracts - Will touch base with all partners by the end of the month - Begin meetings for contract renewal in July.
A. Lakhani	VP Education	<p>PharmaChoice rebrand from AFL to PCCP → verify logistics of this change and communicate this to locals to ensure understanding of the new competition format.</p> <p>Standardize Guy Genest per discussions of the 2023-24 ethics committee</p> <p>Work closely with PDW 2025 to ensure national competitions run smoothly. Specifically, will try to rectify the recurring concern of national French SPs being subpar by working with local UdeM/Laval/UOttawa reps to confirm SP fluency prior to PDW</p> <p>?potentially restructure FoP</p> <p>?potentially standardize PharmaFacts if there is interest in its sponsorship</p>	<p>This upcoming summer, the plan is to write the cases for local competitions and update the instructions for any competitions whose formats may have changed.</p> <ul style="list-style-type: none"> - Will also work with competition review committee to proofread cases prior to translation <p>Will also try to figure out if we can re-format FoP. if not, will put out another call for nominations for the term.</p> <p>Connect with Wooje/Zach re: PharmaChoice partnership and the changed structure of AFL → PCCP</p> <p>Connect with Wooje/Zach to verify if sponsorship is on the discussion table for PharmaFacts, so that I can work on standardizing it ahead of local competition season.</p>

<p>M. Wenzel</p>	<p>VP Professional Affairs</p>	<p>Support locals for the year as things pop out/continue on advoc work from previous years</p> <p>Support other exec with advoc / affair issues</p> <p>Help support locals with symposium and IPE - use connections through reaching out to other student organizations and other organizations to help connect locals to people</p>	<p>Connect with each local (Sr/Jr) and discuss the upcoming year, either through a zoom or just chatting.</p> <p>Connect with other student organizations to introduce myself (CMSA, CNSA, dental students, etc) and discuss any potential collaborations for the year, such as IPE</p> <p>Connect with other professional organizations such as CpHA, CAPHE, AFPC, IPPC, CCAPP, etc to introduce myself and discuss the upcoming year and potential directions</p> <p>Organize with Ayman Symposium things and see how we can best support locals for that</p> <p>Start working on IPE case potentially/hopefully, and connect with profs in the area that gets chosen to help with the case</p>
<p>J. Kamal</p>	<p>Executive Secretary</p>	<ul style="list-style-type: none"> - Increase student interest for CAPSI Executive Positions - Work closely with Wooje for meeting dates and Agenda Meetings - Increasing communication between CAPSI Execs and CAPSI locals - Rethink our CAPSI elections timeline 	<p>Created the Exec Sec folder</p> <p>Compiled every CAPSI council names and made nametags</p> <p>Created the Meeting Agenda for CPERC</p> <p>To do:</p> <ul style="list-style-type: none"> Open by-by-by elections Collect election questions Set up the next meeting date + send call for position updates Submit meeting minutes Set up this year's <i>modified</i> elections procedure

F. Hadji	Student Exchange Officer	<p>Increase students participation in SEP</p> <ul style="list-style-type: none"> -Supporting locals in planning SEP activities and motivation to increase their level in participation in IPSF -Finding more host sites -Represent CAPSI in international events -Increasing collaboration with other international OD 	<p>Working on :</p> <ul style="list-style-type: none"> -Annual SEP Report -Preparation OF World Congress -Coordination of all incoming and outgoing students for the summer -Collabs with other SEO -Possible meeting for online PARS
L. Zhao	IPSF Liaison	<p> IPSF Liaison Goals</p>	<p>Worked/working on:</p> <ul style="list-style-type: none"> - Global policy paper - Meetings with PARO - Liaising information about World Congress to delegates - Finding another official delegate for World Congress - To attend online Regional Assembly for PARS - To plan IPSF locals meeting for August pre-semester - To confirm Apotex contract with Finance and find judges for Health Campaign Award - To plan an event with Costa Rica CP - To follow up on PAHO - Working on annual member organization report
M. Herrera	Webmaster	<p> Webmaster Goals...</p>	<p>Worked/Working On:</p> <ul style="list-style-type: none"> - Put-up this year's social media calendar (minor

			<p>visual changes, hopefully that's okay).</p> <ul style="list-style-type: none"> - Created forms for both councilor profiles and website feedback for this council year. - Brainstormed potential social media content/campaigns for website committee to work on. - Drafted a skeleton for a potential CAPSI Discord server. <p>To be initiated during the summer:</p> <ul style="list-style-type: none"> - CAPSI website updates (English site council profiles, and French website functionality). - Slack purge or transition to Discord. - Start posting requests on social media accounts (none on the calendar at the moment). - Begin planning our own social media content/campaigns to work around any gaps in posting.
K. Gerbrandt	CAPSIL Editor		<ul style="list-style-type: none"> - Basically just brainstorming so far + making docs/forms - Growing translation committee & start group chat - Start Google Calendar - Contact sponsors (ads) - Call for submissions - Collecting Spotlights/Artwork/Council submissions (google

			forms!) - Restart & update MailChimp - Tentative dates (check in with translation committee first): Fall: November 15, 2024 Winter: February 20, 2025 Spring: April 17, 2025
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49. **Committee Reports**

W. Choi

Committee	Chairperson	Specific Goals/Tasks for the year	Notes
Student Wellness	TBD		
Electoral	J. Kamal	<ul style="list-style-type: none"> - Increase student interest for CAPSI Executive Positions - Facilitate the elections procedure (more detailed explanations) - Better understanding of what involvement in CAPSI implies and what kind of people we are - Better promotion - Encourage students to reach out to us (make us look more approachable) 	If you have suggestions, feel free to reach out!
Advocacy	M. Wenzel	Continue to support local advocacy initiatives, including working on things from previous years & as things pop up	
Mock OSCE	A. Lakhani	Continue to expand our existing mock OSCE case bank/review existing cases to ensure they are still accurate from a therapeutics perspective	
Membership and	Z. Yopek-Stabel	- Creating member	This committee has

Communications		<p>benefits handouts and presentations</p> <ul style="list-style-type: none"> - Encourage committee members to reach out to prospective sponsors. - Looping in members on partner discussion 	<p>been historically underused by VP comms. I hope that better utilization of this committee will help to reduce the overwhelming workload that VP Comms traditionally has.</p>
Translation	K. Gerbrandt	<ul style="list-style-type: none"> - Grow committee through Insta giveaway - Keep request sheet organized - Decrease workload for students by collabs & required AI translations - Work with students availabilities with google calendar - Set early deadlines (at least a month for all CAPSIL translations) - French website translation? - Find professional translators if struggling with workload (maybe website?) 	<p>Any ideas or suggestions for improving efficiency are greatly appreciated :) - more art submissions for capsil :)</p>
SEP	F. Hadji	<p>-Work with the committee to select outgoing and incoming students : determined the criterias of selection and priority of each criteria, double checking every application forms</p> <p>-Have suggestions to improve applications files</p>	
Competition	A. Lakhani	Review local/national	

Review		competition cases (PIC/OTC/Compounding) for accuracy and formatting prior to requesting translation	
Ethics	M. Wong	<ul style="list-style-type: none"> - Have a smooth process for PDW shirt approval and shirt colours - Hopefully not have ethical issues come up during the year 	<ul style="list-style-type: none"> - Determine shirt colours over the summer then call for designs late October/ early November
Website	M. Herrera	<p>Improve social media content</p> <ul style="list-style-type: none"> - brainstorm on new campaigns while maintaining current ones. <ul style="list-style-type: none"> - Ideas being ones that the committee would love to do. <p>Gather ideas on how we can improve the CAPSI websites.</p> <p>Figure out if everyone is on board for making short form content, and if so determining who is more inclined to work on those as opposed to regular Instagram posts.</p> <ul style="list-style-type: none"> - Find some short form content ideas that we can maybe pilot with as some may require reaching out to other students. - Some content creator pharmacy students that we could reach out to? 	<p>Ideally, other committees should make their own post rather than get the website committee to create it for them 😊</p> <p>If anyone has suggestions as well please bring it to my/website committee's attention.</p>
Constitution Review	TBD		Maybe think about changing Website

			Committee name to something like Social media Committee to make it sound more approachable.
Finance	H. Farah	<ul style="list-style-type: none"> - Once financial advisors provide us with the alternate investment options, bring this to the committee and discuss what outcome will benefit us the most - Continue to vote on budget adjustments or payment requests - Discuss reasonable incentive options for translations (gift cards, etc) - 	
BtG Fund	W. Choi	<ul style="list-style-type: none"> - Incr. awareness of of BtG Fund (social media most likely) - Clearer record keeping of funding & movement of money - Clearer PDW Registration process (for PDW funding if it happens) - Determine the distribution of the ~\$6k made from GIC - Determine what to do with excess sponsorship money - Develop a formal application process 	<p>Clearly ad @ beginning of registration.</p> <p>Repost the highlight posts during around PDW time.</p> <p>Make sure it's all clear for registration.</p> <p>Maybe have 2 separate pools? Go in at the same time, if they get selected for the bursary, offer them the indigenous seat, if not, just offer them the regular seating if financially</p>

			capable.
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50. Brief overview of sponsorship tracking

Z. Yopek-Stabel

Discussion with CAPSIL Editor, VP Finance, and Webmaster about [2024/2025 sponsor tracking sheet](#)

W. Choi motions to adjourn the meeting at 10:53 AM EDT

W.Choi / Z. Yopek-Stabel

Motion Carried

CAPSI Jr-Sr Representative Meeting

Location: Crémazie-Garneau Room, Delta Hotel

10:00 AM to 11:30 AM EDT

The Jr-Sr Representative Meeting is an opportunity for local representatives to discuss successes and challenges from the year prior, share ideas for the year to come, and connect with local representatives from the other faculties of pharmacy. Prior to the meeting, please review each schools' Position Updates so that your conversations can be as specific and productive as possible.

1. Call to Order

M. Salih/A. Lage

A. Lage/M. Salih calls the meeting to order at 9:53 EDT.

2. Attendance

Name	Position	Attendance
Jade Nguyen	UBC Junior Representative	Absent
Jeevan Gill	UBC Senior Representative	Absent
Max Albrecht	Alberta Junior Representative	Present
Jin He	Alberta Senior Representative	Absent
Abigail Lenz	Saskatchewan Junior Representative	Present
Hannah Bouvier	Saskatchewan Senior Representative	Present
Anna Le	Manitoba Junior Representative	Present
Allison Lage	Manitoba Senior Representative	Present
Sarah Darch	Waterloo Junior Representative	Present
Cassandra Van Drunen	Waterloo Senior Representative	Present
Anica Shafiq	Toronto Junior Representative	Present
Meriam Salih	Toronto Senior Representative	Present
Mélanie Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Justin Bélanger	Montreal Junior Representative	Present

Romy Calvert	Montreal Senior Representative	Present
TBD	Laval Junior Representative	N/A
Hassan Abbas-Harnois	Laval Senior Representative	Present
Andrea Young	Dalhousie Junior Representative	Absent
Alex Wade	Dalhousie Senior Representative	Absent
Amy White	MUN Junior Representative	Present
Alexis Young	MUN Senior Representative	Present

3. Local PAM

Please enter the PAM Structure at your school

School	Who Runs PAM?	Highlights of PAM	Challenges of PAM
UBC	UBC Jr	Weekly events at the NEST (Student union building, raising awareness for various pharmacy ventures). Also PAM Giveaways.	Time management, overseeing different committees. Budget constraints.
UofA	Ualberta CAPSI Sr. PAM Committee	PAM Kickoff, Lunch and Learns, Blue and Gold Gala, Pharm Dent Hockey Game.	PAM Burnout, "Lunch and Leaves", National initiatives (webinars, symposia) - hard to keep students engaged and motivated to stay after class, General planning with exams and overlap between events.
USask	Sr/Jr	PAM candy grams, Lunch and Learns, IPE Event, Mock OSCEs, IPP Event (Generational Trauma)	Low turnout, PAM burnout,
UofM	Junior	Pastry breakfast, stem	Planning challenges as

		cell drive, lunch and learns, The Apothecary, mock OSCE, spirit week	there are always scheduling conflicts; turnout is not always super high, it's a lot for a person to handle. Industry policy hinders sponsorships so there's a budget constraint as well.
Waterloo	PAM Chair(s)	PAM kickoff, lunch and learns, IPE events, elementary school presentations, multiple giveaways, social media contests	turnout/burnout
UofT	Jr/Sr Class representatives	PAM kickoff, IPE event, Toronto's Next Top Pharmacist, Lunch and Learns, Community outreach (KIP and PODs)	<ul style="list-style-type: none"> - Location (very hard to find space for so many events) leads to delays in planning which can impact turn out - PAM burnout - Engaging students especially in online events - Timing (during or right before exams) - Social media promotion (marketing) - Construction limited some of the spaces - TDSB challenges with curriculum
Ottawa	uOttawa Sr & Jr	PAM kickoff, high level of participation, coffee and chat, IPE event, trivia night	<ul style="list-style-type: none"> - Minimal budget - Timing during final exams - No sponsors or outside contribution
UdeM	UdeM Sr & Jr	Giveaways, merch,	<ul style="list-style-type: none"> - Engaging students

		game night	<ul style="list-style-type: none"> - Merch delivery - Timing
Laval	ULaval Senior	Vampire Cup, Trivia night, Little weekly « challenges » (gift card), Decent turnout	<ul style="list-style-type: none"> - Elaborating more events/activities (OTC Tasting) - More conferences - Collaborate with IPSF - Collaborate with CIÉPUL (Information Committee for Pharmacy students at Laval) - Internships & March break
Dal			
MUN	<ul style="list-style-type: none"> - MUN Jr - Co-chairs 	Kick-off, Pill Drop, Lip Gloss compounding, NL NTP, Health Fair	<ul style="list-style-type: none"> - Student engagement (both for organizing and participating) - Weather cancellations - Burnout/low interest

Things to do this year:

- People leaving Lunch and learns after getting the food
 - Have someone at the door to make sure they come in
- Make it more structured in terms of planning and food dispersion
- Front load events that require students coming in earlier in the month before exams
- Later timing for lunch and learns (dinner and learns)
- Collab with clubs
- Scale back events to what fits best with the school (disperse survey through class reps to see what events would be well received)
- Have additional council member to help with PAM planning to take off load from Sr/Jr
- Merch order should be earlier this year
- KEY Takeaway: Less is more!! Choose a few events that you feel will resonate with your school

National PAM Events

Event	Strengths/Limitations
PAM Meet & Greet	<ul style="list-style-type: none">- Timing issues- Do not run national things first week of March because of school breaks- Marketing to relay what is actually going to happen (ask Marc)- Opportunity to share more about CAPSI
PAM Merchandise	<ul style="list-style-type: none">- pins and hats were super cute loved it- Very late shipping (almost a year), pins never came in, access to the drive to see the list of people who ordered<ul style="list-style-type: none">- Link the people who ordered with the shipping updates- Merchandise was good and well received- Key thing we need to work on: marketing, updating locals and shipping times

4. Election for PAM 2025 National Chairs (2)

PAM Chairs (2): Cassandra Van Drunen and Alexis Young

Representative from each school

- University of British Columbia:
- University of Alberta: TBD
- University of Saskatchewan: H. Bouvier
- University of Manitoba: A. Le
- University of Waterloo: S.Darch
- University of Toronto: A. Shafiq
- University of Ottawa: A. Laurin
- Université de Montréal: R. Calvert
- Université Laval: H. Abbas-Harnois
- Dalhousie University:
- Memorial University of Newfoundland: A. White

M. Salih motions to appoint Cassandra Van Drunen and Alexis Young as PAM chairs for the 2024-2025 academic year.

M. Salih / R. Calvert

Motion carried

5. Professional Development Week

How did everyone find the PDW registration this year? Was there adequate time to register your delegates? Was there enough information given by the PDW Planning Committee? Any feedback is welcome - will send them along to the current PDWPC to improve for this year.

- Timing: powerpoint presentation about PDW earlier on in the school year (Last week of August)- send to each local
 - Factors into increasing sign ups
- Share how many seats each of the schools as the rounds of registration move through
- Condense registration forms into one plus the interest form
- Have access to the forms after registration for dietary restrictions in locals so they can better communicate with their locals
- Rounds were short, process was rushed
 - If too early, students differ interest
 - will talk to PDW committee to open rounds sooner / make them longer
- Invoice in advance would be good
- National knows their pricing

6. CSHP

School	Who is your CSHP Contact + Position?	What does CSHP do for your school? Any student concerns you have heard?
UBC	TBD	
UofA	TBD + cshpabstudentrepresentative@gmail.com	<ul style="list-style-type: none">- Schedule CSHP related events- Schedule meetings with the CSHP-AB sub-committee (semesterly)- Attend CSHP-AB Banff Committee meetings (monthly)

School	Who is your CSHP Contact + Position?	What does CSHP do for your school? Any student concerns you have heard?
		<ul style="list-style-type: none"> - Attend CSHP-AB Committee meetings - Supper with hospital pharmacists <p>SEE POSITION UPDATE ON WEBSITE</p>
USask	CSHP outgoing - Jaqueline Tian-Tran CSHP -Erin Epema	Not a whole lot on a local level; they host some different things and sit in on our position update meetings but they mostly do their thing and don't have a super strong presence
UofM	Jared Salvador	Echo ^
Waterloo	Viktoria Cubelic cshp.sophs@gmail.com	<ul style="list-style-type: none"> - Plan CSHP related events (and co-host them with CAPSI local) - Attend local council meetings - Share opportunities
UofT	Jessica Amiana cshpliaison@capci.ca	<ul style="list-style-type: none"> - Plan CSHP events - Share information about CSHP membership as well as residency
Ottawa	TBD	
UdeM	Hajar Chebki scph.aepum@gmail.com	<ul style="list-style-type: none"> - scholarship for residents - conferences <p>Concern: limited contact, many documents were not translated to french and we couldn't share them</p>
Laval	TBD (historically, doesn't seem like we have one?)	
Dal		
MUN	Jill Bonnell - Jr	<ul style="list-style-type: none"> - Plan CSHP events

School	Who is your CSHP Contact + Position?	What does CSHP do for your school? Any student concerns you have heard?
		<ul style="list-style-type: none"> - Mentorship sessions - Shadowing opportunities - Residency info session

- French documents needed to share in french schools

7. Lunch and Learns

School	Does your school have the capacity to integrate Lunch & Learns into current plans?	What current L&L do you have? What term is best for sponsors to reach out to?
UBC	Yes	We don't have any set in stone lunch and learns as there are many clubs that do lunch and learns for various pharmacy chains and companies.
UofA	Yes, we already implement lunch and learns.	ADD LUNCH & LEARNS November. March ok but very packed - L&L fatigue
USask	Yes, we already implement lunch and learns.	Haleton x2, Scotiabank, PAS In the Fall would be better
UofM	Yes, also need approval on topic (needs to be "educational")	Pharmacists MB, NCODA, faculty sometimes Fall term is best probably (less burnout)
Waterloo	Yes, we just need approval on topics	CPHA, Karen Agro, Mental Health pharmacist, L'Oreal etc.
UofT	Yes, but we need to work with external	Most of the large community chains
Ottawa	Recently changed our industry policy to be able to integrate them next year.	
UdeM	Yes, we already implement lunch and	L'Oréal, AQPP (association in owner

	learns (AEPUM - not CAPSI)	pharmacists in Qc), large community chains
Laval	Yes, issues last year with Lunch and learns that have been rectified. (Still had some lunch and learns)	Large community pharmacy companies. AQPP, FDP... Fall term (less internships, students not completely drained yet...) But would be nice to have for PAM.
Dal		
MUN	Yes, we already implement lunch and learns	We have a mix of speakers and topics, but our large companies are Haleon, chain companies, and hospital organizations (like NL Allied Health Services).

To-do list:

Motion to adjourn the locals meeting at 11:19 EDT



M. Salih/ M. Albrecht

Motion carried

50. Committee Breakout Sessions (1:00 pm)

Background: Use this time to meet fellow committee members and brainstorm ideas and projects for the year! Can break off into corners of the meeting room and/ hotel.

1 20m	Wellness Committee ☰ #1 Meeting	Competition Review Committee / Mock OSCE Committee
5m	Transition time	
2 20m	Website Committee ☰ [1] Website Committee Me...	Translation Committee ☰ Translations Committee June meeting
5m	Transition time	
3 20m	Membership and Communications Committee ☰ June 14 - MemCom Meetin...	Advocacy Committee ☰ CPERC meeting (june 2024)

5m	Transition time	
4 20m	Electoral Committee  June 2024 - Meeting 1	Finance Committee
5min	Transition time	
5 20m	IPSF SEP Selection Committee	Bridging the Gaps Fund Committee  #1 Meeting



C A P S I • A C E I P

Annex of Executive and Local Council Updates

June Meetings 2024

Thursday, June 13th and Friday, June 14th

Local Council Updates

University of British Columbia

J. Gill/J. Nguyen

Not received

POSITION UPDATE:**COMPLETED TASKS**NAME OF EVENT: Easter Egg Hunt

- **Date:** Mar 28, 2024
- **Location:** UAlberta North Campus - Medical Science Building
- **Description:** Students are invited to participate in an Easter Egg Hunt by APSA's wellness committee. Local CAPSI representatives helped to organize this event.
- **Cost:** \$200
- **Support Needed from CAPSI National:** N/A

NAME OF EVENT: FacultTEA EGGpreciation

- **Date:** Mar 28, 2024
- **Location:** UAlberta North Campus - ECHA 3-001
- **Description:** APSA/CAPSI executives invite Faculty to an Easter-themed event to show appreciation for their work and dedication to students. Snacks and beverages will be provided by CAPSI/APSA. Local CAPSI representatives helped to organize this event.
- **Cost:** \$200
- **Support Needed from CAPSI National:** N/A

NAME OF EVENT: Haleon Lunch & Learn

- **Date:** Apr 4, 2024
- **Location:** UAlberta North Campus - MS 2-27
- **Description:** Students are invited to a presentation from Haleon on their product line. Haleon will provide lunch to all attendees. Local CAPSI representatives organized this event.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

NAME OF EVENT: Miscellaneous PAM Events Within CAPSI's Local Portfolio Organized/Led by Other Local Council Members.

- **Date:** N/A
- **Location:** N/A
- **Description:** Local CAPSI Representatives are involved (room booking, organization, or provided supplies) in the planning of various events.
Events include: PUJC BPSA Collaboration, Centre for Suicide Prevention Presentation, Rexall 2nd Lunch & Learn, Scotiabank Presentation, CAMSAHT Presentation, CSHP-PSMH: Tackling Hospital Burnout, FentaNIL Project Presentation
- **Cost:** \$100
- **Support Needed from CAPSI National:** Using a portion of the \$1500 gift from the National Council to support some of these events

NAME OF EVENT: Incoming Junior Transition

- **Date:** May 17, 2024
- **Location:** Google Meets

- **Description:** Transition meeting attended by incoming junior representative, outgoing senior & junior representative, and APSA's President
- **Cost:** \$0
- **Support Needed from CAPSI National:** N/A

Ongoing Tasks

NAME OF EVENT/Task: Incoming Senior Transition

- **Date:** TBD
- **Location:** TBD
- **Description:** Elections have been held for incoming senior representatives. In the process of traditioning the incoming senior.
- **Cost:** \$0
- **Support Needed from CAPSI National:** N/A

POSITION UPDATE:

- NAME OF EVENT/Task: SunSmart SK awareness posts
 - **Date:** month of may
 - **Location:** instagram posts
 - **Description:** Sharing informational posts regarding sun safety and skin cancer awareness in collaboration with SunSmart SK
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: Women in Stem SCI-FI camp
 - **Date:** May 27, 2023
 - **Location:** USask pharmacy labs
 - **Description:** Held a workshop to high school age girls and taught them about pharmacy as well as helped compound a lotion and checked out different devices (inhalers, blood pressure machines, etc.)
 - **Cost:** \$50
- **Support Needed from CAPSI National:** NA

UPCOMING EVENTS/Tasks:

NAME OF EVENT: CIBC run for the cure

Date: first weekend of october

Location: saskatoon

Description: Fundraising activities as well as participating in the run

Cost:

Support Needed from CAPSI National: NA

- NAME OF EVENT/Task: welcome week activities
 - **Date:** first week of September
 - **Location:** usask campus
 - **Description:** hosting welcome week activities and lunch and learns in collaboration with SPNSS
 - **Cost:** unsure yet but using money from national
 - **Support Needed from CAPSI National:** NA

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: CPhA Webinar
 - **Date:** March 6th 2024
 - **Location:** Apotex centre
 - **Description:** Catered dinner to participate in the webinar together
 - **Cost:** \$350
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Pharmacists Manitoba Lunch and Learn
 - **Date:** March 20th 2024
 - **Location:** Apotex centre
 - **Description:** Insight into the advocacy work being done in community practice
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Educational Lunch and Learn
 - **Date:** March 22nd, 2024
 - **Location:** Apotex centre
 - **Description:** Opportunity to hear about current evidence based practices from Dr. Falk (U of M faculty)
 - **Cost:** \$350
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Pastries for PAM
 - **Date:** March 25th, 2024
 - **Location:** Apotex centre
 - **Description:** Breakfast event in collaboration with the dean's office to show appreciation for staff and students during PAM
 - **Cost:** \$370
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Spirit Week
 - **Date:** March 18-22, 2024
 - **Location:** Apotex centre
 - **Description:** Themes every day, photo ops, competitions, prizes, fun
 - **Cost:** \$120
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: University/High School outreaches
 - **Date:** March 2024
 - **Location:** many
 - **Description:** Students went to U of M Science Students association, U of W and multiple high schools to discuss the field of pharmacy and why we think it's great! Costs included gift card prizes for mini games and other resources
 - **Cost:** \$70
 - **Support Needed from CAPSI National:** N/A

- NAME OF EVENT/Task: Mock OSCE
 - **Date:** April 6th, 2024
 - **Location:** Apotex
 - **Description:** Supporting 4th year students in preparing for PEBC OSCEs
 - **Cost:** \$approx 400
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: The Apothecary 5th Edition
 - **Date:** March 31st, 2024
 - **Location:** Online
 - **Description:** Interviews, Recipes, Advocacy update from national, local stars of CAPSI highlights
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: CAPSI National Advocacy Instagram campaign
 - **Date:** March 2024
 - **Location:** Online
 - **Description:** To shed light on CAPSI advocacy initiatives, generating excitement in our work!
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Meeting with CPhM (College of Pharmacists of Manitoba) in collaboration with UMPPhSA

Date: tbd (sometime in August)

Location: tbd (probably at their office)

Description: Working alongside UMPPhSA president to establish more solid relationship with our regulatory body

Cost: N/A

Support Needed from CAPSI National: Hype us up

NAME OF EVENT: 1st year Orientation

Date: August 26th, 2024

Location: Apotex

Description: Event for 1st years to learn what CAPSI is and how to get involved

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Annual CAPSI Potluck

Date: TBD (Mid-september)

Location: Assiniboine Park

Description: Potluck for all students to get to know each other and learn more about CAPSI

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: CIBC Run for the Cure (collab with NCODA for 2024)

Date: October 6th, 2024

Location: Shaw Park

Description: Fundraising and walk for CIBC Run for the Cure for the CCS

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: CAPSI Locals meeting #1

Date: tbd

Location: tbd

Description: Officially welcome the new council to the council year, discuss local updates/events

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: Local Council Election Handover
 - **Date:** February - May 2024
 - **Location:** virtual
 - **Description:** The CAPSI 2024-2025 Council helped promote the open positions available to Rx2025, Rx2026, Rx2027 students for the 2024-2025 Council Year. Once the positions were filled, handover from past to incoming position holders was completed
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: PAM 2024
 - **Date:** March/April 2024
 - **Location:** Virtual and In - person
 - **Description: Various events including:**
 -

PAM Kick-off & L’Oreal Photoprotection Session - March 1st 2024 @ 1pm
 Music Therapy Awareness w/ Karen Agro -March 8th 2024 @ 1:30pm
 International Women’s Day table set-up in foyer - stickers/word cloud - March 8th 2024
 International Women’s Day video submissions - March 8th 2024
 Insomnia IPE event w UofT - March 14th 2024 @ 5pm
 World Sleep Day “healthy night routine” instagram initiative - March 15th 2024
 FrancoPharm Jeopardy - March 20th @ 5pm
 Event w/ Cassandra McLelland: From Truth to Reconciliation -March 21st 2024 @ 6:30pm
 OPhIG Pancreatic Cancer Symposium -March 25th 2024 @ 6pm
 Elementary School Presentations -March 18-29 2024
 MHIP Day in the Life of a Mental Health Pharmacist -March 26th 2024 @ 6pm
 Land Acknowledgement Writing session w/ Savannah Sloat -March 27th 2024 @ 4:30pm
 Conestoga Mall Showcase - April 6th 2024 @ 10-4pm

- **Cost:** \$2258
- **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- NAME OF EVENT/Task: N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: OTC Week

Date: July 8-12 2024

Location: Virtual and in-person events

Description:

Monday, July 8: OSCE Tips and Tricks event - In collaboration with the OSCE Prep Club geared towards students in first year providing them with information to help prepare for their first OSCE.

Wednesday, July 10: Dinner and Learn w/ Sherilyn Houle - students will be provided a meal while listening to Sherilyn Houle share about a current pharmacy issue (topic: TBD; Potentially travel health/immunization)

Thursday, July 11: OTC Mock OSCE - students will have the opportunity to act as pharmacists or standardized patients to help prepare for OTC OSCE cases. This event will be run in conjunction with UW OSCE Prep club.

Friday, July 12: Trivia Night - Dinner provided (location TBD; Previously used location has closed down) to students while completing trivia questions in teams. Winners will receive a prize!

Cost: \$800

Support Needed from CAPSI National: N/A

NAME OF EVENT: Outdoor Movie Night

Date: Wednesday, July 17 2024 @ 8:30pm

Location: UW Main campus green space

Description: Students can attend an outdoor movie night as a social event to promote student engagement. Students will receive a Beavertail and popcorn. Students will be able to watch a voted upon movie with friends as the sun sets.

Cost:\$3850; Students will be charged for admission; Non-CAPSI members and non-pharmacy students will be charged a greater fee

Support Needed from CAPSI National: N/A

NAME OF EVENT: Summer Drink Dates with Upper Year Mates

Date: Wednesday June 19th @ 4:00 pm

Location: UW Pharmacy School

Description: First Year Students are matched with Upper Year Students based on pharmacy future interests and hobbies. Students will be provided a free bubble tea beverage to accompany their conversations.

Cost: \$300

Support Needed from CAPSI National: N/A

NAME OF EVENT: Vampire Cup Blood Drive

Date: July 2 - 8 (new! previously one month long)

Location: Canadian Blood Services

Description: Students are provided a free-taxi once per week funded by the Canadian Blood Services to travel to the clinic to donate blood. Students that donate this term will be entered into a draw to receive a prize raffle basket.

Cost: \$25

Support Needed from CAPSI National: N/A

NAME OF EVENT: CSHP x CAPSI Hospital Chat

Date: July 16

Location: UW Pharmacy School

Description: New event collaboration with CSHP. Students with hospital experience will be paired looking to gain more information about hospital practice while enjoying a pizza dinner.

Cost: estimated \$30 (costs to be shared with CSHP)

Support Needed from CAPSI National: N/A

NAME OF EVENT: SEP Presentation

Date: TBD

Location: virtual

Description: Our experiential education coordinator, Anthony Miller will be doing a presentation on out of province and international experiential education. Date will be determined based on his availability

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Stem Cell Donation

Date: TBD

Location: TBD (most likely UW Pharmacy campus)

Description: CBS has offered to do stem cell donation testing at the UW Pharmacy school this semester, which involves swabbing students to be entered into the stem cell matching bank. Planning and approvals for this event are underway.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Waterloo's Next Top Pharmacist (WNTP)

Date: Fall 2024

Location: TBD (pricing out banquet halls)

Description: This year, Waterloo CAPSI will be upgrading the WNTP event into a semi-formal in collaboration with the student council. Budgeting and location plans are underway. Future position updates will contain more details as this event is in the early stages of planning.

Cost: Unknown

Support Needed from CAPSI National: N/A

NAME OF EVENT: Second Year Crash Course

Date: TBD

Location: Virtual

Description: In collaboration with the UW Pharmacy Student Society and UW Chapter of CSHP, we will be hosting a second year crash course to help students in the transition to second year. The session will include course reviews, coop information, and a Q and A session.

POSITION UPDATE:**COMPLETED TASKS**

- Senior Transition
 - **Date:** May 15 2024
 - **Location:** Hybrid (Online over Facebook Messenger)
 - **Description:** Meriam and Ayman met online to go over Meriam's responsibilities as an incoming senior on CAPSI National.
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** N/A
- Junior Transition
 - **Date:** May 23 2024
 - **Location:** Online
 - **Description:** Anica and Meriam met online over Zoom to go over Anica's role and responsibilities as Junior. We discussed CAPSI's calendar for the 2024-25 year and brainstormed ideas on how to best manage everything.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- Award of Professionalism Application
 - **Date:** Ongoing
 - **Description:** Meriam is in the process of completing the application
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- DiPiro textbook sale
 - **Date:** Ongoing
 - **Description:** Meriam has been in contact with the bookstore to confirm price of books from McGraw Hill, will update the UofT's prosh package once everything is confirmed
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

- Ice Cream social
 - **Date:** September 2024
 - **Location:** Leslie Dan Faculty of Pharmacy
 - **Description:** Welcome event for students to kick off the school year
 - **Cost:** TBD
 - **Support Needed from CAPSI National:** N/A

POSITION UPDATE:**COMPLETED TASKS**

- **NAME OF EVENT:** Post-PAM debrief meeting
 - **Date:** April 2024
 - **Description:** meeting with PAM planning committee and guests from IPE Panel to discuss what to improve for next year and recognize what did well or want to continue for future years.
- **NAME OF EVENT:** non-bias training for future sponsor events
 - **Date:** May 30, 2024
 - **Description:** training given by the uOttawa PharmD director and faculty to prepare us for hosting sponsored events at uOttawa as early as Fall 2024.

ONGOING TASKS

- **NAME OF EVENT/Task:** Wellness report
 - **Date:** Jan 2024 - current
 - **Description:** Working with our VP Wellness to finalize report and address next steps with student association and the faculty.
- **NAME OF EVENT/Task:** uOttawa CAPSI bank account
 - **Date:** April 2024 - Current
 - **Description:** Creating bank account for CAPSI Ottawa, met with VP finance of student association to discuss more details on creating the bank account.
- **NAME OF EVENT/Task:** Career fair 2024
 - **Date:** Summer 2024
 - **Description:** Working with the faculty to organise a career fair in October 2024 for uOttawa PharmD students

UPCOMING EVENTS/Tasks:

- **NAME OF EVENT/Task:** Starting preparation for Fall 2024
 - **Date:** Summer 2024
 - **Description:** Starting preparation for fall activities CAPSI council will be a part of (i.e. local competitions, social nights, educational events and welcoming the new cohort!)

- **NAME OF EVENT/Task:** Local CAPSI council positions

- **Date:** Summer 2024

- **Description:** Determine what our local council will look like in 2024-2025 and what positions we will need in the coming year.

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: New CAPSI Senior and Junior
 - **Date:** May 2024
 - **Location:** UdeM
 - **Description:** Explanations about CAPSI by former CAPSI Senior

Ongoing Tasks

- NAME OF EVENT/Task: N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Meeting between Sr & Jr

Date: July 2024

Location: UdeM

Description: Discuss and plan activities for this fall, plan deadlines, etc.

POSITION UPDATE:

- NAME OF EVENT/Task: Transition Junior to Senior
 - **Date:** May
 - **Location:** Quebec City
 - **Description:** In person one on one meeting to transition Hassan to Joe's role as Senior.
- NAME OF EVENT/Task: Planning PDW 2026 in Quebec City
 - **Date:** Ongoing
 - **Description:** Meetings and discussions between faculty and student council members of Laval university to discuss Laval hosting PDW 2026. Current focus is finding members for the planning committee.

POSITION UPDATE:

COMPLETED TASKS

NAME OF EVENT/Task: Transition from Junior to Senior

- **Date:** April and May 2024
- **Location:** Halifax
- **Description:** In person meeting with Madison Bell (outgoing Sr.), Alex Wade, and Annie Young, to transition roles.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- NAME OF EVENT/Task: N/A
 - **Date:**
 - **Location:**
 - **Description:**
 - **Cost:**
 - **Support Needed from CAPSI National:**

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: Senior-Junior Turnover
 - **Date:** Various dates
 - **Location:** NA
 - **Description:**
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: PAM 2024
 - **Date:** Throughout April
 - **Location:** MUN Campus and Various places around St. John's
 - **Description:** A recognition of what pharmacists and pharmacy staff do for healthcare, as well as providing students a chance to give back to the community.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA

Ongoing Tasks

- NAME OF EVENT/Task:
 - **Date:** CAPSI Welcome Week Planning
 - **Location:** MUN Campus
 - **Description:** Registration for CAPSI, as well as several fun faculty events.
 - **Cost:** Undecided as budgets are still being calculated.
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: Career Fair Officer Elections/Event Organizing
 - **Date:** June (election), October (tentative fair date)
 - **Location:** Online
 - **Description:** The class votes for a career fair officer, who will coordinate with vendors and the school to organize a career fair.

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Start of Year Survey

Date: August

Location: Online

Description: A quick online survey to see what our students think about current/future CAPSI initiatives for the upcoming school year, and to gather potential ideas.

Cost: NA

Support Needed from CAPSI National: NA

Executive Council Updates

President

W. Choi

POSITION UPDATE:

COMPLETED TASKS

- Transitioned w/ Madi
- Check-ins:
 - VP Communication
 - VP Education
 - IPSF Liaison
 - CAPSIL Editor
 - Exec Sec
- Met with Renee from Strategic Site Selection re: PDW 2026
- Met with Hassan re: PDW 2026
- Communications w/ PDW 2025
- Created the Welcome Package for the June Meetings
- Communicated w/ AFPC re: Rooming list, registration, logistics, etc.

Ongoing Tasks

- Finalize OM changes
- PDW 25
- PDW 26
- Find a Pres-Elect and SEO :)

UPCOMING EVENTS/Tasks:

NAME OF EVENT:

- Check-ins:
 - VPPA
 - Webmaster
 - CSHP Liaison
 - FO
 - Locals
- JOM w/ AFPC @ CPERC
- Meet w/ CAPhE post-CPERC
- Meet with CSHP re: CAPSI-CSHP Hospital Pharmacy Student Award
- Work w/ Joe for Pres-Elect & SEO by-by-by(?)-elections
- Meet with external partners PRN
- Set direction of Bridging the Gaps Committee.
- Transition in the Pres-Elect when they get elected :)

President-Elect

TBD

Not applicable

POSITION UPDATE:

COMPLETED TASKS

- Attended JOM with CSHP at PPC 2024
- Transitioned with Wooje
- Met with Renee from Strategic Site Selection re: PDW 2026
- Met with Hassan (Laval Sr) re: PDW 2026
- Created Indigenous student spotlights that received funding to attend PDW 2024 for socials
- Created council member highlights for socials
- Chaired By-by-elections

Ongoing Tasks

- Assist Wooje prn with Pres duties

UPCOMING EVENTS/Tasks:

- Start CAPSI's annual report for first half of 2024
- Help the Wooje and the council prn

POSITION UPDATE:

COMPLETED TASKS

- Met with Cara to complete transition into the Exec Sec role
- Met with Wooje regarding goals for the role and the year ahead, as well as logistics for CPERC meetings
- Organized and disseminated the June Meetings Agenda
- Too many emails regarding position updates/agenda items, name pronunciations, OM and bylaws, deadline to transition to CAPSI email, Google Calendar
- Created and printed council name tags on cardstock for in-person meetings in the 2024-2025 council term
- Sent an updated membership list to RxVigilance for their CAPSI members discount
- Made reservations at Sapristi and Les trois garçons for CAPSI dinners

Ongoing Tasks

- CPERC Meetings

UPCOMING EVENTS/Tasks:

- Form the electoral committee!
- Promote all open subcommittees to CAPSI members
- Opening of by-by elections for pres-elect and SEO
- Re-evaluate elections application process as is appropriate following the by-election
- Start thinking about promotions for the 2025-2026 Council Elections occurring in the fall semester

<p>POSITION UPDATE:</p>
<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> ● <u>NAME OF EVENT/Task: Turnover Meeting</u> <ul style="list-style-type: none"> ○ Date: June 10, 2024 ○ Location: Virtual ○ Description: Partial Turnover ○ Cost: 0 ○ Support Needed from CAPSI National: 0 ● <u>NAME OF EVENT/Task: GIC Investment Account (Maturation)</u> <ul style="list-style-type: none"> ○ Date: June 11, 2024 ○ Location: Virtual ○ Description: This investment account is maturing on June 17th (last year the investment account accrued 4.5% interest). The banking advisor offered a 5.1% rate if we sign another 12-month agreement where the funds in this account will be locked. The banking advisor will provide us with an agreement to sign later this week. ○ Cost: 0 ○ Support Needed from CAPSI National: 0 <p>Ongoing Tasks</p> <ul style="list-style-type: none"> ● <u>NAME OF EVENT/Task: Turnover Meeting</u> <ul style="list-style-type: none"> ○ Date: Ongoing ○ Location: Virtual ○ Description: Remaining Turnover Process ○ Cost: 0 ○ Support Needed from CAPSI National: TBD
<p>UPCOMING EVENTS/Tasks:</p>
<p>NAME OF EVENT: FO Onboarding Tasks Date: Ongoing Location: Virtual Description: Bank Account Access, Transfer of Physical Finance Materials (Checkbook, Archived Records) Cost: TBD Support Needed from CAPSI National: TBD</p>

POSITION UPDATE:

COMPLETED TASKS

- [April 30, 2024] Transition Meeting with Outgoing VP Communications
- [May 30, 2024] HPSA follow-up contract discussion
- [June 5, 2024] C U Advertising Introduction

ONGOING TASKS

- Email partners introduction and invitation to meet if they'd like to discuss anything
- Confirm CeraVe Bridging the Gaps Title Sponsor contract
- Confirm L'Oréal Platinum Sponsorship contract
- Send invoices for L'Oréal, CeraVe, PTS/McKesson Canada, CSHP, BioScripts
- Follow-up with SDM regarding SDM-CAPSI Partnership
- Confirm C U Advertising Partnership Renewal
- Update CAPSI Prospectus Sponsorship 2024-2025

POSITION UPDATE:

COMPLETED TASKS

- [CAPSI NATIONAL MEETINGS WITH INCOMING VPC]: C U Ads, HPSA
- [THANK YOU! CAPSI National Executive Council 2023-2024] emails to ALL CAPSI Partners
- [VPC 2024-2025]: complete transition VPC 2023-2024 document and meet with the incoming VPC starting in April 2024
- [TRANSITION MEETINGS WITH INCOMING VPC]: ongoing

ONGOING TASKS

- [TRANSITION MEETINGS WITH INCOMING VPC]: providing supervisory support to the incoming VPC

UPCOMING TASKS

- [L'ORÉAL]: delegate incoming VPC to complete tax and partnership follow-up

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** Emailed out Award of Professionalism Application to Locals
 - **Date:** June 10, 2024
 - **Location:** N/A
 - **Description:** Deadline set for July 26, 2024. As of this year, we have removed the pandemic clause per communications at last CPERC.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- **NAME OF EVENT/Task:** Medisca Compounding Competition
 - **Date:** TBD
 - **Location:** N/A
 - **Description:** I have been in contact with Medisca to let them know of our local competition timeline. I've requested they forward the compounding booklets my way by July.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task:** CAPSI Symposia
 - **Date:** TBD
 - **Location:** N/A
 - **Description:** Meagan and I are finalizing the list of prospective symposia topics to be hosted at each school. We plan on including the list in the meeting agenda at CPERC, so that we can narrow it down to our top 2 topics for the year.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Select Future of Pharmacy Award

Date: TBD

Location: N/A

Description: I've been advised to consider revising the way FoP is chosen, as the current process is a little convoluted. This is something I plan on discussing with the competition review committee for their insight.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Prepare competitions documents for locals

Date: TBD

Location: N/A

Description: I will be working on competition documents over the summer and will aim to have all competition documents sent to locals by early September.

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** Transition meeting with Nolan
 - **Date:** May 13, 2024
 - **Location:** virtual
 - **Description:** Meeting with Nolan to transition into the role of VPPA
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task:** Meeting with Dave Penner
 - **Date:** June 5th
 - **Location:** virtual
 - **Description:** Met with Nolan and Dave (new at CpHA) to discuss the recent budget announcement and plans for going forward
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA (at least at this time)

Ongoing Tasks

- **NAME OF EVENT/Task:** Promoting Advoc / advoc committee for all students
 - **Date:** ongoing
 - **Location:**
 - **Description:**
 - **Cost:** NA
 - **Support Needed from CAPSI National:** Join the committee

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Meeting with Wooje

Date: June 10

Location: virtual

Description: Connecting with Wooje to discuss my role on council and goals for the year **Cost: NA**

Support Needed from CAPSI National: NA

NAME OF EVENT: Locals reach-out

Date: TBD

Location:

Description: Will connect with locals from each school to gain insights into their plans for the upcoming year and any advoc goals.

Cost: NA

Support Needed from CAPSI National: NA

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENTS/Tasks: Waiver of liability and confirming host sites
 - **Date:** March-May, 2024
 - **Location:** Facebook
 - Coordinating incoming and outgoing students: Confirmed 5 incoming and 7 outgoing student exchanges for international students and CAPSI members, respectively
 - Submitted monthly updates to chairperson of student exchange regarding roles and interactions as the CAPSI student exchange officer.
 - Preparing reimbursement charts for SEP students

- NAME OF EVENT/Task: Health Campaign 2024-25 Poll
 - **Date:** June 2, 2024
 - **Location:** Facebook
 - **Description:** A mandatory voting poll was started in the Local Representatives group to choose a theme and charity for this year's Health Campaign. Details regarding the theme were provided and the deadline was set for June 13th.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** Voting at the executive council meeting.

Ongoing Tasks

NAME OF EVENTS/Tasks:

- Supporting incoming and outgoing students with their travel plans and requirements
- Promotion of IPSF Events (Email/Facebook/Instagram)
 - **Description:** Disseminating information about IPSF events to Canadian pharmacy students via IPSF Locals (i.e. World Health Assembly, IPSF webinars and competitions)
- Submission of IPSF SEO Activity Reports (monthly) : highlight the events that CAPSI is doing to other IPSF SEOs and SEO Chairperson.
- Follow up with locals regarding incoming students (helping them find accommodations, planning activities and planning airport pickups)
- Preparing for Regional and General assemblies (July and August)

UPCOMING EVENTS/Tasks:

- NAME OF EVENT/Task: PARS 2024
 - **Date:** July 2024 (changed to virtual so date TBA)
 - **Location:** Virtual
 - **Description:** To attend the virtual Regional Assembly as SEO
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

- NAME OF EVENT/Task: IPSF Local Representatives Pre-Mandate Meeting
 - **Date:** August 2024 (TBD)
 - **Location:** Zoom
 - **Description:** To outline expectations and events with IPSF local senior and junior representatives with the SEO and to set up group chats with each school and the IPSF Liaison and SEO.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

- NAME OF EVENT/Task: World Congress 2024
 - **Date:** August 9-17 2024
 - **Location:** Incheon, Republic of Korea
 - **Description:** To represent CAPSI as an official delegates
 - **Cost:** 3k
 - **Support Needed from CAPSI National:** 3k

POSITION UPDATE:**COMPLETED TASKS**

- NAME OF EVENT/Task: Regional and Global Policy Session Paper
 - **Date:** April 29 and May 4, 2024 respectively
 - **Location:** Submission to the PARO and IPSF Google Drives
 - **Description:** Regional Policy Paper was written by Alissa on “Pharmacist’s Role in Realizing Sustainable & Accessible Healthcare Systems” and Global Policy Paper was written by myself on “Empowering Healthcare Through Digital Health Solutions”.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: IPSF Liaison Transition Meeting
 - **Date:** May 9, 2024
 - **Location:** Zoom
 - **Description:** Met with Alissa to discuss the turnover document and “shadowing” for May until June 1st.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: International Day of Plant Health (Jordan PSA)
 - **Date:** May 14, 2024
 - **Location:** N/A
 - **Description:** Contributed to project to plant Cheeseweed plants in a school in Jordan, CAPSI plant markers were added to the project in return.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: IPSF PARO One on One Phase II Meeting
 - **Date:** May 30, 2024
 - **Location:** Zoom
 - **Description:** Met with Gaith and Kathya from PARO to relay updates from CAPSI, discuss PARS, and the upcoming RWG elections
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Health Campaign 2024-25 Poll
 - **Date:** June 2, 2024
 - **Location:** Facebook
 - **Description:** A mandatory voting poll was started in the Local Representatives group to choose a theme and charity for this year’s Health Campaign. Details regarding the theme were provided and the deadline was set for June 13th.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** **Voting at the executive council meeting.**
- NAME OF EVENT/Task: Global Regional Policy Session for IPSF PARO
 - **Date:** June 2, 2024
 - **Location:** Zoom

- **Description:** Presentation/reading of the Global Policy Papers in the PARO region by IPSF Liaison, with optional attendance from SEO and Presidents.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Meeting with President
 - **Date:** June 5, 2024
 - **Location:** Zoom
 - **Description:** Outlined goals and expectations for the IPSF Liaison role with Wooje
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- NAME OF EVENT/Task: Vampire Cup 2024
 - **Date:** January – December 2024
 - **Location:** N/A
 - **Description:** Coordinate with Canadian Blood Services for Vampire Cup competition amongst Canadian schools (outside of Quebec), winner to be announced later in 2023.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** Social media promotions throughout the year.
- NAME OF EVENT/Task: Submission of Activity Reports & PARO Spotlights
 - **Date:** Throughout the mandate, starting from October
 - **Location:** CP Forum
 - **Description:** Activity Reports describe events hosted by CAPSI to IPSF CP's, where they may ask questions regarding the events on the forum. PARO Spotlights highlight events hosted by CAPSI to IPSF CP's in the Pan-American Region on the IPSF PARO Instagram.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

- NAME OF EVENT/Task: PARS 2024
 - **Date:** July 2024 (changed to virtual so date TBA)
 - **Location:** Virtual
 - **Description:** To attend the virtual Regional Assembly as CP and liaise further communication between PARS Committee and delegates.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
-
- NAME OF EVENT/Task: Health Campaign Award 2023-2024
 - **Date:** July – August 2024, tentative due date Aug 26th
 - **Location:** N/A

- **Description:** The three Health Campaign Award is an annual prize awarded to the three schools that held the most organized, professional, and creative Health Campaigns.
- **Cost: None if sponsored by Apotex, otherwise \$500 (1st place \$250, 2nd place \$150, 3rd place \$100)**
- **Support Needed from CAPSI National: To follow up with Finance Officer and VP Communications regarding IPSF-Apotex Health Campaign Award prizes.**
- NAME OF EVENT/Task: Health Campaign Judges and Rubrics
 - **Date:** Prior to Aug 26th
 - **Location:** N/A
 - **Description:** Contacting past judges to determine their interest in judging for the award, leaving one spot for Apotex should they return as per the 2023-2024 contract.
 - **Cost: N/A**
 - **Support Needed from CAPSI National: To follow up with VP Communications regarding Apotex contract.**
- NAME OF EVENT/Task: IPSF Local Representatives Pre-Mandate Meeting
 - **Date:** August 2024 (TBD)
 - **Location:** Zoom
 - **Description:** To outline expectations and events with IPSF local senior and junior representatives with the SEO and to set up group chats with each school and the IPSF Liaison and SEO.
 - **Cost: N/A**
 - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: World Congress 2024
 - **Date:** August 9-17 2024
 - **Location:** Incheon, Republic of Korea
 - **Description:** To liaise between World Congress Committee and delegates, updating on the progress of World Congress events and communicating with the official delegates.
 - **Cost: TBD**
 - **Support Needed from CAPSI National: N/A**

POSITION UPDATE:

COMPLETED TASKS

- Webmaster Transition
 - **Date:** June 5, 2024
 - **Location:** Zoom
 - **Description:** Met with Emma to discuss the role and ensure log in to all necessary platforms.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- Brainstorming social media campaigns/content
- Posting/reposting social media requests as required
- Looking into Discord as a method of communication
 - **Date:** Ongoing
 - **Location:** Virtual
 - **Description:** I have been tinkering with a Discord server for what could potentially be where we can communicate. I'm trying to organize the roles such that the chats look less cluttered, and you only see/have access to the groups and committees that you are a part of.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** I need your thoughts on this platform and the current server that I've put together as a draft.

UPCOMING EVENTS/Tasks:

Headshots

Date: June 13-14 (time TBD)

Location: CPERC – will be scouting for a nice background.

Description: Taking headshots for the CAPSI National website

Cost: N/A

Support Needed from CAPSI National: Fill out the biography form (minutes + to be emailed).

President Meeting

Date: TBD

Location: TBD

Description: Meeting with Wooje to discuss goals and expectations for Webmaster this council year.

Cost: N/A

Support Needed from CAPSI National: N/A

Website Updates

Date: After June meetings and ongoing thereafter

Location: Virtual

Description: Ensuring information on our website is all up to date (Meet the Current Council, Past Council, etc.).

Cost: N/A

Support Needed from CAPSI National: Please take a look at the site, some parts that might need some polishing or revamping and submit it to the google forms please. Any visual updates needed in particular?

Slack Group Chat Purge

Date: After June meetings

Location: Virtual

Description: Transitioning the Slack groups to current committee members? **Cost:** N/A

Support Needed from CAPSI National: Committee leaders, please provide me with a list of your current committee members by the end of June and I will remove anyone who is not on the list.

POSITION UPDATE:**COMPLETED TASKS**

- NAME OF EVENT/Task: CAPSIL Editor Transition Meeting
 - **Date:** June 3, 2024
 - **Location:** Virtual
 - **Description:** Previous CAPSIL Editor (Jazzy) went through the transition package and discussed details about the CAPSIL Editor role.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: President Meeting
 - **Date:** June 6, 2024
 - **Location:** Virtual
 - **Description:** Discussed goals and expectations for CAPSIL Editor role with Wooje.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- NAME OF EVENT/Task: Updating Google Calendar and translation request sheet
 - **Date:** Ongoing
 - **Location:** Virtual
 - **Description:** Starting and updating Google Calendar and translation request sheet for Translation Committee as needed.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:**NAME OF EVENT:**

- NAME OF EVENT/Task: Growing/Assembling Translation Committee
 - **Date:** June meetings and after
 - **Location:** CPERC/Virtual
 - **Description:** Recruiting members for Translation Committee.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

POSITION UPDATE:

COMPLETED TASKS

- Wrote an article that explored environmental sustainability from a student's perspective
- Attended a CSHP 3 days Bi-annual meeting
- Attend Sustainability in Pharmacy Task Force Meetings
- Coordinate with students for the Shaping the future for pharmacy hiring and retention: a Canadian survey on job expectation and satisfaction from prospective and current pharmacy employees
- Attend the Choosing Wisely Canada Climate Recommendations Launch Webinar

Ongoing Tasks

- Create transition documents for all CSHP local reps

UPCOMING EVENTS/Tasks:

- July 1st: New CSHP Membership Cycle