



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

CAPSI National Executive Council Meeting

Sunday, March 26, 2023 (4-5 PM EST)

Join Zoom Meeting

<https://us06web.zoom.us/j/82881566460?pwd=UUZDTmdnSzRrOS8vWnVDTkdCOXpqdz09>

Meeting ID: 828 8156 6460

Passcode: 279928

1. Call to Order

C. Vaccaro

C. Vaccaro calls the meeting to order at ____ PM EST.

2. Land Acknowledgement (2 min)

C. Vaccaro

3. Attendance (2 min)

S. Huynh

| Name | Position | Attendance |
|-------------------|--------------------------|-------------------|
| Christine Vaccaro | President | Present |
| Madison Wong | President-Elect | Present |
| William Boudreau | Past-President | Absent |
| Steven Huynh | Executive Secretary | Present |
| Kevin Huynh | Finance Officer | Present |
| Marianna Pozdirca | VP Communications | Present |
| Nawal Fatima | VP Education | Present |
| Lynn D'Souza | VP Professional Affairs | Present |
| Farah Hadji | Student Exchange Officer | Present |
| Nicole Bakowski | IPSF Liaison | Present |
| Jonathan Chan | Webmaster | Present |
| Al-Amin Ahamed | CAPSIL Editor | Present |
| Abby Krupski | CSHP Student Liaison | Absent |

4. Position reports

C. Vaccaro

| Name | Position | Tasks that have been completed since PDW | Tasks that will be completed in April - May |
|-------------|-------------------|---|---|
| C. Vaccaro | President | Please see National meeting report: ☰ March 26 Full Council... | <ul style="list-style-type: none"> ● Wrapping up final duties / projects I had ongoing ● Will prepare an outline for some conversations around strategic planning in June, contribute to discussions re: community fund Transition date with Madi - May 1, 2023 |
| M. Wong | President-Elect | Please see National meeting report: ☰ March 26 Full Coun... | <ul style="list-style-type: none"> ● Transition with Chris as above ● Transition/ onboarding with incoming Pres-Elect TBD ● Preparing for AFPC CPERC conference/ CAPSI June meetings |
| W. Boudreau | Past-President | <ul style="list-style-type: none"> ● Year end report | |
| K. Huynh | Finance Officer | See National meeting report. | <ul style="list-style-type: none"> - Loans/grants sent to PDW2025/WC2024 councils - Handover meeting with incoming FO (Apr 26 and 27) - Training of PDW2024/PDW2025 FOs - Update transition document - Renewal of GIC + investments for community fund |
| M. Pozdirca | VP Communications | See National meeting report: ☰ March 26 Full Coun... | -Onboarding Ryan (May 1 transition) -CAPH E interview w/ Jamie Park (March 27) |

| | | | |
|------------|--------------------------|---|--|
| | | | <ul style="list-style-type: none"> -Collecting RxVigilance royalties -Coordinating partnership termination/webpage decommissioning with Magdex -Discussions with Innomar, CIBC, and BioScript RE: potential partnership -Discussions with Pfizer and CCCEP RE: potential 2024 partnerships |
| N. Fatima | VP Education | <p>National comps at PDW National awards at PDW FoP Summer and Fall 2022 EBP Competition</p> | <p>Onboarding Melanie probably mid April Coordinating EBP competition</p> |
| L. D'Souza | VP Professional Affairs | <ul style="list-style-type: none"> • Community fund Progress Tr... • NPAC Student voice article • CAPhE collaboration • IPPC collaboration • Student loan update | <ul style="list-style-type: none"> • Onboarding Nolan (last day: May 31?) • Community fund request forms/ logistics • Position statement on advocacy rotations w/ IPPC • CAPhE student positions advertising • CPhA negotiations webinar/ workshop • PuMP presentation |
| S. Huynh | Executive Secretary | <ul style="list-style-type: none"> • By elections | <ul style="list-style-type: none"> • Onboarding Cara (end of April - mid May) • fanny packs discussion • by-by elections |
| F. Hadji | Student Exchange Officer | <ul style="list-style-type: none"> • See national meeting agenda | <ul style="list-style-type: none"> • Continue the process of contacting host sites and organising the student exchange program in different sites in Canada • Planification and organisation of SEP incoming student • IPSF World Congress informations to CAPSI members |

| | | | |
|----------------|---------------|--|---|
| | | | <ul style="list-style-type: none"> ● PARO SEO monthly report |
| N. Bakowski | IPSF Liaison | See National meeting report | <ul style="list-style-type: none"> ● Onboarding Alissa ● Continue posting PARO spotlights/Activity reports to reach goal ● International forum event April 1 ● Monthly updates for blood donations across schools |
| J. Chan | Webmaster | see National meeting report | - on-boarding Emma in May. |
| Al-Amin Ahamed | CAPSIL Editor | -Winter CAPSIL released -Accepting submissions for Spring issue | -Complete transition document -Onboarding Jazzi |

5. Committee Reports

C. Vaccaro

| Committee | Chairperson | Tasks achieved | Tasks left to complete |
|--------------------------------------|------------------------|--|---|
| Student Wellness | M. Wong | <ul style="list-style-type: none"> ● Met at PDW and later in January ● Coordinated with each school to create wellness recognition posts (MUN, Dal, UdeM, ULaval, UofT, and Waterloo already posted) | <ul style="list-style-type: none"> ● Posts for MB, SK, AB, BC still need to be posted ● School wellness comparison chart needs to be completed and posted |
| Constitution Review | M. Wong | <ul style="list-style-type: none"> ● Passed amendments to Bylaws at AGM ● Re-formatted Bylaws ● Got Bylaws signed and sent off to our lawyer | <ul style="list-style-type: none"> ● Approve OM changes |
| Electoral | S. Huynh | N/A | N/A |
| Membership and Communications | S. Huynh / M. Pozdirca | <ul style="list-style-type: none"> ● Reviewed 2023 Partnership Prospectus | N/A |

| | | | |
|---------------------------|----------------|--|---|
| | | <ul style="list-style-type: none"> Engaged committee members in meetings with potential partners Discussed fanny packs with Theodora and Camille | |
| Advocacy | L. D'Souza | <ul style="list-style-type: none"> UofT reading week update Dal unstructured hours | <ul style="list-style-type: none"> UofT personal days Sask personal days letter |
| Mock OSCE | N. Fatima | Shared cases with members Reviewed and updated cases | n/a |
| Competition Review | N. Fatima | Reviewed national PIC and OTC case Selected FoP for winter and fall 2022 | FoP winter 2023 winner selection |
| Translation | Al-Amin Ahamed | Winter CAPSIL articles translated, National competition award translations completed. | Translation award winner(s) |
| SEP | F. Hadji | -selected outgoing students -selected incoming student | -contacting each selected IPSF delegates to help incoming students |
| Ethics | W. Boudreau | | |
| Website | J. Chan | Health Initiative on STI delivered on social media. | n/a |
| Finance | K. Huynh | Approval for Moosend used to send out the CAPSIL. IPSF travel approval. PDW restaurant expense approval. | Ad-hoc as requested. |

3. Translation committee awards (3 mins)

C. Vaccaro

Background: What are our timelines for picking this year's award winners? Any way we could select them and distribute the award money before our fiscal year ends on March 31, 2023?

4. Turnover packages (3 mins)

C. Vaccaro

Background: Please complete your updates by **April 15, 2023**. Leave any edits you make in suggestion mode, I will approve them before May 1, 2023 and then you can share it with your next position holder.

[Transition packages](#)

5. End of year feedback - form (1 min)

C. Vaccaro

Background: Please fill out our year end CAPSI feedback survey by **April 15, 2023**. More details are in the survey description. If you have any questions let me know.

Executives: <https://forms.gle/sEp1UmN4RPTxymzf7>

6. This years greatest hits, room for improvement, what we can change (AKA 1 last airing of grievances for the year)

C. Vaccaro

- Mood at CPhA set the tone for the rest of the year
- Mentorship program +++size
 - Have a section on the website to post experiences
- Membership portal, website changes
- CAPSIL student features
- Local advocacy
- Student wellness survey
- Elections
 - Changes were really great
 - Thoughts from all stakeholders about room for change → re-evaluate next year
- To do: mentorship section on the website, survey, quotes/photos for advertising
 - PDW + elections advertising w/ videos/photos

Motion to adjourn the meeting at ___ PM EST.

C. Vaccaro /

Motion ____.