



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Virtual June Meetings

CAPSI National Council Meetings

Saturday, June 12th - Sunday, June 13th, 2021

Day 1: Saturday June 12th, 2021

Location: ZOOM

10:00am - 12:00 PM, 1:00pm - 3:00pm MST

1. Call to Order

W. Boudreau

W. Boudreau call the meeting to order at 10:02 MST

2. Land Acknowledgement (2 min)

W. Boudreau

3. Attendance (5 min)

M. Hopkins

Name	Position	Attendance
W. Boudreau	President	Present
C. Vaccaro	President-Elect	Present
M. Patrick	Past-President	Present
M. Hopkins	Executive Secretary	Present
G. Sicotte-Mendoza	Outgoing Finance Officer	Absent
T. Dhadial	Finance Officer	Present
S. Vos	Outgoing VP Communication	Present
M. Rafiq	VP Communications	Present
H. Saunders	VP Education	Present
M. Fyith	VP Professional Affairs	Present
M. Kieley	Outgoing SEO	Absent
J. Melanson	Student Exchange Officer	Present
R. Huang	IPSF Liaison	Present
A. Nong	Webmaster	Present
W. Tran	CAPSIL Editor	Present
J. Kelly	CSHP Student Liaison	Present
A. Grewal	UBC Junior Representative	Present
C. Ma	UBC Senior Representative	Absent

K. Moreland	Alberta Junior Representative	Present
R. Hanson	Alberta Senior Representative	Present
E. Fedusiak	Saskatchewan Junior Representative	Present
L. Lueken	Saskatchewan Senior Representative	Present
S. Choi	Manitoba Junior Representative	Present
S. Diocee	Manitoba Senior Representative	Present
C. Huo	Waterloo Junior Representative	Present
S. Goldstein	Waterloo Senior Representative	Present
T. Udounwa	Toronto Junior Representative	Present
M. Chaung	Toronto Senior Representative	Present
P. Borzooyan	Montreal Junior Representative	Present
A. Le	Montreal Senior Representative	Absent
F. Lajoie	Laval Junior Representative	Absent
S. Boudhine	Laval Senior Representative	Present
N. Barkhouse	Dalhousie Junior Representative	Absent
N. Fatima	Dalhousie Senior Representative	Present
M. King	MUN Junior Representative	Present
C. Coles	MUN Senior Representative	Absent

Guests: A. Krupski (incoming CSHP Representative)

4. President's Address (5 min)

W. Boudreau

W. Boudreau recited the mission, vision and values of CAPSI.

5. Dissolution of CAPSI National 2020-2021 Council/Formation of CAPSI National 2021-2022 Council (1 min)

W. Boudreau

BIRT we dissolve the CAPSI National 2020-2021 Council and form the CAPSI National 2021-2022 Council, including all members listed in the Virtual June Meetings CAPSI National Council Meeting Attendance

W. Boudreau/C. Vaccaro

Motion Carried.

6. 3 Stars of CAPSI (3 min)

W. Boudreau

1. M. Chaung
2. A. Nong
3. C. Vaccaro

M. Patrick left the meeting at 10:13AM

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

C. Vaccaro

Quick Reference:[Link](#)

Presentation:[Link](#)

8. Acceptance of Previous Minutes (1 min)

W. Boudreau

[Spring TC 2021 Meeting Minutes](#)

BIRT CAPSI National accepts the minutes from the Spring 2021 Teleconference on March 21, 2021.

W. Boudreau/T. Dhadial

Motion Carried.

9. 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

Université de Montréal

See Annex

Université Laval

See Annex

Dalhousie University

See Annex

Memorial University of Newfoundland and Labrador

See Annex

10. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Finance Officer

See Annex

VP Professional Affairs

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

11. Introduction to New Council (15 min)

W. Boudreau

Background: As we have entered a new year and have many new faces here I would like everyone to introduce themselves and the position they hold

W. Boudreau congratulates everyone for joining CAPSI council for the 2021-2022 year and reminds everyone that we represent the pharmacy students across Canada and have all been elected to our respective positions.

12. Financial Report (10 min)

T. Dhadial

Background: Time allotted to introduce the new Finance Officer for the 2021-2022 year and review last year's finances

Financial Report: [Link](#)

13. Budget 2021-2022 (10 min)

T. Dhadial

Background: Time allotted to present the budget for the 2021-2022 year, engage in questions/discussion regarding the proposed budget and decide on whether to accept, amend, or dismiss the proposed budget.

Budget: [Link](#)

BIRT CAPSI National approves the 2021-2022 budget as outlined in the presentation above.

**T. Dhadial/S. Goldstein
Motion Carried.**

14. Financial Communication Update (2 min)

T. Dhadial

Background: Email, Facebook Page, SLACK

[CAPSI 2021-2022 Finance Officers contacts](#) Excel Sheet

T. Dhadial notes that a Facebook page and slack channel will be created and all communication will take place through then. Regarding reimbursement of competitions, there is no set time when to do reimbursements per national. Last year there was ~\$20,000 of reimbursements. As a local council if you think your council can support it you can do the reimbursements for your local award winners but if you cannot you will have to wait for the national council. Please do not promise any timeline if you are waiting for national reimbursement because it will be at least January 2022 before any communication comes out.

S. Goldstein would March/April be the expected date for this year?

T. Dhadial replies saying that the exact reimbursement date is not set yet, but communication will come out in January 2022. A lot of the sponsorships come later in the year but look for communication in January 2022.

C. Vaccaro questions if we can look into when people in years where PDW occurred got reimbursed.

T. Dhadial replies that that is possible.

W. Boudreau states that last year was different due to the pandemic and there was a long time before reaching out to the sponsors. He hopes this year is faster and states he will be working with Minahil to work on this matter this year.

15. Introduction of the New CSHP Liaison (2 min)

J. Kelly

W. Boudreau welcomes and congratulates A. Krupski for joining CAPSI council.

16. CAPSI Website update (2 min)

A. Nong

Background: I will be updating the councillors page and the local chapters page in late June, all council members please fill out the survey by June 25th. If you have any suggestions about changes you would like to see on the website please let me know by filling out this optional form.

Form for local reps: <https://forms.gle/e46zBenGrZMbi1oz9>

Form for exec council: <https://forms.gle/utv7fYAVJEgUajDXA>

Website suggestions: <https://forms.gle/wR4ycbDVSyusJUBH9>

A.Nong clarifies that even if you were a councilor last year to please fill out the form because there is new questions added in and she will also be sending them out via emails

17. Social Media Posting Schedule (5 min)

A. Nong

Background: I have created a spreadsheet of the CAPSI Instagram posting schedule in the CAPSI National Shared Drive. If there are any events or graphics you'd like posted on the CAPSI national IG or FB page please sign up on the calendar. There is a section for you to link your graphic and type in the photo description. As well, if you tag CAPSI national on IG, I will share it as soon as I see it. Please share posts either on stories or repost if your local IG is tagged in it.

Spreadsheet: [Link](#)

A. Nong asks that the social media form be filled out at least 24 hours in advance. She asks that the individual requesting to have a post made be responsible for contacting the translation committee themselves. As well, please email the Webmaster email stating that you have updated the spreadsheet.

J. Melanson questions if there can be a request for videos for instagram in particular or if it has to be steady graphics

A. Nong clarifies that it can be videos and if there are students going on exchange there could be a project made to have them take over CAPSI national stories

18. CAPSI Email and Slack Channel Housekeeping (2 min)

A. Nong

Background: Please do not change your CAPSI email name to your name. In regards to the Slack channels please do not sign up with your personal university email - sign up with @capsi email; this helps with passing down Slack accounts to future counsellors. For anyone who is a committee leader of each channel, 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.

Slack [link](#)

A Nong clarifies that the reason to keep your CAPSI email as your position name is because Gmail takes a lengthy time to update and so external bodies can still see a different name even if you are transitioned.

W.Boudreau presents the Slack channel to our new representatives. He states that he would like everyone to use Slack instead of Facebook messenger for communication. He states that Slack replies should be faster than emails and goes through the different channels and direct message functions. He reminds the council to be as respectful as possible and to avoid personal messages in the Slack channels because the slack channels will be passed down for years.

19. Email Blasts (10 min)

M. Hopkins

Background: At PDW 2020, we motioned to trial email blasts for the 2020-2021 year. Emails are to include important information regarding CAPSI, interesting articles, award information, and one highlight for a sponsor/membership benefit per email. This was not pursued immediately, and in looking into logistics there have been a lot of hurdles to getting this into action. Our current Gmail capacity restricts the number of emails that can be sent in one day, and all other email blast platforms that have been looked into also have these restrictions (e.g. Mailchimp). One option that was discussed was possibly having CPhA send out the email blasts on our behalf as their platform has the capacity to do this. CPhA is still looking into if this would even be a possibility but one of the issues with having CPhA send out emails on our behalf is they require them very far in advance (1-2 months) and thus info may not always be available or completely up to date by the time the email is sent. I am proposing an alternative of having a monthly infographic that can contain all the same information but instead of being email can be shared on CAPSI social media, or if the local reps feel appropriate, could disseminate via email to their local members that way.

BIRT CAPSI National will complete a 1 year trial of monthly infographics on their social media to replace the email blasts.

W. Boudreau/M. Hopkins

L. Lueken states that this was also discussed as a local option at USask to deal with Zoom fatigue and that they transitioned from a weekly newsletter to a Canva. She states that she likes the idea of the infographic being disseminated through local representatives if it comes from national and that she is willing to help out with it.

H. Saunders questions who will be taking this on if it will be a committee or position responsibility

M. Hopkins clarifies that it would be an executive secretary task that if help is required they could liaise with the communications committee.

W.Boudreau states that we might need to change the BIRT statement from monthly to the academic year (September-May)

C. Vaccaro questions if monthly is too much based on the actions of the council.

L.Lueken agrees with C. Vaccaro that monthly may be too tight and suggests possibly 2 in the fall and 2 in the winter

S. Goldstein echoes that monthly would be quite a bit and Waterloo runs 12 months a year and worries that it may be slightly excluding UofW and suggests a small update in the summer.

M. King echoes that monthly would be very frequent and suggests every second month.

W. Boudreau recommends monthly because if we want to add sponsors and include this as a sponsorship benefit, as well as sharing members research this could be included even if there are no particular events included in a monthly infographic. He states we could also include reminders to committees, discounts, etc.

S. Diocee questions if we can state a specific number of articles instead of a set monthly.

W. Boudreau states he likes the idea and questions if there is a specific number of articles per year

S. Diocee proposes 8, 3 in the Fall, 3 in the Winter, and 2 in the summer

C. Vaccaro states that she thinks it would be better to not include the number of infographics

BIRT CAPSI National will complete a 1 year trial of infographics on their social media to replace the email blasts.

**W. Boudreau/C. Vaccaro
Motion Carried.**

M. Patrick re entered the meeting at 11:23AM

20. Sharing Member's Research (5 min)

W. Boudreau

Background:

We had several requests from students from different Universities to share project research or surveys for research purposes and we had no efficient way to do it. As we will be sending email/newsletters, I suggest we collect and send all these requests to the Executive Secretary and that these links will be added to our email/newsletter.

BIRT CAPSI National will add a Members research into their national infographics.

**W. Boudreau/R. Hanson
Motion Carried.**

21. PDW 2022 Update (7 min)

M. Chaung

Background: During our PDW 2022 Update Meeting on May 2, 2021, the Toronto PDW Co-Chairs and PDW planning committee presented their updates. Based on discussions about the progression of the COVID-19 pandemic, travel restrictions, and vaccine rollouts, it was decided to cancel PDW 2022 in Toronto. We are in discussion about an in-person event in 2024 for Toronto. University of Toronto's Faculty and Dean still remain interested in hosting in the future. We still need to plan to announce the cancellation on social mediation - the tentative date is still in planning by CAPSI National. All

sponsorships, hotel, and speaker contracts have been successfully cancelled. For a more in-depth update for updates prior to the cancellation of PDW 2022 please see the link below.

PDW 2022 Update: [Link](#)

22. PDW 2023 Update (7 min)

L. Lueken

Background: PDW 2021 that was to be hosted in Saskatoon, SK was postponed until January 2023, as Toronto had already started planning PDW 2022. Due to the current COVID-19 situation, Toronto has now postponed an in-person PDW 2022 to 2024. The postponement to 2023 had the least financial loss for CAPSI. Currently, we have 1 out of 2 co-chairs for the PDW 2023 planning committee. Also, we have filled 3/10 spots for the remainder of the committee. The positions that have been filled are communication, marketing, and translation officers. The second round of the PDW planning committee has started with applications which are due on JUNE 13th at 11:59 PM MST. We believe the extremely low interest is primarily due to the lack of experience with in-person pharmacy-related events. Given that the 2020-21 academic year was facilitated online there has been a disconnect between students, faculty, and organized groups. We have exhausted options of hosting information sessions about CAPSI and PDW as well as emailing the student body numerous times throughout the past year. We are unsure of how to increase student involvement given the past year and the uncertainty of this upcoming academic year. Moving forward, PDW 2023 will be running at a \$2,000 deficit given the previous PDW 2021 planning committee. The deficit of \$2,000 includes the alternative social night payment (cultural centre), posters and business cards, bank fees, and promotional video. To maintain the deficit the planning committee of PDW 2023 will have to keep the down payments that have been made (\$3,500 x 2) for the speakers in 2023. We must use these down payments on the same speakers we chose to have in 2021. This deficit would be increased to \$5,500 if one speaker cannot be used, or \$9,000 if both cannot be used in 2023. Both the Hilton Hotel and TCU Place Conference Centre are allowing us to postpone the use of their facilities for up to 3 years. The PDW 2021 planning committee has been willing to effectively pass on their roles to the new committee and help as best they can.

BUDGET: Since no money has been spent since the last update, the budget remains the same.

<https://docs.google.com/spreadsheets/d/1o0A9Q0Bgh9HTYqZxIKrwSaO4PbicwpPM9e1B4-FdZ2o/edit?usp=sharing>

L. Lueken states that the previous USask Sr. did a lot of work last year to host events and be available to answer questions about being involved in the PC and clarifies that there will not be a large update without a full PC and hopes that the incoming class for the Fall will be willing to be involved. She states that if anyone has any questions feel free to reach out to her or E. Fedusiak.

W. Boudreau invites anyone who hasn't experienced PDW before to please reach out and ask any questions and provide any feedback on how to get the incoming classes involved.

E. Fedusiak states that 3-4 positions total have been filled in the 1st round and only 1 letter is currently submitted in the 2nd round. She states she has personally reached out to many individuals personally but there is disconnect since they have never met in person and clarifies that it will be like planning a whole new event since nobody on the PC will have had experienced PDW.

BIRT CAPSI National refers this item to the August 2021 meeting.

W. Boudreau/M. Hopkins

Motion Carried.

23. Online Webinars to Replace PDW 2022 (20 min) W.Boudreau

Background: As you might have seen, in-person PDW 2022 in Toronto has been canceled. In the last survey that was sent to council, we decided to move the in-person PDW in Toronto to 2024 to allow UofT to have the chance to host the event. The 2022 PDW PC are concerned about an online event for a few reasons including the fact that it will be at the beginning of a semester that will possibly be in person, current speakers are not decreasing their fees for the speakers, and they suspect a lack of participation. Please fill out the table below to help aid in our discussion.

	<p>Question 1: Should we create an online conference in January to replace PDW?</p> <p>Question 2: What would you want to see as the theme (e.g. Career possibilities after graduation? Environmental Weeks 2nd Edition. etc.)</p> <p>Question 3: Would you be willing to help organize this?</p>
UBC	<ol style="list-style-type: none"> 1. A one-day online conference could be beneficial to CAPSI members. Possibly, schools that are in-person (depending on health and university policies at the time) could book a room to present the event and share some food with local CAPSI members. 2. Career possibilities after graduation 3. Yes, depending on time commitments
U of A	<ol style="list-style-type: none"> 1. Yes, we think a one-day online conference would be a good option. 2. I think a lot of our students would be interested in seeing career possibilities after graduation other than hospital and community pharmacy ex: industry pharmacy. 3. We would be willing to help plan this event.
USask	<ol style="list-style-type: none"> 1. We think having a one-day online conference would be a good idea. 2. Different/unique career possibilities after graduation

	<ol style="list-style-type: none"> 3. We would be willing to help out, but we are also spending time planning PDW 2023 as well as other local events.
UManitoba	<ol style="list-style-type: none"> 1. 1. Yes, Let's schedule an online conference to replace PDW. 2. 2. Different/unique career possibilities after graduation, HRT. 3. 3. Yes, depending on time commitments!
U of T	<ol style="list-style-type: none"> 1. We think a one-day online event would be a good option for students. Some challenges may be time zone differences and also the lack of time to get speakers for the conference. 2. Getting potential industries to come and speak may be interesting like Roche, or Biogen. Motivational speeches on what other pharmacists used their PharmD for (unique career paths) 3. We will be willing to join a committee to help plan it. It would be for the best to plan this event earlier though (possibly starting it in July).
Waterloo	<ol style="list-style-type: none"> 1. Yes, a one-day online event would be a good idea for students interested in participating. I cannot however guarantee that there will be large participation for Waterloo as we are seeing attendance numbers for events decline quite a bit. 2. I think career possibilities after graduation is a great idea with inclusion of hospital pharmacy practice. The Waterloo curriculum does not have a heavy focus on institutional practice and I know students are always looking to gain more exposure to this area of the pharmacy profession. 3. We could help out with the event depending on time commitment as the Fall semester is already quite busy for our local council with WNTP, competitions and High Stakes Mock OSCEs for our graduating class.
U de M	<ol style="list-style-type: none"> 1. We think a one-day online event could be a good option 2. Career possibilities after graduation would be interesting for students. We think it would be interesting to have both conventional career paths and unique career paths for students to have an idea what it out there for them 3. We are willing to join and help with the organization
ULaval	<ol style="list-style-type: none"> 1. Yes, we think an online conference would be a good idea to connect with each other for PDW 2022. 2. Career possibilities after graduation 3. We would be more than happy to help!
Dalhousie	<ol style="list-style-type: none"> 1. Yes, there could be a day-long virtual event for PDW 2022.

	<ol style="list-style-type: none"> 2. Career options with a BSc Pharm or PharmD could be enticing for students across Canada. Especially outside of the traditional community and hospital space would be interesting. 3. We would be willing to help organize the event.
MUN	<ol style="list-style-type: none"> 1. We think a one day conference would be a good idea, having them recorded would be great too! 2. We think the career options would be a great idea, as well. 3. We would potentially be able to help organize this event depending on time commitment(s).

W. Boudreau clarifies that an online conference would be an expenditure and no revenue would be created. He states from his perspective that he would still want to have an online event in January because it shows that we are still trying to create an event for our members and CAPSI national is a place that students can still come for extracurricular activities/learning

H. Saunders states she likes the idea and thinks that it is important to do something because the lower years feel disconnected from what pharmacy school was prior to COVID and so having something to let younger years know what PDW/CAPSI was is important. She states she has concerns about who would plan it and that there would need to be significant coordination between National and Locals. She also states concerns about having students pay for online.

T.Dhadial echoes W. Boudreau about the benefits of holding the events and echoes H. Saunders points about the logistics. He states that supporting students logistically would have to be looked into. He questions how successful Environmental Weeks were last year.

W.Boudreau clarifies Environmental Week from last year for new position holders. He states that there were 4 conferences of ~45 mins each and each conference there was between 10-30 participants across Canada, the one that was held in French had the lowest participation. Feedback provided was that the ones held in English had francophone speakers and the accents may discourage individuals from attending others. The price for the 4 conferences was under \$2000

T. Dhadiel states that from a FO point of view an expense of \$2000 or under would be feasible

S. Goldstein states that her primary concern is attendance due to historical online attendance declining, even with marketing. She states that students would look for interactivity and references OPSIS? Where there are debates surrounding pharmacy topics and a patient case and states that this event was successful. She suggests that if we are planning this we should look at something that is not completely didactic

C. Vaccaro states that there was a similar conference online for industry and there were over 100 participants. She states that if we look at different topics that may not be normally taught in pharmacy, students will likely want to hear about it and this event may be more successful. She states that a commitment such as students signing up may be helpful.

M. King echoes C. Vaccaro that industry would be a good topic where students are missing out due to COVID would be popular from a local perspective.

H. Saunders echoes S. Goldstein about including an interactive component such as a Networking event, she references the CSHP Together Networking event and suggests we could have speakers from different areas of pharmacy throughout the country.

K. Moreland echoes C. Vaccaro on the idea of diverse topics attracting more attendance online and references the ideas of the symposium topics as a starting point.

M. Rafiq echoes what has been said above about non-traditional pathways in pharmacy being an opportunity for attendance.

R. Huang echoes H. Saunders regarding the networking event and states that a networking opportunity with pharmacists who are in industry would be well received.

T. Udounwa echoes S. Goldstein and H. Saunders regarding interactive sessions including professionals and other students. She suggests a mini social where students can meet each other.

S. Diocee echoes T. Udounwa with the idea of small breakout sessions

M. Fyith echoes T. Udounwa, S. Goldstein, and H. Saunders that the idea of breakout sessions and non-traditional topics would attract students.

C. Vaccaro states that she has discussed with W. Boudreau about how to attract sponsors and states that if we could invite the sponsors for the mentoring sessions and include the mentorship program that would be a good idea.

N. Barkhouse enters the meeting at 11:59 MST

W. Boudreau questions if there is anyone willing to take on the planning and asks if there are any schools doing breakout sessions and if the students would be willing to attend a similar national event.

S. Diocee states that UofM has a similar format for the career fair and that has worked well but suggests a practice session.

M. Fyith states she attended Independent Night in Alberta that was run in a similar fashion by starting as a big group and then had breakout sessions and that it was very successful.

S. Vos states that an Ad hoc committee could be created for the planning of this event to help space out the workload. She also states that the sponsors would be very interested since they always want face-time with students.

W. Boudreau recaps that there could be an ad hoc committee for this event tasked to evaluate and create this event

BIRT CAPSI National forms an Ad Hoc committee tasked with organizing an online conference for 2022 and will be instructed to report their suggestions in the August 2021 meeting.

W. Boudreau/R. Huang
Motion Carried.

Motion to recess until 1pm EST
W. Boudreau/T. Dhodial
Motion Carried.

J. Kelly left meeting 12:00pm EST

W. Boudreau called the meeting to order at 1:01 MST

24. Position Updates (5 min)

M. Hopkins

Background: Position updates are required as written in the OM. If you are unfamiliar with the OM please take some time to familiarize yourself with it. Please remember to submit your position updates by the assigned deadline. If you are unable to submit it by the deadline, that is okay as long as you reach out to me and let me know when you will get the position update to me by, this allows me to plan my own time of when I will begin compiling the agenda. As well, if we could all follow a standard format when sending in your position updates that would be greatly appreciated as it saves me an exponential amount of time if all of them are in the same format when I receive them. I have linked an example below of how I would like updates to be sent.

OM: [Link](#)

W. Boudreau suggests that the example template be sent by email and to include an agenda item.

25. Executive Checklist (3 min)

W. Boudreau

Background:

As this initiative was brought up by Morgan Patrick (Past-President) last year, I would like to continue the executive checklist to improve transparency and detail the role of executive members to facilitate transition.

Executive Checklist for 2021-2022: [Link](#)

BIRT CAPSI National moves to implement the executive checklist indefinitely.

W. Boudreau/M. King
Motion Carried.

26. IPSF Health Campaign 2021/2022 (15 min)

R. Huang

Background: Each year, IPSF Local Representatives will organize fundraising and promotional events related to one of the IPSF Health Campaign themes – Tobacco Alert, Anti-Counterfeit Drugs, Medication Awareness, Tuberculosis Awareness, HIV/AIDS, or Healthy Living and Diabetes. They will also donate to a chosen charity that aligns with the theme. The theme for the upcoming year and charity will be voted by the CAPSI executive council. In 2019-2020, the theme was Healthy Living and Diabetes with proceeds going towards the Breakfast Club of Canada. In 2020-2021, the theme was Tobacco Alert with proceeds going towards the Canadian Cancer Society. To provide guidance to the council when choosing a theme/charity, a poll will be conducted in the IPSF Local Representatives Facebook group prior to the meeting.

R. Huang states that after polling the IPSF Local Representatives have voted with the most popular being HIV/AIDS awareness campaign with proceeds going to the Canadian AIDS Society with the second most votes going to Diabetes Awareness with proceeds going to the Canadian Diabetes society.

BIRT CAPSI National Council determines that the IPSF Health Campaign for the 2021-2022 year will be HIV/AIDS awareness with proceeds going to the Canadian AIDS Society.

**R. Huang/J. Melanson
Motion Carried.**

27. Call for Canadian Virtual SEP Breakout Room Leaders (5 mins)

J. Melanson

Background: Due to current health and safety restrictions, in-person SEP for Canada was canceled. As a result, we are currently organizing virtual SEP events to highlight Canada's diverse culture as well as pharmacy practice. The first virtual SEP session will be held on June 27th, 2021 from 10 AM - 11:30 AM EST. It will consist of three components: 1) Introduction to pharmacy practice in Canada 2) the impact of COVID-19 on pharmacy practice in Canada and 3) breakout rooms with 1-2 CAPSI members to help facilitate conversation regarding the differences in pharmacy practice between countries. I am making a call for members to help facilitate these breakout rooms during our virtual SEP event (estimated attendance ~300 people). The time commitment will be ~1.5 hours and discussion questions will be provided to each breakout room leader to facilitate conversation. Searching for ~3-4 members to assist in this event. Please send me an email (seo@capsi.ca) if you are interested!

J. Melanson states that for future events she will ask for help via email/slack channels but wanted to provide any further information for the first meeting. She states that the deadline to email about volunteering for SEP breakout rooms will be tomorrow evening, June 13.

28. Symposia Delivery (10 min) - H.Sanders/M.Fyith

Background: Please follow the link below for a list of symposia topics. Local representatives will need to vote and select 1 topic that would fit best for their school. The top 2 topics will be selected

Topics: [Link](#)

H. Saunders states that every year VP Ed and VPPA collaborate to create a list of topics for locals to vote on, the top 2 ideas are then able to be presented by the local representatives as symposia topics. Some schools present 1, some do 2. H. Saunders reminds locals to think about what is feasible for their school when voting for topics.

W. Boudreau suggests creating a survey to allow for voting.

M.Fyith clarifies that a Google Form will be sent out

M. Hopkins clarifies that she will send out a Google Form at the end of the meeting.

BIRT CAPSI National refers this item to be further discussed via email to be completed by Sunday June 13, at 1pm MST.

**W. Boudreau/H. Saunders
Motion Carries.**

29. CAPSI Fundraising/Donations (5 min) C.Vaccaro

Background: I would like to have an open discussion on the external organizations CAPSI raises money for and hear local and execs thoughts on: selecting grassroots/local organizations vs. larger organizations; ensuring their values reflect ours; are the organizations we support doing things in response to the TRC 94 Calls to action?

TRC 94 Calls to Action: [Link](#)

C. Vaccaro questions if any schools will be completing an event similar to Race Against Racism this year.

R. Hanson states that this year UofA will not be going ahead with a Race Against Racism this year and will be going back to RFTC. She states that the Black Pharmacist Students Association was contacted but they did not want to take this on either

N. Fatima states that Dalhousie will be going ahead with RAR this year and most likely keep the same charity as last year.

M King states that MUN will be going ahead with RFTC.

T.Dhadial asks if there is a list available of grassroots organizations

C. Vaccaro clarifies that she will be able to create this list.

S. Goldstein states that she agrees a list for every province would be helpful and that it could be compiled with multiple individuals from each province.

C. Vaccaro suggested that if we pick a national organization we could go through and ensure that the money is going where we think it's going instead of having detailed lists.

M. Chaung echoes T. Dhadi in the availability of a list and states that last year UofT donated to Sunnybrooks kids.

H. Saunders states that at Dalhousie for anything where a charity had been involved after the top 3-4 charities were picked students were polled to see where they would like the funds to go.

30. Sponsors (5 min)

W.Boudreau

Background: This year my main objective will be to attract new sponsors and have new benefits for CAPSI. If you have any contacts, please send them to myself (President) and VP Communications.

	<p>Question 1: Please suggest any membership benefits you believe your members would like to have</p> <p>Question 2: Is an embroidered white coat (with name and profession) something that would interest students at your school?</p>
UBC	<ol style="list-style-type: none"> 1. Our CAPSI members really enjoyed getting backpacks! Reusable totes would also be appreciated. Aside from that, the PEBC and OSCE practice resources and textbook discounts are widely used. 2. UBC students all receive a white coat saying "Rx UBC" and are required to purchase a name tag. Most students likely would not be interested in another white coat unless it was fairly cheap or free.
U of A	<ol style="list-style-type: none"> 1. Resources to prepare for PEBC and OSCE, scholarships/bursaries 2. UofA students are provided white coats with the Faculty's embroidered logo on them, along with name tags but I think some of our students potentially could be interested in a white coat embroidered with their name.
USask	<ol style="list-style-type: none"> 1. Resources to prepare for PEBC and OSCE 2. We think embroidered white could be something students are interested in. We receive plain white coats and name tags in our first year.
UManitoba	<ol style="list-style-type: none"> 1. 1. Scholarship, and travel expenses/ bursaries to conferences (when things open up) 2. 2. Embroidered coat/name tag would be of great interest.

U of T	<ol style="list-style-type: none"> 1. CPhA logins, discounts for textbooks and Rxfiles, potential exam questions preparation 2. I think students would like an embroidered white coat. Some students are already doing it on their current white coat at our school so there are definitely interests!
Waterloo	<ol style="list-style-type: none"> 1. PEBC and OSCE practice resources, discounts for textbooks and RxFiles 2. We received coats from the Ontario Pharmacists Association along with a name tag when we first began the program. However, I think students would still be interested in a customized embroidered coat, especially closer to graduation.
U de M	<ol style="list-style-type: none"> 1. 1. Scholarship, bursaries, international and canadian conferences and internships 2. 2. At UdeM we have a white coat and a pin that is given by the university, but an embroidered white coat that is customized to students seems like an interesting option!
ULaval	<ol style="list-style-type: none"> 1. Scholarship, travel expenses, bursaries for the members. 2. Students would definitely be interested in embroidered white coats (with name and profession).
Dalhousie	<ol style="list-style-type: none"> 1. Access to scholarships/bursaries for pharmacy students. Discounts for subscriptions, textbooks, quiz banks etc. 2. No, because every first-year already receives an embroidered white coat with a name tag.
MUN	<ol style="list-style-type: none"> 1. Access to PEBC preparation, discount on textbooks and RxFiles and conference(s) are common reasons why students become CAPSI members at MUN. I think scholarships would also attract members, as well. 2. It is possible. First-year students receive white coats embroidered with PANL (our advocacy association) and a name tag. However, it is possible some students would be interested in having another white coat on hand with their name embroidered.

W. Boudreau states that he understands it is difficult to contact sponsors right now but is hoping that things go better this year than last year. He clarifies that he has not contacted anyone yet. He states that he will work with Minahil to increase the quantity/quality of what we can offer to our sponsors. He states that if anyone has any suggestions to please email him and reminds everyone that sponsors are important to allow for the feasibility of CAPSI and a reason why members are paying to be a part of the association and that it is the job of everyone on council to maintain good relationships with our sponsors.

C. Vaccaro encourages those who had demos with RxVigilance to follow up with the student body, library, and faculty in regards to getting this included in the resources available for students.

31. CAPSI Mini-Clips Video (10 min)

W. Boudreau

Background: This item was introduced last year to explain how CAPSI works and what the benefits are for students. Each Executive member was responsible for the creation of a video. They had to create a script with their committees and prepare the video to get ready to launch this September. At this date, no videos are prepared and only a few scripts are ready. We can continue the initiative, but I have some questions if all executives are willing to help to take on this project. As an alternative, a suggestion would be to keep the same theme and transform the videos into infographics that could be easily updated throughout years and posted on facebook/instagram. That way it will also solve the logistics behind the filming. What are your thoughts on this alternative?

W. Boudreau states that these scripts and videos will still need to be created. He states that if we go forward with this initiative we will need to create the scripts, videos, edit them, and publish them by the beginning of September and states there are logistical issues considering that we are all spaced out throughout the country. He states that we can still continue this idea and that the videos/themes would still be associated with the executive member from last year (including the committees they are in charge of). He states that the infographic alternative would be easy to transform throughout the year and that the person in charge would still be the same as last year but the workload would be reduced with this alternative.

BIRT CAPSI National transforms the CAPSI mini-clip videos to infographics that are to be completed by the August 2021 meeting.

W. Boudreau/T. Dhadial

C. Vaccaro questions since members join committees in September/October if the due date should be pushed back

M. Fyith states that a video would be more engaging and is concerned about another infographic that some may not read

A. Nong states she created a video on how to access the Members Only portal and felt that was easy to create and there are alternatives if others don't want their face/voice in the video

T. Dhadial questions if it will be the standing committees or if it will be an ad hoc committee

W. Boudreau clarifies that this would be the responsibility of the standing committees, specifically the chairperson of the committees.

T. Dhadial questions if there is a standing committee for the videos.

W. Boudreau clarifies there is no current standing committee for the video. He states that these themes will be sent by email in the next couple of days. The only script that is currently written is for the finance committee.

BIRT CAPSI National transforms the CAPSI mini-clip videos to infographics that are to be completed by the August 2021 meeting.

W. Boudreau/M. Fyith

Motion Carried.

Motion to adjourn the meeting at 1:43MST

W. Boudreau/M. Fyith

Motion Carried.

Day 2: Sunday June 13th, 2021
Location: ZOOM

10:00am - 12:00 PM, 1:00pm - 3:00pm MST

1. **Call to Order** **W. Boudreau**
W. Boudreau calls the meeting to order at 10:01 MST
2. **Land Acknowledgement (2 min)** **W. Boudreau**
3. **Attendance (5 min)** **M. Hopkins**

Name	Position	Attendance
W. Boudreau	President	Present
C. Vaccaro	President-Elect	Present
M. Patrick	Past-President	Present
M. Hopkins	Executive Secretary	Present
G. Sicotte-Mendoza	Outgoing Finance Officer	Absent
T. Dhadial	Finance Officer	Present
S. Vos	Outgoing VP Communication	Present
M. Rafiq	VP Communications	Absent
H. Saunders	VP Education	Present
M. Fyith	VP Professional Affairs	Present
M. Kieley	Outgoing SEO	Absent
J. Melanson	Student Exchange Officer	Present
R. Huang	IPSF Liaison	Present
A. Nong	Webmaster	Present
W. Tran	CAPSIL Editor	Present
A. Krupski	CSHP Student Liaison	Present
A. Grewal	UBC Junior Representative	Present
C. Ma	UBC Senior Representative	Present
K. Moreland	Alberta Junior Representative	Present

R. Hanson	Alberta Senior Representative	Present
E. Fedusiak	Saskatchewan Junior Representative	Present
L. Lueken	Saskatchewan Senior Representative	Present
S. Choi	Manitoba Junior Representative	Present
S. Diocee	Manitoba Senior Representative	Present
C. Huo	Waterloo Junior Representative	Present
S. Goldstein	Waterloo Senior Representative	Present
T. Udounwa	Toronto Junior Representative	Present
M. Chaung	Toronto Senior Representative	Present
P. Borzooeyan	Montreal Junior Representative	Present
A. Le	Montreal Senior Representative	Absent
F. Lajoie	Laval Junior Representative	Absent
S. Boudhine	Laval Senior Representative	Present
N. Barkhouse	Dalhousie Junior Representative	Present
N. Fatima	Dalhousie Senior Representative	Present
M. King	MUN Junior Representative	Present
C. Coles	MUN Senior Representative	Present

Guests: S. Terekhosvka (ex- IPSF liaison)

4. Sofiya Terekhosvca Motivational Speaker (10 min)

W.Boudreau

Background: Sofiya is a CAPSI Alumni. She will come to discuss the impact of her involvement with CAPSI National and IPSF. She is an inspiring and young graduate that will discuss the impact of her implication and how she overcame difficulties.

BIRT CAPSI National adds a reminder agenda item

W. Boudreau/L. Lueken

Motion Carried.

M.Fyith entered meeting at 10:15am MST

5. Reminder Agenda Item

W. Boudreau reminds council of the contact list that is to be completed by the end of June 13, 2021 and states the reason for this information being important. He states that the phone number will not be public but the address and school email will be public. He reminds the council of the importance of using the speakers list and reminds the council to list when they enter/leave the meeting. He asks that executive members introduce their committee when that agenda point occurs at the end of the meeting. He reminds the council to please use their CAPSI email address as all further communication will be through CAPSI emails and not personal emails. He states that the expectation is that emails be answered within 3 days.

M. Hopkins reminds every school to please fill out the symposia topic vote by 1pm June 13.

BIRT CAPSI National adds the Symposium topic items as agenda item 23

**W. Boudreau/M. Fyith
Motion Carried.**

M. Patrick left the meeting at 10:22AM MST

6. Propose Dates for Local Competitions and Awards (5 min) H. Saunders

Background: Below is a table of a proposed schedule for awards and competitions. I was hoping to get input from locals on this. If there are any glaring problems for your school, please let me know, and we can adjust.

Award/Competition	Proposed Release Date	Proposed Due Date:
Award of Professionalism	June 30	July 31
Compounding Competition	TBD	TBD
PIC	September 13	November 8
OTC	September 13	November 8
SLC	September 13	October 31
Guy Genest	September 13	November 22
AFL	TBD	TBD

H. Saunders states that she is waiting for the sponsors to determine when the compounding and AFL competitions will be released. She clarifies that everything will be translated by these dates.

BIRT CAPSI National approves the above schedule for the local competitions for 2021-2022

**H. Saunders/C. Vaccaro
Motion Carried.**

7. Standardization of Competitions (5 min)

H. Saunders

Background: This point is referred from our previous meeting to discuss now. We wanted to get feedback on costs from PIC and OTC running costs. Do locals feel that they have any costs associated with running these competitions and require reimbursement?

H. Saunders clarifies that this is separate from the reimbursement of the winners, this is strictly based on the costs associated with running these competitions.

S. Goldstein comments that this past year Waterloo began no longer hiring standardized patients and used students. She states that the only costs associated were a Zoom account and associated gift cards for judges

H. Saunders questions if these costs are something that locals are able to absorb?

S. Goldstein states that from a Waterloo standpoint the local CAPSI council gets a lot of sponsorship money so they would be able to absorb these costs.

C. Coles states that she does not believe that MUN had much of a cost because they used volunteers instead of SPs. The only costs were gifts to judges

T.Dhadial echoes that the costs are minimal in terms of gift cards to judges. From the FO point of view if the schools believe they can absorb they could do so but the money could be allocated if needed. He questions if the budget is for \$250 per school or \$2500 for all of the council.

W. Boudreau states he believes it is \$250 per school but will look into this

R.Hanson states that UofA costs include printing costs for in-person competitions, and that the faculty reimbursed for judges and SPs

L. Lueken states that USask ran at no-costs but states she is concerned about the difference between on-line vs. in-person competitions and is unsure if an in-person competition will be feasible at no cost.

M. Chaung echoes L. Lueken that in-person vs. online competition are the same. She states that UofT only spent \$180 last year but in previous years they traditionally provide food for judges and there are also printing costs associated with in-person competitions.

W.Boudreau questions if it is possible to lower the amount to \$200-150 based on the discussion above with many schools not using it.

S. Diocee echoes the above that costs were lower due to online competitions. He states that it could be done with a lower budget but is concerned with setting precedent.

C. Vaccaro echoes S. Diocese that the precedent would be set. She suggests that this should be re-evaluated when schools are back in person

S. Goldstein suggests creating a table in the agenda for locals to state how much they were using in the past year. She states that the Zoom account and giftcards were \$225.

M. Chaung states that UofT 2019-2022 budget was \$400 for in-person competitions. She states that UPS reimburses some of these costs but that is not a guarantee.

H. Saunders echoes C. Vaccaro that no decisions should be made until we are in-person. She states that different schools approach things differently which makes things different for budget. For the schools that are hiring SPs or food that could be the decision of the schools but highlights that there are differences and so it can either be standardized or up to the local council.

BIRT CAPSI National creates a table to collect the costs for competitions for the 2020-2021, 2019-2020 to be completed by locals by 11:59pm MST on June 13
W.Boudreau/H. Saunders
Motion Carried

	Question 1: What were the costs associated with holding your competitions for the 2020-2021 year? Question 2: What were the costs associated with holding your competitions for the 2019-2020 year?
UBC	1. \$1050 according to budget (prizes for second and third place winners was increased significantly, gift cards for judges) 2. \$1515 according to budget (gift cards for judges and SPs, prizes for second and third place winners, food and liquor licence for NTP)
U of A	1. \$120.00 (for gift cards for judges and SPs, judges for AFL received our PAM packages as we had a few extra made instead of a gift card. 2. \$340 for gift cards for judges and SPs (for all competitions) + ~\$50 for printing materials + ~\$50 for food for judges = ~\$440
USask	1. \$100.00 (Gift Cards for judges and SPs for PIC/OTC Competitions) 2. ~\$250 (Thank you gifts for judges, printing costs)
UManitoba	1. \$250 (gift cards for judges and SPs, printing) 2. \$180 (gift cards, for judges + volunteer SPs)
U of T	1. \$400.00 (Gift cards for judges: PIC/OTC/Pharmafacts Competition) 2. \$1,133.69 (gift cards for judges, printing cost, food catering: PIC/OTC/Compounding/Poster/Pharmafacts Pre-bowl Competition)
Waterloo	1. \$225.20 (Zoom account, gift cards for judges)

	2. \$544.53 (Hired SP's, gift cards for judges)
U de M	1. \$100.00 (gift card for judges) 2. \$238.20 (gift card for judges, printing)
ULaval	1. 100,00\$ (gift card for judges) 2. 100,00\$ (gift card for judges)
Dalhousie	1. \$100.00 (gift cards for judges) 2. \$100.00 (gift cards for judges)
MUN	1. \$200 2. \$1115

BIRT CAPSI National will re-evaluate the reimbursement for local competitions at the June 2022 meeting.

W. Boudreau/C. Vaccaro

C. Vaccaro suggests moving the re-evaluation to January 2023 so competitions have been held.

BIRT CAPSI National will re-evaluate the reimbursement for local competitions at the January PDW 2023 meeting.

C. Vaccaro/M. King

Motion Carried.

C. Vaccaro states that in 2019 UofM was the only still school paying for SPs. Since last year, in an effort to standardize competitions only volunteer SPs were used in all schools.

8. Award of Professionalism COVID Clause (8 min)

H. Saunders

Background: Last year, the Award of Professionalism included a clause at the end of the application for the PAM organizers to describe what changes/adjustments they made to account for the COVID-19 pandemic. Do we want to keep something like this in the application this year? "How do you feel you adjusted to planning PAM online given the current Pandemic?"

H. Saunders clarifies this would be to determine if we want to keep a clause or remove it since everyone was online.

S. Goldstein states that she feels good to leave it in due to different restrictions based on the province.

M. Chung echoes S. Goldstein that different provinces would have different restrictions and so it is nice to include for fairness.

S. Diocee echoes the above and states Manitoba was able to do one small in person event.

L. Lueken states that there was also differences between the provincial restrictions and what was directed by the faculty/colleges so it would be good to have this in the explanation.

C. Coles echoes with the above and states that MUN had planned for online and agrees that a statement on what they did, what was planned, and what they couldn't do would be a good idea.

BIRT CAPSI National will keep the Award of Professionalism COVID Clause for the 2020-2021 applications and will re-assess this item at the June 2022 meeting.

W. Boudreau/H. Saunders

Motion Carried.

9. Planning for Fall 2021 (5 min)

H. Saunders

Background: Please fill out the table below.

	Question 1: What is your school's opening plan for Fall 2021? Question 2: What format of competitions would be most effective for your school (online vs. in-person)
UBC	<ol style="list-style-type: none"> 1. UBC has been strongly planning for an in-person semester. We will still have pre-recorded asynchronous sessions in the fall to assist in the transition to in-person synchronous sessions. Labs will be in-person. 2. This really depends on the success of the in-person semester. If our classes are in-person and students are on campus by the time of competitions, in-person competitions would likely gain the most interest.
U of A	<ol style="list-style-type: none"> 1. I do not believe a final decision has been made but anticipating in-person. Some classes may switch to online depending on the situation in the fall, however labs and seminars would likely stay in person. 2. In-person would be the most effective, however we executed online competitions successfully last year so it could be an option as well.
USask	<ol style="list-style-type: none"> 1. The college has not yet made any final decisions. They expect a hybrid approach with some portions being in-person and online but it is unknown exactly what or how much. 2. Online as of now due to the uncertainty.
UManitoba	<ol style="list-style-type: none"> 1. 1. Online for fall term for sure, only critical labs/OSCEs to be done in person

	2. 2. Online
U of T	<ol style="list-style-type: none"> 1. Our school is planning to do hybrid classes with some online and some in person for the upcoming fall terms. This information is constantly changing though and updated. 2. Online likely, but are open to some in person like compounding competitions (if it happens)
Waterloo	<ol style="list-style-type: none"> 1. Hybrid model - all midterms and final exams will be in person. There will be some labs and select classes in person. 2. Likely online, we aren't sure what the rules will be surrounding non-academic use of the school facilities.
U de M	<ol style="list-style-type: none"> 1. Hybrid model with no specifications given yet. 2. Online with compounding in person
ULaval	<ol style="list-style-type: none"> 1. ULaval is planning a hybrid model for fall of 2021. 2. Online for now since we really don't know how things are gonna turn out in the Fall.
Dalhousie	<ol style="list-style-type: none"> 1. Our school has confirmed that most classes will be in person. The pharmacy program has informed us that in person classes will begin mid-late September to allow anyone to receive their second dose and/or complete their quarantine if needed. 2. In-person would be most effective (public health guideline permitting) as many students have been complaining about "Zoom fatigue". Since classes will be in-person, competitions will most likely be held in person while following any public health guidelines that are in place in Nova Scotia at that time.
MUN	<ol style="list-style-type: none"> 1. MUN is planning for an in-person fall semester. 2. If all classes and labs are in-person, I anticipate in-person competitions being the best option.

H. Saunders states her plan is to design the competitions in such a way they can occur online and in-person, specifically for PIC/OTC but is unsure with compounding. She states that for PIC/OTC they cases will be designed in such a way that there will be minimal physical assessment/props

L. Lueken questions if the schools that are online will have to op-out of the compounding competitions and states this could be evaluated at a further date

H. Saunders states she is not sure yet and still has to reach out to Medisca to determine what they would like to do but will ensure this is something that is as feasible for everyone to do.

W. Boudreau states that M. Rafiq will have to contact and discuss the terms of our contract with Medisca. Last year they did not send the money for materials but this will be re-evaluated this year.

S. Vos states that last year the decision was made to cancel compounding and so the council went to Medisca and stated that no in-person competitions and stated that they weren't sure how to judge a compounding competition at home. She states that there is a rolling contract with Medisca and that Medisca was very understanding of the situation. For this year she suggests having a game plan before going to Medisca. She states that she can be there for that conversation if required but highly suggests having a plan going in because in the past they have been open to doing what CAPSI is comfortable with. She states that normally they sponsor ~\$11,000 for local/PDW but they would schedule back if it is just the locals.

BIRT CAPSI National will refer further discussion on the compounding competition to email.

**W. Boudreau/M. King
Motion Carried.**

10. National Competitions (10 min)

H. Saunders

Background: Are we hoping to go forward in planning online competitions this year? What platform would be ideal to host these competitions? Do we want to have national competitions for PIC, OTC and Compounding?

H. Saunders states that last year there was an AFL national competition and this is feasible online.

M. Chaung states that PIC/OTC was completed last year online and that it was very feasible through Zoom breakout rooms. She states that UofT would like to continue with it.

S. Goldstein states that she thinks we should do national competitions for PIC/OTC because it is a big incentive for local winners. She states we would have to be conscious of the time zones but thinks it's feasible.

R. Hanson states that this went very smoothly online at UofA but echoes S. Goldstein regarding time zones.

S. Diocee echoes the above that there is a draw from being in National competitions. Suggests a feature in the CAPSIL

W. Boudreau asks for clarification regarding sponsorship for the OTC competition from RxVigilance. He questions whether we create a national event online or if we create 1-2 specific cases that each school does and then is subsequently judged by H. Saunders and Competition Review Committee.

H. Saunders asks for clarification on W. Boudreau's point. She questions if this is a suggestion to mark locally and then compare nationally.

W. Boudreau states that yes that is his question.

H. Saunders states that she does not see how that is different from running it locally. She states this could lead to a lot of bias and that if a national competition is completed it would have to be judged by all the same judges and timezones would not be a deal.

S. Vos RxVigilance is on board to sponsor \$2000 for OTC this year. CAPSI would have to cover the national and states that there are ways to increase the RxVigilance sponsorship in the future.

S. Goldstein echoes H. Saunders regarding W. Boudreau points and adds that this would be right around PAM and would increase workload for locals.

S. Diocee echoes S. Goldstein and H. Saunders and adds that judges and SPs/Volunteers should be standardized for the case.

H.Saunders asks if compounding can be referred to August.

T.Dhadial questions if the national competition has to occur on the same day or if the locals can take videos and submit them.

H. Saunders states that she thinks the videos are feasible but if SPs are standardized it would likely have to be on the same day.

W. Boudreau summarizes that a national competition will be kept for PIC/OTC and the compounding will be re-assessed by email

BIRT CAPSI National will hold PIC/OTC competitions on a national scale and re-assess compounding competitions by email for 2021-2022.

**W. Boudreau/R. Huang
Motion Carried.**

11. Mock OSCEs (5 min)

H. Saunders

Background: The Mock OSCE committee hasn't really been used recently. I am wondering how many schools find value in this committee and would like questions/situations for mock OSCEs.

S. Goldstein states that Waterloo local CAPSI council runs 2 different mock OSCEs, there is an OTC OSCE for 1st year and then a high stakes mock OSCE for upper years. She states that the CAPSI local council has created these in the past and would be able to continue. She states that the Mock OSCE committee could create a bank for graduating students studying for the PEBCs and questions if that is something the committee could work on.

L. Lueken states that USask ran mock OSCEs that past year but was unaware that this committee was in existence. She states that it was brought to her attention to create a

bank of mock OSCE cases and run an event for 4th years before PEBCs. She states USask would use this committee.

M. Chaung echoes L. Lueken stating that UofT has used previous years but that the answer keys are becoming irrelevant and would like to help the committee.

S. Diocee echoes M. Chaung that he thinks a centralized committee creating cases would be helpful.

W. Boudreau states that we cannot dissolve the committee as it would have to be run by the lawyers and would cost fees. He states he is happy to hear that there is interest in it and would encourage it to update the documents to be more of a committee to provide resources.

C. Coles echoes S. Diocee and M. Chaung that MUN would use the cases.

H. Saunders states that there is a bank of cases in the VP Ed drive. She asks locals who have run mock OSCEs before to send in the cases and then the committee can share the cases with locals.

12. Pharmafacts Question Bank (5 min)

H. Saunders

Background: How many schools have a pharmafacts competition and use these questions? This is not something that I ever used as a local. If locals see value in having a question bank, I can make one, otherwise, I will take this off my list to do.

T. Udounwa states that UofT used the question bank last year. At UofT last year the 1st year reps plan Pharmafacts so the question bank is very helpful.

S. Diocee states that the question bank is very helpful and has been used for quiz nights before.

R. Hanson states that UofA has used the questions in the past, including Pharmafacts on social media and in person.

13. Fall CAPSIL (2 min)

W. Tran

Background: For the first issue of CAPSIL, I think it would be nice to have a presentation of all the members of the national council (name, university, brief description of your position, why you chose that position, and 3 things you like). Please fill out the document below before October 1st.

Presentation of the CAPSI National Council: [Link](#)

W. Tran states that she will send a reminder closer to the deadline for council to fill out the above document.

14. Translation (2 min)

W. Tran

Background: If someone needs translation for CAPSI content, please write down your name, the item to be translated, and the deadline in the following document before/after posting in the translation channel on Slack. This link can also be found in the drive.

Request for Translation: [Link](#)

W.Boudreau questions if there are any other council members who are able to do translation for the summer until there are more people on the translation committee.

15. Indigenous Scholarships (5 min)

M. Fyith

Background: One of my projects this summer is to encourage schools to implement Indigenous scholarships for pharmacy students since CAPSI funding is not as flexible this year. A problem that was noted from the January 2021 meeting was that even if schools have scholarships in place they are often very difficult to find. One of my ideas was to create an easy to go to document outlining each scholarship sorted by provinces. I would like to hear everyone/s thoughts on creating a CAPSI document with indigenous scholarship links available to each province and the eligibility requirements or if there are any other ideas on how to make these more accessible. Please fill out the table below so I know how to approach emailing the Deans if that is what we wish to do.

	Question 1: What position is your school currently taking when it comes to Indigenous scholarships (i.e. is this established, in-progress, or non-existent)
UBC	1. UBC has scholarships, awards, and bursaries available for indigenous students: https://students.ubc.ca/enrolment/finances/awards-scholarships-bursaries/awards-indigenous
U of A	1. The UofA currently has some indigenous scholarships and are in the process of creating more (unsure of specifics, but I can email the faculty to get more info)
USask	1. The Usask currently has the Indspire Health Careers Awards and Indigenous Student Achievement Award for Undergraduate Students that is awarded to either a Pharmacy or Nutrition student as our college is combined.
UManitoba	1. Merk Frost Entrance Scholarship for Rady Health Sciences: https://umanitoba.ca/pharmacy/sites/pharmacy/files/2020-09/merck-entrance-scholarship.pdf 2. General UofM: https://umanitoba.ca/financial-aid-and-awards/indigenous#:~:text=The%20RBC%20Indigenous%20Student%20Awards,textbooks%2C%20supplies%20and%20living%20expenses.

U of T	<ol style="list-style-type: none"> 1. Recently, Rexall has created this Rexall ICARE Award for Black and Indigenous Students with an annual \$3000 annually to a student who demonstrated ICARE values and has financial needs (integrity, customer-first, accountability, respect and excellence): Award Description 2. Admission Award for Indigenous Student: Colonel F. A Tilston Admission Scholarship: Award Description
Waterloo	<ol style="list-style-type: none"> 1. As far as I know, the only scholarship offered to Indigenous students is the Rexall Pharmacy Group Community Involvement Award. The award description can be found here.
U de M	<ol style="list-style-type: none"> 1. The university offers 5 bursaries for Indigenous students with variable amounts. Description of the bursaries can be found here. The pharmacy faculty offers no additional awards or bursaries.
ULaval	<ol style="list-style-type: none"> 1. As far as we know, ULaval offers these bursaries to Indigenous Students: https://repertoire.bbafe.ulaval.ca/bourse/58274/bourse-detudes-rbc-pour-les-autochtones-hiver-2021
Dalhousie	<ol style="list-style-type: none"> 1. The university does offer \$3000 renewable scholarships to Indigenous students every year. In addition, the pharmacy department offers a bursary for those with financial need in historically underrepresented groups which include Indigenous students.
MUN	<ol style="list-style-type: none"> 1. This handbook lists over 50 internal and external scholarships available to Indigenous students at Memorial University (a couple awards are open to a group of professionals faculties including pharmacy): https://www.mun.ca/indigenous/students/isrc/ISRC_Scholarships_Spring_2021.pdf

M. Fyith states that it was discussed to create a statement regarding the tragic discovery of the 215 children on residential school grounds, however this was decided against as CAPSI released an anti-racism statement last year.

W.Boudreau states that this was a project discussed with VPPA last year and asks that he is contacted before any future contact with the Deans.

T.Dhadial states that he thinks this is a good idea because not many students know how to access these scholarships and suggests that these documents be sent out to all students.

C. Vaccaro thanks M. Fyith for continuing the project and states that most of these scholarships are entrance scholarships and suggests asking how this is being advertised to incoming students and what is being done to make a PharmD more equitable for marginalized students.

16. Mentorship program (10 min)

W. Boudreau

Background:

This was a new initiative that was created by Jamie Park (ex-VPED) this year. It aims to connect one mentor (old pharmacy student) to a mentee (younger pharmacy student) to exchange and answer their questions. From the feedback survey she sent, she received overall good feedback. Andrew Tu is willing to bonify and continue this initiative this year. Do we want to continue this initiative? Do we leave the role of the Mentorship Program Officer to Andrew Tu that is willing to bonify the program?

W. Boudreau questions if there is any feedback you would like to discuss in terms of how the program went or improvements in how the program can be run?

E. Fedusiak states she participated last year as the younger pharmacy student and found it very beneficial, especially with online school and states that with programs being online it would be good to continue.

C. Coles states she also found it beneficial as well and would support continuing.

W. Boudreau states that last year was just half a year with 1 mentor, there are 2 proposed options 1) full year with 1 mentor 2) 2 mentors (1 per semester)

M. King states that she likes option 2 and mentions that there is a similar program run at MUN for international students.

S. Goldstein states that either option is fine but is concerned about the possibility of a mentor/mentee relationship having a great relationship and then there is the possibility of having 2 different pairings. She reminds council that Waterloo has a semester in the summer and states that it would be nice to have the option to have a mentor in the summer.

E. Fedusiak states either option is fine, a full year has the ability to build deeper relationships but it would be 2 different mentors would provide a different perspective.

M. Fyith questions if it is possible to add the possibility of extension for each semester.

C. Coles echoes M. Fyith and states that this is similar to a program at MUN where it is semestered but there is the option to continue in the summer.

M. Chaung states that UofT has 2 different types of mentorship programs already and so she is unsure how many UofT students will participate in this but states that this is still a great program to do for schools were that may not be the case because UofT students enjoy the mentorship programs.

C. Vaccaro states that creating new pairings in January would be a lot of work for a single person without a committee. She suggests a big call in the fall and then a smaller one in the winter for Waterloo and other students who want to join.

W.Boudreau states that it has been discussed in the past that other schools have been doing this. He has participated in the UdeM as well as the CAPSI program and states that he had more of a connection with the CAPSI program because it was a different program so there was more to discuss.

W. Boudreau questions “We are looking at introducing some mentor/mentee events/challenges as an incentive to promote participation this year. Is there any funding available for contests and prizes?”

L. Lueken states that she believes it would be beneficial to promote participation. At UofS there is a preceptor of the year where you can nominate the preceptor based on your experience. She states that there could be a similar idea with mentor of the year or 3 stars of CAPSI and this would help promote good mentorship and help mentees become mentors if they've had a positive experience.

W.Boudreau proposes referring this item to the finance committee to discuss further feasibility and would have been instructed to give their recommendations at the August 2021 meeting.

BIRT CAPSI National will refer this item to the finance committee who is instructed to report their recommendations at the August 2021 meeting.

**W. Boudreau/T. Dhadiel
Motion Carried.**

17. Madgex Career Center (1 min)

C. Vaccaro

Background: This item was referred from a previous meeting. Please refer to the March 21, 2021 meeting minutes for further background. There is currently no significant update at this time.

C. Vaccaro states that her and W. Boudreau will be meeting with Madgex in July and will keep CAPSI National Council updated.

BIRT CAPSI National refers further discussion/updates regarding Madgex Career Center to be conducted via email.

**C. Vaccaro/L. Lueken
Motion Carried.**

Motion to recess the meeting till 12:45 MST

**W. Boudreau/T. Dhadiel
Motion Carried.**

W. Boudreau called the meeting to order at 12:46 MST

18. Health and Pharmacology Videos (20min)

W.Boudreau

Background: I believe that CAPSI visibility needs to be increased. I suggest that we create short videos (1-3 min) that explain some public health and pharmacology concepts (e.g. STIs, smoking cessations, vaccination, etc.). The idea would be to create something easy to understand that can be shared with the young adult population outside of the pharmacy community similar to this [video](#) but with pharmacy themes. [Tea and Consent](#). These videos will be a professional product that could possibly be used to advertise our sponsors' logos. The videos will be created and reviewed by students; a minimum of 2 videos would be created for the first year with subjects to be determined by the assigned committee. My goal would be for the project to last throughout many years as CAPSI created content. Please fill out the table below.

	Question 1: Do you think we should proceed with this project? Question 2: Would you support CAPSI funding this project? Question 3: Which committee should be given this task?
UBC	<ol style="list-style-type: none"> 1. This project would be very useful in getting CAPSI's name out and educating others. However, making videos (planning, making, editing) can be very time-consuming. Possibly, we could start one video in the summer and see what the time commitment looks like while we're all a little more "free" and decide on what would be realistic for the school year. 2. Yes, if the logistics worked out! It is a very good idea. 3. Website committee or advocacy committee
U of A	<ol style="list-style-type: none"> 1. Yes, we think that this project is a great idea and it would be a great way to increase CAPSI's visibility. It would be great if we can reuse them in future years as well. 2. We would support CAPSI funding this project 3. Website committee or Student wellness
USask	<ol style="list-style-type: none"> 1. This is an exciting project that we think is a good idea. 2. Yes, we would support CAPSI funding this project. 3. Website Committee or maybe Student Wellness
UManitoba	<ol style="list-style-type: none"> 1. We should prioritize the videos on CAPSI National/committees if we're still doing those, as those will already take a lot of time and effort. If we aren't doing those any more, then sure. 2. If the logistics are reasonable, it can be well done, and there is a budget for it. 3. Website committee or advocacy committee
U of T	<ol style="list-style-type: none"> 1. I think it would be an interesting topic to try out but it might be very time consuming to do. If we do get professionally edited, that may help with quickening the production time. 2. I think this would help with PAM's Kids in Medicine and

	<p>Pharmacy Outreach Day programs (KIM and PODS) and it can be used as promotional and teaching material. I would support CAPSI funding this project</p> <p>3. Student Wellness or Website Committee?</p>
Waterloo	<ol style="list-style-type: none"> 1. We think this would be a good way to increase CAPSI's visibility and to promote pharmacy awareness amongst the general public. 2. We would support CAPSI funding this project if the financial investment is reasonable and worth pursuing. 3. Website Committee.
U de M	<ol style="list-style-type: none"> 1. I think it is a great idea. UdeM makes 1-2 videos (by the CEPPUM committee) every year to inform the general population about what we do as pharmacists and it is always very well received. 2. It is a great way to promote the work of pharmacists and can be shared during PAM. We would support CAPSI funding this project. 3. Website Committee?
ULaval	<ol style="list-style-type: none"> 1. We think this project is an amazing idea ! It would increase CAPSI's visibility and promote pharmacy awareness ! 2. Yes we support CAPSI funding this project. 3. Website Committee
Dalhousie	<ol style="list-style-type: none"> 1. This project is a good idea, since there is a lot of misinformation out there on the internet it would be helpful to provide some more accurate information. But the time and money that may have to go into it may not be worth the end product. It may be dependent on who we are going to use this for (would we be using videos for incoming first year students at an orientation event, access to anybody in the public, sending out the videos to people enrolled in Pharmacy programs across Canada via CAPSI, etc.) so it would help to narrow down our target audience. 2. The project could be supported so long as the financial investment is reasonable. 3. Website Committee.
MUN	<ol style="list-style-type: none"> 1. We believe it is a great idea, as long the time is there for it to be done. 2. Yes, I support CAPSI funding this project as long as the cost is reasonable and worthwhile (ie. can be re-posted in years to come). 3. Website Committee

W. Boudreau clarifies that it would be a trial of 1-2 videos linked to the CAPSI website.

A. Nong states that she likes the idea and as head of the website committee would be willing to take this on. She asks for clarification on if all the videos should be animation style.

W. Boudreau states that at the moment he would say yes but is open to suggestions.

A. Nong states that she has experience with animating but not everyone has experience with animating. She suggests talking with the website committee and finding a format that works and sticking with it. She asks for clarification on where the videos would be posted.

W. Boudreau states that he would like them to be on the CAPSI social media and CAPSI website.

A. Nong states she is worried about only posting on CAPSI sites as many of those who follow CAPSI are pharmacy student and not the general public, our instagram page has a lot of information for only pharmacy students that are not relevant to the general public. She suggests a second instagram that is aimed at health promotion - there might be a cost associated with this to get the IG page off the ground (challenges and giveaways).

S. Diocee states that he likes the idea and states that while A. Nong has the skills to take this on, future position holders may not. He states that if we are spending the money on an outside source he would like to spend it on the CAPSI members and would like to see more focus on the members who have never seen CAPSI prior to the pandemic.

C. Vaccaro echoes S. Diocee. States that last year's new online events/circumstances led to burn out and slow down before Jan. She also states that our social media is mainly for our members and is concerned about investing money into editing/a new account for an audience who are not pharmacy students/CAPSI members, especially when few members interact with our accounts.

M. Fyith states she hears what C. Vaccaro and S. Diocee says about our members. She questions if we have a YouTube channel and if we can post it on YouTube and then restrict it to members in the future. She also states that she believes that outsourcing editing would be helpful.

T. Dhadiel echoes C. Vaccaro and S. Diocee in regards to focusing on memberships. He suggests that members can share the content if they like it. He questions if the cost has been looked into for getting professional help?

W. Boudreau replies he has not.

R. Huang states that at MUN students on rotation completed a similar video while on rotation. She states that these videos were posted on the social media of pharmacies in the area to reach the patient population.

S. Goldstein states that if we are going forward with members this campaign may be very repetitive from the curriculum. She states that we should reach out to media if we are trying to get out to public. She does like the idea of reaching out to local pharmacies.

M.Fyith states as VPPA she is willing to reach out to media and other pharmacies/conduits.

W.Boudreau states that the aim of the video was to target 20-30 year olds because that is the age of most pharmacy students and would be addressing things that most pharmacy students are asked. He states he sees it as a membership benefit to help attract general members to committee and provide them an opportunity to work on a project and allow for an opportunity to advocate for the profession outside of the pharmacy student world. In regards to creating a new instagram page he states this should be discussed later on because he does not see the benefit of creating a new page for the 1st edition. He suggests a small contest with re-posting the videos to get the information to the general public. He also states that these videos would be an opportunity for pharmacy students to apply their knowledge throughout the years.

M. Hopkins states that at UofA (cost, legality, reviewing, etc.)

T.Dhadial states that at UBC any presentation/video has to go through the OEE department. He suggests referring this to the committee who will be responsible for this project and then asking them to present at the next meeting.

W.Boudreau states that CPhA should be able to help with the verification of the content and he is able to reach out to them.

C. Ma left the meeting at 1:11pm

BIRT CAPSI National refers this item to the Website Committee for further investigation and to present their findings at the August 2021 meeting.

**W. Boudreau/A. Nong
Motion Carried.**

C. Vaccaro states that if we could include the VPPA and advocacy committee as well that would be beneficial because they know the scope of each province.

W. Boudreau states that we can do something less official by putting this responsibility of the website committee and invites M. Fyith to be involved in the website committee.

M.Fyith states she would love to be involved in discussion with the website committee and then can involve the advocacy committee as seen fit.

- 19. Notebooks (5 mins)** **W.Boudreau/M.Rafiq**
Background: Last year we sent a notebook instead of an agenda as a welcome gift. Some schools were not allowed to do the distribution due to the pandemic. I would like

to know if this will be an issue in September if we continue to print notebooks that will be sent directly to your school. A contract with CU Ads has already been signed to reduce the price of the notebooks. We will need to create this year's template for the cover page. You will have some option that you'll have the opportunity to vote on via email in the next couple of weeks.

	Question 1: Will you be able to distribute notebooks to your members this September?
UBC	Very likely, as UBC is strongly pushing for an in-person semester.
U of A	We likely would be able to distribute notebooks to members as most students likely would be on campus in september
USask	We think we will be able to distribute notebooks to members.
UManitoba	May be difficult/inconvenient depending on restrictions but yes, would be able to distribute them during lab sessions.
U of T	The only information we have is that UofT is anticipating hybrid classes and that depends on public health guidelines on physical distancing guidelines and indoor capacity-limits. If the pharmacy building is open for students to come in only for classes, we may need to resort back to distributing the notebooks through an honors system: where students entered the pharmacy building and grabbed only one book from the boxes left in access-only rooms. UofT did that last year and we still distributed some books (but I would say we didn't distribute it all).
Waterloo	I expect that it will be difficult to distribute notebooks as the school is currently not allowing any in-person events and minimal time in the school. The Fall term will follow a blended course delivery model (in-person & remote) but this does not necessarily mean that student organizations will be able to carry out activities within the school. We did NOT get the chance to distribute last year's books to upper year classes - only to the first year students.
U de M	Yes. Classes will be held according to the hybrid model, so all students will have to come to school. We will be able to have office hours to hand out the notebooks.
ULaval	Since class will be hybrid, we think it would be possible to distribute them.
Dalhousie	Yes, since classes will be held in person, orientation events will be permitted. Most in-person events are expected to be permitted and would allow us to distribute the notebooks easily.

MUN	Yes, as classes are said to be in-person in the fall.
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W. Boudreau clarifies that CU Ads is a company that looks into finding Ads to place in the notebook to help reduce the costs; the exact number will be provided in the next couple weeks. M. Rafiq will reach out to the council in the next couple of weeks to finalize the details regarding the contents as well as how many notebooks each school receives.

S. Goldstein questions if there is the option to delay the shipments similar to last year. Waterloo is set to be hybrid for the fall but there are to be no in-person events and so distribution may be difficult and being able to delay would be helpful.

W. Boudreau says that he will look into this.

S. Diocee states that in the past Manitoba has only had 3 classes but in the upcoming year there will be 4 classes and so they will need more notebooks.

S. Vos states that last year there was the ability to ship separately and this year the plan is to go with the same company this year and so she does not foresee any issues with shipments being sent separately this year. She states that her and M. Rafiq will work on this together and that there will be a form sent to locals with the expected numbers.

R. Huang echoes S. Diocee stating that MUN will have 5 classes instead of 4 next year.

M. Chung notes that she has not gone back to faculty to see how many students have taken a notebook. Due to COVID restrictions they left notebooks in the faculty office and students on campus were able to pick up a notebook. She states she is unable to judge the number of notebooks needed at the moment. As well she echoes S. Goldstein regarding the ability to distribute notebooks based on a hybrid model and future restrictions.

W. Boudreau asks that local representatives contact their faculty to see if a distribution is possible and the number of notebooks required for their members by June 30th.

M. Chung states that UofT will require more time because faculty is not certain of the numbers for fall term at this time, as well students are not allowed on campus right now.

W. Boudreau asks for a proposed due date

M. Chung recommends the end of July

S. Goldstein echoes M. Chung and states that Waterloo only distributed notebooks to their 1st year students last year and so there are quite a few books sitting in one of the offices at the school. She states that she would like to see how many books are remaining and states that the end of July would also be preferable.

S. Choi clarifies S. Diocee statement regarding Manitoba classes. She states that the faculty will not know the number of students until the end of July, when students confirm their acceptance of first year pharmacy, as well as there are students that leave the faculty in upper years and so numbers will fluctuate. She states that the end of July would be preferable.

S. Vos proposes that if schools are unsure of the format of the year and the number of students to distribute notebooks in December/January because the notebooks require 1 month to be printed.

C. Vaccaro states that 33% of UofM will be on rotation and not be back until February. She states that it would be preferable to survey members asking who wants a notebook to avoid waste financially and environmentally.

S. Goldstein states that for Waterloo a January distribution would work very well because the 1st years start in January. She comments that Waterloo did survey their students last year.

M. Chaung choes C. Vaccaro and S. Goldstein regarding environmental and financial concerns. She states that January would be preferable for distribution.

W. Boudreau asks for the opinion of other schools besides UoT and Waterloo to see if a January distribution is preferable. He states that historically agendas were distributed in September to help attract new members as well as attract members to the committees. He states that S. Vos and M. Rafiq will send further instructions if required via emails.

20. Executive Council Members Feedback (5 min)

W. Boudreau

Background: This item was referred from a previous meeting to be discussed and be trialed in the 2021-2022 term. I created this form for the 2020-2021 executive and received a few comments. I am wondering if there are any suggestions to improve the form this year for the trial?

Feedback Form: [Link](#)

W. Boudreau clarifies that the survey can also be used to report any situations not brought up throughout the year and help prevent them in the future. He states that if continued the executive council members would fill this feedback form out in the spring of 2021

BIRT CAPSI National will re-assesses this item at the June 2022 meetings.

W. Boudreau/T. Dhadial

J. Melanson asks for clarification on if this survey is sent out yearly or at multiple points throughout the year.

W. Boudreau clarifies that it would only be sent once in the year, most likely in April and it would only be sent to executive members

J. Melanson questions if there is utility in sending the survey twice throughout the year to address any potential issues in the middle of the mandate instead of the end.

W. Boudreau states he is okay with that idea as it is an anonymous survey and the CAPSI email is not attached. He states this can be re-assessed with the next council at the June 2022 meeting.

BIRT CAPSI National will re-assesses this item at the June 2022 meetings.

W. Boudreau/T. Dhadial

Motion Carried.

21. Shorter Meeting and Executive Meetings (5 min) W. Boudreau

Background: This item was referred from a previous meeting. This past year a motion was made to continue with previously scheduled national council meetings (Summer, Fall, PDW, Spring) but trial the use of executive council meetings 1 month prior to national council meetings. We need to discuss and decide if we will continue with executive council meetings 1 month prior to national council meetings indefinitely.

W. Boudreau clarifies that local representatives and general members were invited to these meetings to ask any questions and that these were not closed meetings. He states that he believes these meetings went well and helped reduce the number of items for the national council meetings. He states that for this year he would like to change the wording from 1 month prior to the national council meeting to 4 executive council meetings throughout the year to allow for more flexibility.

BIRT CAPSI National will plan 4 executive meetings per year indefinitely.

W. Boudreau/H. Saunders

Motion Carried.

22. NCODA Invitation and Addressing Concerns (5 min) M. Chung

Background: NCODA established their first international chapter with University of Toronto as of January 2021. NCODA aims to expand and have a chapter in each university. Recalling February's email chains on NCODA, I have expressed these concerns to the CEO/founder of NCODA and he would like to find compromises and accommodations to any of these issues. Some concerns include: Financial concerns; Prior established cancer related clubs on campus already; Standardization and dispensing standards by provinces; Lack of oncology connections in Canadian provinces to provide to students; Fundraisers for NCODA; Elections of 4 e-board officers
In this discussion, we can create a list of concerns pertaining to each university and I can send them out to NCODA's National Representative to get into contact with each university's local representative for follow up. Based on how UofT's chapter is structured and our experience with NCODA National, some of the listed concerns above can also be addressed during this discussion. NCODA would also like to extend an invitation to CAPSI National for their upcoming Networking Dinner at Henry Ford Museum in September and there are both virtual and in-person invitations. NCODA hopes to also

use this networking event to demonstrate how students can gain educational benefits and connections in the oncology field by joining NCODA's free memberships.

Contact Form (please feel free to share it to your school as well if you know anyone is interested in forming their school's NCODA Chapter):

<https://forms.gle/JdojoYPdLBZg9wht9>

M. Chaung states that NCODA has provided many opportunities for students at UofT, including the creation of an APPE rotation.

S. Goldstein states that she was previously the president of the cancer related group at Waterloo and her concern was the timing of NCODA replying to email. She states that if we are going to bring this forward to our cancer related groups and questions where things go if cancer related groups decline and also asks M. Chaung to speak on her experience with getting responses from NCODA.

M. Chaung states she has not had any issues with getting replies from NCODA and that she has had a good experience with them being very accommodating thus far. She states that NCODA at UofT is a separate chapter but they are willing to do a partnership with current clubs, such as money for events and that there is no set structure for NCODA. Her overall experience with them is that they are very flexible but she does recognize that each club will be different.

C. Vaccaro states U of M locals had met with NCODA reps 2 years ago. No interest or uptake from students at U of M to implement this new organization. Too much for local reps to take on on top of their CAPSI roles. Suggests NCODA reaches out again next year/when things go back in person.

S. Goldstein states election structure is an issue. There is already an Oncology committee at the moment at UWaterloo.

M. Chaung there is no election for the NCODA chapter. If there is any, it is decided locally by every school. NCODA is flexible and understands the differences between universities. Austin would be the contact person to connect with NCODA.

W. Boudreau summarizes that there are some issues with going forward with NCODA but states he has had a meeting with Austin and that he is very willing to help and that he will reach out to all of the local representatives. He states that his issue is that there have been multiple discussions at CAPSI national meetings as well as through emails and the same concerns are being brought up. He recommends that locals fill out the form M. Chaung posted and this would be discussed on a local level instead of a national level.

S. Diocee left the meeting at 1:42pm

T.Dhadial echoes S. Goldstein regarding no replies from NCODA as well as the number of executive members required. He also states that in previous discussions there have been no sponsorship money provided but instead resources with the NCODA name. He states that it has been said that NCODA wants to use CAPSI to create contacts and then branch out to be independent. He questions how many students are involved at the UofT chapter

M. Chaung states that currently UofT has 6 members. She states her understanding is that NCODA no longer wants to be their own chapter because some schools have previously established clubs. She states that NCODA provides \$150 USD each semester as well as other materials that are sent to the faculty such as nick-nacks and table clothes. Her understanding is that they are more understanding that the clubs run differently now than in the past.

C. Coles states that if local chapters have questions/concerns a draft could be created collaboratively to get some answers before individual contacts are formed.

W.Boudreau echoes C. Coles and asks that locals contact M. Chaung so it is on a local level instead of national council level.

C. Vaccaro echoes C. Coles and that there is a previously created document that may be in the seniors email.

S. Diocee rejoined the meeting at 1:47pm

23. Symposia Delivery (10 min)

H.Sanders/M.Fyith

Background: There is a 3 way tie for the 2nd symposium topic. Locals please have 1 person per Jr/Sr pairing vote on behalf of your school [HERE](#)

H. Sanders states that the one topic voted on will be busting myths about birth control.

M. Hopkins states that the second topic based on the second round of voting will be ancient indigenous medicines.

C. Ma rejoined the meeting at 1:55pm

24. Committee Dissolution (1 min)

W. Boudreau

BIRT the CAPSI National 2021-2022 Council dissolves all 2020-2021 standing and ad-hoc committees.

W. Boudreau/M. Hopkins
Motion Carried.

25. **Committee Formation (20 min)**

W. Boudreau

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

Finance Officer (Chairperson) ----- T. Dhadial
President ----- W. Boudreau
President-Elect ----- C. Vaccaro
Past-President ----- M. Patrick
One Sr. Rep. from Western Canada* ----- S. Diocee
One Sr. Rep. from Eastern Canada** ----- M. Chaung
Other Executive ----- R. Huang
Ex officio -----
Other Council Members ----- S. Goldstein, L. Lueken,
R. Hanson, N. Barkhouse, C. Ma, E. Fedusiak

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) ----- C. Vaccaro
Executive Secretary ----- M. Hopkins
Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- M. King, J. Melanson

M. Patrick rejoined the room at 2:05pm MST

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:

Executive Secretary (Co-Chairperson) ----- M. Hopkins
VP Communications (Co-Chairperson)----- M. Rafiq
President-Elect ----- C. Vaccaro
CAPSIL Editor ----- W. Tran
Webmaster ----- A. Nong
IPSF Liaison ----- R. Huang
One Sr. or Jr rep from Quebec ----- A. Le
One Sr. or Jr. rep from Western Canada ----- R. Hanson
One Sr. or Jr. rep from Eastern Canada ----- C. Coles

Other Council Members ----- L. Lueken, S. Vos, P. Borzooyan

Professional Development Week 2023 Planning Committee: Facilitate the organization of PDW 2023 in Saskatoon, Saskatchewan (hosted by the University of Saskatchewan) Composed of:

Local Sr. representative from the host school ----- L. Lueken
CAPSI President as an *ex-officio* member ----- W. Boudreau
Local Jr. representative ----- E. Fedusiak
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) ----- A. Nong
President-Elect ----- C. Vaccaro
VP Communications ----- M. Rafiqu
CAPSIL Editor ----- W. Tran
One Sr. or Jr. rep. from Quebec ----- A. Le
One Sr. or Jr. rep. from Western Canada* ----- C. Huo
One Sr. or Jr. rep. From Eastern Canada** ----- C. Coles
Other Executives: ----- T. Dhadiak
Other Council Members:----- M. Fyith E. Fedusiak,
L. Lueken

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

Past-President (Chairperson) ----- M. Patrick
President-elect ----- C. Vaccaro
CAPSIL Editor ----- W. Tran
VP Communications ----- M. Rafiq
Finance Officer ----- T. Dhadiak
Sr. or Jr. rep. from a French speaking school ----- A. Le
Sr. or Jr. rep. from an English speaking school ----- S. Choi
Other Council Members ----- M. Hopkins, M. Fyith, E. Fedusiak

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) ----- H. Saunders
Past-President ----- M. Patrick

Sr. or Jr. rep. from a French speaking school ----- A.Le
 Sr. or Jr. rep. from an English speaking school*----- K. Moreland
 Other council members ----- N. Fatima, S.Choi, S.
 Diocee, M. Hopkins, A. Nong, C. Coles, E. Fedusiak

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

S. Vos left the room at 2:10pm MST

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) ----- J. Melanson
 IPSF Liaison ----- R. Huang
 One Sr. or Jr. rep. from Western Canada* ----- E. Fedusiak
 One Sr. or Jr. rep. From Eastern Canada** ----- T. Udounwa
 Other council members ----- C. Huo, C. Ma, M. King

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

CAPSIL Editor (Chairperson) ----- W. Tran
 One rep. from Université de Montréal ----- P. Borzooeyan
 One rep. from Université Laval ----- S.Boudhine
 One bilingual council member ----- W.Boudreau
 Any other council members interested ----- A. Le

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) -----H. Saunders
 One Sr. or Jr. rep. From each school that runs mock OSCEs:
University of Waterloo ----- S. Goldstein
University of Manitoba ----- S. Diocee
University of Saskatchewan ----- L. Lueken
University of Alberta ----- R. Hanson
Memorial University of Newfoundland ----- M. King
University of Toronto ----- M. Chaung
University of British Columbia ----- C. Ma
 Any other council members interested ----- C. Coles

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.Fyith

VP Education ----- H. Saunders
 Past-President ----- M. Patrick
 One Sr. or Jr. rep. from Quebec ----- A.Le
 One Sr. or Jr. rep. from Western Canada* ----- S. Goldstein
 One Sr. or Jr. rep. From Eastern Canada** ----- M. Chaung
 Any other council members interested ----- C. Vaccaro,
 J. Melanson, T. Udounwa, H. Saunders, N. Fatima, S.Choi, L. Lueken, R.
 Hanson, A. Nong, W. Tran

Ad-hoc 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) ----- M. Hopkins
 Past-President ----- M. Patrick
 One Sr. or Jr. rep. from Western Canada* ----- S. Diocee
 One Sr. or Jr. rep. From Eastern Canada** ----- M. Chaung
 Any other council members interested ----- C. Vaccaro

Ad-Hoc 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 ten (10) local CAPSI chapters and destigmatize mental health. Composed of:

President-Elect (Chairperson) ----- C. Vaccaro
 VP Professional Affairs ----- M. Fyith
 Past-President ----- M. Patrick
 One (1) Senior or Junior Representative from each school:

University of British Columbia ----- A.Grewal
University of Alberta ----- K. Moreland
University of Saskatchewan ----- E. Fedusiak
University of Manitoba ----- S. Diocee
University of Toronto ----- T. Udounwa
University of Waterloo ----- C. Huo
Université de Montréal ----- P. Borzooeyan
Université Laval ----- S.Boudhine
Dalhousie University ----- N. Barkhouse
Memorial University of Newfoundland ----- M. King
 Any other council members interested -----A. Nong, W. Tran, S. Choi

BIRT the CAPSI National 2021-2022 refers the above item to further discussion via email.

**W. Boudreau/S. Goldstein
 Motion Carried.**

Motion to adjourn the meeting at 2:19 MST
W. Boudreau/L. Lueken
Motion Carried.



C A P S I • A C E I P

Annex of Executive and Local Council Updates

Virtual June Meetings 2020

Saturday June 12th to Sunday June 13th, 2021

Local Council Updates

University of British Columbia (C. Ma/A. Grewal)

Position Update:

- Local elections and council turnover dinner happened
 - Also had by-elections for unfilled positions
 - Will have second by-elections for remaining two positions (Fundraiser, Secretary) in the fall along with First Year Rep elections

Upcoming Events:

- Textbook Sale (July-August)
 - Online ordering and on-campus pickup
 - No cost (net benefit)
- Stethoscope Sale (July-August)
 - Online ordering and on-campus pickup
 - No cost (net benefit)
- Pharmacy Advocacy Online “Event” (Summer 2021)
 - Social media posts for information

University of Alberta (R. Hanson/K. Moreland)

Position Update:

- Completed transition meeting with outgoing senior and incoming junior.
- We will likely meet in the coming weeks to make a plan for the upcoming year, ideally once we hear more about what the school year will look like and what events can take place in person

- We plan to reach out to the Run for the Cure coordinator regarding Run for the Cure, create a University of Alberta Pharmacy team in June and begin promoting the run to our students throughout the summer.
- We plan to present a proposal of creating a local CAPSI/IPSF committee to our local pharmacy student council which will consist of the CAPSI reps, IPSF reps and one student from each year

Upcoming Events:

- Class of 2025 orientation presentation and welcome letter (late August)
- CAPSI Awareness Week social media challenge (early September)
- CAPSI first year lunch and learn (September)
- Run for the Cure - October 3rd
- Fundraisers for RFTC - TBD

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

Position Update:

- Completed the remaining PAM Events:
 - Mentorship Night (March 17, 2021)
 - NIHB Info Session (March 25, 2021)
 - Mock OSCE (March 22 and April 1, 2021)
 - Held a draw of PAM passports for PAM royalty winners
- Held and promoted elections then elected incoming local CAPSI council
- Held a Lunch & Learn with our partners at Scotiabank
- Attended CAPSI Annual General Meeting via Zoom
- CAPSI Cleanup (social media contest/campaign for Earth Day)
- May is Melanoma Awareness Month (Held an online social media campaign with our partners at SunSmartSK on Facebook and Instagram offering trivia and infographics to our followers)

Upcoming Events:

- Hold CAPSI local council meetings during June, July, and August to orientate the new council for the upcoming school year and plan online campaigns over the summer
- Prepare incoming 1st year class welcome letter and presentation
- Hold 1st Year Membership Drive/ Lunch & Learn about CAPSI
- Brainstorm with local CAPSI council:
 - Fundraising plans for the fall
 - CIBC Run for the Cure October 3/2021
 - Saskatchewan's Next Top Pharmacist (SNTF) (unable to hold during the spring of 2021)

- Wellness Wednesdays
- RxVigilance to be held in September (unable to work out a date during the spring and did not want to add to the current Zoom fatigue of students)

University of Manitoba (S. Diocee/S. Choi)

Position Update:

- Held MNTP via YouTube stream on March 27t
- Held transition meeting between Christine (outgoing Sr), Simran, and Sandra on May 28th

Upcoming Events:

- Preparing welcome letter for incoming 1st years (expected mid-late June)
- Planning of 1st year orientation with 2nd yr class president and UMPHSA
- CAPSI awareness week and 1st year lunch and learn
- Planning for Run for the Cure (virtual/in person) and Dodge for a Cause events (in person if restrictions permit)
- Welcome meeting for MB CAPSI council in July, brainstorming and goal setting for the year
- Reaching out to GSK for lunch and learn opportunity
- Looking into holding a series of lectures (2-4) around topics with limited exposure in curriculum (HRT, OAT, PrEP, etc.) this year

University of Waterloo (S. Goldstein/C. Huo)

Position Update:

- Winter 2021 Term: UW CAPSI Council 2020-21 had its last meeting on April 13th
 - CAPSI Council 2021-22 elections completed
 - First meeting of the new council was held on May 10th
 - Instagram Takeovers were held once per month covering the following topics:
 - CAPSI membership
 - Academics
 - 4th year rotations
 - Co-op experiences
 - PAM 2021 completed, the following online events were held:
 - Week-long Social Media contests starting on Mondays, held on FB and IG
 - CAPSI x SOPhS: Pharmacy Diversity Spotlight posts every Wednesday highlighting the advocacy work of pharmacy community leaders
 - PAM Chair, Celine Huab, was interviewed by CTV Kitchener (March 3)
 - CAPSI x OPA: COVID-19 Vaccine Workshop (March 9 @ 6-7pm)
 - CAPSI x CSHP: Lessons Learned from COVID-19 Panel (March 17 @ 7-8:30pm)
 - CAPSI x OPhIG: Cancer Symposium IPE Event (March 25 @ 7-9pm)
 - CAPSI x UW TIP: RxVigilance Demo (March 29 @ 6-7pm)
 - A First Nations Health Perspective (March 31 @ 7-8pm)

Upcoming Events:

- IPSF/SEP Presentation (June 10)
- OTC Week (week of June 14 or July 19, TBD)
 - OTC Mock OSCEs

- Trivia Night
- GSK Presentation re: Allergic Rhinitis
- Social Media Contest
- 1 social event (TBD at next council meeting on May 24)
- 1 educational event (TBD at next council meeting on May 24)

University of Toronto (M. Chung/T. Udounwa)

Position Update:

- CAPSI IPE Event: An Interprofessional Approach to Oncology Care: (March 22, 2021; Zoom)
 - In collaboration with UW CAPSI, NCODA UofT and UTIHI, we have offered a novel IPE event in the field of oncology. We had Kathy Vu, a clinical expert in oncology and health systems and also an assistant professor, teaching stream and Director of PharmD for Pharmacists Program, to present an introduction on oncology to the interprofessional healthcare students. Kathy also brought in a guest speaker, who is a breast cancer survivor, to talk about her experiences with oncology treatment, pain and navigation through the healthcare systems. Students had discussion in small groups on oncology cases, where they provided an oncology assessment, management and follow-up based on their professions.
- Toronto's Next Top Pharmacist 2021 (March 31, 2021; Zoom)
 - We had a successful TNTP that was held for the first time ever virtually. We had three judges that were able to come and choose our final TNTP winner. Despite the challenges with online TNTP, we had a great turnout of about 50 students with two candidates that participated in the event. Our marketing team and our 2T4 CAPSI reps worked tirelessly on the event throughout the month of March in preparing graphics, promotional materials, and videos. They also scheduled and planned the evening with competitive games and entertainment. At the end of the night, we have crowned our TNTP 2021, Laura Guirguis.
- CAPSI and Pharmacy Legislative Week Social Media Challenge (March 2021; Facebook Events)

- Continuation with the last position update, our CAPSI and PLW collaboration had come to an end. On Week 4, we covered about COVID-19 impacts on various marginalized communities. We did a post for students to comment on ways that they believe pharmacists should act to change the healthcare system to be become a better one. On Week 5, we had a summary of all the topics we have covered this month on our Social Media Campaign: Week 1 – Racism and discrimination in pharmacy, Week 2 – Indigenous communities, Week 3 – LGBTQ+, and Week 4- COVID-19 impacts on marginalized communities. We also posted on the numerous of students' and pharmacists' testimonials that we received, highlighting their thoughts on each topic. At the end of the month, we even had two students from UofT that received a raffle prize for participating in our month-long event. Overall, we aimed to utilize this event to start a conversation on providing better healthcare to marginalized groups in both Canadian and American communities.

Upcoming Events:

- Turnover and transition of UofT CAPSI Senior and CAPSI Junior positions. We aim to have all the transition documents sent to our upcoming Senior and CAPSI Junior by then. We also will have a short meeting to discuss about the plans for the upcoming year too. (Late May-Early June 2021; Zoom)
- Planning alongside with the Phrosh Planning Committee (PPC) for the incoming Phrosh events. CAPSI will be planning to hold a booth for their club fairs and as well, possible plan another virtual or in person event with the UPS council. (Throughout the Summer; Online/TBA)

Université de Montreal (A. Le/P. Borzooeyan)

Position Update:

- Elected incoming Jr
- Completed Sr & Jr turnover
- UdeM local meeting + CAPSI president
 - Brainstorm ideas for new advantages to increase CAPSI visibility among students
- Production and Editing: guide on how to become CPhA member and on how to purchase UpToDate
- Planning of welcoming events for first-year and second-year students (Quiz game, CAPSI stand, class presentation, ...)
- Completed Opt-out CAPSI fees

Upcoming Events:

- Collaborating with VP Internal Affairs and Planning welcoming events for first and second years in August (Summer; Online/In-Person/Semi-In-Person)
- Planning events for the school year (PAM/MSTP, Lunch and Learns...) (Summer; Online)

Université Laval (S. Boudhine/F. Lajoie)

Position Update:

- Proceeded to the election of the next junior

- Held meetings with the executive council of the student association of ULaval in order to present CAPSI and inform them of what we can bring that could be beneficial to the university.
- Have started recruiting some people/partners for the competitions that will take place in fall 2021.
- Found strategies to increase CAPSI's visibility at ULaval
- Have updated google forms to encourage people to participate in competitions.
- Have revised the budget with the planning of next years Ulaval CAPSI events

Upcoming Events:

- Turnover and transition of ULaval Senior and Junior positions. All transition documents will be passed to the new senior and junior. We also plan short meetings through the summer to discuss the plans for the upcoming year. (Early June 2021)
- Planification of events that will take place in the next year (MSTP, competitions, etc.)

Dalhousie University (N. Fatima/N. Barkhouse)

Position Update:

- Completed transition with previous representatives
- Ongoing work on transition
- Planning on meeting with Local Equity and Diversity Committee to host Race Against Racism in August again
 - Will be meeting with local class reps to plan events and revamp social media for next year
- Planning orientation activities for the upcoming school year

Upcoming Events:

- Race Against Racism
- CAPSI Lunch and Learn Zoom or in person (pending)
- Orientation photo scavenger hunt
- Competitions
- Textbook Sales
- First-year CAPSI class rep election

Memorial University of Newfoundland (C. Coles/M. King)

Position Update:

- PAM Events (since March 21st):
 - 2 research highlights
 - Final social media contest

- 2 social media takeovers (by Stephanie Burden, 2021 Canadian Pharmacist of the Year, and by Ms. Arnold, School of Pharmacy Faculty Member)
- Attended DAL Cystic Fibrosis Panel
- 2 Wellness Wednesday events (art and knitting tutorials)
- Alzheimer's Society of NL presentation
- NLNTP Talent Show Video released and announcement of NLNTP 2021 winner
- Interview with local radio station, VOXM
- Announcement of Colouring Contest Winners
- IPSF Fitness Class
- Announcement of NL Pharmacy Museum Scavenger Hunt winner
- Announcement of Final Giveaway winner
- Draw for PAM Passport winners
- Monetary donation given to St. John's Women's Center (from Hygiene Drive)
- Virtual School Presentations
- Social media theme days: Spotlight Sunday, Misconception Monday, Tip Tuesday, Wellness Wednesday, Thankful Thursday, Flashback Friday
- Elected incoming MUN Junior Representative
- Hosted RxVigilance presentation on April 6th
- Completed CAPSI MUN Welcome Letter for Class of 2026

Upcoming Events

- Turnover of local council
- Brainstorming with local council for possible events in fall semester:
 - CAPSI Awareness Week (+ Membership Drive)
 - Saving Second Base Softball Tournament
 - Run for the Cure

Executive Council Updates

President (W. Boudreau)

Position Update:

- Completed:
 - Planification of Second By-election
 - Transition completed
 - Respond to emails
 - Robert's rule reviewed
 - Meeting with PDWPC 2022 and CAPSI national (Cancellation and Online event)
 - Follow up on PDW2023 Cochairs
 - Renewal of Zoom licence
 - Ensure executive members' transition
 - List of objectives for this year
 - Meeting with upcoming council: VP Comm, Pres-elect, CAPSIL Editor, UdeM,
 - Meeting with BioTalent
 - Set up June Meeting
 - Meeting with Executive Secretary (Thursday June 4th and Sunday June 6th)
- In Progress
 - Throughout June: Review Budget with Finance officer and reassess insurance.
 - Meeting with every member of council (to be determined)
 - Meeting with PDW co-chairs (to be determined)

President-Elect (C. Vaccaro)

Position Update:

- Completed
 - Completed transition with Simran and Sandra
 - Completed transition with Will
 - Career Centre/Madgex
 - Working with President, VP Comms, CAPSIL Editor, and Webmaster to revamp career portal for late August/September
 - Meeting with James in June
 - Read Robert's Rules and revised presentation
- Upcoming
 - Connect with Jr Reps
 - Develop strategic plans for Wellness and Constitutional Review Committees
 - Contact Amy Oliver about arranging a fall webinar
 - **Topic and date TBD** but could be on forging new opportunities as a pharmacist, negotiating your worth (contracts, salary, benefits) during interviews
 - Working with UofM to develop a webinar series on HRT
 - Reconnect with AFPC

Past-President (M. Patrick)

Position Update:

- Completed:
 - Transitioned out of presidential role

Executive Secretary (M. Hopkins)

Position Update:

- Completed
 - Completed transition with outgoing Executive Secretary in April
 - Worked with President to discuss format and logistics of June meetings
 - Organized the Executive Secretary Gmail account and National Google Drive
 - Attended logistics meeting for PDW 2022
 - Followed up on ensuring executive council transitions were completed
 - Followed up on email blast logistics
- In Progress
 - Preparing agenda for June Meetings
 - Connect with CPhA
 - Create Membership Benefit Infographic
 - Review OM and Bylaws
 - Begin reviewing election process
 - Develop a strategic plan for the ad-hoc electoral committee
 - Meeting with VP Coms to determine strategic plan for the membership and communications committee

Finance Officer (T. Dhadial)

Position Update:

- Completed
 - Transition completed with Gabrielle
 - Books switchover in progress – documents have been submitted to the accountant and now awaiting her approval
 - Banking access granted and good to go
 - Budget update in progress: to be revised with Presidents and else.
- Upcoming
 - Planning on getting in touch with local FOs through different communication channels
 - Deciding on goals for finance subcommittee before the upcoming June 12/13 meetings

VP Communications (M. Rafiq)/Outgoing- VP Communications (S. Vos)

Position Update:

- Completed
 - Budget meeting with FO, Pres, and Pres-Elect for the upcoming year
 - Transition meeting: reviewed email/google drive organization, CAPSI's 2020/2021 Sponsors, transition document (focusing on things to do right now), and sponsorship package
- Upcoming
 - Weekly meetings with Outgoing VP Communications throughout next month to ensure smooth and comprehensive transition
 - Introduction to main sponsors
 - Edit/finalize 2021/2022 Sponsorship Package
 - Determine prospective sponsors
 - Create rough schedule of sponsor meetings/tasks for this summer

VP Education (H. Saunders)

Position Update:

- Completed
 - Worked with Morgan and Will to transition into position.
 - Applications have been submitted for FoP and preparing applications for distribution to CRC for judging
 - Preparation of Award of Professionalism
 - Ongoing working on transition
- Upcoming
 - Release Award of Professionalism application
 - Begin work on PIC and OTC competitions
 - Reach out to Medisca re: compounding competition

Webmaster (A. Nong)

Position Update:

- Completed:
 - Completed transition with previous webmaster Svetlana in early Ma
 - Completed April recognition initiative post, Fall Future of Pharmacy winner announcement and Winter Future of Pharmacy Award promotion
 - Worked with AgroHealth to ensure proper access to IMCQ resources for CAPSI members
 - Created tutorial on how to access discounts on CAPSI member's portal
 - Updated meeting minutes accordingly
- Upcoming
 - Website Updates (June-August)
 - I will be updating the CAPSI council teams page with photos and biographies of the incoming council. Website headers will be reorganized to reflect the needs of the upcoming year and for ease of access. All pages of the website will be reviewed and unneeded pages will be removed. I'm hoping to collaborate with CPHA to restructure the member's portal or add in my discount access tutorial to the page so that there is less confusion for members. I hope to work on the French website and update it with the most recent information. Please submit your photo and biography into the shared Google Drive ASAP. Local representatives to review their local chapter page.
 - Website Committee Meeting (July)
 - We will discuss the projects that the website committee will be taking on during the fall semester such as collaborating with the wellness committee to host challenges, online career series, CAPSIL/local chapter promotion, etc. We will discuss the feasibility of all these projects and assign roles

CAPSIL Editor (W. Tran)

Position Update:

- Completed
 - Completed transition with Andrew in the last week of May
 - Created and organized a Google Drive folder for CAPSIL 2021-2022
 - Established all the deadlines for the production of the three CAPSIL issues (call for submissions, correction and translation, layout, and publication)
- Upcoming
 - Brainstorming for the Fall CAPSIL (June-September)
 - I will be brainstorming for the articles I want to include in the Fall CAPSIL. I plan on having a section to present all the members of the CAPSI National Council. I am also thinking of including a school showcase from every university if possible. I will also work on the cover page, the illustrations, and the layout of the issue.
 - Translation Committee Meeting (August)
 - We will discuss the workflow and the deadlines for the translation of CAPSIL articles and CAPSI content. We will also discuss the recruitment of CAPSI members to join the committee.

IPSF Liaison (R. Huang)

Position Update:

- Completed:
 - Reviewed IPSF Liaison turnover documents and familiarized self with IPSF Liaison email, IPSF Global Contact Persons Forum, and Google Drive.
 - Completed turnover meeting and transition with outgoing IPSF Liaison (Melody Suon).
 - Introduced self to IPSF Local Representatives.
 - Shared information about the cancellation of in-person PARS and upcoming registration for online PARS with IPSF Local Representatives.
- Upcoming
 - To highlight the hard work of IPSF Local Representatives over the past year in planning Health Campaign events, each school will be invited to submit an application for the Health Campaign Award. This application will include a summary of each of their events in the past year which will be judged to see which school(s) had the most organized and creative Health Campaign. Applications will open around the middle of July and close at the end of August. \$150 (\$25 gift card for each Local Representative in the schools that place first, second, and third). Wondering if CAPSI National could provide the \$150 required for prizes
 - Will revise Health Campaign application form and judging rubric.
 - Will seek out judges for the Health Campaign.
 - Will be attending the Online World Congress hosted by the Republic of Korea.
 - Will continue to disseminate IPSF events to Local Representatives

Student Exchange Officer (J. Melanson)

Position Update:

- Upcoming:
 - Completed transition meeting with outgoing SEO. Current outgoing SEO to follow students for outgoing Summer SEP 2021.
 - Attended SEO training workshop organized by the Chairperson of Student Exchange.
 - Continue to share virtual SEP opportunities with local IPSF members
 - Submitted a call for local IPSF members to assist in organizing virtual Canada SEP for Summer 2021.
- In-Progress:
 - Hosting a virtual SEP with Canada on June 27th, 2021 at 10 AM EST. This event is being organized by incoming/outgoing SEO and UofT local IPSF representatives.
 - Virtual SEP event with UAlberta local IPSF reps also being planned.

Outgoing Student Exchange Officer (M. Kieley)

Position Update:

- Not Received

VP Professional Affairs (M. Fyith)

Position Update:

- Completed:
 - Reviewed VPPA turn over documents and CAPSI constitution.
 - Completed transition meeting with past position holder Lexi Symonds.
 - Familiarized myself with the email format.
 - Brainstormed with a co-writer from the Faculty of Dentistry about interprofessional topics for a CAPSIL article entry.
 - Discussed creating Indigenous scholarships with Lexi but haven't implemented the plan yet
- In-Progress
 - First Advocacy committee meeting
 - Write CAPSIL entry
 - Work on compiling a resource list for Indigenous scholarships
 - Plan for symposium topics. I will be meeting this weekend to discuss with VPEd. To be completed by June 12-13

CSHP Liaison (J. Kelly)

Position Update:

- Completed
 - New CSHP Liaison announced! Will Welcome them at the meeting
 - CSHP is underway with developing an educational course for students interested in Residency. This will be available to students interested in tips and tricks on how to help improve their application to programs across the country