



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

January Meetings 2022

CAPSI National Council Meetings

Sunday, January 9th, 2022

11 AM - 2 PM EST

<https://us06web.zoom.us/j/82168168756?pwd=am9YZDY4QjVGSU9jYIRUeDJlb3BSdz09>

ID de réunion : 821 6816 8756

Code secret : 027616

1. Call to Order

W. Boudreau

W. Boudreau called the meeting to order at 11:00 EST.

2. Land Acknowledgement (2 min)

W. Boudreau

3. Attendance (3 min)

M. Hopkins

Name	Position	Attendance
W. Boudreau	President	Present
C. Vaccaro	President-Elect	Present
M. Patrick	Past-President	Absent
M. Hopkins	Executive Secretary	Present
G. Sicotte-Mendoza	Outgoing Finance Officer	Absent
T. Dhadial	Finance Officer	Absent
S. Vos	Outgoing VP Communication	Absent
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
A. Krupski	CSHP Student Liaison	Present
A. Grewal	UBC Junior Representative	Present/a
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/a
C. Huo	Waterloo Junior Representative	Present/a
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	Present
H. Lyoubi Idrissi	Laval Junior Representative	Present
S. Boudhine	Laval Senior Representative	Present
N. Barkhouse	Dalhousie Junior Representative	Present
N. Fatima	Dalhousie Senior Representative	Present
M. King	Memorial Junior Representative	Present
C. Coles	Memorial Senior Representative	Present

Guests:

4. Acceptance of Previous Minutes (2 min)

W. Boudreau

[Fall 2021 Meeting Minutes](#)

BIRT CAPSI National accept the minutes from the Fall 2021 Meeting on November 7th, 2021.

W. Boudreau/S. Diocee

Motion Carried

5. Position Updates

University of British Columbia

See Annex

University of Alberta

See Annex

University of Saskatchewan

See Annex

University of Manitoba

See Annex

University of Waterloo

See Annex

University of Toronto

See Annex

Université de Montréal

See Annex

Université Laval

See Annex

Dalhousie University

See Annex

Memorial University of Newfoundland and Labrador

See Annex

6. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

Executive Secretary

See Annex

Finance Officer

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Webmaster

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

CSHP Liaison

See Annex

7. Adoption of modified agenda (2min)

W.Boudreau

As a few elements come up this week, I would like to propose to discuss them this week to make sure that the information is transmitted as soon as possible and that the semester can start well. This modification includes the following item: Loblaw PIC Competition, AGM, Membership Invoices, Executive council Reports and CSHP Evidence Based Practice Competition.

BIRT CAPSI National adopts this following modified agenda for this 2022 Winter meeting.

W.Boudreau/R. Huang

Motion Carried.

8. 3 Stars of CAPSI (2 min)

W. Boudreau

1. Makboolee Fyith
2. Simran Diocee
3. Panteha Borzooeyan and Angelica Le

9. Student Loan Forgiveness Letter (2 min)

W. Boudreau

Background: CPhA reached out to us to collaborate on a letter regarding Student Loan Forgiveness. This was brought up by our current government in the last elections. The letter would be co-signed with CPhA and would be sent to the government.

T. Dhadiel and T. Udounwa enter the room at 9:12 MST

M.Fyith adds that the student loan forgiveness would be for rural areas. The exact details are tbd but it is most likely to work in the rural area for 1 year and you qualify for student loan forgiveness.

10. CAPSI Booth Funds for COCEP 2022 (8 min)

W. Boudreau

Background: COCEP is a yearly event between University Laval and University of Montreal. Like PDW there is a period for health booths. After discussions with both schools, we thought it might be a good idea to promote CAPSI to Quebec's students to increase engagement. The COCEP committee is ready to let us have a booth at 1000\$ instead of 1700\$. Both Local chapters would pay 300\$ from their budget. It has been asked if CAPSI National would be able to pay the remaining amount (400\$ + taxes if applicable). The event is supposed to be held in presence in March and a total refund would be possible if not held in person.

M. Chaung enters the room at 9:16 MST

BIRT that CAPSI National will support the purchasing of a booth at COCEP 2022 and will compensate any expenses over \$600 (to be paid by UdeM and ULaval).

W. Boudreau/C. Ma

Motion Carried.

11. UOttawa Pharmacy School Program Update (3 min) C. Vaccaro

Background: CAPSI is a stakeholder in the development of Canada's 11th pharmacy school. UOttawa's french language program will commence in September 2023. The faculty are very keen on working with CAPSI and attending PDW's in the future. PDW 2024-onwards will require the PC to consider an extra school when allocating PDW spots.

A few details about the program: ~\$19 000/year, the application requires an interview and CASPer (both taken in French), 50 students per class, case-based learning model (similar to Dalhousie).

C. Vaccaro adds that UOttawa rotations will primarily be in French-language communities. They are aiming to provide subsidies to make these experiences more affordable.

12. Student Wellness Survey and Personal Days on Rotation (10 min) C. Vaccaro

Background: AFPC has requested that CAPSI conduct another survey on student wellness. They have offered to purpose some questions and are very interested in the results. The last survey was sent by CAPSI in 2018. SWC discussed this at our last meeting and decided to proceed by releasing a short survey focusing on a few key issues (ex. burnout, mental health days, pandemic adjustments). Concerned about social media and survey fatigue, but current students likely were not in pharmacy when the 2018 survey was active. SWC discussed that it would be appropriate to redo a student survey every ~3-4 years. I will re-connect with AFPC, as they have not replied to our latest emails. SWC will work on this in January. The next survey will be released in Winter 2022...then 2026...etc. Here is the link to 2018 [Survey Results](#)

SWC and Advocacy Committee are working together to help schools advocate for personal days on rotation. Thank you to USask for passing along the letters they sent to their faculty last year. Currently, a proposal has been sent to UofM faculty regarding this initiative. If this is an area of concern for your program, don't hesitate to reach out.

W.Boudreau states that if you want to participate in the Student Wellness Survey to please reach out to Christine and let any students who would want to participate know as well.

13. Virtual Awards Night (5 min) H. Saunders

Background: I wanted to update everyone about the virtual awards night that CAPSI will be hosting on ZOOM on **February 3** at 8:00 pm EST. This event will be an opportunity for CAPSI to recognize award winners across all awards and competitions. Sponsors (and faculty?) will be invited to participate.

Awards/Competitions presented include:

- PIC
- OTC
- SLC
- AFL
- Guy Genest
- FoP?
- Award of Professionalism

H. Saunders adds that there are some other awards normally presented at PDW, including the president's award that may be presented at this point in time. She adds that there will possibly be a Kahoot to increase participation, and also asks that all of the national council attends and brings a friend to help increase numbers.

R. Huang states that usually at PDW the IPSF Health Campaign award is also presented and asks if this can be included in the awards ceremony.

H. Saunders states that this is possible and just asks R. Huang to send her the name of the winners.

S. Goldstein questions if the Award of Professionalism will be announced before or at the awards ceremony.

H. Saunders states that the winner has been decided and will be announced at the awards ceremony

M. Rafiq asks if we can raffle off a giftcard for attendants

W. Boudreau states that this was discussed at the executive council meeting and was decided against due to the optics but we may have a prize for the Kahoot.

C. Vaccaro asks if we can also include the winner of the debates from Bridging the Gaps.

H. Saunders states that this is possible but we just need the winners names.

W. Boudreau states that the meeting will be around ~1 hour but we will try to make the awards as fast as possible. He states that we can also invite individuals outside of CAPSI.

14. SLC Translation (5 min)

H. Saunders

Background: One of the SLC judges (past VP Ed) brought up the possibility of having the French SLC submissions translated by our translating committee in the future so that both bilingual and English speaking only judges can review the submissions. Usually not all judges are bilingual and fewer judges review the French submissions. This would make the judging more universal in the future.

W. Boudreau asks if the winner would be published in both languages in the CPhA journal, his concern is that there would be some loss of the "sense" of the article based on language differences.

W. Tran echoes the concerns from W. Boudreau about the loss of "sense" of the article, but states that the translation committee could handle the workload.

H. Saunders states that she thinks it would be 2-3 400 word articles. She states that she believes that the winner is published in the CPJ in both languages

W. Boudreau questions if we could ask the translation committee to find the 2 francophone judges instead of translating

H. Saunders states that she doesn't think finding the judges is the issue, but the concern would be the overall grading. She states a way around this would be to have only bilingual judges.

W. Boudreau suggests that we look at how CPhA handles this situation.

BIRT CAPSI National will re-assess the topic of SLC translation at the Spring 2022 meeting.

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

15. Winter Membership Drive (2 min) M. Hopkins

Background: Our next membership drive is set for February, do any schools have an objection to the deadline for this membership drive being February 11th, 2022?

S. Goldstein comments that classes start in January for UWaterloo. With this deadline, we might lose about 5 members and asks if we can add these members after the deadline.

M. Hopkins states that it is case by case, depending on CPhA's ability to accommodate another deadline. These students might not be captured for a few months but would be added no later than May/June

L.Lueken states that she prefers the later deadline because it could increase promotion and attract more students if classes are in person.

M. Chaung asks how the new membership names would be sent.

M. Hopkins states that it would only be adding them on membership drive with further details by email following the meeting.

16. CAPSI Chronicles - Members Research (2 min) M. Hopkins

Background: Thus far, no members have emailed regarding sharing their research in the CAPSI chronicles, please remember to let your general members know that this is an option!

17. Student Exchange Program Update (5 min) J. Melanson
Background: Student exchange program is expected to occur between June-August 2022. Internal deadline to withdraw participation for reasons related to COVID-19 is April 1, 2022. SEP updates and changes include: A change in CAPSI waiver of liability to include full vaccination against COVID-19, change in SEP cost breakdown. Deadline for SEP participation in SEP for CAPSI students was changed to January 3rd, 2022. Uncertainty remains in IPSF association participation. Current outgoing (CAPSI) student quota for 2022 is 23 seats. These students will be selected at the SEP selection committee.
 Host sites: Currently, hosts are confirmed in Vancouver (Langley), Winnipeg, Toronto (Etobicoke) and Montreal. As of position update, CAPSI is able to accommodate 11 incoming students.

18. National PAM Committee: Discussion on National PAM (8 min) M. Chung
Background: Our National PAM Committee had our first meeting on November 28th, and we have discussed a few possible ideas:

- An interactive event where students post sticky notes on a display in their pharmacy school: at the end of the month, we can take a photo with it to see all the contributions. (i.e “What does PAM mean to you?” “How do you want to see the pharmacy profession grow?”) - In-Person Idea
 - Mural
 - Easy thing to do
 - In person event
 - UoA: Photo booth
- Social Event: Meet pharmacy students from around the Country - Online Idea
 - Game night?
 - Speed Dating Event - via Discord
 - Waterloo and MUN have successfully held events with a similar structure
 - Giveaways of CAPSI exclusive items?
 - Rotation in groups of 3 - Conversation: topic suggestions

In light of the omicron COVID-19 outbreak and the transition back to online school, we anticipate that we would not be able to host an in-person PAM at the moment. I believe that it would be safer to start planning for the online option for the event. Hence we have a few follow up questions to gauge our council’s interests:

	<p>Question 1: What do the National Council/ school think about the online social event?</p> <p>Question 2: What do the schools think about doing a CAPSI National PAM 2022 Apparel sale, that is unique to this year’s PAM only?</p> <p>Question 3: What apparels would you like to see in the sale?</p>
UBC	<p>1. An online social event is a great idea! UBC is scheduled to have lectures online until Jan 17, with labs in person. We are planning for a hybrid PAM. It would be nice for everyone to</p>

	<p>connect with other students across the country and also highlight CAPSI.</p> <ol style="list-style-type: none"> 2. I think it's a really good idea and a lot of students would be interested. 3. Hoodies, crewnecks, quarter zips...etc
U of A	<ol style="list-style-type: none"> 1. An online social event is a good idea. UofA is online until Jan 23, then TBD. Most of our online social events have been held via zoom so familiar with that, and it provides an opportunity for students across the country to meet. 2. I think there would be interest and matching apparel would also serve as a unifying point nationally. 3. Crewnecks, quarter zip, long sleeve, toque, tote bag
USask	<ol style="list-style-type: none"> 1. We think an online social event is a good idea especially as USask is scheduled to be online until at least January 24. As of right now we are planning for an online or hybrid PAM. It would be great for an opportunity for the student body to connect with other pharmacy students across the country. 2. I think it is a good idea and many students would be interested. 3. hoodies, sweatshirts, sweatpants, long sleeves
UManitoba	<ol style="list-style-type: none"> 1. An online social can be a good way to foster some national mingling that may not have happened otherwise 2. We like the idea 3. Hoodies, sweaters, pins/badges are probably feasible
UofT	<ol style="list-style-type: none"> 1. We think UofT students, especially our first and second years who have not experienced PDW yet, would really appreciate and enjoy an online social event. It would be nice to host it in an accessible platform, possibly discord or zoom. We think it would be interesting to do this but logistics may be a little bit difficult in terms of distribution. 2. Beanies, canvas bag, sweaters, hoodies, crewnecks, blankets, etc.
Waterloo	<ol style="list-style-type: none"> 1. We think an online social event is a good idea. Waterloo is scheduled to be online until at least January 27 and we are also planning for an online or hybrid PAM. We think our student body would be excited to connect with pharmacy students from across the country. 2. I think it is a good idea but as always, we are concerned about distribution. Ontario has entered another lockdown as of January 5th. With this in mind, it is likely that the entire term may end up online. With an entire cohort on co-op and others commuting from home, distribution could be

	<p>challenging. We wouldn't want students having to wait for their apparel for months on end. We are scheduled to be virtual until at least January 27, 2022.</p> <p>3. Ideas: hoodies, crewnecks, sweatpants, beanies etc.</p>
UdeM	<ol style="list-style-type: none"> 1. An online social event sounds like a good idea. We are scheduled to be online until Jan 31, 2022 . We have had online event via discord and zoom before so those platforms would be easier for students to use. 2. We think it would be a great idea, although distribution would be a problem for now. Our own local apparel has been stuck in BC and we are currently unable to distribute our apparel. 3. Hoodies, crewnecks, beanies, canvas style tote bag
ULaval	<ol style="list-style-type: none"> 1. That would be a great thing to have! ULaval plans to have online classes until Jan 31, 2022 until TBD. Since all classes and events were held on Zoom, this platform would be the most appreciated by uLaval. 2. Since our local apparel sales usually brings in alot of students, I think this one would be pretty interesting to them. The only possible issue would be distribution of the apparel since we probably wouldn't be able to distribute them directly (@ campus) to the students. 3. Hoodies, Crewnecks, Key-chains, Beanies
Dalhousie	<ol style="list-style-type: none"> 1. I think that the students at Dal would love an online event to allow them to meet other pharmacy students. We will also be online until the end of January at least but have the potential to be in person by March. 2. That would be a great way to promote PAM! We could even do a giveaway/draw for apparel when hosting other PAM activities. We could also have separate apparel for local council and executive members (e.i. Our names and position embroidered on them). 3. Crew neck, quarter zip, hats (baseball cap, toque), t-shirts
MUN	<ol style="list-style-type: none"> 1. I think an online social event is a great idea, with MUN being back online for at least January (if not, longer), we are currently anticipating and planning for an online PAM. I think the event would fit in nicely. The networking events I have participated in at MUN and the CSHP conference have both gone over really well. It may also be a good chance to highlight the membership program! 2. I think that is a good idea! Since it is a new idea, hopefully it would get interest from the students. It might be a good idea to have local reps do a poll/survey to gain interest first. 3. Crewnecks, long sleeve shirts, etc.

S. Goldstein states that discord was a good platform for a speed dating event but also the new Zoom update would allow for hopping from room to room. She also states that Ontario is very widespread and so distribution would be difficult and if this got passed to a different council it would be very difficult and also adding work to new individuals.

M. Chaung states that UofT still has apparel stuck at their school from last year and it has not been distributed yet, this is one of the reluctancies to having everything set to UofT

M.King states that MUN used a platform that could be used to ship the apparel to a postal box.

M. Chaung states her concern would be to pick a distributor that would be fair price wise due to how widespread our members are.

C. Ma echos M. King, she asks if there has been discussion with the apparel companies and asks if there is the ability to standardize the shipping cost.

C. Coles states that she thinks it is a great idea but understands the concern but states a sticker sale could change this cost.

M. Chaung asks for input based on Jenna's sticker sale

M. Hopkins states that the membership committee is looking to do a sticker sale. She is hesitant to do 2 during the Winter Semester under CAPSI name.

L. Lueken states that USask did a sticker sale in the fall for a collaboration with IPSF. She states that the student who helped USask in the fall will possibly be helping with the membership and communications committee. She asks for apparel sales if we could come up with a design and then have each local school be responsible for the logistics.

J. Melanson states that they did a sticker sale as an IPSF rep and states that it was very profitable and her Jr did the design. There was also concern with her receiving the funds personally and each sticker was sent by mail, with no tracking. This was very time intensive because they were put in each envelope individually.

A.Le states that she also did a sticker sale for PAM but it was not very profitable. She states that they ended up giving them away because individuals wanted stickers but were not willing to pay for them. She would be more interested in apparel

M.Rafiq states that if we standardize the cost there would be a delay in delivery because shipping to the school vs. an individual's house, so it adds another element of complications

M.Chaung states that she will take everyone's comments into consideration and then discuss with Will afterward.

W.Boudreau states that some schools are more willing to move forward than others. He states that we should continue this item by the Ad-hoc PAM committee in Slack and a recommendation be brought up by email.

BIRT CAPSI National will refer this item to the Ad-Hoc PAM National Committee Slack and a final recommendation will be brought to the National Council via email.

W.Boudreau/M. King
Motion Carried.

19. Competitions (SLC, AFL, NTP) – Group Entries (10 min) C. Ma/A. Grewal

Background: In the past few years at UBC, we have had few participants for our competitions. After a discussion with our local council following our competitions this year, we thought that participation may be increased if we were to allow group entries into certain competitions, such as the SCL, AFL, and NTP. Some considerations to take into account are prize amounts (as travel reimbursements) and PDW seats.

H. Saunders states that this has been talked about, specifically with AFL with Pharmachoice. A meeting with Pharmachoice occurred to talk about low participation and Pharmachoice isn't concerned about this right now because they think it is a product of the pandemic, their thoughts were that there is enough participation to still be a competition across the national level. It was brought up that group submissions were allowed last year but Pharmachoice was not interested in moving forward with this. With SLC it has not specifically been discussed, she states that she would prefer for it to be an individual submission. NTP could be discussed in the future but it could come down to finances but could be looked at for when PDW happens again.

W. Boudreau states that for NTP the group splits the prize but if they couldn't pay for PDW individually, then it goes to the second place winner for the national NTP.

H. Saunders adds that if the concern is participation across the country, she would suggest looking into this next year and thinks it might be a bigger problem than having one person compete in a competition, but suggests to brainstorm next year.

S. Goldstein states that Waterloo has had more participation in competitions during the Pandemic than ever before. She states that having PIC and OTC online works very well for individuals on Co-Op so it has increased participation at Waterloo.

M. Chaung states that UofT has also had low participation, she states that it was helpful to reach out to students individually and address their individual concerns.

R. Hanson states that the issue at UofA was due to the deadline as midterms at UofA lined up directly with the deadline for competitions.

W.Boudreau states that he thinks that if we decide something now it may be changed next year based on the pandemic situation, he questions if a decision is needed today or if we could re-assess closer to the deadline for next year. He suggests the summer meeting of 2022.

N. Fatima states she is concerned about us not addressing the lack of national participation because then it could become an issue. She echoes R. Hanson and states that at Dal the deadline was not around their reading week and so there was less participation.

H. Saunders states that the timing of deadlines was based around the timeline based on if we have PDW and so the reasoning for this deadline was to have time for local and national judging. She states that last year with no PDW the dates weren't as strict but this year with the awards ceremony it was more strict. She agrees that having the reading week would be helpful but is difficult to coordinate across the country.

C. Ma echoes W. Boudreau that a decision should be made closer to the deadline for competitions next year.

BIRT CAPSI National refers this agenda item to the Summer 2022 meeting

W. Boudreau/C. Ma

Motion Carried.

J. Melanson left the room 10:10 MST

20. IPSF World Congress 2024 (15 mins)

W.Boudreau /R.Huang

Background: As we recently voted Montréal as the city that will be presented for the IPSF World Congress 2024 bid, we need to address the logistics and the economic feasibility of the event. A national committee could be created. Money from our GIC accounts will be taken out at the beginning of March 2022 to lend it to the committee. The presentation of the bid to IPSF is due by summer 2022 which means the committee will have to plan various points (Hotel, duration, activities) shortly.

W. Boudreau clarifies that the loan would be coming from the CAPSI National GIC account, this GIC matures in March and would be placed in a new bank account.

A.Le questions how the reception committee would be elected

W.Boudreau states that the specific protocol has not yet been developed but the draft plan is that until the chairperson is elected our IPSF liaison will act as the chairperson. She will also help coordinate the elections. He states that we will most likely run these elections between the CAPSI national 2nd and 3rd by-election (most likely the end of February). He states that we will be proposing only specific positions because we don't know if we will win the bid or not; these positions would only include the positions that are required to create the bid (including Chairperson, vice-chairperson, secretary general, treasurer, and logistics coordinator).

A. Le questions if these positions are maintained until the event

W. Boudreau states that this has not been discussed yet but further details will be discussed later.

J. Melanson states that you are an IPSF member for 4 years after you graduate so you can still be a part of this committee. She questions once the donation and loans are approved if it will be autonomous to the reception committee or if it will go through CAPSI National.

W. Boudreau states that it would be autonomous for the reception committee. He questions if there are concerns based on this.

J. Melanson states that she does not have concerns but brought forth that the chairperson would have to be present at the World Congress to present the bid and so some funds would go towards that.

W. Boudreau states that this would be an internal discussion within the committee and that if these funds are not enough this can be re-evaluated.

BIRT CAPSI National approves the creation of the ad-hoc IPSF World Congress 2024 Reception Committee. This committee is to be composed of the following elected positions: Chairperson; Vice-Chairperson; Secretary General; Treasurer; Sponsorship Coordinator; Social Events Coordinator; Media and Publications Coordinator; Registration Coordinator; Logistics Coordinator; Educational Symposium Coordinator; Scientific Symposium Coordinator; Guest Speaker Coordinator; Post Conference Tour Coordinator; and Expo Coordinators, As well it will include the following appointed positions: CAPSI IPSF Liaison; UdeM CAPSI Representative (physical host location); UdeM IPSF Local Representative (physical host location) and Advisors as required. Until a Chairperson is officially elected, the CAPSI IPSF Liaison will act as the chair of this committee.

W. Boudreau/R. Huang
Motion Carried.

BIRT CAPSI National approves a donation of CAD \$5,000.00 and a loan of CAD \$35,000.00 to the IPSF World Congress Reception Committee, this loan will be required to be reimbursed in a maximum of 4 months after the event.

W. Boudreau/R. Huang
Motion Carried.

J. Melanson enters the room 10:17 MST

21. Loblaw PIC Competition (2 min) W. Boudreau

Background: We have signed our contract with Loblaw! We will now have to advertise the PIC competition as the Loblaw's PIC competition.

E. Fedusiak questions if we will be calling it the Loblaws PIC competition for PDW 2023

W. Boudreau states that this will be decided at the Summer 2022 meeting.

22. AGM (2 min) W. Boudreau

Background: AGM will be held online and will be recorded. It will be on Sunday, January 16th at 11 am EST. It will last 1 hour. I'm expecting all the council to be present as we need them to reach the quorum. I suggest you invite a friend to the AGM. They could also participate in the Bridging the Gaps event afterwards.

23. Membership Invoices (5 min)

M. Hopkins/T. Dhadial

Background: Currently, the Executive Secretary sends the membership drive numbers to the Finance Officer in both November and February. Based on these updates, the FO has the accountant prepare an invoice. Previously this system was required as locals would bring physical cheques with them to PDW, however this current system results in the accountant creating two invoices due to modification in membership numbers. This is costing CAPSI extra money and creating further work for the Exec Sec, FO, and local representatives. As we have seen over the last 2 years, electronic payment of membership fees is easily done, and it also creates a paper trail that we can use for auditing finances if required. Going forward we will be switching to only having invoices prepared once a year, after the February membership update, as this will encompass the incoming class of all the schools.

T. Dhadial states that the later we push the deadline the later it pushes the invoices being prepared so it creates less time for the locals to pay the membership fees before the books are closed at the end of March.

W. Boudreau questions if this will impact CAPSI National Finances.

T. Dhadial states that it will not.

24. Executive Council Reports (2 min)

M. Hopkins

Background: We just need to clarify a motion that we made at the Summer TC. The initial motion was "*BIRT CAPSI National will transition the annual report system to publishing the position updates from executive council to be reassessed at the 2022 Summer TC*". As the reports we want to publish are not true position updates but committee updates and position reports we simply want to change the motion wording.

BIRT CAPSI National will transition the annual report system to publishing the committee reports and executive position reports to be reassessed at the 2022 Summer TC.

M. Hopkins/J. Melanson

Motion Carried.

25. CSHP Evidence Based Practice (EBP) Competition (2 min)

A. Krupski

Background: The EBP case is now completed and I will be receiving the answer key on January 12, 2022. I will also find the deadline for the competition to be completed by soon and share that with the local CSHP representatives.

M. Chaung questions if the tentative deadline would be after PAM?

A. Krupski states that she does not have a deadline right now but will bring this up that it is normally due in April

Motion to recess until 2:00PM EST at 12:40 EST

W. Boudreau/M. Rafiq

Motion Carried

W. Boudreau call the meeting to order at 2:01PM EST

26. **2022-2023 Election Discussions (3 hrs)**

M. Hopkins

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

M. Patrick enters the room at 12:06 MST

a. **Finance Officer**

- i. Kevin Huynh, University of Waterloo

Motion to move in camera at 12:07 MST

W. Boudreau/R. Huang

Motion Carried

T. Udounwa leaves the room at 2:17pm EST

T. Udounwa enters the room at 2:20pm EST

Motion to move out of camera at 12:25 MST

W. Boudreau/M. Chaung

Motion Carried

N. Fatima left the room at 12:25 MST

b. **VP Education**

- i. Nawal Fatima, Dalhousie University

Motion to move in camera at 12:26 MST

W. Boudreau/K. Moreland

Motion Carried.

Motion to move out of camera at 12:44pm MST

W. Boudreau/M. Hopkins

Motion Carried.

- ii. Steven Huynh, University of Waterloo

Motion to move in camera at 12:45pm MST

W. Boudreau/H. Saunders

S. Goldstein leaves the room at 2:47pm EST

S. Goldstein enters the room at 2:49pm EST

A. Le leaves the room at 2:49pm EST

A. Le enters the room at 2:50pm EST

M. Fyith left the room at 12:49 MST

M. Fyith enters the room at 12:50 MST

L. Lueken leaves the room at 2:59 PM EST

L. Lueken enters the room at 3:01 PM EST

S. Diocee left the room at 3:02 PM EST

S. Diocee enters the room at 3:06 PM EST

Motion to move out of camera at 1:04 MST

W. Boudreau/R. Huang

Motion Carried.

c. VP Communications

- i. Godwin Chan, University of Toronto

Motion to move in camera at 1:06PM MST

W. Boudreau/C. Huo

Motion Carried.

J. Melanson left the room at 1:14 MST

C. Huo left the room at 3:15pm EST

J. Melanson enters the room at 1:16 MST

C. Ma left the room at 1:16 PM MST

S. Choi left room at 1:18 MST

C. Huo enters the room at 3:18pm EST

S. Choi enters the room at 1:20 MST

R. Hanson left the room at 1:21 MST

R. Hanson enters the room at 1:23 MST

C. Ma entered the room at 1:26 PM MST

Motion to move out of camera at 1:27 MST

W. Boudreau/L. Lueken

Motion Carried.

Motion to take a 10 min recess 1:29MST

W. Boudreau/C. Vaccaro

Motion Carried.

W. Boudreau calls to order the meeting at 1:38 MST

d. VP Professional Affairs

i. Marianna Pozdirca, University of Manitoba

Motion to move in camera at 1:39 MST

W. Boudreau/E. Fedusiak

Motion Carried.

M.Rafiq left room at 1:43 MST

M.Rafiq entered room at 1:44 MST

A. Le left room at 3:52 PM EST

T. Udounwa leaves the room at 3:53 pm EST

T. Udounwa enters the room at 3:54 pm EST

C. Ma left the room at 1:54 PM MST

C. Ma entered the room at 1:57 PM MST

A. Le entered the room at 3:59 PM EST

Motion to move out of camera at 1:59 MST

W. Boudreau/M. Fyith

Motion Carried.

ii. Lynn D'Souza, University of Waterloo

Motion to move in camera at 2:00PM MST

W. Boudreau/N. Barkhouse

Motion Carried.

L. Lueken left the room at 4:05 PM EST

L. Lueken entered the room at 4:06 PM EST

Motion to move out of camera at 2:15MST

W. Boudreau/ M. King

Motion Carried.

1. 2021-2022 Votes of Confidence (10 min)

M. Hopkins

a. President Vote of Confidence

i. W. Boudreau, President, Université de Montréal

W. Boudreau left the room at 2:15pm MST

Motion to move in camera at 2:16PM MST

M. Patrick/C. Vaccaro

Motion Carried

Motion to move out of camera at 2:28PM MST

M. Patrick/M. Fyith

Motion Carried.

BIRT CAPSI National approves the transition of William Boudreau to the CAPSI National Past-President for 2022-2023

M. Patrick/H. Saunders

Motion Carried.

W. Boudreau enters the room at 2:33pm MST

b. President-Elect Vote of Confidence

i. Christine Vaccaro, President-Elect, University of Manitoba

C. Vaccaro left the room at 2:31pm MST

Motion to move in camera at 2:32pm MST

W. Boudreau/S. Diocee

Motion Carried.

Motion to move out of camera at 2:42pm MST

W. Boudreau/T. Udounwa
Motion Carried.

BIRT CAPSI National approves the transition of Christine Vaccaro to the CAPSI National President for 2022-2023.

W. Boudreau/M. Hopkins
Motion Carried.

2. **Election Issues (5 min)**

M. Hopkins

Background: This is an opportunity for local representatives to voice any challenges they faced with elections and any comments or concerns they have regarding the election process moving forward.

3. **Bi-Election Update (5 min)**

M. Hopkins

Background: We have a minimum of 6 positions going to a bi-election. The following is my proposed timeline for bi-elections:

- Bi-elections announced: January 12th, 2022
- Application deadline: February 2nd, 2022

Does anyone have any objections to this timeline? It is designed in case we unfortunately have to go to a 3rd round of elections. Please let me know if there is anything I can do on my end to help increase participation. Thoughts? Comments? Concerns?

C. Vaccaro states that if we have folks who are interested in a position before we give the election package, if we could connect them with the current position holder it might help with any feelings of being overwhelmed.

W. Boudreau states that we will be going into by-elections, no matter how the election tonight goes. He states that he really appreciates the feedback from the members and it increases the quality of the comments. He states that this same process will apply for the by-elections.

Motion to adjourn meeting at 2:49 PM MST

W. Boudreau/M. Rafiq
Motion Carried.

