



**C A P S I   •   A C E I P**

**Unity – Professionalism – Advocacy – Academics – Excellence**

# **Summer Meeting 2021**

## **CAPSI National Council Meeting**

Sunday, August 22, 2021

11AM -3 PM MST

1. **Call to Order**

**W. Boudreau**

W. Boudreau called the meeting to order at 11:02 MST

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

**W. Boudreau**

3. **Attendance (3 min)**

**M. Hopkins**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
W. Boudreau	President	Present
C. Vaccaro	President-Elect	Present
M. Patrick	Past-President	<b>Absent</b>
M. Hopkins	Executive Secretary	Present
G. Sicotte-Mendoza	Outgoing Finance Officer	<b>Absent</b>
T. Dhadial	Finance Officer	Present
S. Vos	Outgoing VP Communication	<b>Absent</b>
M. Rafiq	VP Communications	<b>Absent</b>
H. Saunders	VP Education	Present
M. Fyith	VP Professional Affairs	Present
M. Kieley	Outgoing SEO	<b>Absent</b>
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	<b>Absent</b>
A. Grewal	UBC Junior Representative	Present
C. Ma	UBC Senior Representative	Present
K. Moreland	Alberta Junior Representative	<b>Absent</b>
R. Hanson	Alberta Senior Representative	Present
E. Fedusiak	Saskatchewan Junior	Present

	Representative	
L. Lueken	Saskatchewan Senior Representative	Present
S. Choi	Manitoba Junior Representative	<b>Absent</b>
S. Diocee	Manitoba Senior Representative	Present
C. Huo	Waterloo Junior Representative	<b>Absent</b>
S. Goldstein	Waterloo Senior Representative	<b>Absent</b>
T. Udounwa	Toronto Junior Representative	Present
M. Chaung	Toronto Senior Representative	Present
P. Borzooyan	Montreal Junior Representative	Present
A. Le	Montreal Senior Representative	Present
H. Lyoubi Idrissi	Laval Junior Representative	Present
S. Boudhine	Laval Senior Representative	<b>Absent</b>
N. Barkhouse	Dalhousie Junior Representative	<b>Absent</b>
N. Fatima	Dalhousie Senior Representative	Present
M. King	MUN Junior Representative	Present
C. Coles	MUN Senior Representative	Present

4. **Acceptance of Previous Minutes**

**W. Boudreau**

June 2021 Meeting Minutes

BIRT CAPSI National accept the minutes from the June 2021 Meetings on June 12th and 13th, 2021.

W. Boudreau/C. Vaccaro  
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*

Outgoing Student Exchange Officer

*See Annex*

CSHP Liaison

*See Annex*

7. **3 Stars of CAPSI (2 min)**

**W. Boudreau**

1. M. Rafiq
2. R. Huang/J. Melanson
3. N. Fatima

8. **Elections Update (10 min)**

**M. Hopkins**

Background: Elections will be run similar to last year's elections, with locals putting out a Google Form to collect member input similar to in-person elections at PDW. Locals can arrange an application viewing date for members where videos can be shown similar to at PDW if they would like. We will continue with the election protocol from last year including: mandatory biography and headshot, 2 oral questions, 2 written questions, resume, and letter of intent, all which will be provided on a templant. My one suggestion would be to make portfolios for Webmaster/CAPSIL editors mandatory instead of optional, but I would like everyones opinion on this. Election material will be available to locals in October. Any questions? Concerns?

W. Boudreau questions if there is a date to be released on the national levels. He also questions if local reps are concerned about finding new reps for next year

M. Hopkins states an exact date has not been picked as she would like to see schedules from schools in regards to the best time

9. **September Membership Drive Deadline (2 min)**

**M. Hopkins**

Background: Historically, the membership drive deadline has fallen around the 3rd week of September. Is a deadline of September 24 appropriate for everyone this year? I will provide a template for uploading in the coming weeks. Please email Megan if this timeline is *not* appropriate by August 30.

10. **CAPSI Welcome/Membership Activity (8 min)**

**M. Hopkins/M. Rafiq**

Background: With the formation of the Membership and Communications committee this past year, Minahil and Megan have been brainstorming ideas of how to make this committee more interactive and highlight CAPSI's benefits, while also avoiding simply having multiple infographics on our social media. One of the ideas we have started working up is either a scavenger hunt or a crossword puzzle where students would have to look for information/benefits on our website/social media/or reach out to a council member. Anyone who completes this activity would be entered into a draw to win either a \$10 giftcard or another prize based on the financial situation of CAPSI. Our thoughts were to have this be available for schools that complete a CAPSI Awareness Week/Welcome week event. Any feedback or suggestions would be greatly appreciated!

C. Ma states that she thinks the cross-word puzzle would be a good idea but seeks clarification on how a scavenger hunt would work.

M. Hopkins clarifies that if a scavenger hunt was chosen it would be an online, search through CAPSI social media, the CAPSI website, and discuss with local or national representatives to find the answers.

*Abby Krupski joined the meeting at 11:24 pm MST*

S. Diocee states he likes the idea because he was thinking of completing a similar idea for CAW.

C. Vaccaro echoes the above statements but questions if this committee would release the post on values and sub-committees at the same time?

M.Hopkins states she did not discuss it with the committee yet.

C. Ma voices her support for the cross-word puzzle over the scavenger hunt.

11. **Competition Update (5 min)**

**H. Saunders**

Right now I am on track to have PIC, OTC, SLC and Guy Genest sent out to locals according to the schedule that I made. Minahil, Will and I are working with Medisca on the compounding competition. There is a possibility of it taking place locally in the Winter term if all schools are back in person and can host events at that time. AFL is in the works and will likely be sent out to locals later than the other competitions, with a later due date.

H. Saunders clarifies that the compounding competition would most likely be in the winter term.

S. Diocee states that UofM just got the class schedules and asks if the deadlines could be pushed back one week.

H. Saunders states that this can occur. SLC deadline will be October 31 and all the other competitions were for November 8th but can be pushed back one week. She states that SLC can also be pushed back if required.

M. Chaung states that UofT has been planning an in-person competition but UofT has announced that a lot of the classes will be online until October 8th. She states that it is likely things will be online to get more participants and that she does not foresee a problem with the date. In regards to compounding she states that it will depend on capacity.

H. Saunders states that she does not know the details of the compounding competition and it may be virtual but she does not know. She will get information from the locals as soon as she knows more information since all the schools need to be able to complete the same competition.

W.Boudreau states that communication with Medisca has been more difficult than normal so more information will be provided when it is available.

**BIRT CAPSI National pushes back the deadline of all local competitions to be November 15, 2021.**

**W. Boudreau/M. King**

C. Vaccaro states that SLC and Guy Genest take a long time to mark. She asks locals if this is feasible for the folks who are marking these competitions with such a quick turn around.

R. Hanson questions when competitions will be released.

H.Saunders states that competitions will be released on Sep 13, 2021 or earlier.

L. Lueken replies to C. Vaccaro that she believes this would be feasible as different individuals mark each competition at USask.

W.Boudreau reminds everyone that these are national deadlines but locals have the discretion to make their individual school deadlines earlier

**BIRT CAPSI National pushes back the deadline of all local competitions to be November 15, 2021.**

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

**12. January 2022 Virtual Event (5 min)**

**W.Boudreau**

Background: First meeting occurred on August 3<sup>rd</sup> where 7 students were present out of 12 that showed interest. We brainstormed on the different topics possible: leadership and pharmacy business, HRT, Trauma informed care, activities/scavenger Hunt, panel. The proposed dates are January 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>. Friday (Social night), Saturday (panel and conferences around 5) and Sunday (Interactive, presentation of Case, etc). We are looking for a webmaster to be able to promote this event that could be part of the committee.

Next meeting: August 31st, 2021

Any suggestions?

H. Saunders questions if there are going to be national PIC and OTC competitions around the same time. She also questions the logistics around in-person meetings on the same weekend

W.Boudreau states that national PIC and OTC competitions can be discussed at the next council meeting or via email. In regards to logistics it can be an issue and it has not been discussed fully. He states that the in-person meetings could be on the same day, the virtual event would be only part of the day and it would run similar to previously PDW.

C. Vaccaro echoes H. Saunders. She states that we would also be doing elections at this point in time and due to travel requirements we would likely not be present at all.

W. Boudreau states that currently the only members of the national council on the ad-hoc committee are W. Boudreau, C. Vaccaro, and S. Diocee

13. **Vigilance Santé Partnership (12 min)** **W.Boudreau**

Background: At the end of July, CAPSI and Vigilance Santé came to an agreement. They will be providing special student rates for students at 179\$ +taxes.

In camera, details would be discussed on the following topics: pricing, promotion, local lunch and learn.

Motion to move into camera

W. Boudreau/ M. Hopkins

Motion Carried.

Motion to move out of camera

W. Boudreau/H. Saunders

Motion Carried.

14. **Potential In-Person Council Meeting- January 2022 (30min) W.Boudreau/T. Dhadial**

Background: Will, Christine and TJ are currently in talks about planning an in-person council meeting in January 2022. This will be on the lines of council meetings held in the past. Tentative dates will be January 7th - 9th, 2022. We met with Strategic Site Selection (SSS) that can help us find the best deals for hotels and conference rooms.

	<b>Question 1:</b> Would you be able to be present at this meeting? <b>Question 2:</b> Would your faculty provide you a refund?
<b>UBC</b>	1. As both Sr and Jr are out-of-province students at UBC, we may be returning to our hometowns and unable to attend this meeting. This depends on the location of the event and the state of COVID-19 cases at the time. 2. No, faculty would not reimburse the cost.
<b>U of A</b>	1. We may be able to be present at this meeting and would depend on the COVID-19 cases at the time. 2. Although our faculty has been able to reimburse in the past, I do not anticipate reimbursement due to budget cuts and academic restructuring at the UofA.
<b>USask</b>	1. We may be able to be present at this meeting, however this would depend on the COVID-19 cases at the time. 2. No, faculty would not reimburse this cost.
<b>UManitoba</b>	1. We both may be able to be present, 2nd years will be on rotations at this time and may have difficulty getting time off. The covid situation would also play a role. 2. There is some faculty travel funding that can be applied for, and some local budget.
<b>U of T</b>	1. We may be able to present at this meeting. This would depend on the trend in COVID-19 cases at the time, our



	<p>comfortability with travel, meeting location, and travel requirements (testing for COVID-19, isolation period, etc.)</p> <ol style="list-style-type: none"> <li>No, we don't think our faculty would reimburse this.</li> </ol>
<b>Waterloo</b>	<ol style="list-style-type: none"> <li>We may be able to be present for this meeting. We would need to discuss with our local FO whether we have the budget locally to cover these expenses. We also do not know how comfortable we are with air travel (depending on the meeting location).</li> <li>No, our faculty would not reimburse this.</li> </ol>
<b>U de M</b>	<ol style="list-style-type: none"> <li>It is difficult to confirm if we will be able to be present for this meeting. We have not received the schedule for the winter term yet, and it also depends on the number of cases. If cases are low, we would be more comfortable flying to the chosen destination.</li> <li>No, our faculty would not reimburse this.</li> </ol>
<b>ULaval</b>	No answers received
<b>Dalhousie</b>	<ol style="list-style-type: none"> <li>We would be present at the meeting depending upon what the restrictions are like at the time. The biggest concern would be returning to Nova Scotia in case there is a quarantine mandate still. Right now it has been lifted for all fully vaccinated travelers.</li> <li>Our faculty does provide financial support for attending professional conferences but I am not sure if this meeting would fall under that category.</li> </ol>
<b>MUN</b>	<ol style="list-style-type: none"> <li>We would be able to be present at this meeting depending on the trend of case numbers and the impact of the pandemic at the time (ie. 14 day isolation).</li> <li>No, I don't anticipate that our faculty would provide us with reimbursement since they haven't in the past. The only reimbursement we would receive would possibly be from our local CAPSI funds.</li> </ol>
President	<ol style="list-style-type: none"> <li>Yes</li> <li>I will not have Faculty support on this event.</li> </ol>
President-Elect	<ol style="list-style-type: none"> <li>Yes</li> <li>The College has some travel funds, requiring application and approval.</li> </ol>
Past-President	N/A
Executive Secretary	<ol style="list-style-type: none"> <li>Unlikely to be able to attend due to this resulting in missing 2-3 days of an APPE rotation due to travel</li> </ol>

	<p>requirements and Friday meetings (the faculties current policy is to allow for exemptions for professional development opportunities but unlikely for meetings, without a conference attached to it to be accepted)</p> <p>2. No, I cannot see the faculty offering reimbursement for this.</p>
Outgoing Finance Officer	N/A
Finance Officer	<p>1. Yes</p> <p>2. No reimbursement option available from UBC since it is not a PDW conference.</p>
Outgoing VP Communication	N/A
VP Communications	N/A
VP Education	<p>1. I will be on rotations at that time, I will talk to faculty about having flexibility to have this time off.</p> <p>2. Likely no reimbursement or limited reimbursement from the faculty</p>
VP Professional Affairs	<p>1. Yes I would likely be able to attend this meeting</p> <p>2. Unsure about reimbursement from the faculty just yet.</p>
Outgoing SEO	N/A
Student Exchange Officer	<p>1. Yes, I would likely be able to attend this meeting.</p> <p>2. Likely no reimbursement from the faculty.</p>
IPSF Liaison	<p>1. I would be able to be present at this meeting.</p> <p>2. No reimbursements from the faculty will be provided.</p>
Webmaster	<p>1. Yes, I would likely be able to attend this meeting depending on the COVID-19 situation in January.</p> <p>2. Unlikely that faculty would be able to provide reimbursement.</p>
CAPSIL Editor	<p>1. Yes, I would be able to be present at this meeting!</p> <p>2. No, I don't think the faculty will provide a reimbursement.</p>
CSHP Student Liaison	No answers received

W. Boudreau states that it seems that all of council will be available to attend. He states that these dates are the same as the virtual conference and were chosen because they

won't affect winter vacation or exams. Two hotels are in consideration in Montreal and Toronto.

M. Hopkins clarifies that she would most likely not be able to attend due APPE

C. Vaccaro states that 2 days are travel and 1-2 are meetings.

C. Ma questions if there is a way to join online if it is not possible to be in-person

W. Boudreau clarifies that this will be possible. He states that he does not foresee any date changes for the in-person meeting due to logistics and he would prefer to move the date of the virtual event if necessary but in his opinion they will be possible together.

T. Dhadial presents the budget regarding the in-person meeting.

J. Melanson questions if it would be an expectation for students to stay at the hotel if it is in their hometown.

W. Boudreau states that yes that is the expectation.

C. Coles questions if there is a specific date that students would need to confirm by.

W. Boudreau asks that students have a final confirmation by October.

C. Ma questions if students personally book flights and CAPSI national reimburses.

W. Boudreau states that this is correct.

M. Hopkins questions how close these places are to the airport.

W. Boudreau states that they are easy to get to.

J. Melanson clarifies this further for Toronto.

W. Boudreau presents the hotels.

M. Fyith states that she supports the idea of the in-person meeting.

H. Saunders states that meeting in person is a great experience.

**BIRT CAPSI Nationals will hold the Winter meeting in-person on January 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> 2022 if the sanitary situation allows it.**

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

Background: I would like to remind you that it is important to regularly look at your emails. It is preferable you answer to confirm that you received it and that you will answer later then reply after a deadline without explanation. By replying, this helps to coordinate projects and give your school a voice.

16. **Fall 2021 Wellness Weeks (5 min)** **C. Vaccaro**

Background: Brief update regarding Student Wellness Committees Wellness Week #1 (Theme: Cooking) and Wellness Week #2 (Theme: Arts).

C. Vaccaro states that 1 will be at the end of September, 1 will be at the end of October. There is normally a main event, social media posts, and also some sort of challenge. She also states that she has been in contact with a couple different apps, hoping to get a student discount. She also states that there will be a resource on TIC and coping with grief and dying available on the website.

17. **IPE Event Case Ideas (8 min)** **M. Fyith**

IPE is an interprofessional case study event hosted by locals during PAM. It is held in an open-format and brings together multiple health professionals from different fields to discuss how they would approach the patient case created by the VPPA. The intended audience will be pharmacy students, but it is possible to invite students from other health-science faculties. The focus of the event is to highlight how an interprofessional team works together and less about solving the actual case. Locals can adapt the case to fit their needs or wants. In the past topics covered have included: T2DM, HIV/AIDS, MS, Schizophrenia. Ideas to Vote on for this year include: Heart Failure, Bipolar Disorder, Postpartum Depression, Polycystic Ovarian Syndrome, Fibromyalgia, Prostate Cancer, Benign Prostatic hyperplasia, Lyme Disease

Voting Google Form Link: <https://forms.gle/YcA1xMYFtnzziV1W8>

	<p><b>Question 1:</b> Has your school done this event in the past two years?</p> <p><b>Question 2:</b> Is your school interested in hosting this event during PAM</p> <p><b>Question 3:</b> Does your school use this event for credits towards an accreditation?</p>
<b>UBC</b>	<ol style="list-style-type: none"> <li>1. Our school has not hosted this event in the past two years.</li> <li>2. Yes, we would be interested in hosting this event in PDW 2022, depending on the number of other events (and related workload) we have.</li> <li>3. No, credits for accreditation are through courses only. Our course-required IPE's are scheduled separately by the faculty, but students may attend extra IPE's if they wish.</li> </ol>

<b>U of A</b>	<ol style="list-style-type: none"> <li>1. Yes, UofA hosted the MS event in 2020 prior to going online due to COVID.</li> <li>2. Yes we are interested in hosting this event during PAM 2022</li> <li>3. No, there are no credits used for accreditation with this event.</li> </ol>
<b>USask</b>	<ol style="list-style-type: none"> <li>1. Yes, we hosted the MS event in 2021 online as we were unable to host this event in PAM 2020 due to COVID.</li> <li>2. Yes we are interested in hosting this event during PAM 2022</li> <li>3. No, there are no credits used for accreditation with this event.</li> </ol>
<b>UManitoba</b>	<ol style="list-style-type: none"> <li>1. Yes, we have held the past two IPE panels</li> <li>2. Yes we are interested in hosting it again</li> <li>3. No</li> </ol>
<b>U of T</b>	<ol style="list-style-type: none"> <li>1. Our school planned to hold the MS event in 2020, but it was unfortunately cancelled due to COVID-19. We did an IPE event with our oncology club last year (NCODA) and did a case discussion on breast cancer and introduction to oncology in 2021.</li> <li>2. Yes, we are interested in hosting this event during PAM 2022</li> <li>3. Yes, UofT pharmacy students are required to attend a number of IPE sessions over their time at the faculty. An IPE credit is usually awarded by the IPE office for participating in this event.</li> </ol>
<b>Waterloo</b>	<ol style="list-style-type: none"> <li>1. Our school held the T2DM IPE event but unfortunately had to cancel the MS event due to COVID-19. Instead, we held an IPE event on the effects of COVID-19 on cancer patients.</li> <li>2. Yes, we are interested in hosting this event.</li> <li>3. Yes, Waterloo students are required to attend multiple IPE events along with completing written reflections to receive credits.</li> </ol>
<b>U de M</b>	<ol style="list-style-type: none"> <li>1. Our school has never held the IPE event</li> <li>2. Yes, we are interested in hosting this event</li> <li>3. No, there are no credits for accreditation at UdeM</li> </ol>
<b>ULaval</b>	No responses received
<b>Dalhousie</b>	<ol style="list-style-type: none"> <li>1. No, we have not done this event in the past 2 years.</li> <li>2. Yes we would be interested in doing this event next year.</li> <li>3. Our school does have IPE events that students can participate in that counts towards credits, but this event has not gone through the proper channels in order to actually be accredited.</li> </ol>
<b>MUN</b>	<ol style="list-style-type: none"> <li>1. Our school has not hosted an event for the past 2 years.</li> <li>2. Yes, we are interested in hosting an event.</li> <li>3. No, this event is not associated with credits. Our IPE course is</li> </ol>

	completely separate from this event.
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M. Fyith states that the topic will be HF and she will go forward and creating this case

C. Ma questions when this case will be sent out.

M. Fyith states that it will be sent out before the end of September.

**18. Parliament Hill Newsletter (3 min)**

**M. Fyith**

Ryan O'Neal, the sales consultant from Politics Today reached out to me to offer us a free summer access to national newsletter that covers question period at the parliament, legislative debates and votes, political events etc. Through a provincial and federal lens they report on issues such as healthcare, the environment, energy, economy and education. The free trial ends in September and I don't see this as a feasible subscription for CAPSI to pay for. Do we see this as something useful? I have been reading them since the beginning of August, if anyone wants me to forward them the issues then I can do that.

<https://www.politicstoday.news/>

C. Vaccaro states that most decisions related to pharmacy and healthcare are provincial so there may not be the interest.

M. Fyith states she will look into pricing and student discounts and send this in an email.

W. Boudreau states that CAPSI National would not pay for this as there has not been demand from the members, as well important decisions are raised in the news and by other associations such as CPhA.

**Motion to recess until 12:55 MST**

**W. Boudreau/M. Fyith**

**Motion Carried.**

**Motion to resume the meeting at 12:56 MST**

**W. Boudreau/ C. Vaccaro**

**Motion Carried.**

**19. IPSF World Congress Bid 2024 (25 min)**

**J. Melanson/R. Huang**

Background: As per the email distributed on July 26<sup>th</sup>, 2021, CAPSI is considering placing a bid for World Congress 2024. The International Pharmaceutical Students' Federation (IPSF) World Congress is an annual event that provides a forum for pharmacy students from over 80 member countries. The World Congress consists of the general assembly, whereby official delegates from participating IPSF organizations vote on International IPSF affairs. In addition, WC hosts events including, Poster Session, Humanitarian Campaign, Public Health Campaign, Compounding Competition, Scientific

Symposium, Educational Symposium, Excursion Day, Clinical Skills Event, Patient Counselling Skills Event, Industry Skills Event. This event is held in August of each year, and the official bid for 2024 would occur in August 2022. CAPSI previously hosted World Congress in Halifax in 2004.

Information regarding World Congress including presentation Rita and Jenna presented at the executive council, in addition to progress reports and budget outlines for previous World Congress can be found in the google drive linked here:

[https://drive.google.com/drive/folders/1wovGBr-g\\_2U1ErjzHb3NBWAMvA9THUQS?usp=sharing](https://drive.google.com/drive/folders/1wovGBr-g_2U1ErjzHb3NBWAMvA9THUQS?usp=sharing)

We are in the process of evaluating if CAPSI will hold the World IPSF Congress in August 2024.

We would like to discuss whether CAPSI should move forward with a World Congress 2024 bid, and if so, which school/city will host the event.

R. Huang clarifies that the reception committee does not need to all be from the same school but it is recommended that the chairperson be from the school that is physically hosting the event.

W. Boudreau clarifies that there are 3 schools interested in hosting the event, UBC, UdeM, and Dalhousie and states that these schools can have a meeting this afternoon but also encourages questions to be asked at this meeting.

C. Ma states that UBC discussed with the local IPSF representative and are interested in hosting in Vancouver. She questions if the sponsors need to be locked in or if the budget needs to be prepared. As well, she questions the navigation of language barriers as well as logistics of transportation.

R. Huang states that for the bid, the more detail the better since other member countries will be asking questions about CAPSI's capability to host World Congress. The list of confirmed sponsors is not required for the bid, just a provisional budget but it is a good idea to have the sponsors lined up. She also states that language barriers are not an issue because the IPSF world congress is always held in English. In regards to transportation, participants are required to secure their own transportation to Canada, CAPSI would be responsible for accommodations, World Congress, etc. She states we might need to provide letters to help get Visas but all the travel costs are on participants.

A. Le seeks clarification regarding what is needed for the bidding and when this begins to be prepared.

W. Boudreau proposes that the 3 schools interested will do a separate meeting to go through the points required by IPSF and then the 3 schools will be asked to present to the rest of the council the reasons why you want world congress at your school, the budget, etc. He suggests that this be voted on at the Winter Council meeting.

R. Huang questions if this means we will not go ahead with the Explore Edmonton offer.

W. Boudreau clarifies that we will not be going ahead with this, since the UofA is not interested in hosting.

T. Dhadiak seeks clarification regarding CAPSI organizing with the 3 schools working together instead of just 1 school.

W. Boudreau states that his concern with the above is that there would be less money from the schools as well as logistics since it will be easier for meetings if all of the planning committee is from the same school.

C. Vaccaro questions if it is known where PDW 2025 is taking place.

W. Boudreau states he will look into this.

C. Vaccaro states that we would need to be mindful in regards to sponsors while re-starting PDW as well as the financial risk involved.

J. Melanson states that the chair of the reception committee should be from the host location of the venue, but she also would not want to limit the reception committee to a certain number of schools since it is being hosted by CAPSI as a country not a specific school.

C. Ma questions how many students are involved in the reception committee as well as if it would be possible to present sooner than the winter meeting due to the large task of creating a bid.

W. Boudreau states that further details can be discussed at the fall TC to allow for more time to prepare for the bid.

R. Huang states that the reception committee is ~20 members on the committee but each member of the reception committee has a committee of members under them.

H. Saunders states that she believes Dalhousie is set to host PDW 2025 and if that is the case she believes that we should be keeping in mind where PDW is being hosted as it would be a lot to put on that school.

W. Boudreau states that he will look further into which school is hosting PDW 2025. He states that if we go forward hosting the event, it will mean that CAPSI national is financially responsible for the event so if any debt is acquired IPSF fees will increase following the event to compensate. He also states that if the event is profitable a portion of the funds are required to be given to IPSF.

**BIRT CAPSI National refers this item to be further discussed on Slack with the interested schools**

**W. Boudreau/J. Melanson  
Motion Carried.**



	<p><b>Question 1:</b> Do you support CAPSI hosting World Congress in 2024? Please explain</p> <p><b>Question 2:</b> Would your University/city be interested in hosting World Congress? Please explain.</p>
<b>UBC</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting the World Congress in 2024, as it would be beneficial for all participants to network and learn about pharmacy practice around the world.</li> <li>2. UBC is interested in hosting the World Congress, due to Vancouver being a top international destination in Canada. We are not hosting any other large conferences in the coming years. At this time, UBC's council is interested in hosting the World Congress, but requires more information and discussion regarding logistics and support.</li> </ol>
<b>U of A</b>	<ol style="list-style-type: none"> <li>1. Yes we support CAPSI hosting the World Congress in 2024 as it would be a great opportunity for pharmacy students from around the world to learn about pharmacy in Canada and network. It would be great to highlight CAPSI internationally as well.</li> <li>2. UofA is not currently interested in hosting World Congress as we do not believe that we would have enough students interested in planning this event and since there is not a large amount of seats for each country, many of our students will not even be able to experience the world congress and benefit from the amount of work that is put into it.</li> </ol>
<b>USask</b>	<ol style="list-style-type: none"> <li>1. Yes we support CAPSI hosting the World Congress in 2024 as it would be a great opportunity to connect pharmacy students from around the world. This would be beneficial as it could highlight all of CAPSI's efforts as an organization.</li> <li>2. USask is not currently interested in hosting World Congress as we are preoccupied with planning and hosting PDW 2023.</li> </ol>
<b>UManitoba</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting the World Congress 2024 as it is a great opportunity for students</li> <li>2. Manitoba is not interested in hosting World Congress as we would have trouble with finances and forming a planning committee</li> </ol>
<b>U of T</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting the World Congress in 2024 because this would foster the formation of valuable connections with our members and other pharmacy students around the globe.</li> <li>2. Toronto is not interested in hosting the World Congress. Following the cancellation of Toronto's PDW 2022 due to COVID-19, our local council and faculty are hoping to host</li> </ol>

	<p>PDW in 2024. We foresee that our university would not be able to effectively host both conferences in the same year.</p>
<b>Waterloo</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting World Congress in 2024 as we believe this would be a great opportunity for pharmacy students from all over the world to connect and expand their network. It would also be good to highlight CAPSI as an organization.</li> <li>2. Waterloo is not interested in hosting World Congress as we do not believe we will be able to raise enough money and we foresee logistical challenges. The closest major airport is in Toronto (1 hour away by car, 2.5 hours by public transit) as the Waterloo airport only has 3 airlines (2 of which fly outside of North America). Waterloo also has over 20 clubs at school therefore we think we'll have difficulty recruiting committee members.</li> </ol>
<b>U de M</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting the World Congress in 2024. We think it is a great opportunity for canadian students to reach out and learn more about the practice around the world</li> <li>2. UdeM is interested in hosting the world congress. We have successfully hosted PDW in 2020, and we wish to organize something similar once again. We had a great planning committee, and many students participated in the event. We believe this is a great opportunity to allow students to network with students in pharmacy outside of canada and learn more about the international practice.</li> </ol>
<b>ULaval</b>	<p>No responses received</p>
<b>Dalhousie</b>	<ol style="list-style-type: none"> <li>1. It would be great if CAPSI could host the World Congress event as it would allow Canadian students to easily connect with international pharmacy students.</li> <li>2. There is some support from students who would like the World Congress to be held in Halifax. However, my main concern is that there are not enough students willing to actually plan the event. And on the other hand, this event was last held in Halifax in 2004 and so it would be understandable to give another Canadian university the next opportunity in 2024.</li> </ol>
<b>MUN</b>	<ol style="list-style-type: none"> <li>1. Yes, we support CAPSI hosting the World Congress in 2024 as it would be a great social and educational opportunity for pharmacy students across the world.</li> <li>2. MUN is not interested in hosting World Congress as we do not foresee it being feasible financially and we foresee challenges in forming a planning committee given the small size of our university.</li> </ol>

**20. Update on Health Promotion Project (3 mins) A. Nong**

Will brought up the idea of a video health promotion project back in our last June meeting to target the public and promote CAPSI. Taking into account the concerns of CAPSI council (cost, production time, relevance to pharmacy students) we decided to launch a quiz/infographics series on pharmacy-related topics instead.

Format: quiz (draw for \$10) → infographic

- Was it successful? 189 entries in 24 hrs!
- Thank you website committee
- Feedback from councillors?

M. Chaung states that it was a great way to do a health promotion project. She states that she received feedback that it was a great way to get individuals involved.

W. Boudreau states that the website committee should keep up the great work!

**21. Slack / Canva news (3 mins) A. Nong**

Slack: everyone should now have access to slack channels of the committees they've joined. Remember to check slack periodically and install it on your mobile devices if you haven't already.

Canva: we have access to Canva Pro now! Please do not share the webmaster account info for non-CAPSI related use Most execs have access to Canva pro and will be able to give access to committee members (please check your emails to gain access).

A. Nong gives a demonstration of how to add external members to the slack channels.

**22. National activity during PAM (8min) W.Boudreau**

Background: During the last finance committee meeting, the idea of creating a National activity during PAM came up. All schools would meet on the same day (same time as much as possible) to complete a few activities. I would like you to complete this table.

	<p><b>Question 1:</b> Would your school be interested in participating?</p> <p><b>Question 2:</b> Any idea of activity?</p> <p><b>Question 3:</b> Propose a date and time</p> <p><b>Question 4:</b> *Please write your name if you would like to coordinate the event*</p>
<b>UBC</b>	<ol style="list-style-type: none"> <li>1. Some students would be interested in participating in this activity, but there may not be a large number of participants due to UBC's historical lack of involvement in CAPSI events.</li> <li>2. Trivia/games night with a competition and prizes.</li> <li>3. Early March</li> </ol>

<b>U of A</b>	<ol style="list-style-type: none"> <li>1. I believe that many UofA students would be interested in participating.</li> <li>2. Game or Trivia night, networking event</li> <li>3. Early March for the kickoff of PAM?</li> </ol>
<b>USask</b>	<ol style="list-style-type: none"> <li>1. USask would be interested in participating in this activity. I believe it would be a good idea to bring together other CAPSI students together through a single event.</li> <li>2. Trivia Event</li> <li>3. First week of March as a kick-off event</li> <li>4. Lauren Lueken</li> </ol>
<b>UManitoba</b>	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Something more interactive (jeopardy/trivia competition, small group activities)</li> <li>3. 1st or 2nd week of PAM</li> </ol>
<b>U of T</b>	<ol style="list-style-type: none"> <li>1. UofT would be interested in participating in this activity. As PDW 2022 is already cancelled, it would be a good idea to bring together other CAPSI students together through a joint event.</li> <li>2. CAPSI - Pharmacy Backpack Order, CAPSI National Networking Event, etc</li> <li>3. Mid March?- March 15th, 2022</li> <li>4. Michelle Chaung, Theodora Udounwa</li> </ol>
<b>Waterloo</b>	<ol style="list-style-type: none"> <li>1. Waterloo would be interested in participating</li> <li>2. National Networking Event, National PAM Kick-Off, National Trivia Night</li> <li>3. If Kick-Off - March 1st, if other event mid-March is good</li> <li>4. Camille Huo</li> </ol>
<b>U de M</b>	<ol style="list-style-type: none"> <li>1. UdeM would be interested in participating</li> <li>2. National game night</li> <li>3. First week of march as an opening event</li> </ol>
<b>ULaval</b>	No answers received
<b>Dalhousie</b>	<ol style="list-style-type: none"> <li>1. There would be Dal students interested in participating.</li> <li>2. trivia/quiz bowl night, debate, interactive networking</li> <li>3. First day or first weekend of March</li> <li>4. Nawal Fatima, Nolan Barkhouse</li> </ol>
<b>MUN</b>	<ol style="list-style-type: none"> <li>1. MUN would be interested in participating.</li> <li>2. A networking event or maybe a trivia event</li> <li>3. Beginning of March</li> <li>4. Melanie King</li> </ol>

BIRT CAPSI National Executive Council will create a National event during PAM 2022 to connect all universities and will be coordinated by a volunteer committee led by M. Chaung.

W. Boudreau/M. Chaung  
Motion Carried.

**23. PDW 2023 Update (5min)**

**L.Lueken**

Background: Currently, we have 1 out of 2 co-chairs for the PDW 2023 planning committee. Also, we have filled 5/10 spots for the remainder of the committee. The positions that have been filled are communication, social events, health fair, marketing, and translation officers. The third round of the PDW planning committee closed on AUGUST 15th 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. We hope with the ability to host some in-person events as well as first and second-years being back on campus for the first semester that involvement will increase to fill the remainder of this committee. We will open the fourth round of applications at the beginning of the school year in hopes to fill the remaining positions on the committee by the end of September. 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. Budget

T.Dhadial questions who is in charge of finance invoice submissions right now

L. Lueken states that the FO position has not been filled yet and so it will be D. D'Entremount until the new committee is formed. She states that the 4th years currently involved are happy to help transition to the new committee.

T. Dhadial questions if the committee has received the full \$30,000 loan from CAPSI

L. Lueken states she will connect with T. Dhadial after the meeting.

W.Boudreau states that advertisement on the national page is possible if it is thought this would help. He questions if USask would be comfortable opening up positions to individuals outside of USask if it is not able to be filled.

L. Lueken states she would be comfortable but it is not the ideal situation due to the disconnect on the planning committee.

W. Boudreau questions if it is possible to coordinate an in-person meeting with those who are elected.

E. Fedusiak echoes L. Lueken that as much as they don't want to look elsewhere they will take the help if needed.

T. Dhadial questions if CAPSI National would be willing to open up the spot for PDW to another school if USask can't fill the committees. He also states that opening it up to other schools could be a trial run for IPSF World Congress

W. Boudreau states that he does not have an answer at the moment since this has not happened in the past. His concern is to make sure that the faculty of USask is aware that individuals from outside of USask would be part of this committee.

C. Vaccaro states that when we cancelled PDW in Saskatoon there was no COVID contract so if we don't want to lose money from deposits on speakers and the hotel we need to hold it in Saskatoon.

L. Lueken adds that the bulk of the work is done and students need to just oversee this event and carry it out.

**24. Mentorship program finance committee report recommendations (1 min) T.Dhadial**

Background: Andrew, the program-in-charge for CAPSI Mentorship Program, requested an annual budget of \$100-200 for the program related activities. The budget is supposed to be utilized for raffle prizes, potential gift cards for mentors/mentees, etc. After discussion with the Finance subcommittee, an initial budget of \$100 has been approved. This can be increased to \$200, if required.

**BIRT CAPSI National will approve a \$100 budget to the mentorship program, with the potential to increase this to \$200 if required.**

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

**25. Introduction of a report system (5min)**

**W.Boudreau**

Background: No report system was implemented in 2020-2021. However, 3 executive meetings occurred and it was requested to provide an update from their position (what will be completed before the next meeting and after and an update on their respective committees). We also discuss topics that concern mostly the executive (sponsors, confirmation of contracts, feedback on new ideas,etc).

As we recently voted to continue 4 Executive meetings per year, I would like to hear your comments if you would like us to implement a report system this year or if the one requested in the Executive meetings minutes compensated for. At the August 2020 TC the following background was provided on this topic *"With the cancellation of the PDW AGM (where the Executive Council members get a chance to report to members what they have been working on), it would be worthwhile to implement a report system for Executive Council members. As such, at the end of the CAPSI mandate, Executive*

*Council members must write a report on accomplished tasks and share it with CAPSI members. This will increase transparency and will allow members to learn more about what executive council members do.”*

M. Hopkins does not recommend continuing the report system as there would be more documents to fill out.

C. Vaccaro echoes M. Hopkins and questions if the executive meeting minutes are posted. She suggests if they are not we could begin posting them.

W.Boudreau states that this can be discussed because right now CAPSI executive meetings are not official meetings.

T.Dhadial echoes that we do not need to complete the same work twice. He wonders if we can create a document to help make the position updates more public friendly.

W.Boudreau states that he thinks the above is feasible.

T.Dhadial states as a previous local representative that as a local representative he would not have been interested in reading the minutes because they are so specific to the executive.

C. Ma echoes that it is too specific for most students to be interested in

M. Chaung echoes the above and adds that many students who attend PDW don't see the updates as relevant unless they are running for a national position.

**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.**

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

26. **Back to school (2 min)**

**W. Boudreau**

Background: As Angel and I are trying to plan all posts on our social media for Back to school, please let us know in advance if you need to post anything on the CAPSI National platform. Please contact Angel if you need to add anything and complete the information in the excel spreadsheet: [HERE](#) it is

**Motion to adjourn the meeting at 13:51 MST**

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







**C A P S I   •   A C E I P**

Annex of Executive and Local Council Updates  
Virtual August Meetings 2021

Sunday August 22nd, 2021

## **Local Council Updates**

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

#### **Position Update:**

##### **CAPSI Stethoscope Sale**

- Date: July-September
- Location: Online with in-person delivery
- Description: CAPSI partners with a representative from stethoscope.ca to sell stethoscopes (required for in-person labs) at a discounted price to UBC pharmacy students. We compare prices to ensure that our prices are competitive, and our representative also helps provide discounts on special features such as engravements. The order form has been advertised on Facebook pages for incoming and current students. Orders are made by students through July to mid-August, and students pay online via Square. Stethoscopes are shipped to our pharmacy building where students can pick them up in the second week of September.

##### **AMS Club Renewal**

- Date: June-July
- Location: Online
- Description: All UBC clubs are required to be a part of the Alma Mater Society, and renew their clubs every year. This includes updating bylaws, attending orientations, and adhering to AMS' mandates.

##### **CAPSI UBC Local Website Summer Updates**

- Date: June-August
- Location: Online
- Description: Updating our local website with new current council bios and photos. In addition, reassessing the position descriptions of each position and refining other areas of the website as needed.

#### **Upcoming Events:**

##### **CAPSI UBC Local Meeting:**

- Date: Mid-late August (exact date TBD)
- Location: Online
- Description: Local CAPSI UBC executive meeting to discuss actions, expectations, and events moving forward through the school year, with a focus on events in the beginning of the year.
- Cost: N/A
- Support Needed from National: None

##### **CAPSI UBC Executive Council Goal Setting:**

- Date: Late-August to early September
- Location: Online or in-person
- Description: Each position in our local council will meet with the Sr/Jr to discuss goals for the year, expectations/needs from the Sr/Jr/rest of the council, and other concerns/comments. This is to increase transparency and document ideas to follow through with. A mid-semester update is conducted in December/January.
- Cost: N/A
- Support Needed from National: None

##### **The Great Pharmacy Adventure (GPA) 2021:**

- Date: September 4, 2021
- Location: In-person (unless regulations change)

- Description: GPA is a yearly one-day student-led welcome event for incoming first-year UBC PharmD students. Different clubs and groups host stations that groups of students move between throughout the day. CAPSI will be hosting a station to introduce ourselves to incoming students.
- Cost: N/A
- Support Needed from National: None

UBC PharmD Student Orientation Presentation:

- Date: TBD
- Location: Zoom / In-person
- Description: During the first week of school, incoming first-year students receive a presentation from faculty, PhUS (our undergraduate society), and CAPSI. This is a formal chance for CAPSI to introduce ourselves to all first-year students, and discuss what we offer.
- Cost: N/A
- Support Needed from National: None

CAPSI Notebook Distribution:

- Date: September
- Location: In-person
- Description: UBC has requested 65 copies of this year's notebook. We will likely hand these out to any students who purchase memberships during the first weeks of school, as well as during the textbook sale if one is held. In addition, we have remaining notebooks from last year who will be distributed for pickup to any previous members who requested notebooks, and students who purchased memberships last year but did not receive their notebook due to online schooling
- Cost: N/A
- Support Needed from National: Notebook delivery to pharmacy building

First Year CAPSI Rep Election & Third By-Elections:

- Date: Mid/Late-September (TBD)
- Location: In-person (or online if candidates are more comfortable)
- Description: 2 first year representatives will be elected in September. In addition, we are still seeking a student to fill the Secretary and Fundraiser positions. These elections will be held at the same time.
- Cost: N/A
- Support Needed from National: None

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

**Position Update:**

CAPSI Award of Professionalism

- Worked on the Award of Professionalism for UofA's 2021 PAM, including collecting photos, supporting documentation and event descriptions.

Explore Edmonton

- Met with Explore Edmonton regarding their interest in putting a bid forward for the IPSF World Congress in 2024. They informed us of what they can offer for support in the planning of this event.

2021-2022 Budget

- Met with the VP Finance of the Alberta Pharmacy Students' Association regarding the UofA CAPSI Budget for the upcoming year.

## **Upcoming Events:**

### APSA Summer Retreat

- Date: August 2021
- Location: Online
- Description: The Alberta Pharmacy Students' Association will be meeting in late August to prepare for the upcoming year. CAPSI will be giving an update on our upcoming events including Run for the Cure, CAPSI awareness week, and CAPSI Competitions.

### First Year Student Orientation

- Date: August 2021
- Location: Online
- Description: CAPSI will be giving a presentation about what CAPSI is and the events that we host throughout the year to our incoming first year students.
- Cost: \$0
- Support Needed from CAPSI National: None

### CAPSI Awareness Week

- Date: September 2021
- Location: Online
- Cost: 15\$ for Gift card for social media challenge (Will come from our local budget)
- Support Needed from CAPSI National: None

### Run for the Cure

- Date: October 3rd, 2021
- Location: Virtual
- Description: UofA pharmacy has started a team for the 2021 Run For the Cure which will be taking place virtually on October 3rd. Various fundraisers will occur leading up to the event and students and faculty members will be encouraged to take part in this event.
- Cost: \$0
- Support Needed from CAPSI National: none

### CAPSI First Year Lunch and Learn

- Date: September 2021
- Location: UofA (If in person events are allowed)
- Description: CAPSI will host a lunch and learn for our first year students which will go more in depth about what CAPSI does, the events we put on and how they can get involved.
- Cost: TBD (Food if permitted - cost would come from local budget)
- Support Needed from CAPSI National: none

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

### **Position Update:**

#### CAPSI Award of Professionalism:

- Date: July 31st, 2021 (Due date)
- Description: Usask's CAPSI has been collecting event descriptions, photos and budget costs for all PAM 2021 Online Events.

#### Organizing Welcome Package for 1st year Pharmacy students:

- Date: Ongoing, with the welcoming of first-years to occur within the first week of school.
- Description: Welcome letter has been written and will be distributed to the incoming first-year class within their welcome packages. The local council will also be hosting an event/presentation to demonstrate the benefits and opportunities within CAPSI.

Summer council meetings with local USask Council:

- Date: June 18, July 19, & August (TBD)
- Description: Our local CAPSI chapter has held meetings during June, July, and August to orientate the new council for the upcoming school year and plan online campaigns over the summer and upcoming academic year.

**Upcoming Events:**

CAPSI Notebook Distribution:

- Date: TBD
- Description: USask requested 150 copies of this year's notebook. Our council will need to determine logistics prior to deciding on how to distribute the notebooks to our students as not all years of pharmacy will be attending in-person classes in the fall semester (only 1st and 2nd year pharmacy students are eligible to attend in-person classes).
- Cost: N/A
- Support Needed From National: None

First Year Membership Drive / CAPSI Lunch and Learn

- Date: Early September
- Description: Introduce first years to CAPSI and explain how they can become members/get involved.
- Cost: N/A
- Support Needed from National: None

First Year CAPSI Representatives Election:

- Date: Mid/Late-September (TBD)
- Description: Incoming first year representatives (2) will be elected in September to join our current local CAPSI council.
- Cost: N/A
- Support Needed From National: None

RxVigilance and RxPhotos Student Demo:

- Date: September 22, 2021, 6pm - 7pm MST
- Location: WebEx/Zoom (USask is currently transitioning between softwares)
- Description: Vigilance Santé will be offering a free 30-day trial to interested USask students after the demonstration held on the above date. Promotional materials will be created and sent out closer to the event date.
- Cost: N/A
- Support Needed From National: None

CIBC Run for the Cure:

- Date: October 3rd, 2021
- Location: Virtual Run
- Description: The CIBC Run for the Cure is a 5km run/walk that raises funds for the Canadian Cancer society specifically for the breast cancer cause. The Usask Pharmacy and Nutrition team aims to reach their goal of being the top post-secondary fundraising team.
- Cost: N/A
- Support Needed From National: None

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

### **Position Update:**

#### **CAPSI Award of Professionalism**

- Date: Jul 31, 2021
- Description: Completed and submitted UofM's AoP application for PAM 2021

#### **Welcome Letter for 1st Years (Class of 2025)**

- Description: Wrote and distributed welcome email to the incoming class, set up group pages for the class on facebook, and for the students of 2021-22.

### **Upcoming Events:**

#### **CIBC Run for the Cure**

- Date: Oct 3<sup>rd</sup>
- Location: Virtual Run
- Description: Started team for UofM for students to join
- Cost: n/a
- Support Needed from CAPSI National: none

#### **Online welcome**

- Date: Sept 2021
- Location: Online
- Description: Virtual welcome for 1<sup>st</sup> year class by CAPSI and UMPHSA
- Cost: n/a
- Support Needed from CAPSI National: none

#### **CAPSI Awareness Week**

- Date: Sept 12-18 (proposed)
- Location: Online, Assiniboine Park
- Description: Planning social media posts to introduce students to CAPSI, the year's local council, online contest, and a welcome BBQ (if restrictions allow). Will distribute notebooks if able this week. Will seek to elect 1<sup>st</sup> year CAPSI rep if possible this week.
- Cost: TBD
- Support Needed from CAPSI National: none

#### **Series on LGBT+ health (HRT, PEP, etc.)**

- Date: TBD
- Location: Virtual
- Description: Looking to plan a series (3-4) lectures over the year focusing on health issues/populations not currently covered in UofM's curriculum. Interest was expressed in this area after the symposium talk from PAM 2021, and the speaker is willing to work with us to find speakers for various topics.
- Cost: TBD, small gifts for speakers from local funds.
- Support Needed from CAPSI National: none

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

### **Position Update:**

#### **IPSF x PSF Presentation**

- Date: June 10, 2021 @ 6-7pm
- Location: Zoom
- Description: Our 2 IPSF Coordinators (Iryna Z. and Kristy W.) collaborated with 2 PSF student reps to host a presentation on SEP and how to get involved. The presentation included a background on what IPSF and PSF can offer students. They also explained

what the Student Exchange Program (SEP) is, and the process to apply for SEP through CAPSI. This year is the first year that Waterloo will participate in the SEP as we previously didn't think it was possible with our co-op schedule.

#### Summer Drink Dates w. Upper Year Mates

- Date: June 17, 2021 @ 7-8pm
- Location: Zoom
- Description: Following the positive feedback from our Coffee Dates w/ Upper Years event last term, we decided to bring the event back. We matched 1 first year (Rx2024) with 2 upper years (Rx2023, Rx2022, and Rx2021) for two 30-min dates over Zoom breakout rooms. Topics that students could converse about included academics, co-op, interviews, hobbies, and the pharmacy school experience in general. Something new we added this time was a free Starbucks drink up to \$6 for every participant to enjoy during their dates.

#### Pharmacy Ownership Panel

- Date: July 5, 2021 @ 7-8pm
- Location: Zoom
- Description: As business and pharmacy ownership are not well covered in our program, we hosted a panel-style event with 4 unique pharmacy owners who spoke on their experiences. Our panelists were: Rahim Dhalla (Hybrid Pharm in Ottawa), John Papastergiou (Shoppers Drug Mart in Toronto), Kristen Watt (Kristen's Pharmacy in Southampton), and Bronwyn Tolmie (Pharmasave in Elora and Fergus). Through a structured Q & A session, students were able to gain insight on management, where to begin, advantages and struggles, and how to be a successful owner.

#### Award of Professionalism

- Date: July 31, 2021
- Description: We are in the process of completing the application form for the Award of Professionalism with the help of Celine Huab, our 2020-2021 PAM Chair.

#### **Upcoming Events:**

##### OTC Week

- Date: July 19-23, 2021
- Location: Zoom, IG/FB
- Description: Our annual OTC Week will be held online for a 2<sup>nd</sup> year in a row. On Monday July 19, a GSK rep will be presenting on Allergic Rhinitis. On Wednesday July 21, there will be the OTC Trivia Night where participants can test their knowledge on minor ailments and OTC products. There will be self-care gift baskets for the winners. On Thursday July 22, we will be holding Mock OSCEs for first years to practice their counselling skills. From Monday to Friday, there will be a social media contest where participants complete a daily challenge for a chance to win a Starbucks gift card prize.

##### UW Pharmacy Co-op Panel

- Date: TBD – one of August 18, 19, 20
- Location: Zoom
- Description: During the beginning of the 2A term, first years must go through the oftentimes daunting process of finding their 1st co-op job. In collaboration with Society of Pharmacy Students (our student government) and CSHP, we will be hosting a Co-op Panel for first years to hear more about the application and interview process, gain insight from upper years who have been in their position, and move through breakout rooms to talk to upper years about specific co-op jobs that they may be interested in.

### CAPSI Notebook Distribution

- Date: TBD – most likely January 2022
- Description: We have requested 300 notebooks for our members. We will be distributing to the new class of Rx2025 when they arrive in January based on COVID-19 regulations, most likely in their Phrosh swag bags. Distribution to upper years will depend on if in-person club activities will resume at the School of Pharmacy.

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

#### **Position Update:**

#### UPS/CAPSI Summer Package:

- Date: June 20th, 2021 (Ongoing)
- Location: Email / Google Doc
- Description: The summer package from the Undergraduate Pharmacy Society (UPS) has been drafted and will be sent out soon to incoming first years and upper-year students. The package includes a welcome letter from CAPSI and a form for students to opt-in to their CPhA Benefits. There is also an additional order form for Dipro Textbook Sales.

#### DiPiro Textbook Sale:

- Date: July 6 - 24, 2021 (Ongoing)
- Description: UofT's CAPSI is providing Pharmacotherapy: A Pathophysiologic Approach by DiPiro, 11th edition Textbook and Handbook at discounted prices of \$178 (\$9.36 profit) and \$80 (\$2.38 profit), respectively. So far, we have sold 8 textbooks and 8 handbooks. We collaborate with our University of Toronto Bookstore every year to give students a discounted price on textbooks and handbooks. Our order form is aimed to close on July 24th, 2021 at 11:59pm. We also hope to ship textbooks to students by Early September.

#### CAPSI Award of Professionalism:

- Date: July 31st, 2021 (Due date)
- Description: Since the month of April, CAPSI has been collecting event descriptions, photos and budget costs for all UofT PAM Online Events from all clubs. We have received overwhelming responses and have been compiling them in the Award of Professionalism application form.

#### Pharmacy Legislative Week: PLW

- Date: October 2021 and March 2022
- Location: Online
- Description: We have previously collaborated with PLW, an American pharmacy advocacy association, during PAM 2021. The United States has two similar PAM weeks called Pharmacy Legislative Week (PLW), that occur during the last week of October and March. We look forward to hosting a virtual self-sustainability panel called Turnout for Burnout this upcoming October. We feel many UofT students will be interested in attending the panel because feeling burned out or on the verge of burnout is a shared experience for many students and professionals. We are also in discussion of collaborating during our PAM 2022 again by doing a similar Social Media Event on marginalized communities.

#### **Upcoming Events:**



#### Annual Clubs Fair:

- Date: TBD
- Location: Online or In-person
- Description: The Phrosh Planning Committee is yet to confirm whether the annual club's fair will be held online or in-person. Both are being planned at the moment. No platform for the online fair has been decided yet. As well, we are still waiting on faculty in regards to social distance precautions for in-person events.

#### Phrosh CAPSI Presentation:

- Date: TBD
- Location: Zoom / In-person
- Description: During Phrosh week, CAPSI UofT will be presenting to the incoming first year students informing them about CAPSI. We will be informing them of what we do, how students can get involved, receive membership benefits, and will provide an overview of our events/competitions. We also hope to answer any questions students may have about CAPSI.

#### CAPSI Notebook Distribution:

- Date: TBD
- Description: UofT has requested for 350 copies of this year's notebook. We look forward to receiving the notebooks this September. We have informed faculty in regards to receiving the package. We are still awaiting the faculty's decision on social distancing regulations prior to deciding on how to distribute the notebooks to our students.

#### First Year 2T5 CAPSI Rep Election:

- Date: Mid/Late-September (TBD)
- Description: 2 first year representatives will be elected in September. We look forward to meeting with our local council following the 2T5 CAPSI Rep election. Once our CAPSI Council is completed, we will start planning our Fall Competitions.

#### RxVigilance and RxPhotos Student Demo:

- Date: September 20, 2021, 6pm - 7pm EST
- Location: Zoom
- Description: Vigilance Santé, the developers of RxVigilance and RxPhotos, will be offering a free 30-day trial to all interested UofT students this fall. RxVigilance is a widely used software, which provides medication information to healthcare professionals and patients across Canada. We have composed draft emails and graphics for social media promotion for this event. Promotional materials will be sent out closer to event date.
- Cost: N/A
- Support Needed From National: None

#### CAPSI - Ancient Indigenous Medicine Symposium

- Date: Late September (TBD)
- Location: Zoom / Leslie Dan Faculty of Pharmacy, U of T
- Description: We are in contact with Dr. Jason Pennington, a staff surgeon at Scarborough General Hospital and an Assistant Professor at UofT's Faculty of Medicine, regarding speaking at the symposium. He has shown interest in participating in the event and has offered to connect us with an additional potential speaker who may be able to provide more insight on the topic.

## **Position Update:**

### Local meeting

- Date: July 21
- Description: We had a virtual meeting to plan the different events for this upcoming semester (planning orientation, giveaway, notebook distribution, competitions and conferences). We talked with the AEPUM's finance officer in order to smooth out all possible kinks to membership opt-outs

## **Upcoming Events:**

### Club Fair

- Date: TBD (30 or 31 August)
- Location: In-person
- Description: The organizing committee for club fair has yet announced any details, but it should be happening in person at the faculty. We plan to have a slideshow presenting what CAPSI is and poster to present CAPSI benefits since it is the first year that CAPSI is set as an opt-in membership. We also plan to have a small giveaway to have students follow us on social media (instagram and fb)
- Cost: 50\$
- Support Needed from CAPSI National: None

### Orientation day + notebook distribution

- Date: August 27
- Location: In-person
- Description: CAPSI along with other committees will have a brief presentation to upcoming first years. We will be distributing notebooks this day.
- Cost: 50\$
- Support Needed from CAPSI National: CAPSI national has their own slide and William Boudreau will be presenting

### First year/Secretary CAPSI election

- Date: September
- Location: In-person
- Description: 1 first year representative will be elected in September. The secretary will aid the jr and sr in organizing events (competitions), but will be mostly responsible in promoting events on social media.
- Cost: none
- Support Needed from CAPSI National: none

## **Université Laval (S. Boudhine/H. Idrissi)**

### **Position Update:**

#### Local & Transition meeting

- Date: July 2021
- Description: We had a meeting between the newly elected junior and senior representative, as well as with the student association to discuss the modalities for fall 2021. Among these modalities, we had the chance to talk about the AGEF BBQ. where CAPSI will officially present itself at the faculty and does the sale of text books, as well as of the many other events of the fall of 2021.

## **Upcoming Events:**

### Orientation Week

- Date: First Week of Septembre
- Location: In-person
- Description: During the first week of integration of new students, CAPSI will be present at many events (chic dinner, volleyball, bbq ...) to introduce itself to new students as well as to members of the faculty and to promote our mission to them. This year. This will make it easier for them to put a face to their representatives, which makes us more accessible if they ever have questions or ideas for discussion during the school year.
- Cost: 0\$
- Support Needed from CAPSI National: None

### BBQ de l'AGEP et distribution des cahiers

- Date: August 30
- Location: In-person
- Description: AGEP will be holding a BBQ where there will be a table dedicated to CAPSI. At this table, we will distribute the notebooks and explain the role of CAPSI in potentially increasing the participation rate in this year's elections.
- Cost: 0\$
- Support Needed from CAPSI National: none

### Finir planification des compétitions

- Date: September
- Location: In-person
- Description: The senior and the junior will finalize the competitions and modalities for the fall + winter CAPSI events. A meeting with the former representatives will also be organized to give us advice on the organization .
- Cost: 0\$
- Support Needed from CAPSI National: none

### Dalhousie University (N. Fatima/N. Barkhouse)

#### **Position Update:**

#### Race Against Racism

- Date: Aug 13th - 15th
- Location: Virtually (participants will complete the run from where they are located)
- Description: This is the second annual Race Against Racism event where participants can participate in a walk or run wherever they are currently located to support anti-racism. Participants donate either \$15, \$25, \$50 or more that go towards the Nova Scotia Association of Black Social Workers and Habitat for Humanity, in support of Indigenous communities by providing safe and decent places to live as well as other training opportunities.
- Cost: Since the event is virtual, there are little to no costs.

#### Photo Scavenger Hunt

- Date: September 10th, 2021
- Location: On Campus (Halifax)
- Description: The Photo Scavenger Hunt is an annual orientation event held by CAPSI to welcome the first years. All students are put into teams of five and are tasked with taking a picture with specific landmarks in the city of Halifax and around the campus. The team to send in all the pictures first wins the prize (gift cards for each person). At the end, all teams will meet up at the boardwalk for ice cream.
- Cost: Gift Cards for winning team (\$125) + cost of ice cream

### Welcome Letter (The Formulary)

- Description: Each first year will receive a Welcome Letter as a part of their orientation.

### CAPSI Orientation Presentation

- Date: September 10th, 2021
- Location: Pharmacy Building
- Description: As a part of the first year's orientation, they will receive an introductory presentation on CAPSI.

### **Upcoming Events:**

#### CAPSI Notebook Distribution

- Date: Orientation Week
- Location: College of Pharmacy building
- Description: We look forward to handing out all the notebooks to the incoming first years.

#### First Year Rep Election

- Date: September TBD
- Description: Elections to find the first-year class rep will be taking place.

#### Competitions

- Date: TBD
- Location: Pharmacy Building (in-person if permitted)
- Description:
- Input from CAPSI National: Waiting on further direction closer to the dates of the competition.

#### Textbook Sale

- Date: TBD
- Description: A google form will be sent out to let anyone order and e-transfers will be accepted as payment.
- Input from CAPSI National: waiting on more information

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

#### **Position Update:**

##### CAPSI Welcome Letter:

- Date: June
- Description: The CAPSI Welcome letter has been written and sent to the Class of 2026 as part of their welcome package.

##### CAPSI Award of Professionalism:

- Date: Due July 31<sup>st</sup>, 2021
- Location: Google document
- Description: The MUN Pharmacy Appreciation Month Planning Committee collaborated to finalize and submit the application for this year's Award of Professionalism.

##### Local Council Meetings:

- Date: July 29<sup>th</sup> and 30<sup>th</sup>, 2021
- Location: Zoom
- Description: We held virtual meetings to turn over the local council and to discuss duties and planning of events for the upcoming school year.

#### **Upcoming Events**

##### CAPSI Awareness Week:

- Date: September 20-24<sup>th</sup>, 2021
- Location: In-person / Online

- Description: Our tentative plan is to hold events corresponding to the following theme days: Meet Your Council Monday when we will host a First/Second-Year Lunch and Learn, Takeover Tuesday, Winning Wednesday when we will distribute CAPSI Notebooks, Time to Network Thursday when we will potentially host a Career Fair and Fast Forward Friday. Throughout the week, we will also host our Membership Drive for new CAPSI members along with a textbook order.
- Cost: TBD
- Support Needed from CAPSI National: None

First/Second-Year Lunch and Learn:

- Date: September 20<sup>th</sup>, 2021 (tentative)
- Location: HSL Auditorium (tentative)
- Description: We will host a lunch and learn for first- and second-year students to inform them about the role of CAPSI and its benefits. We plan to have Jennifer Collingwood of PANL and Christina Tulk of CPhA as our guest speakers and we hope to have PANL provide pizza for lunch as has been done in previous years.
- Cost: None
- Support Needed from CAPSI National: None

Membership Drive

- Date: September
- Description: We will be hosting a Membership Drive to encourage students to sign-up as CAPSI members. We will be tracking sign-up in a Google form and we will be tracking membership fees.
- Cost: None
- Support Needed from CAPSI National: None

Election of CAPSI First-Year Liaison:

- Date: September
- Location: MUN School of Pharmacy
- Description: Our CAPSI First-Year Liaison will be elected as part of MUN Pharmacy Society (MUPS) Elections.
- Cost: None
- Support Needed from CAPSI National: None

Saving Second Base Softball Tournament:

- Date: September
- Location: TBD
- Description: There will be a team for each class and students will pay a small registration fee to join a team and play in the one-day tournament. The winning team will win a prize and the funds raised from registration fees will be donated to the CIBC Run for the Cure.
- Cost: TBD
- Support Needed from CAPSI National: None

CIBC Virtual Run for the Cure:

- Date: October 3, 2021
- Location: Virtual
- Description: We are encouraging students to join our team to complete the virtual CIBC Run for the Cure and to raise money for the cause. A prize will be awarded to the class who raises the most money.
- Cost: TBD
- Support Needed from CAPSI National: None

## **Executive Council Updates**

### **President (W. Boudreau)**

#### **Position Update:**

- Completed:
  - Meetings with vigilance Santé, Biotalent, Explore Edmonton, Madgex
  - Meeting with all executive members
  - Notebook president message
  - Verification of preparation of Notebooks
  - Organization for January In-person meeting
  - Make sure all locals replied to emails (when answer needed)
  - Organization of What is CAPSI infographics
  - Review with Andrew the Mentorship Program
  - Communication with CPhA about Textbook sales, Members only portal, In-person event, job opportunity, engagement for this year
  - RxFiles confirmation to continue their current commitment
  - Evaluation with FO about PDW Toronto back account
  - Reply to daily emails to see new sponsors opportunity, guide students and council
  - Send email to local about IPSF World Congress, Textbook sale/Rxfiles, follow ups
  - Sign Vigilance Santé contract
  - Formation of the ad-hoc committee for January Virtual event
  - Review with Minahil which sponsors have a current contract (and remove old ones)
  - Make sure we have all contracts sign in the drive
  - Finding potential sponsors with Christine and Minahil
  - Review and prepare Back to school post with Angel
  - Review Website to make sure it is up to date (especially on Members only portal)
  - Finalize sponsorship package for this year
  - Send email to the deans

#### **Upcoming Events:**

##### **January 2022 Virtual Event Meeting**

- Date: August 31st, 2021
- Location: Zoom
- Cost: 0
- Support Needed from CAPSI National: None

### **President-Elect (C. Vaccaro)**

#### **Position Update:**

- Completed
  - Meetings: Explore Edmonton, Madgex, CPhA/SSS, Executive council, January PDWebinars/virtual event, January in-person meeting
  - Student Wellness Committee
    - Held 1st Student Wellness Committee meeting
    - Contacted Headspace and Calm regarding student discount rates
  - Reviewed letter to deans Re: Indigenous Pharmacy Student Scholarships
  - Assist Morgan and Will in making the CAPSI's affiliated associations infographics
  - Reviewed Vigilance Santé contract

- In-progress
  - Explore new potential sponsors with Will and Minahil
  - Develop advocacy tab on website with Mak and Angel (Jan 2022)
  - Review Will's letter to the deans
  - Finalize Madgex updates
  - Finish resource on coping with death and dying on rotation
  - Interviews with Pharmacists project with Angel

**Upcoming Events:**

Wellness Week #1

- Date: 3<sup>rd</sup> or 4<sup>th</sup> Week of September
- Description: Theme - Cooking
  - Recipes: 1 video, several meal prep ideas
  - Social media contest (share a recipe/what you are eating)

Wellness Week #2

- Date: 3<sup>rd</sup> or 4<sup>th</sup> Week of October
- Description: Theme- Arts
  - Zoom draw/paint night
  - Social media contest (share a craft/piece you're working on)

**Past-President (M. Patrick)**

**Position Update:**

- Not received

**Executive Secretary (M. Hopkins) - UPDATE**

**Position Update:**

- Completed
  - Prepared agenda for June meeting
  - Finished meeting minutes for June meeting
  - Prepared agenda for July executive meeting
  - Finished meeting minutes for July executive meeting
  - Prepared agenda for August meeting
  - Reviewed OM and Bylaws
  - Reviewed election process
  - Developed a strategic plan for the ad-hoc electoral committee
  - Met with VP coms to determine strategic plan for the membership and communications committee
  - Worked on infographics for "What is CAPSI" project x2
  - Answered email questions from prospective CAPSI members/international students/pharmacists
- In Progress
  - Finish creating CAW/beginning of the year activity with VP coms
  - Continue working on election process
  - Continue working on creating an anonymous feedback form
  - Prepare for Membership drive
  - First Memberships and Communication committee meeting
  - First Electoral committee meeting

## **Finance Officer (T. Dhadial)**

### **Position Update:**

- Completed
  - Closed last year's books with the accountant including confirming receivables, providing statements, and supporting documentation.
  - Paid last year's taxes and sorted out GST installments for the 2021-2022 period.
  - Updated payments information and confirmed student subscriptions for Paypal, Adobe accounts and Netfirms Account. All payment information has been updated to CAPSI National FO's Scotia bank card and all address information has now been set to Toronto Faculty's Address. From now on, no personal information of the current position holders shall be added on these accounts.
  - Decision made with Winnie about CAPSI National's Adobe account. The CAPSIL Editor shall turn on the subscriptions during the times of need and turn it off when not needed.
  - Provided regular council related reimbursements and supported other execs in their budgetary planning and contract renewals.
  - Submitted May and June monthly invoices to the accountant.
  - Made a decision with PDW 2022 Planning Committee about their TD Bank Account. Finished transferring the signing authority from PDW Co-chairs to myself until the new committee forms.
  - In discussion with President, President-Elect and Strategic Selection Company regarding the January in-person meeting.
- Upcoming Events:
  - Finance Subcommittee Meeting on August 8<sup>th</sup>, 2021 to decide on Finance Infographic and other council's finance related issues.
  - Plan a meeting with PDW 2022 bank account's TD Advisor to invest their funds in a yearly GIC until August 2022

## **Outgoing Finance Officer (G. Sicotte-Mendoza)**

- Not received

## **VP Communications (M. Rafiq)**

### **Position Update:**

- Completed
  - 2021 – 2022 Notebook
    - Final PDF has been sent to Mormark, ETA last week of August – first week of September
    - Currently collecting delivery information from local reps, information will be conveyed to Mormark by the end of this week
    - Waiting on final quote of price from Mormark
  - Membership and Communication Committee
    - Met with Executive secretary July 26<sup>th</sup> to discuss the origins of the committee and overview of goals
    - Due to the novelty of the sub-committee goals and objective are currently being refined with the first target being a CAPSI Scavenger hunt to be distributed to students during orientation week
  - Sponsorship Package



- Finished, will start sending out very shortly to old sponsors and start recruiting new sponsors

### **Upcoming Events**

#### Back to school Scavenger hunt

- Date: August (end) – September (beginning)
- Location: Virtual
- Description: Will be doing this event with Executive Secretary

### **Outgoing- VP Communications (S. Vos)**

#### **Position Update:**

- Not received

### **VP Education (H. Saunders)**

#### **Position Update:**

- Completed
  - Updated local and National Pharmafacts Question Banks
  - Collected AoP submissions and sent to CPhA
  - Sent feedback to Webmaster on Compounding portion of the CAPSI website
  - Wrote PIC/OTC cases
  - Got feedback on cases from a Pharmacist and CRC committee
  - Finalized PIC/OTC cases and sent to translation committee
  - Made CAPSI infographics
  - Finalized SLC to be sent to locals
- Upcoming
  - Organize Mock OSCE cases
  - Continue to collaborate with Medisca to make a plan for Compounding competition
  - Prepare AFL competition for locals
  - Distribute competition materials to locals

### **Webmaster (A. Nong)**

#### **Position Update:**

- Completed:
  - Website Committee
    - We held our first meeting on July 12, 2021 and decided on 3 major projects for the year: career series project, health initiative project and CAPSIL/CAPSI promotion project
    - CAPSIL/ CAPSI promotion post was launched first week of August, Health promotion initiative was launched 2nd week of August, Career series launching the end of August
  - Website updates
    - English website updates are ongoing
    - Met with CPhA regarding updates to the Member's Portal - awaiting action on their end

### **Upcoming Events**

#### Career Series Launch

- Date: August (End)
- Location: Instagram

- Description: Our first career series infographic will be released on Instagram.

#### Back to School CAPSI Infographic Series

- Date: August - September
- Location: Instagram
- Description: Will be releasing everyone's infographics on our IG page

#### **CAPSIL Editor (W. Tran)**

##### **Position Update:**

#### Fall CAPSIL 2021

- Date: July 25, 2021
- Location: N/A
- Description: I created a timeline for the production of the Fall CAPSIL 2021 (call for submissions, correction/translation, layout and publication date). I also listed the articles that are going to be featured in that issue and I'm currently brainstorming for more ideas.

#### Translation Committee Meeting

- Date: August 3, 2021
- Location: Zoom
- Description: I held the Translation Committee's first meeting where we discussed the strategies to recruit of more external members (especially francophones) in the committee as well as the separation of the work for the translation of CAPSIL articles. We decided that it would be interesting to post a message and infographic to University of Montreal and University of Laval's social media to promote the Translation Committee if there aren't enough people that sign up to join the committee during the first round. We also decided for the translation of CAPSIL articles, we are going to assign 1-2 articles for every member to translate (depending on the number of articles we receive for each issue, the number of members in the committee, and the amount of work every member is willing to do) as well as 1-2 articles to double check after the translation so that the work is more equally separated.

#### CAPSI Promotion Project (Website Committee)

- Date: From July 14, 2021 to August 2, 2021
- Location: N/A
- Description: I worked with Camille and Emma on the content of the infographic to promote some articles that were featured in the Spring CAPSIL. I also translated all of the content and created the infographic in Canva.

#### Health Promotion Project (Website Committee)

- Date: During August 2021
- Location: N/A
- Description: I helped translating the content of the August Health Promotion Project (Sun Safety). I also worked on the design of the infographic with the answers of the quiz.

#### **Upcoming Events**

#### Fall CAPSIL 2021

- Date: August 2021
- Location: N/A
- Description:
  - o Brainstorm the layout of the upcoming issue in Adobe InDesign and design the cover page of the Fall CAPSIL.
  - o Contact by email the people I plan on interviewing or featuring in the Fall CAPSIL.

- o Contact Minahil to confirm the sponsorship list and tiers and contact the sponsors to inform them of their ad space in the CAPSIL

#### Call for submissions

- Date: August 2021
- Location: N/A
- Description: Work on the infographic for the call for submissions, that is going to be posted on September 1, 2021.

#### **IPSF Liaison (R. Huang)**

##### **Position Update:**

- Completed:
  - o Prepared and sent videos for PARS 2021 welcoming delegates and showcasing Canadian culture.
  - o Participated in IPSF's PharmaGap Campaign, identifying gaps in Canadian healthcare and writing a paper about the opioid crisis in Canada and how pharmacists are helping to fight it.
  - o Participated in IPSF's World Refugee Campaign through the Pass the Flag video campaign and Humanity Speaks Competition detailing the situation of refugees in Canada.
  - o Disseminated the call for the IPSF Health Campaign Award to IPSF Locals and secured prizes and judges (6).
  - o Attended IPSF CP training on team and time management.
  - o Attended Regional and General Assemblies as an Official Delegate.
  - o Attended the 66th IPSF World Congress hosted by the Republic of Korea.
  - o Commented on 30 activity reports on the CP Forum and shared 1 activity report about Virtual SEP in Canada.
  - o Met with Explore Edmonton to discuss a potential bid for World Congress 2024.
  - o Disseminated information/events from IPSF to Canadian pharmacy students via IPSF Locals.
  - o Completed surveys from other MOs as part of initiatives to understand various aspects of pharmacy in Canada.

##### **Upcoming Events**

#### Health Campaign Award

- Date: August 2021
- Location: N/A
- Description: 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 close August 15th, 2021, 11:59pm EDT and packages will be sent to the judges along with the grading rubric.

#### IPSF Locals Meeting

- Date: August 18th 2021, 8pm EDT
- Location: Zoom
- Description: To prepare for the new mandate, Jenna (SEO) and I will meet with IPSF Locals to discuss expectations, answer questions, and understand how we can support Locals in the next mandate. It will also be an opportunity for Locals to get to know one another.

## **Student Exchange Officer (J. Melanson)**

### **Position Update:**

- Upcoming:
  - Completed June and July monthly SEC updates for SEP.
  - Organized and hosted From Far and Wide O' Canada: Virtual SEP with CAPSI on June 27<sup>th</sup>, 2021
  - Created social media post for virtual SEP with CAPSI
  - Completed activity report for O' Canada virtual SEP event.
  - Attended regional assembly (at PARS 2021) as an official delegate.
  - Represented CAPSI in SEP social Q+A at the PARS conference.
  - Continue to promote virtual SEP events with neighbouring IPSF organizations to local IPSF representatives.
  - Attended GA (World Congress) as official delegate at 5 sessions.
  - Oversaw and provided guidance for the virtual SEP event held on August 5<sup>th</sup>, hosted by the IPSF Alberta representatives.
  - In combination with the IPSF liaison, began organizing a pre-mandate meeting with IPSF local representatives.
  - Began working with IPSF liaison, president and president elect on gathering information for potential World Congress bid 2024.

### **Upcoming Events**

#### **IPSF Locals Meeting**

- Date: August 18<sup>th</sup>, 8 pm EST
- Location: Zoom
- Description: Pre-Mandate meeting with IPSF local representatives (co-hosted with IPSF liaison). Meeting established to discuss expectations regarding local representative involvement in disseminating information, promoting health campaigns and the student exchange programme.
- Cost: 0
- Support Needed from CAPSI National: None required.

## **Outgoing Student Exchange Officer (M. Kieley)**

### **Position Update:**

- Not Received

## **VP Professional Affairs (M. Fyith)**

### **Position Update:**

- Completed:
  - Letter for Deans on behalf of CAPSI
    - Indigenous Scholarship Dean Letter
    - Wrote a letter with the help of William and Christine to send to each of the Universities/Schools of Pharmacy to encourage the creation of Pharmacy specific Indigenous scholarships for years to come.
  - Indigenous Scholarship guide (Rough draft 1)
    - This resource is filled with all the scholarships currently available, the application period, contact information and links to all the pages needed organized by each University.
    - I will attach a copy with this email.

- List of IPE Cases and google form for voting
  - Read through the past events and familiarize myself with the event intent and organization.
  - Contacted my predecessor to learn more about my role organizing this event.
  - Created a google form voting sheet for the meeting with the list of case themes.
  - IPE Cases
- Working on CAPSI Poster
  - Updating the CAPSI poster on Canva to be ready by September for distribution.
  - In contact with Minahil on new/revised Membership benefits.
- CAPSI infographic “What Does CAPSI Advocate For?”
  - Created a CANVA infographic and added it to the drive.
- Sent out invites for advocacy committee
  - Waiting on a few more responses before adding the new members to the slack and organizing a meeting for mid August.
- Parliament hill newsletter
  - Was forwarded the contact information for the sales consultant who gave us a free trial for the rest of summer.

**CSHP Liaison (A. Krupski)**

**Position Update:**

- Not received