



**C A P S I   •   A C E I P**

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

# **CAPSI National Executive Council Meeting**

Thursday, November 9th, 2023

# Executive Council Meeting

Location: Zoom

<https://us06web.zoom.us/j/88509205338?pwd=mYarwqbDpoa6fUEAbxOWbkLmvKyAhk.>

1

Meeting ID 885 0920 5338

Passcode 760098

8:30 pm to 9:30 pm AST

**1. Call to Order**

**M. Wong**

M. Wong calls the meeting to order at 8:31 pm AST.

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

**M. Wong**

**3. Attendance (2 min)**

**C. Stevenson**

Name	Position	Attendance
Madison Wong	President	Present
Wooje Choi	President-Elect	Present
Christine Vaccaro	Past-President	Present
Cara Stevenson	Executive Secretary	Present
Bhawani Jain	Finance Officer	Present
Ryan Chan	VP Communications	Present
Melanie King	VP Education	Present
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	<i>Absent</i>
Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	<i>Absent</i>
Jacqueline Tian-Tran	CSHP Student Liaison	Present

4. Position reports

M. Wong

Name + Position	Tasks completed since August	Tasks to complete in November/December
<p>M. Wong <i>President</i></p>	<ul style="list-style-type: none"> <li>- Reviewed sponsor contracts with R. Chan prn</li> <li>- Continuous check-ins with PDWPC 2024 and 2025 with W. Choi                             <ul style="list-style-type: none"> <li>- Helped manage PDW 2024 registration</li> <li>- Provided guidance on PDW 2024 budget</li> <li>- Drafted PDW2024 x UofT contract</li> <li>- Provided feedback on PDW 2025 video, theme, logo</li> </ul> </li> <li>- Managed logistics for new Indigenous student sponsorship attendance at PDW</li> </ul> <p>Meetings</p> <ul style="list-style-type: none"> <li>- IPPC (re: BtG fund use for Indigenous students at PDW)</li> <li>- Various check-in meetings with council members prn</li> <li>- UBC to discuss PDW 2026</li> <li>- PDW 2024 committee meeting</li> <li>- Translation committee meeting</li> <li>- Medi-Scribe (re: possible sponsorship)</li> </ul>	<ul style="list-style-type: none"> <li>- JOM with CPHA (discuss free membership for 1st year students)</li> <li>- Review PDW 2025 hotel contract and provide feedback</li> <li>- Continue checking in regularly with PDWPC 2024</li> <li>- Confirm host school for PDW 2026</li> <li>- Ensure the sponsored Indigenous students get their food/ ground transport payments</li> <li>- Fall CAPSIL Pres address</li> <li>- Dean's letters with W. Choi</li> <li>- PDW speeches</li> <li>- Make PDW meeting schedule with C. Stevenson</li> <li>- Assist CSHP in choosing the Hospital Pharmacy Student Award winner</li> </ul>

	<ul style="list-style-type: none"> <li>- CPERC wrap up meeting with working group</li> <li>- Pharmacheive meeting to discuss future of our partnership</li> <li>- CNSA (re: future collaborations)</li> <li>- Met with Chief Admin Officer at UofT (re: UofT sponsorship recognition at PDW)</li> <li>- CCAPP (re: student bereavement policy)</li> <li>- UOttawa locals "transition"</li> </ul>	
<p>W. Choi <i>President-Elect</i></p>	<p>CAPSI things:</p> <ul style="list-style-type: none"> <li>- UBC Check-in &amp; PDW2026 request (w/ Madi)</li> <li>- Checked in with Jr. Reps (Early Sept, Early Oct)</li> <li>- Attended Sept. council meeting</li> <li>- Election package updated</li> <li>- Met w/ CCAPP</li> </ul> <p>PDW:</p> <ul style="list-style-type: none"> <li>- Cont. check-ins with PDWPC 24</li> <li>- Cont. check-ins with PDW25 Co-chairs</li> </ul> <p>UOttawa:</p> <ul style="list-style-type: none"> <li>- Tote-bag gifts</li> <li>- Met w/ Christine Landry (w/ Ryan)</li> <li>- CAPSI Introduction meeting (w/ Ryan &amp; Chris)</li> <li>- Met w/ Alexia &amp; Melisande (Sr &amp; Jr)</li> <li>- Help PDW registration for UOttawa (11</li> </ul>	<p>CAPSI things:</p> <ul style="list-style-type: none"> <li>- Deans Letters ( 🧠 )</li> <li>- Attend Nov. council meeting</li> <li>- Attend NPAC 2024</li> <li>- Jr check-ins (Late Nov, before exams)</li> </ul> <p>PDW:</p> <ul style="list-style-type: none"> <li>- Confirm if UBC will host PDW26</li> <li>- Cont. check-ins w/ PDWPC 24</li> <li>- Cont. check-ins w/ PDW25 Co-chairs</li> <li>- Review PDW25 hotel contract</li> </ul> <p>UOttawa:</p> <ul style="list-style-type: none"> <li>- Support Alexia &amp; Mel w/ any questions that may arise</li> </ul> <p>Committees:</p> <ul style="list-style-type: none"> <li>- Attend 2nd APA/SWC meeting</li> <li>- Complete SWC fall activity</li> <li>- Establish SWC direction for winter</li> <li>- Cont. chipping away at OM, PDW Turnover Doc</li> </ul>

	<p>registered + locals)</p> <ul style="list-style-type: none"> <li>- Transition meeting w/ Alexia &amp; Mel (w/ Madi)</li> </ul> <p>Committees:</p> <ul style="list-style-type: none"> <li>- Completed &amp; sent my letter to MP (APA)</li> <li>- Met with SWC, established direction for Fall.</li> <li>- Met w/ Translations Committee</li> <li>- Met w/ BtG Committee regarding IPPC's proposal</li> <li>- Slowly chipping away at OM</li> </ul>	
<p>C. Vaccaro <i>Past-President</i></p>	<p>Meetings</p> <ul style="list-style-type: none"> <li>● PDWPC</li> <li>● CPhA</li> <li>● UOttawa CAPSI orientation</li> <li>● VPCom re: sponsorship</li> <li>● UManitoba re: PDW</li> </ul> <p>Committees</p> <ul style="list-style-type: none"> <li>● Reviewed competitions, finance requests, UOttawa, Bridging the Gaps fund, Ethics committee t-shirt approval</li> </ul> <p>Answered emails and questions / advised folks PRN</p>	<ul style="list-style-type: none"> <li>● Ethics committee <ul style="list-style-type: none"> <li>○ PDW T-shirt approval to be completed by mid-November</li> <li>○ Meeting to discuss ethical concern brought forward by President</li> </ul> </li> <li>● Advise folks PRN</li> <li>● PDW 2024 Prep <ul style="list-style-type: none"> <li>○ Review materials</li> <li>○ Prepare AGM slides</li> </ul> </li> </ul>
<p>C. Stevenson <i>Executive Secretary</i></p>	<ul style="list-style-type: none"> <li>- Compiled fall membership drive</li> <li>- Worked with mentorship program to confirm mentee membership</li> </ul>	<ul style="list-style-type: none"> <li>- AGM slides to be sent out to executive for updates</li> <li>- PDW meeting agenda and schedule with Madi</li> <li>- PDW election logistics/plan</li> </ul>

	<ul style="list-style-type: none"> <li>- Promotion of open subcommittees for recruitment</li> <li>- Submitted an advertisement for both elections and subcommittee promotion in the fall CAPSIL</li> <li>- Lots of updates to election materials - content, translation, recreating documents</li> <li>- September minutes</li> <li>- Translating</li> <li>- Social media postings for elections (coming out starting tomorrow)</li> <li>- Meetings - translation committee, APA, Wellness, CPhA Wellness, Bridging the Gaps</li> </ul>	<ul style="list-style-type: none"> <li>- APA/SW meeting!</li> <li>- JOM with CSHP</li> <li>-</li> </ul>
<p>B. Jain <i>Finance Officer</i></p>	<ul style="list-style-type: none"> <li>• Mailed cheque to AFPC for payment of hotel booking, room booking, and registration for the CPERC conference</li> <li>• Sent invoices to Sylvie and sent to Comms and PDW (currently done independently by Comms/PDW)</li> <li>• CPERC reimbursements processed for all those who sent me their forms and receipts as of November 7, 2023</li> <li>• Sent invoice requests to Sylvie for those requiring</li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>**Informed today (Nov 9) that Sylvie is no longer our accountant, new accountant contact provided to FO and Comms**</i></b></li> <li>• Contacting those who did not send reimbursement forms and receipts for CPERC conference</li> <li>• Send out invoices to those who need to pay for CPERC hotel</li> <li>• Pending reimbursements</li> <li>• Payments to Accountant/Lawyer</li> <li>• Finance Budget Coding</li> <li>• Bank statements to Accountant</li> </ul>

	<p>payment to CAPSI for CPERC hotel</p> <ul style="list-style-type: none"><li>• Check-ins with President as necessary</li><li>• Reimbursements outside of CPERC</li><li>• Discussed Indigenous Sponsorship payouts for PDW and plan for proceeding</li></ul>	<ul style="list-style-type: none"><li>• Payouts to Indigenous Sponsorship Recipients for PDW</li><li>• Mid-year budget presentation for PDW</li><li>• Confirm plan for sending payouts to Indigenous students attending PDW receiving sponsorship</li><li>• Figure out how to get sponsorships cheques (sent to UofT address) to the CAPSI bank account (b/c I'm not in TO)</li></ul>
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<p>R. Chan VP <i>Communications</i></p>	<p><b>Contracts</b> [RENEWED/SIGNED]: CPhA, Medisca, Apotex, Pfizer</p> <p><b>CAPSI National Fall Updates 2023</b> sent to all CAPSI Partners, including Webmaster, CAPSIL Editor, and Finance Officer contact info., partnership benefits, and invitations to PDW 2024, especially if partners will be presenting awards to student recipients (and connecting them with PDW 2024)</p> <p><b>Meetings:</b> BioScript, CFP, RxFiles, McKesson/PTS, PharmAchieve</p> <p><b>UOttawa:</b> talent acquisition and conflict of interest, SDM/LCL Gala 2023, presentation to first-year class (09/2023)</p> <p><b>EnsembleIQ:</b> attended eCortex OTC Spark Conference (09/2023), forwarded PharmacyU Vancouver to council and UBC locals</p> <p><b>NPAC Specialty Pharmacy Summit:</b> liaised between council member attendees and NPAC</p> <p><b>Prospectus Partners</b> [OUTREACH]: Healthmark, Accord Healthcare, Sterimax, Wholehealth, ShiftPosts</p>	<p><b>Invoices:</b> I will be emailing the Accountant for CAPSI-related invoices and forwarding invoices to Partners, etc.</p> <p><b>Invoices [TO SEND]:</b> PharmaChoice, Pfizer, Extend Pharmacy, Medi-scribe</p> <p><b>Contracts [AWAITING SIGNATURES]:</b> Extend Pharmacy (new), Medi-scribe (new)</p> <p><b>Contracts [RENEWALS]:</b> Trudell Medical</p> <p><b>PDW 2024:</b> Follow-up with unresponsive CAPSI Partners regarding representatives presenting awards to student recipients and continuing to provide support to PDW 2024, including sponsorship and health fair partnerships</p> <p><b>USask Bridging the Gaps:</b> \$1,500.00 CAD to support one (1) Indigenous USask student attend PDW 2024 – connect with USask regarding invoice, award description, etc.</p> <p><b>Update [VPC Spreadsheet]:</b> review and update Forward Fall CAPSIL 2023 and CAPSI Holiday Card 2023 to CAPSI Partners Organize JOMs with CAPSI Partners</p>
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<p>M. King <i>VP Education</i></p>	<ul style="list-style-type: none"> <li>-Completed local competitions cases</li> <li>-Announcement of Winter 2023 Future of Pharmacy Award</li> <li>-Coordinated Medisca compounding shipments to locals</li> <li>-Created pharmafacts competition questions</li> <li>-Helping oversee local competitions and answering questions</li> <li>-Collected all Award of Professionalism applications</li> <li>-Sent out call for Summer 2023 Future of Pharmacy Awards</li> <li>-Started working on National Competitions</li> <li>-Connected Extend Pharmacy (Jason Wentzell) with CAPSI</li> </ul>	<ul style="list-style-type: none"> <li>-Completing National Cases</li> <li>-Communicating with PDW Competitions Officer</li> <li>-Collaborate with PDW planning committee about awards presentation at PDW</li> <li>-Selecting Summer 2023 Future of Pharmacy</li> <li>-Sending SLC and AFL submissions to be judged nationally</li> <li>-Making sure Award of Professionalism awards are selected</li> <li>-Supporting national competitions</li> </ul>
<p>N. Barkhouse <i>VP Professional Affairs</i></p>	<ul style="list-style-type: none"> <li>-Held first APA meeting.</li> <li>-Edited and finalized NPAC article #1 (now in the fall gazette)</li> <li>-Wrote and submitted CAPSIL article for upcoming issue.</li> <li>-CNSA meeting w/ Madi.</li> <li>-Sent out Doodle poll for APA meeting #2 and prepared agenda.</li> <li>-Wrote and edited NPAC article #2 (waiting to ensure nothing else needs to be finalized from additional NPAC editors).</li> </ul>	<ul style="list-style-type: none"> <li>-Hold second APA meeting and address anything that comes up from a local standpoint.</li> <li>-Get feedback on letter for student bereavement to be sent to CCAPP, also mention personal days in this communication. Maintain this connection and communicate more about diverse populations in pharmacy curricula (alongside Kyle).</li> <li>-Try to connect more closely with PEBC (preliminary interaction, but nothing in-depth).</li> <li>-Finalize NPAC article (if necessary).</li> </ul>

	<ul style="list-style-type: none"> <li>-Prepped for and led CCAPP meeting.</li> <li>-Meeting with Christine D from CPhA about negotiations webinar (and other stuff).</li> <li>-Wrote preliminary letter to CCAPP regarding student bereavement.</li> <li>-Revising and updating IPPC statement, obtained feedback from Amy Lamb at IPPC.</li> <li>-Met with CPhA (Christine D and Joelle) regarding Student Loan Forgiveness to move this forward.</li> </ul>	<ul style="list-style-type: none"> <li>-Get feedback from APA on IPPC Statement, one last pass through Amy Lamb, and then get this translated for distribution.</li> <li>-Continued discussions with Christine D from CPhA about Student Loan Forgiveness, negotiations webinar, Joelle discussion for PDW/virtual appearance, and annual CPhA webinar series.</li> <li>-Ensure CNSA and CFMA have a meeting in the winter for discussions on advocacy moving forward.</li> <li>-IPE case development (ideally by early December to translate and distribute by PDW).</li> <li>-Talk to CAPSI about MP meetings and get postal codes to send to CPhA.</li> <li>-PharmD/MD Buddy Program? Maybe?</li> </ul>
<p>F. Hadji <i>Student Exchange Officer</i></p>	<ul style="list-style-type: none"> <li>-Locals meeting (sept 7) with IPSF liaison (A. Kong)</li> <li>-Sending SEP certificate for incoming student of 2023</li> <li>-Updating SEP database for and all sep documents for SEP 2024</li> <li>-Ulaval meeting (18 sep) with IPSF liaison (A. Kong)</li> <li>-Answering locals question and provide any informations or document needed</li> <li>-UOttawa meeting (6 nov) with (A. Kong) to explain IPSF and SEP</li> </ul>	<ul style="list-style-type: none"> <li>-Meeting with IPSF Locals (nov or december with IPSF liaison A. Kong) to see progress on IPSF and SEP tasks</li> <li>- Co-hosting virtual SEP with KNAPS, ASAPH and NAPSA (end of nov)</li> <li>- IPSF Official delegate for COP28 to represent PARO during the The Conference of the Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC) in December 2023.</li> </ul>

	<ul style="list-style-type: none"> <li>-IPSF Virtual SEP meeting with SEOs of Korea, Australia and USA. (nov 6)</li> <li>-Attended training sessions with SEP chairperson (8 and 10 Nov)</li> </ul>	<ul style="list-style-type: none"> <li>- Co-hosting virtual SEP with with Francophone countries (probably end of december)</li> </ul>
<p>A. Kong <i>IPSF Liaison</i></p>	<p>CAPSI/IPSF Locals</p> <ul style="list-style-type: none"> <li>- Met with IPSF Locals (Sept 7)</li> <li>- Met with IPSF ULaval locals along with F. Hadji (Sept 18)</li> <li>- f/u with locals via group chats to check on progress/any gaps to fill</li> <li>- Closed IPSF-Apotex Health Campaign Award 2022-2023 &amp; winners have been determined (thanks to the judges) <ul style="list-style-type: none"> <li>- Provided gift cards to 3 judges (2 have declined, 1 pending response)</li> <li>- Will email for reimbursement once confirmed</li> </ul> </li> <li>- Meeting with UOttawa CAPSI Reps (along with F. Hadji) to plan an intro to IPSF (Nov 6)</li> <li>- WPD 2023 campaign → \$25 gift card sent to winner (from UofA) <ul style="list-style-type: none"> <li>- Emailed for reimbursement</li> <li>- different ways to encourage participation we</li> </ul> </li> </ul>	<p>CAPSI/IPSF Locals</p> <ul style="list-style-type: none"> <li>- Finalise winners of IPSF-Apotex award <ul style="list-style-type: none"> <li>- Prepare to send prize money to schools (<a href="#">to speak w/ R. Chan</a>)</li> <li>- Announce at PDW? vs earlier than that on social media? (deciding)</li> </ul> </li> <li>- Nov 14 World Diabetes Day <ul style="list-style-type: none"> <li>- Preparing social media post</li> <li>- \$25 gift card to be given to a random winner (likely will ask for comments on the social media posts to increase participation)</li> </ul> </li> <li>- Meeting with IPSF Locals <ul style="list-style-type: none"> <li>- Tentative late Nov / early Dec</li> <li>- Check-in on progress, reinforce use of trackers/submissions, and remind of SEP deadline</li> </ul> </li> <li>- Liaise with Canadian Blood Services to determine exact details of the prize for the school with the most blood donations (may take time to confirm, since the lead for</li> </ul>

	<p>can more easily track</p> <ul style="list-style-type: none"> <li>- Ongoing Vampire Cup 2023 competition (ends Dec 2023)</li> </ul> <p>IPSF</p> <ul style="list-style-type: none"> <li>- Attended IPSF PARO meeting (Sept 17)</li> <li>- Attended training sessions with IPSF (Oct 20, Oct 29)</li> <li>- Collaborative event in the works w/ UK, South Korea, and Singapore (mid/late Feb)</li> </ul> <p>PDW 2024</p> <ul style="list-style-type: none"> <li>- Coordinating potential international delegates (eg. assisted in providing recommendation letters as part of their visa process) along with F. Hadji</li> </ul>	<p>this project has changed hands a few times)</p> <p>IPSF</p> <ul style="list-style-type: none"> <li>- Annual CP report (to be submitted with #'s regarding how many people/schools we represent) due Dec 31 @ 23:59 GMT+0 (to speak w/ C. Stevenson)</li> <li>- Follow up on potential reimbursement for WC 2023 (A. Le / O. Landry / M. Yip) (to be voted on at future full council meeting)</li> </ul> <p>PDW 2024</p> <ul style="list-style-type: none"> <li>- Continue to coordinate/help with international delegates PRN (2-3 hopefully)</li> </ul>
<p>E. Fedusiak <i>Webmaster</i></p>	<ul style="list-style-type: none"> <li>- Continued to manage portal applications and social media requests</li> <li>- Updating slack channels as requested</li> <li>- One person/post away from complete "meet the council"</li> <li>- Got the UOttawa slack, social media, and emails up and running and passed over</li> <li>- Social media campaigns: Meet the Council, World Pharmacist Day, National Day for Truth and Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to update website PRN</li> <li>- Overhaul new memberships for portal</li> <li>- WAAW passion project coming soon</li> </ul>

<p>J. Ly <i>CAPSIL Editor</i></p>	<ul style="list-style-type: none"> <li>- Had my first translation committee meeting</li> <li>- Discussed how we could lighten workload for committee</li> <li>- Drafted new “guidelines” for translating</li> <li>- Helped out with Emma’s November Health promotion</li> <li>- Rolled out a “fun survey” for the FALL 2023 CAPSIL</li> </ul>	<ul style="list-style-type: none"> <li>- Will be making changes to the current translation requests excel sheet to help encourage equal share of work</li> <li>- Will be putting together the FALL 2023 CAPSIL</li> <li>- Maybe hold another translation committee meeting</li> <li>- Work with Bawani to get mailchimp ready for FALL CAPSIL release</li> </ul>
<p>J. Tian-Tran <i>CSHP Liaison</i></p>	<p>- Attend to CSHP Fall Board Meetings 2023 from October 20-22</p> <ol style="list-style-type: none"> <li>1. <b>CSHP Sustainability Task Force</b> <ul style="list-style-type: none"> <li>o set of short-term and long-term recommendations</li> <li>o Plan for the creation of a planetary health education series, guideline development for sustainable conferences and establishing a dedicated sustainability section on the CSHP website</li> <li>o This Task Force was dissolved</li> <li>o Replaced by Sustainability Implementation Task Force</li> </ul> </li> <li>2. <b>Vision for the Hospital Pharmacy Profession Task Force</b> <ol style="list-style-type: none"> <li>a. Craft 12 vision statements that should paint their vision of</li> </ol> </li> </ol>	<p>Ongoing Tasks:</p> <ul style="list-style-type: none"> <li>● Work with CSHP Staff Office (including their Communications and Marketing team) with regards to promotion, student engagement, etc.</li> <li>● Continue meeting with CSHP local representatives (1 meeting/school)</li> <li>● Working with CSHP National Staff Office to have a webinar about the job of a hospital pharmacist geared toward 1st-2nd year students</li> <li>o Tentative date: mid to late January 2024</li> </ul> <p>To do list:</p> <ul style="list-style-type: none"> <li>● Create a private group chat/group page for CSHP local reps on a selected social media platform</li> <li>● Schedule a meeting with all local reps in the next few months</li> <li>● Writing a report to summarize findings to upcoming Board Meeting in January</li> </ul>

	<p>what hospital pharmacy should look like</p> <p>b. For more info, visit :  <a href="https://www.cshp.ca/Site/Content/News/news-items/2023-AGM-Recap.aspx">https://www.cshp.ca/Site/Content/News/news-items/2023-AGM-Recap.aspx</a></p> <p>3. <b>Rise in # of Residency Programs</b> (where around 4 are waiting for accreditation)</p>	<p><b>Food for thoughts o/</b>          If any topic of interest you would like us to host + huge interest among the student population, let me know!</p> <p>If you (or anyone else) want to be more involved with CSHP</p> <ul style="list-style-type: none"> <li>o let me or your local student rep know and we can try to find if there are any opportunities available at the local or national level</li> </ul>
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**5. Committee Reports**

**M. Wong**

Committee	Tasks achieved	Tasks to complete this winter
<p><b>Student Wellness</b> W. Choi</p>	<ul style="list-style-type: none"> <li>- Hosted first SWC meeting, doodle poll sent out for 2nd meeting (w/ APA!)</li> <li>- Set fall activity: infographics on mental health resources available at each school</li> <li>- Content is complete, WIP for graphics &amp; translation.</li> </ul>	<ul style="list-style-type: none"> <li>- Host 2nd SWC meeting (w/ APA)</li> <li>- Establish direction for Winter</li> <li>- Complete graphics &amp; post on social media (late Nov?)</li> </ul>
<p><b>Electoral</b> C. Stevenson</p>	<ul style="list-style-type: none"> <li>- Compiled a list of ideas generated from feedback form to potentially implement (nothing requiring constitutional change was implemented)</li> </ul>	<ul style="list-style-type: none"> <li>- 2024-2025 council elections</li> <li>- (Hopefully not) by-elections</li> <li>- Gathering feedback</li> </ul>
<p><b>Advocacy</b> N. Barkhouse</p>	<ul style="list-style-type: none"> <li>- Hosted first APA meeting, LOTS of good discussion, 2nd</li> </ul>	<ul style="list-style-type: none"> <li>- Talk about negotiations webinar with APA to figure out a timeframe that works</li> </ul>

	<p>meeting scheduled for Nov 12 in collaboration with Student Wellness.</p> <ul style="list-style-type: none"> <li>- Goals for most schools are set in terms of advocacy initiatives.</li> <li>- More uptake in Student Loan Forgiveness letters to MPs (talked with Christine D and Joelle from CPhA about this).</li> </ul>	<p>best (and get ideas for an annual webinar series moving forward).</p> <ul style="list-style-type: none"> <li>- IPPC Statement revisions prior to translation and distribution.</li> <li>- More progress with Student Loan Forgiveness (hopefully more student uptake for writing, making sure students signed up get letters out, review consultations summary sent out from September, roundtable discussion).</li> <li>- Provide updates on CCAPP meeting and get feedback on student bereavement letter before sending to Wayne.</li> <li>- PharmD/MD Buddy Program chat</li> <li>- Update on school-specific goals!!</li> </ul>
<p><b>Mock OSCE</b> M. King</p>	<ul style="list-style-type: none"> <li>-Not much activity in this committee currently</li> <li>-some new cases added</li> </ul>	<ul style="list-style-type: none"> <li>-Plans to add more to this committee once competitions are completed</li> <li>-Add more cases</li> </ul>
<p><b>Membership and Communications</b> R. Chan</p>	<p>Website: reviewed Members-Only Portal benefits, homepage, and sponsors, and communicated updates with the Webmaster</p>	<p>Website: follow-up with CAPSI Partners regarding updates benefits, etc.</p>
<p><b>Translation</b> J. Ly</p>	<ul style="list-style-type: none"> <li>- new “how to” translations document</li> <li>- How to evenly divide up the work for translations committee</li> <li>- <a href="#">Meeting minutes</a> from first meeting</li> </ul>	<ul style="list-style-type: none"> <li>- make changes to the existing translation requests document</li> <li>- DEEPL translation subscription in the works</li> </ul>

<b>Student Exchange Program</b> F. Hadji	Not submitted	Not submitted.
<b>Competition Review</b> M. King	-committee has been super helpful in reviewing local competitions and now national competitions	-evaluate future of pharmacy awards submissions - review national competitions
<b>Ethics</b> C. Vaccaro	<ul style="list-style-type: none"> <li>● Ethics committee <ul style="list-style-type: none"> <li>○ PDW T-shirts</li> <li>○ MB</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Ethics committee <ul style="list-style-type: none"> <li>○ PDW T-shirt approval to be completed by mid-November</li> <li>○ Meeting to discuss ethical concern brought forward by President</li> </ul> </li> </ul>
<b>Website</b> E. Fedusiak	- 4 weeks of quizzes coming to a social media near you for Nov	- Figure out what's next
<b>Constitution Review</b> W. Choi	By-laws: <ul style="list-style-type: none"> <li>- No changes to by-laws (will begin WIP document of changes)</li> </ul> OM: <ul style="list-style-type: none"> <li>- "CPhA Conference" → "Spring Conference"</li> <li>- "Teleconference/TC" → "Virtual Meeting(s)"</li> <li>- Added hyperlinking to all in-text sections references</li> <li>- Changes in Section 5 regarding CPhA conference.</li> <li>- Added Mock-OSCE, Electoral &amp; Wellness Committee as standing committees (to vote in next meeting)</li> </ul>	By-laws: <ul style="list-style-type: none"> <li>- Begin WIP document for next Pres-elect who may want to make changes.</li> </ul> OM: <ul style="list-style-type: none"> <li>- Cont. working down the sections checking for relevancy, grammar and/or consistency</li> <li>- Send out OM to execs to check their appropriate sections (Won't be til PDW)</li> <li>- Add BtG fund, Ad-hoc BtG committee.</li> </ul> PDW Turnover Doc: <ul style="list-style-type: none"> <li>- Cont. review.</li> </ul>



	<ul style="list-style-type: none"> <li>- Grammar/Consistency changes</li> </ul> <p>PDW Turnover Doc:</p> <ul style="list-style-type: none"> <li>- Slow review, adding comments on possibly irrelevant/outdated points</li> </ul>	
<p><b>Finance</b> B. Jain</p>	<ul style="list-style-type: none"> <li>• Approval of CAPSI Funds for UOttawa Tote bags</li> <li>• Approval of CAPSI Funds for World Pharmacists Day awareness Campaign</li> </ul>	<ul style="list-style-type: none"> <li>• Finance discussions as they arise</li> </ul>
<p><b>Ad-hoc Bridging the Gaps Fund</b> M. Wong</p>	<ul style="list-style-type: none"> <li>- Met with the committee Sept. 20 to discuss the logistics of sponsoring Indigenous students attending PDW in partnership with IPPC</li> <li>- Passed an email motion to approve funding for 5 Indigenous students to attend PDW 2024</li> </ul>	<ul style="list-style-type: none"> <li>- Meet again to discuss future direction of the BtG fund and how to allocate funding</li> <li>- Draft guidelines for our OM</li> <li>- Review what went well with logistics of Indigenous student sponsorship for PDW and what could be changed for the future</li> </ul>

**6. Items for Discussion**

**a. Lining up UOttawa Jr/Sr to 2nd and 3rd Year Positions**

**W. Choi**

- i. Currently, the UOttawa Sr & Jr are both 1st years, and we ideally want the Sr to be 3rd year and Jr to be 2nd year. One way I thought we can line them up is via this timeline:

Council Year	23-24	24-25	25-26
Incoming Jr	N/A	1st yr elected in Mar/Apr '25	1st yr elected in Mar/Apr '26
Jr	Mel (1st yr)	Mel (2nd yr)	New Jr
Sr	Alexia (1st yr)	Alexia (2nd yr)	Mel (3rd yr)

Past Sr	N/A	N/A	Alexia
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ii. Madi had also thought of this schedule

Council Year	23-24	24-25	25-26
Incoming Jr	1st yr elected in Mar/Apr '24	1st yr elected in Mar/Apr '25	1st yr elected in Mar/Apr '26
Jr	Mel (1st yr)	New Jr (2nd yr)	New Jr
Sr	Alexia (1st yr)	Mel (2nd yr)	New Sr (3rd yr)
Past Sr	N/A	Alexia	Mel

iii. Anyone have any thoughts on other ways we can get them to Sr (3rd year) and Jr (2nd year)?

iv. Get Vote of confidence from their local council or student body when they move onto their new roles or stay in their current roles.

**b. PharmAchieve-CAPSI Exclusive Partnership**

**R. Chan**

- i. PharmAchieve reached out to CAPSI (VPC/Pres) about creating a formal partnership that would involve CAPSI endorsing PharmAchieve as the PEBC-preparation tool for students.
- ii. CAPSI will not be moving forward with this partnership.

**c. CSHP student membership changes**

**M. Wong**

- i. CSHP is considering offering free student memberships to 1st year students in efforts to improve their overall membership numbers (which have been declining in recent years). They have reached out to ask for our help in implementing this/ raising awareness/ increasing engagement.

Motion to adjourn the meeting at 9:57 pm AST.

M. Wong / C. Stevenson

**Motion carried.**