



C A P S I • A C E I P

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

November Meeting 2023

CAPSI National Council Meeting

Virtual via Zoom
Sunday, November 26th

National Council Meeting

Location: Zoom
6:00 pm to 10:00 pm AST

<https://us06web.zoom.us/j/84881156103?pwd=BP4z5U5xJQEHYCU6ZNA84LaXXWahin.1>

Meeting ID 848 8115 6103

Passcode CAPSIYAY

- 1. Call to Order** **M. Wong**
M. Wong calls the meeting to order at 6:03 pm AST.
- 2. Land Acknowledgement (2 min)** **M. Wong**
- 3. Attendance and (Re-)Introductions (5 min)** **C. Stevenson**
Background: There have been several changes to our council recently, and we have a few new members to meet, so we'll be repeating council introductions briefly.

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

Mark Seo	UBC Senior Representative	Present
Angela Zhao	Alberta Junior Representative	Present
Zachary Yopek-Stabel	Alberta Senior Representative	Present
Hannah Bouvier	Saskatchewan Junior Representative	Present
Meagan Wenzel	Saskatchewan Senior Representative	Present
Allison Lage	Manitoba Junior Representative	Present
Kezra Gerbrandt	Manitoba Senior Representative	Present
Cassandra Van Drunen	Waterloo Junior Representative	Present - left early
Stephanie Lo	Waterloo Senior Representative	<i>Late/Present</i>
Meriam Salih	Toronto Junior Representative	Present
Ayman Lakhani	Toronto Senior Representative	Present
Mélisande Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Roselyn Lu	Montréal Junior Representative	<i>Absent</i>
Florence Bédard Perrault	Montréal Senior Representative	<i>Late</i>
Hassan Abbas-Harnois	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	<i>Absent</i>
Alex Wade	Dalhousie Junior Representative	Present
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	<i>Late</i>
Madison Legge	MUN Senior Representative	Present

Guests: Lydia Wadie (Co-Chair, PDW 2024 Planning Committee)

4. PDW 2024 Update (15 min)

6:15 pm AST

[Presentation](#)

L. Wadie

L. Wadie asks that all local representatives please finalize their school's delegate rooming lists by the end of the day **TODAY**.

M. Wong clarifies whether the bar will be a cash bar. L. Wadie confirms, informs that they are currently waiting on the final number of bartenders based on the final delegate numbers. She adds that the deadline for all logistics with the hotel, such as rooming lists, food, and bars, is December 12th, 2023.

M. Seo shares that UBC had recently held their next top pharmacist, and the winner has just confirmed they would like to attend. He asks if this spot would count within the reserved seats for competition winners. J. Gill adds that this would also be the case for the Guy Genest winner. L. Wadie asks M. Seo and J. Gill to email her as soon as possible with the winners' details and which competition they had won. She requests that these names be added to the rooming list tonight.

E. Fedusiak inquires if an order has been placed for delegate lanyards, bags, and such. L. Wadie responds that yes, her co-chair will be finishing this today or tomorrow.

C. Vaccaro is absent, but has shared the following thoughts:

In the next 1-2 weeks can you share the itinerary (e.g. awards / night, flow) and scripts for both galas as well as seating charts for sponsors, council, and special guests. Please email me a copy (pastpres@capsi.ca).

Whoever is planning / organizing the flow of the closing gala - can you ask them to email or message me by Weds this week!

5. **Acceptance of Previous Minutes (2 min)**

M. Wong

☰ September Meeting

BIRT CAPSI National accepts the minutes from the September Council Meeting on September 10th, 2023.

M. Wong / E. Fedusiak

Motion carried.

☰ November Executive Council Meeting

BIRT CAPSI National accepts the minutes from the November Executive Meeting on November 9th, 2023.

M. Wong / N. Barkhouse

Motion carried.

6. **3 Stars of CAPSI (3 min)**

M. Wong

1. E. Fedusiak - Emma has been hard at work on CAPSI's social media accounts, putting out posts to introduce council members and any changes, for health promotion, and world antimicrobial resistance awareness week content, in addition to updating the website as she goes.

2. A. Laurin and M. Logelin - The UOttawa locals already have a lot on their plate. With no background in CAPSI and trying to set everything up with the brand new program, they have been great at adapting to the changes and doing everything well. As well, they were able to get several UOttawa delegates to sign up to attend PDW 2024 with only a short time frame to do so.
3. W. Choi - Has been keeping up to date with all of his committees he recently acquired, and has been very reliable despite last minute meeting requests. He also took the UOttawa locals under his wing and has played a huge role in helping to set things up at the new school.

7. School Reports

University of British Columbia

[See Annex](#)

University of Alberta

[See Annex](#)

University of Saskatchewan

[See Annex](#)

University of Manitoba

[See Annex](#)

University of Waterloo

[See Annex](#)

University of Toronto

[See Annex](#)

University of Ottawa

[See Annex](#)

Université de Montréal

[See Annex](#)

Université Laval

[See Annex](#)

Dalhousie University

[See Annex](#)

Memorial University of Newfoundland and Labrador

[See Annex](#)

8. 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 Education	See Annex
VP Professional Affairs	See Annex
Student Exchange Officer	See Annex
IPSF Liaison	See Annex
Webmaster	See Annex
CAPSIL Editor	See Annex
CSHP Liaison	See Annex

9. 2024-2025 National Council Elections (5 min) C. Stevenson

Background: Applications are officially open for the 2024-2025 Council Elections! Please promote the elections and open positions to your schools CAPSI members. If there's anyone in particular who you think would do well in any of the roles, let them know and encourage them to apply - that's how I ended up here! General elections documents can be found here: [2024-2025 Elections Documents](#). Reach out to me for the position-specific oral/written questions 😊

10. Housekeeping Items - Continuity of CAPSI (2 min) M. Wong/C. Vaccaro

Background: Friendly reminder to ensure you're logged in and regularly checking and responding to your CAPSI [Slack](#)/email. Also please ensure you:

- 1) Remember to save your documents to our [CAPSI National Google Drive](#) and sort them into their respective folders. It makes it much easier to locate things and track things year to year.
- 2) All CAPSI communication is through email to ensure smooth turnover and information finding. If you have any questions about organization please let me (Christine) know.

E. Fedusiak asks if the new UdeM Jr., R. Lu, has been transitioned into her email and Slack accounts yet. F. Bédard Perrault says she will make sure this happens.

11. World Congress 2023 Reimbursements (5 min)

M. Wong

Background: 3 committee members from the WC 2024 planning committee attended WC 2023 last summer to network and promote WC 2024. This was a rather expensive trip for the 3 of them. Originally they would've used part of the loan CAPSI provided their planning committee to partially reimburse themselves but since WC 2024 has since been canceled, that loan technically doesn't exist officially. They are requesting CAPSI reimburse part of their trips.

M. Wong shares that costs were approximately \$4000 per person, and that the pharmacy schools reimbursed them with \$1000 each. These committee members have requested \$2000 each in reimbursement from CAPSI.

F. Hadji says that since UdeM had provided \$1000 to each delegate, they may not need \$2000 each.

M. King echoes F. Hadji, and feels that a partial reimbursement of \$1000 to each of these committee members to match the school's contribution would be fair.

BIRT CAPSI National approves a total partial reimbursement of \$3000 for the committee members who attended WC 2023, to be divided equally among the three members.

M. Wong / M. Wenzel


Motion carried.

12. Operations Manual (OM) Revisions (10 min)

W. Choi

Background: Our Constitutional Review Committee have been going through the OM to make sure things are up to date, and here are some of the proposed additions we have to the OM:

- Ad-hoc Student Wellness Committee and Ad-hoc Electoral Committee as standing committees. (p. 56-57)
- Addition of the Mock-OSCE Committee as a standing committee (Currently in our By-laws but not OM). (p. 54)
- Change in wording of ALL committees to be consistent (p. 50-57)
- Change in the term "CPhA Conference" to a broader term, "Spring Conference"
- Modernize the term "Teleconference/TC" to "Virtual Meeting(s)"
- Changes in Section 5: Official Meetings, specifically 5.1: Scheduling and Format and 5.3: CPhA Conference. (p. 37-38)
- Hyperlinking of sections mentioned within the document

 Working OM Document (23-24 Changes)

BIRT CAPSI National accepts the proposed changes to the Operations Manual as detailed in the above document.

W. Choi / M. King

Motion carried.

13. VPC CAPSI Partnership Update, Sept 2023 - Present (5 min) R. Chan

Background: I have created a table highlighting CAPSI Partnerships (new, renewed, terminated, in-progress, etc.) with 7 columns: partner name, contact status, duration (e.g., 2023-2024), whether the contract has been signed by the signatory, partnership tier (e.g., LCL = Platinum), invoice status (i.e., Accountant is drafting, invoice sent to Partner, etc.), and any supplemental notes regarding contract updates, follow-ups, and/or correspondence. I am really happy to share that I have successfully renewed most (if not all) of the expired/expiring CAPSI contracts and have a list of potential sponsors to reach out to discuss CAPSI and/or PDW partnership opportunities.

[VPC CAPSI Partnership Update November 2023](#)

C. Vaccaro is absent, but has shared the following thoughts:

Have we had discussions with Medisca this year?

Is [CAPSI Sponsors Follow-up 2023-2024](#) being updated this year? Background for everyone: This document ensures continuity of our contracts and obligations (primarily used by VPCom, FO, CAPSIL, Pres) and allows for easy comparison between each year.

M. Wong suggests reaching out to Medisca to schedule a meeting post-PDW, where we can discuss how they feel that the compounding competition went this year, and share any issues that may have arisen on our side.

14. No Sponsor for the Stephen Long PDW Co-Chair Award (\$500.00 CAD) and CAPSI Senior Representative Award (5 min) R. Chan

Background: Pfizer will not be funding the following PDW 2024 awards: Stephen Long PDW Co-Chair Award and CAPSI Senior Representative Award due to budget constraints and no available company representative(s) to present the awards. I have been reaching out to current CAPSI partners about the opportunity to fund the awards. CAPSI will likely sponsor these awards if we cannot secure a partner.

C. Vaccaro has shared the following thoughts in her absence:

If we cannot secure sponsorship this year that is ok. Very important to continue both of these awards (and prize money) to recognize the hard work of the co-chairs and Sr representative. Also incredibly important to keep the name the same to honor Stephen Long's legacy.

15. Competitions FAQs (5 min) M. King

Background: There have been a lot of questions about money distribution for individuals who won multiple competitions and logistics of winning more than one competition. This will be an overview of some frequently asked questions I have received and have time for questions from locals.

J. Gill inquires about the financial component of the Guy Genest award, and asks about the logistics of receiving the national portion to be added to the local contribution.

M. Wong answers that any money won through competitions or awards related to PDW are all reimbursed following PDW. This will be worked out with B. Jain in January. M. Wong recommends that locals wait until after PDW to pay out the local component. Locals are responsible for paying the local contribution, and national handles the remainder.

M. King adds that CAPSI National will provide the \$400 following PDW, and that local representatives must add \$100 to it from the local funds and send the total out all at once.

E. Fedusiak asks if the Guy Genest Award for UBC is handled differently, as she did not think national pays money towards the UBC award winner.

R. Chan states that based on contracts with CAPSI partners, all 11 schools have the funds provided from CFP/CAPSI.

M. Wong echoes R. Chan, and suggests that J. Gill and M. Seo review the UBC transition package as some schools have had other sources of funding in the past, but CAPSI National will pay the \$400 for certain.

F. Bédard Perrault states that winners of the PIC and OTC competitions receive \$250 in prize money, and asks if someone who wins both AFL and OTC, for example, would receive both amounts of prize money.

M. King answers that the person would receive \$250 from the OTC competition. The AFL rules designate a certain proportion of the monetary award as prize money, while \$150 is to be used as a travel subsidy. The individual would already be receiving a travel subsidy from the OTC funds, so would likely only receive the portion of the AFL prize money that is strictly designated as an award, which would not include the travel subsidy.

F. Bédard Perrault asks if local representatives may share the evaluation grids for competitions such as PIC and OTC after the fact, so that candidates can see what is being evaluated to guide their improvement. S. Lo expresses concern that this would give those participants an advantage, as some individuals participate in multiple years. They would be advantaged the following year due to the general structure of the competition content being the same.

M. King shares that there is an effort to ensure that cases are not similar between years. She answers that locals should not give out the physical grid to avoid an unfair advantage, but that providing general feedback to participants would be okay.

A. Lakhani says that in rubrics from the past few years, the main section that remains consistent surrounds information gathering and communication. In the PIC competition, most points seem to be awarded on the clinical component, which would change for the future. Students improve over the years regardless, but A. Lakhani sees how someone could use it to improve their skills in this area.

N. Barkhouse shares that at Dalhousie last year, one person did want to receive feedback from the PIC/OTC. The judges for these competitions gave written feedback showing the type of sections where marks had been deducted as areas for improvement, but no exact breakdown or specifics were shared.

W. Choi returns to the conversation about a student winning two competitions. He thinks that via the Operating Manual, the winner would get the travel subsidy as well as the prize money, but he is not certain if AFL differs from other awards. With other competitions, winning both allows the student to receive a maximum of \$50 from the second award's travel subsidy.

M. Wong says that there should be a document within the National Drive or the VPED Drive that outlines what to do in the case of various combinations where someone wins multiple awards, and suggests that we seek out that document to follow what has been done in the past. To contextualize, she adds that the reason these rules exist is to maintain fairness, but that the competitions also exist to help celebrate and give recognition to general CAPSI members, giving them an incentive to attend PDW. When a given student wins multiple competitions, it can detract from more delegates being able to attend PDW and participate in these awards.

M. King thinks that the document M. Wong has referred to may be in the FO Drive, and she will find the document and share it with local representatives.

16. CPhA Education Series Ideas (5 min)

N. Barkhouse

Background: CPhA is interested in having an annual presentation to pharmacy students (could be related to advocacy, other topics). This year, we are going to have a negotiations webinar (hopefully in mid-January), and another idea from CPhA was having a workshop on self-advocacy and advocating in the profession. What other types of ideas do you all have for these?

CPhA Webinar Ideas	
Resume Session (before residency applications).	Help with content, format, etc. involved with resume building.
Negotiations (aimed for 3rd/4th years)	Apart from Waterloo, no other school I am aware of has this


	Waterloo Sr: we don't actually have this! It is just a courtesy that our prof gives us in 3/4th year to reach out so Waterloo would be interested!
Similar to above - but how does one even get a job?	
How to find/make mentorships	Creating these organically, how to reach out, what to expect from a mentorship, the value of it
How to make a strong Linked-in (hopefully pharm specific)	MUN received an impromptu speech about this at a previous lunch and learn, but there haven't been formal talks describing the process of building a good profile.
Benefits/roadmaps to different pharmacy educational branches	What it means to have a masters, residency, PhD, etc.

M. Wong encourages council members to ensure that local CAPSI members are aware that this session is happening once this is organized, and asks that the event is promoted as much as possible.

C. Van Drunen - LaChanse left the meeting at 6:40 pm AST.

17. HOW TO for Translations - a new document! (5 min) J. Ly

Background: After meeting with the translation committee, we have come up with another solution to decrease the workload for fellow committee members! More changes to come!

 ✨ HOW TO TRANSLATIONS ✨ CAPSI 2023-2024

TLDR - use ChatGPT/DeepL for pre-translation when submitting requests :)

18. CSHP Hospital Pharmacy Student Award - CAPSI Involvement in Judging (5 to 10 min) M. Wong

Background: Last year, we signed an agreement with CSHP for an official CAPSI/CSHP jointly sponsored Hospital Pharmacy Student award. That agreement states that one representative from CAPSI may also assist with this selection process. The CSHP awards selection committee is asking what the best way will be to determine who from CAPSI will be involved, to what degree they'll be involved, and how to limit conflict of interest.

M. Wong expands that the individual involved would be there to mark the last 3 applications once things have been narrowed down by CSHP. This person would score the applications individually, then partake in a joint meeting with the Competition Committee for a decision, so they would not need to be involved in reviewing all applications received. Pharmacists are currently used in judging the applicants, and never come from the same province as the applicant. It was suggested that the president could take on this responsibility, but concern was expressed about the possibility of the president having applied for the award. It may be more acceptable to have this role open to one of the president, past-president, or president-elect, as at least one will likely not apply for that award, and at least one of this triad will likely not be from the same province as the top 3 applicants.

M. King says that we can only do so much as pharmacy is a small community, and that this idea seems reasonable.

M. Wong shares that she's not sure if it matters quite as much what province they are from, as if any of these applicants are on the council, they would know and work with them anyways.

Although she is absent, C. Vaccaro has shared the following thoughts.

I don't see bias/ conflict of interest being any more of a concern for a CAPSI judge vs a pharmacist judge. Thoughts on asking the Past President to participate in selection with CSHP instead of a current student / council member so that no CAPSI student / council member is restricted from applying?

N. Barkhouse refers to C. Vaccaro's suggestion that the past president takes on this role, rather than having a student necessarily involved in selection.

M. Wong expresses that the concern in that situation would be that the past president role is more advisory, so it may be too much of an expectation on the past president. Depending on where they are during that year, it is uncertain how much time a past president would be able to commit. For this application cycle, M. Wong will be involved, and moving forward a better plan can be made for future award cycles.

19. Paid Translation Services

Referred from September 2023 Council Meeting

Background: Last meeting, discussions on the potential use of paid translation services by CAPSI was referred for discussion at the Translations committee meeting and a possible vote at the November Council meeting.

J. Ly mentions that she has not had the chance to dive into other options, just do brief overviews.

F. Bédard Perrault adds that there hasn't been a second translation meeting after beginning to use DeepL/ChatGPT as a resource. She shares that translation work has become easier since that was implemented versus translating from scratch. She believes that we may not need a paid service for general translations, but that the council can re-evaluate the need moving forward for a paid service in translating official documents, such as CAPSI statements, the Operating Manual, and the Bylaws.

M. Wong suggests referring this conversation to the meetings at PDW.

J. Ly asks if any official document translation is coming up in the near future, to which N. Barkhouse responds that there will be the IPPC statement coming up in the next few weeks. It doesn't have to be done prior to PDW, but shortly thereafter, and is about 5 pages in length.

BIRT CAPSI National refers the conversation on the use of paid translation services to the PDW meetings in January 2024.

M. Wong / C. Stevenson

Motion carried.

M. Seo left the meeting at 7:21 pm AST.

20. Guy Genest Judges [Poll for local representatives, 0 mins]

C. Vaccaro

Background: Hi local reps! I want to understand how Guy Genest marking varies at each school. All of this data will remain anonymous but, I will use broad themes to recommend ways to standardize the award selection process in future years. **Please fill out this following survey: <https://forms.gle/o1kPEfDqKKsLBxux9> by Dec 10, 2023**

S. Lo shares that at Waterloo, the CAPSI Sr. is typically not involved, as sometimes the senior likes to apply, but instead is forwarded to a selection committee. She asks if the survey could be sent along to the committee.

E. Fedusiak states that a response saying "external committee" may be sufficient detail for this information gathering. M. Wong echoes this, stating that this is to gather an overall sense of how marking works and who is the decision maker at different schools.

Motion to adjourn the meeting at 7:30 pm AST.

M. Wong / S. Lo

Motion carried.



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Annex of Executive and Local Council Updates

November 2023 Meeting

Sunday, November 26th

Local Council Updates

University of British Columbia

M. Seo/J. Gill

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: CAPSI UBC Meet & Greet / Information Night
 - **Date:** Sept 20, 2023
 - **Location:** UBC
 - **Description:** Event where any interested students can come and learn about CAPSI while enjoying refreshments on an RSVP invite-basis attendance.
 - **Cost:** \$300
 - **Support Needed from CAPSI National:** \$0

- NAME OF EVENT/Task: CAPSI UBC By-election (for missing positions)
 - **Date:** Sept 29, 2023
 - **Location:** UBC
 - **Description:** Election for 1st, 2nd, and 3rd year reps as well as IPSF Jr liaison position, IT/Social Media Officer, and Sr Fundraiser positions
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** \$0

- NAME OF EVENT/Task: CAPSI UBC Local Competitions (SLC, OTC, AFL, Compounding, PIC)
 - **Date:** Various dates throughout October
 - **Location:** UBC
 - **Description:** Annual competitions for local CAPSI members to win a chance to attend PDW & various cash prizes
 - **Cost:** ~\$200-300 per event
 - **Support Needed from CAPSI National:** \$0

- NAME OF EVENT/Task: Next Top Pharmacist
 - **Date:** November 24 from 6:30-8:30PM
 - **Location:** UBC
 - **Description:** NTP is a fun competition where students can participate in different challenges and finish off with a bang in the talent portion where you can compete for a chance to win a ticket to PDW.
 - **Cost:** Estimated to be ~\$50 (we have funding from sponsors for ~\$500)
 - **Support Needed from CAPSI National:** \$0

Ongoing Tasks

- NAME OF EVENT/Task: CAPSI UBC Local Award (Award of Professionalism)

- **Date:** Currently in the process of deciding the winner.
- **Location:** UBC
- **Description:** Annual award for local CAPSI members to win a cash prize.
- **Cost:** ~\$500

UPCOMING EVENTS/Tasks:

- **NAME OF EVENT:** CAPSI UBC Annual General Meeting
 - **Date:** TBD (sometime in the next few weeks)
 - **Location:** UBC
 - **Description:** Opportunity for general members to attend our council meeting and for the council to present awards to the winners of each local competitions
 - **Cost:** estimated to be around \$200 to cover for food/refreshments
 - **Support Needed from CAPSI National:** \$0
- **NAME OF EVENT:** PAM (ongoing planning)
 - **Date:** March 2024
 - **Location:** UBC
 - **Description:** CAPSI Jr working with Phus VP External to chair the PAM planning committee. Currently the coordinators have been hired and are planning their respective parts (Events, Volunteer, Sponsorship, Marketing).
 - **Support Needed from CAPSI National:** \$0 (TBD).

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT:** Run for the Cure (RFTC)
 - **Date:** Oct 1, 2023
 - **Location:** Edmonton Expo Centre
 - **Description:** Students and faculty were invited to fundraise and participate in the CIBC Run for the Cure. Miscellaneous items were purchased for participants to represent our UAlberta Pharmacy team. (e.g., pom-poms, headbands, etc.,)
 - **Cost:** ~\$50
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** CAPSI/IPSF Lunch & Learn Presentation
 - **Date:** Sep 22, 2023
 - **Location:** ECHA 2-490
 - **Description:** The Class of 2027 was invited to attend a lunch and learn presentation. This presentation detailed the structure, internal workings, and initiatives of CAPSI and IPSF. Lunch was provided to all attendees.
 - **Cost:** ~\$300
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** Haleon Lunch and Learn
 - **Date:** Sep 25, 2023
 - **Location:** ECHA 2-490
 - **Description:** All UAlberta CAPSI members were invited to attend a Lunch & Learn presentation on Voltaren. Lunch will be provided by Haleon.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** Saving Second Base Softball Tournament
 - **Date:** Sep 23, 2023
 - **Location:** UAlberta Campus - Corbett Fields 1 and 2
 - **Description:** Students were invited to attend a charity softball tournament to raise money for RFTC. Equipment is provided by campus recreation. Food/drink is included with the participation fee. All proceeds contributed to UAlberta's RFTC team.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** RFTC Headshot Fundraiser
 - **Date:** Sep 25, 2023-Sep 29, 2023
 - **Location:** UAlberta Campus

- **Description:** Pharmacy students were invited to sign up for headshots taken by APSA's photographers. Timeslots were \$10 each. All proceeds contributed to UAlberta's RFTC team.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** PIC and OTC Competitions
 - **Date:** Oct 27, 2023
 - **Location:** Pharmacy Skills Lab (MSB 1-15)
 - **Description:** CAPSI members were invited to compete in the Over-the-Counter (OTC) and/or Patient Interview Challenge (PIC) competitions. Both competitions ran simultaneously. Students signed up for a timeslot to come to the Pharmacy Skills Lab and had a simulated pharmacy patient interaction with a standardized patient actor. Each competition was judged by 3 professors or lab facilitators.
 - **Cost:** ~\$200
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** Compounding Competition
 - **Date:** Nov 3, 2023
 - **Location:** Pharmacy Compounding Lab (MSB 1-44)
 - **Description:** CAPSI members were invited to compete in teams of 4 in the Compounding Competition. Teams received a simulated prescription in which students compounded the prescription using the equipment and ingredients provided by Medisca. The competition was judged by 3 professors or lab facilitators.
 - **Cost:** ~\$40
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT:** SLC, AFL, and Guy Genest
 - **Date:** Oct 11, 2023 - Nov 10, 2023
 - **Location:** Online
 - **Description:** CAPSI members were invited to compete in the Student Literacy Challenge and Advice For Life competitions, and the Guy Genest Award. All 3 competitions ran concurrently. Students submitted competition entries to local CAPSI reps, which were judged by 2 practicing pharmacists. Guy Genest applications were sent to and judged by the APSA VP Academic and Awards Committee.
 - **Cost:** ~\$40
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- **NAME OF TASK:** UAlberta 2024 PDW Delegate Organization
 - **Description:** Completed rounds 1-3 of PDW registration for UAlberta delegates. Organized Pharmafacts T-shirt design competition. In the process of arranging

rooms, T-shirt sizing/ordering, and how communication will occur during the conference.

- **NAME OF TASK:** Preliminary PAM Planning
 - **Description:** Early communications and meetings with the APSA/CAPSI PAM committee to plan events during March 2024.

UPCOMING EVENTS/Tasks:

N/A

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: CAPSI Competitions
 - **Date:** Throughout the month of October
 - **Location:** USASK
 - **Description:** Ran CAPSI competitions either virtually or in person, organized the judges, and contacted the winners. Added winners to the national spreadsheet and helped sign winners up as PDW registrants.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: CIBC run for the cure
 - **Date:** October 1st, 2023
 - **Location:** Saskatoon
 - **Description:** Fundraised through different activities including bake sale and through personal initiatives, and had multiple students participate in the walk. Won top fundraising school prize.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: PDW registration
 - **Date:** Through October/Nov
 - **Location:** Saskatoon
 - **Description:** Completed round 1,2,3 of PDW registrations and passed along all the information to CAPSI national.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: Attended TRC event
 - **Date:** Sept, 29
 - **Location:** USask
 - **Description:** Attended Pharmacy and Nutrition TRC event with Meagan, Hannah, and Emma
 - **Cost:** NA
 - **Support Needed from CAPSI National:**
- NAME OF EVENT/Task: Connected 4th year rep with pharmacieve to help set up the talk with 4th year students and pharmacieve.
 - **Date:**
 - **Location:**
 - **Description:**
 - **Cost:**
 - **Support Needed from CAPSI National:**
- NAME OF EVENT/Task: USask Kindness Calendar
 - **Date:** End of October/Start of November
 - **Location:** USask

- **Description:** CAPSI local council participated in USASK EL office kindness calendar initiatives.
- **Cost: NA**
- **Support Needed from CAPSI National: NA**

Ongoing Tasks

- **NAME OF EVENT/Task:** Sunday Scripts
 - **Date:** Every other Sunday
 - **Location:** Social media posts
 - **Description:** Posting scripts on Sundays with errors and students can participate by revealing an error with the script for a chance to win a gift card at the end of each semester.
 - **Cost: \$20**
 - **Support Needed from CAPSI National: NA**
- **NAME OF EVENT/Task:** Attend IIC monthly meetings
 - **Date:** monthly
 - **Location:** USask
 - **Description:** Attend IIC monthly meetings as well as participate in any initiatives to help promote student involvement and give student perspectives.
 - **Cost: NA**
 - **Support Needed from CAPSI National: NA**
- **NAME OF EVENT/Task:** SPNSS meetings
 - **Date:** biweekly meetings
 - **Location:** USask
 - **Description:** CAPSI Jr/Sr sit on SPNSS council and help give updates and insights into different events that they are planning.
 - **Cost: NA**
 - **Support Needed from CAPSI National: NA**

UPCOMING EVENTS/Tasks:

- **NAME OF EVENT/Task:** WAAW week initiatives
 - **Date:** November 18-24, 2023
 - **Location:** USask
 - **Description:** Variety of initiatives including TangTalk, trivia night with CWC, etc.
 - **Cost:** \$100 in door prizes (approx.?)
 - **Support Needed from CAPSI National: NA**
- **NAME OF EVENT/Task:** MOCK OSCE
 - **Date:** Nov 16, 2023
 - **Location:** Usask
 - **Description:** Hosting mock OSCE's targeted at 2nd year students to help them prepare for the upcoming OSCE, as well as provided scenarios to third year students ahead of their OSCE.
 - **Cost: NA**
 - **Support Needed from CAPSI National: NA**

- NAME OF EVENT/Task: Finals Study session
 - **Date:** Start of December
 - **Location:** Usask
 - **Description:** Hosting a study session for all pharmacy students and where you can ask questions for help from other students.
 - **Cost:** \$50-100 in snacks
 - **Support Needed from CAPSI National:** NA

POSITION UPDATE:**COMPLETED TASKS**

- NAME OF EVENT/Task: Manitoba's Next Top Pharmacist
 - Date: Nov 11, 2023
 - Location: The Met
 - Description: Gala night to decide the winners of MNTP to send to CNTP. Winner will be going to PDW.
 - Cost: \$200 (the other \$ was covered by UMPHSA)
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: Research poster competition
 - Date: Nov 17, 2023
 - Location: N/A
 - Description: Research poster winner will be bringing their poster to PDW and wins prize. Only 2 applicants this year.
 - Cost: \$100 + cost to print smaller poster
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: Compounding Competition
 - Date: Oct 24, 2023
 - Location: Apotex centre
 - Description: Medisca compounding competition had 6 teams of 4 this year and they all had a great time! All winners are going to PDW!
 - Cost:
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: OTC/PIC Competition
 - Date: Oct 20, 2023
 - Location: Apotex centre
 - Description: Over the Counter and Patient Interview Competition was held in counselling rooms in apotex. Had 3 competitors for PIC and 4 for OTC, same winner for both and he will be going to PDW!
 - Cost:
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: SLC/AFL/Guy Genest
 - Date: Oct 13, 2023
 - Location: N/A
 - Description: Many submissions this year for SLC and AFL, profs were great with getting back to us in time. Same winner for SLC and AFL and she will be going to PDW. Only 1 submission for GG.
 - Cost:
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: PDW Information Session
 - Date: Oct 21, 2023
 - Location: Apotex centre

- Description: Presentation and Q+A about PDW
- Cost:
- Support Needed from CAPSI National:
- NAME OF EVENT/Task: Pharmafacts T-shirts design
 - Date: Oct 28, 2023
 - Location: N/A
 - Description: PDW delegates vote on T-shirt designs for the pharmafacts competition, will buy them once PDW registration is over and t-shirt sizes are known (Late November?)
 - Cost: around \$600
 - Support Needed from CAPSI National:
- NAME OF EVENT/Task: CAPSI Pink Day for Breast Cancer Awareness:
 - Date: September 19th
 - Location: Apotex centre
 - Description: Students wear pink and take a group photo for breast cancer awareness
 - Cost: N/A
 - Support Needed from CAPSI National: N/A
- NAME OF EVENT/Task: CAPSI annual picnic
 - Date: September 13th
 - Location: Assiniboine Park
 - Description: Casual social event with food provided by Loblaws- over 50 students came to the picnic and socialized
 - Cost: N/A
 - Support needed from CAPSI National: N/A

Ongoing Tasks

- NAME OF EVENT/Task: PDW Registration
 - Date: Nov 17, 2023
 - Location: N/A
 - Description: Final round for PDW- we have about 30 delegates from MB so far
 - Cost:
 - Support Needed from CAPSI National:

UPCOMING EVENTS/Tasks:

NAME OF EVENT: PAM 2024

Date: March

Location: Apotex

Description: TBD

Cost:

Support Needed from CAPSI National:

NAME OF EVENT: MOSCEs

Date: April/May

Location: Apotex

Description: Practice OSCEs for the fourth years before their PEBC

Cost: TBD

Support Needed from CAPSI National:

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task: UW Pharmafacts Quiz Bowl**
 - **Date:** Oct 5th 2023
 - **Location:** Waterloo School of Pharmacy
 - **Description:** Teams of 4 answer pharmacy-themed trivia questions to win a prize (PDW seats!) and represent UW on a national stage.
 - **Cost:** \$300
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: WNTP**
 - **Date:** Oct 18
 - **Location:** McCabes
 - **Description:** Students compete in events (eg. pharmacy spelling bee, pill counting, walk the walk in your white coat, etc.) to become Waterloo's Next Top Pharmacist and earn gift card prizes and/or a seat at PDW!
 - **Cost:** ~\$600
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: SEP Presentation**
 - **Date:** Oct 19th 2023
 - **Location:** Virtual (Zoom)
 - **Description:** Learn about the student exchange program in our virtual event from UW students who have experienced SEP. Includes information about the application process and a chance to win a \$25 gift card.
 - **Cost:** \$25
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Fall Science Kids Open House**
 - **Date:** Oct 28th 2023
 - **Location:** University of Waterloo Main Campus - Science Teaching Complex
 - **Description:** Pharmacy students volunteering to teach young kids about pharmacy! Includes pharmacy bingo, equipment viewing, handwashing station, pill counting and stickers!
 - **Cost:** \$200
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Milestone Mock OSCE**
 - **Date:** November 4th and 5th 2023
 - **Location:** Virtual (Zoom)
 - **Description:** The Rx 2024 class at University of Waterloo get the chance to practice 4 OSCE cases and get feedback from Clinical pharmacists.
 - **Cost:** \$0 (breakeven)
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: PIC**

- **Date:** Sept 30th 2023
- **Location:** Virtual (Zoom)
- **Description:** Local students compete by conducting a 15 min patient interview and identifying/resolving patient-related problems. The winner gets a seat at PDW and cash prize.
- **Cost:** N/A
- **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: OTC**
 - **Date:** Oct 1st 2023
 - **Location:** Virtual
 - **Description:** Students compete in a competition by completing a 10 min interview to identify OTC-related drug problems, make recommendations, and perform proper counselling. The winner receives a seat at PDW and cash prize!
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: SLC**
 - **Date:** Oct 16th 2023
 - **Location:** Virtual
 - **Description:** the SLC is an opportunity for students to share their insights on subjects that are of current interest in the field of pharmacy. The winner receives a seat at PDW!
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: AFL**
 - **Date:** Oct 20th 2023
 - **Location:** Submission
 - **Description:** Students create a presentation on a health topic to teach a pharmacy team.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:**
- **NAME OF EVENT/Task: Guy Genest Passion for Pharmacy**
 - **Date:** Oct 23rd 2023
 - **Location:** Submission
 - **Description:** Students self-submit an application to be recognized for “Passion for Pharmacy” due to their commitment to the profession and CAPSI.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task: Medisca Compounding Competition**
 - **Date:** Oct 28th 2023
 - **Location:** Compounding Lab
 - **Description:** In teams of 3-4, students complete pharmaceutical formulations with accuracy and correct technique. Winning team receives a subsidy for PDW and guaranteed spot to PDW.

- **Cost: \$200**
- **Support Needed from CAPSI National: N/A**
- **NAME OF EVENT/Task: Fall Annual Textbook Sale**
 - **Date:** Completed Oct 7-22nd
 - **Location:** University of Waterloo School of Pharmacy
 - **Description:** Students have the opportunity to purchase discounted textbooks from the CPhA. Textbooks to be distributed once they arrive.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** None

Ongoing Tasks

- **NAME OF EVENT/Task: PDW 2024 Registration**
 - **Date:** Ongoing (Due Nov 15th 2023)
 - **Location:** Online
 - **Description:** Round 1-3 of PDW lottery for CAPSI Members interested in attending PDW.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task: IPSF Health Week**
 - **Date:** Nov 13-17th 2023
 - **Location:** Virtual
 - **Description:** Celebrate IPSF Week theme of healthy living and diabetes with social media bingo, an IPE event diabetic ketoacidosis, and blood donation drive.
 - **Cost:** \$25
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Election of New PAM- Co-Chair**
 - **Date:** Ongoing
 - **Location:** Virtual
 - **Description:** One of our co-chairs has unfortunately stepped down from the position so the role needs to be filled! Online applications are being circulated.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: PAM Planning Committee Recruitment**
 - **Date:** Ongoing
 - **Location:** Virtual
 - **Description:** PAM is coming up and we need help planning an amazing month of pharmacy appreciation events! We are recruiting as many students as possible to help our PAM chairs execute these amazing event.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: National Elections**
 - **Date:** Dec 22nd 2023

- **Location:** Virtual
- **Description:** Encourage and promote students to apply to the National council!
- **Cost:** N/A
- **Support Needed from CAPSI National:** None

UPCOMING EVENTS/Tasks:

NAME OF EVENT: CAPSI Awareness Week

Date: January 2024

Location: Online/In-person

Description: Recruitment of the Rx2027 cohort to join as CAPSI members. Includes a full week of giveaways, intro to CAPSI, instagram takeovers and recruitment of new executive team.

Cost: ~\$200

Support Needed from CAPSI National: Updated list of CAPSI Member Benefits!

POSITION UPDATE:

COMPLETED TASKS

- CAPSI Ice Cream Social; CAPSI/IPSF Club Fair Booth Presentation:
 - **Date:** September 14, 2023 (12-2PM ET)
 - **Location:** Lawn outside pharmacy building
 - **Description:** CAPSI UofT hosted our annual Ice Cream Social such that it overlapped with our faculty Clubs Fair and local CAPSI Awareness Week. Students and faculty alike indulged in a sweet treat as we kicked off another school year! Ice cream was served by volunteers from our local CAPSI council.
 - **Cost:** \$400, covered by earnings from DiPiro sale
 - **Support Needed from National:** None
- CAPSI/IPSF Awareness Week:
 - **Date:** September 11-15, 2023
 - **Location:** Online, in-person
 - **Description:** Every year, the UofT Jr Rep organizes a CAPSI/IPSF Awareness Week that informs incoming and returning students about what CAPSI is as an organization, showcases events we have coming up, and introduces the school to our local CAPSI Council. We hosted a hybrid Awareness Week that overlapped with our Ice Cream Social and Clubs Fair. We also organized merch giveaways through interaction with our online posts.
 - **Cost:** \$0
 - **Support Needed from National:** None
- PDW Informational Session:
 - **Date:** September 18, 2023
 - **Location:** Online via Zoom
 - **Description:** In advance of PDW Registration going live, our Senior and Junior Representatives hosted an informational session for students. The presentation covered what PDW is, what students can expect from the conference, associated costs and registration information, and past attendees' testimonials.
 - **Cost:** \$0
 - **Support Needed from National:** None
- First Year 2T7 CAPSI Rep Election:
 - **Date:** September 29, 2023
 - **Location:** Online voting, in-person campaigning
 - **Description:** 2 first year representatives were elected and have since been added to our local CAPSI group chat. We have since met to discuss Pharmafacts planning, which is traditionally taken care of by our first year reps.
 - **Cost:** \$0
 - **Support Needed from National:** None
- Guy Genest Passion for Pharmacy Award:
 - **Date:** October 20, 2023
 - **Location:** Online submission

- **Description:** Our Junior Rep communicated submission requirements to our school via email, inviting passionate students to self-nominate themselves for this award. Judging has since wrapped up and a winner has been chosen! The award recipient was selected by 3 faculty members and will receive a \$500 prize and recognition by our faculty at our annual Undergraduate Pharmacy Society awards night.
- Student Literary Challenge:
 - **Date:** October 22, 2023
 - **Location:** Online submission
 - **Description:** Our Senior Rep communicated submission requirements to our school via email, inviting them to write an article on a topic that is of current interest to pharmacy practice as an entry into the SLC Competition.. The competition has since wrapped up and a winner has been chosen! Only one article was submitted this year. Winner has been informed that they are only eligible to receive \$250 PDW subsidy if they attend the conference in January 2024.
- CAPSI-PharmaChoice Advice for Life Competition:
 - **Date:** October 22, 2023
 - **Location:** Online submission
 - **Description:** Our Senior Rep communicated submission requirements to our school via email, inviting them to write an article on a topic that is of current interest to pharmacy practice as an entry into the SLC Competition.. The competition has since wrapped up and a winner has been chosen! Only one article was submitted this year. Winner has confirmed they will be attending PDW 2024 and will receive the \$400 prize. No runner-up will be claiming the 2nd place prize.
- Medisca Compounding Competition:
 - **Date:** October 23, 2023
 - **Location:** Leslie Dan Faculty of Pharmacy
 - **Description:** The event was organized by our local second year CAPSI Representatives, with support from the Junior and Senior Reps. 10 teams of 4 students each participated in the competition. Most teams were able to compound the 3 pharmaceutical products and ~50-70% of the crossword puzzle within the allotted time. 3 judges (1 faculty member, 1 previous compounding winner and 1 TA) were recruited as judges. Competition expenses due to catering provided to the planning team and judges. Leftover competition ingredients donated to our faculty's compounding lab.
 - **Cost:** \$165.13 (covered by student society budget)
 - **Support Needed from National:** None
- Loblaw PIC/Pyrls OTC Competition:
 - **Date:** October 27, 2023
 - **Location:** Leslie Dan Faculty of Pharmacy
 - **Description:** This competition was organized by our third year CAPSI Representatives, with support from the Junior and Senior Reps. 10 students participated in PIC and 8 in OTC. 3 PIC and 3 OTC stations were set up with 6 faculty members and past winners as judges and pharmacy student volunteers as standardized patients. Feedback on both competitions from judges and volunteers were shared during a debrief session.

- **Cost:** \$289.05 (covered by student society budget)
- **Support Needed from National:** None
- PDW T-Shirt Design Competition:
 - **Date:** October 30, 2023
 - **Location:** Online Submission
 - **Description:** CAPSI UofT communicated submission requirements to our school via email, inviting creative students to submit a t-shirt design for our PDW delegates to rep in Toronto this January!
 - **Cost:** \$0
 - **Support Needed from National:** None
- PDW Poster Competition:
 - **Date:** November 3, 2023
 - **Location:** Online Submission
 - **Description:** CAPSI UofT communicated submission requirements to our school via email, inviting students involved in research to submit a research poster pertaining to the health sciences. One submission will be selected for presentation at PDW this January.
 - **Cost:** \$0
 - **Support Needed from National:** None

- Ongoing Tasks
- PDW Registration:
 - **Date:** Ongoing until November 17, 2023
 - **Location:** Online
 - **Description:** Registration for PDW remains live until November 17, 2023. Currently, we have 63 students from UofT registered (including competition winners and national delegates). We are awaiting information from the PDWPC before advertising day passes.
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** None

UPCOMING EVENTS/Tasks:

- Pharmafacts Pre-Bowl:
 - **Date:** November 24, 2023
 - **Location:** Hybrid (Online and at the Leslie Dan Faculty of Pharmacy)
 - **Description:** The competition is being planned by our First-Year CAPSI Representatives, with support from the Junior and Senior Reps. Our 1st year representatives will be using the questions provided by CAPSI National. There will also be rounds of fun trivia pharmacy questions that are non-clinical based for students to win fun prizes such as backpacks, water bottles and more. The plan is to host this event both using a hybrid model to enhance accessibility. Dinner will be served to students who attend in person.
 - **Cost:** TBD
 - **Support Needed from CAPSI National:** None
- PDWPC Meeting:

- **Date:** TBD
- **Location:** Online
- **Description:** As we approach PDW, the planning committee intends to touch base to iron out logistics, finances, and the finer planning details. Ideally, we hope the entire planning committee will be in attendance.
- **Cost:** \$0
- **Support Needed from CAPSI National:** Madi and Wooje tend to attend our meetings based on their availability and provide valuable advice!

POSITION UPDATE:

COMPLETED TASKS

- Launch of competitions (AFL and SLC)
 - **Description:** Launched both AFL and SLC competitions, there were no participants, but judges were identified and willing to volunteer for next year.
- PDW Registration
 - **Description:** Registration campaign throughout October and November, 11 regular participants will attend.
- Meeting with Madi and Wooje
 - **Date:** October 26th
 - **Description:**
- Meeting with Farrah and Alissa - IPSF
 - **Date:** November 6th
 - **Description:** Met with SEO (Farrah) and IPSF liaison (Alissa) to get more information on SEP and IPSF. We discussed the roles and expectations of a local IPSF liaison.

ONGOING TASKS

- Building a student association and local CAPSI chapter
 - **Description:** Working with current uOttawa associations to build a PharmD student association. Working on establishing a bank account for local activities.

UPCOMING EVENTS/Tasks:

Elect uOttawa IPSF Representative

Description: Election process to elect an IPSF representative for uOttawa.

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: CAPSI Competitions
 - **Date:** October (PIC, OTC, GG, AFL, SLC, compounding), November 14th (CNTP) & November 16th (Pharmafacts) 2023 + poster presentation
 - **Location:** UdeM
 - **Description:** competitions, recruiting judges and volunteers, organizing CNTP, translating pharma facts, registration of the winners, writing a letter for financial support from the faculty
 - **Cost:** 400\$ (pizza, beverages, “thank you” gift cards, etc.) + 100\$ for the winner of CNTP
 - **Support Needed from CAPSI National: 0\$**
- NAME OF EVENT/Task: New CAPSI Junior
 - **Date:** October 2023
 - **Location:** UdeM
 - **Description:** explanations about CAPSI and organization of activities

Ongoing Tasks

- NAME OF EVENT/Task: PDW registrations
 - **Date:** November 2023
 - **Location:** -
 - **Description:** Ensuring that everyone is registered and paid for PDW
- NAME OF EVENT/Task: PDW T-Shirt
 - **Date:** November-December 2023
 - **Location:** UdeM
 - **Description:** Submission to a manufacturer
 - **Cost:** approximatively 400\$, contribution may be asked from participants (10\$)
 - **Support Needed from CAPSI National: 0\$**
- NAME OF EVENT/Task: Compounding crash course
 - **Date:** November-December 2023
 - **Location:** UdeM
 - **Description:** Since we only have a few hours of compounding in our curriculum, the winning team for compounding will be invited for a crash course with 2 expert teachers to learn more about special formulations
 - **Cost:** 0\$
 - **Support Needed from CAPSI National: 0\$**

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Preparation for PDW

Date: November-December 2023

Location: UdeM

Description: distributing t-shirts, giving the last details, etc.

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** Local CAPSI Competitions
 - **Date:** October 16th – October 25th
 - **Location:** Université Laval
 - **Description:** Completed all Local Competitions and posted all winners (except Pharmafacts)

Ongoing Tasks

- **NAME OF EVENT/Task:** PDW Registrations
 - **Location:** Université Laval
 - **Description:** Finalizing registration for everybody, collecting missing information, and adding winner names in the PDW Rooming Excel Sheet.
- **NAME OF EVENT/Task:** Pharmafacts T-Shirts
 - **Description:** Will soon be ordering the T-Shirts. Awaiting approval from ethics committee.

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Pharmafacts local competition – with IPSF

Date: November 30th

Location: Université Laval

Description: A trivia night where people compete in teams of 4. Questions pulled from the Local Pharmafacts document provided to us and questions tied to this year’s IPSF theme.

POSITION UPDATE:**COMPLETED TASKS**NAME OF EVENT/Task: Dalhousie CAPSI Board

- Date: Mid-September
- Location: Dalhousie College of Pharmacy
- Description: The CAPSI local bulletin board in the College of Pharmacy was updated with photos and contact information for current council members, information on upcoming events, and information on benefits available to CAPSI members.
- Cost: \$50
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: First Year CAPSI Representative Election

- Date: Mid-September
- Location: Dalhousie College of Pharmacy
- Description: Our first year CAPSI representative was elected during the Dalhousie Student Pharmacy Society's first annual general meeting of the year.
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Race Against Racism

- Date: September 23 (10 am-12 pm)
- Location: Point Pleasant Park, Halifax NS
- Description: In collaboration with the DSPE Equity & Inclusion committee, we hosted the annual Race Against Racism, an event where students can choose to walk or run 5km. This event is intended to raise awareness and money to promote anti-racism through student & faculty donations. \$485 was raised and donated to the Rainbow Refugee Association of Nova Scotia and the Canadian Race Relations Foundation.
- Cost: \$131.79 (Park booking fee, snacks + water, printing costs for race bibs)
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: PDW 2024 Information Session

- Date: September 25 (7-8 pm)
- Location: Virtual (teams)
- Description: Students were able to join a virtual session to discuss PDW 2024 Toronto (costs, itinerary, competitions, etc.) and have any questions answered. Hosted using a virtual format so fourth year students could join as well (~10 students came) ☺ .
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Guy Genest Award

- Date: Deadline for Dal students: Oct 9
- Location: N/A
- Description: Winner attending PDW 2024 ☺
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Advice for Life Competition

- Date: Deadline for Dal students: Oct 10
- Location: N/A

- Description: We had one submission which has been updated by the winner and entered into the national competition. The winner is unable to attend PDW 2024 and has been informed the prize will be \$150 of the allocated \$400 in this case. There were no other submissions and therefore no other runner up to collect the \$250 to attend PDW.
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Student Literacy Competition

- Date: Deadline for Dal students: Oct 13 (extended to Nov 4 due to no submissions)
- Location: N/A
- Description: Received one submission which has been entered into the national competition. Winner will be attending PDW 2024.
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Medisca Compounding Competition

- Date: October 18 (6:30-8 pm)
- Location: Dalhousie College of Pharmacy Skills Lab
- Description: We had 2 teams participate and received a lot of positive feedback on the event! Our winning team (3 individuals) will all be attending PDW 2024 to compete nationally.
- Cost: \$17.24 (had to purchase gloves for competitors as per request of Skills Lab coordinator)
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Pyrls OTC Competition

- Date: Nov 2 (5:30-7 pm)
- Location: Dalhousie College of Pharmacy
- Description: Currently working with winner to see if they will be able to attend PDW. If they are unable to, the runner-up will be contacted within the next week. The same individual won both OTC & PIC (Melanie has already been contacted to discuss funding dispersments).
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Loblaw PIC Competition

- Date: Nov 2 (5:30-7 pm)
- Location: Dalhousie College of Pharmacy
- Description: Currently working with winner to see if they will be able to attend PDW. If they are unable to, the runner-up will be contacted within the next week. The same individual won both OTC & PIC (Melanie has already been contacted to discuss funding dispersements).
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Miscellaneous subcommittee meetings/tasks

- Date: Sept/Oct/Nov

Ongoing Tasks

NAME OF EVENT/Task: Meeting with Director Mansour

- Date: TBD
- Location: TBD
- Description: To discuss various APA/wellness committee initiatives
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: CPhA Textbook Sale

- Date: Deadline for order form submissions: Oct 25
- Location: N/A
- Description: Collected \$5,180.00 from textbook sales (\$4872.84 has been sent to CPhA, \$307.16 profit from mark-ups). Textbooks are in the process of being shipped. Once they are received, a date & time will be set for those who ordered textbooks to pick them up.
- Cost: \$0
- Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: PDW 2024 Registration

- Date: Ongoing
- Location: N/A
- Description: Currently ~20 Dalhousie students registered. Once round 3 of registration ends (Nov 17), our t-shirts will be ordered.
- Cost: \$0
- Support Needed from CAPSI National: N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Dalhousie's Next Top Pharmacist

Date: TBD

Location: Dalhousie University T-Room

Description: Being coordinated by Dalhousie Jr (Alex Wade)

Cost: TBD

Support Needed from CAPSI National: N/A

NAME OF EVENT: PAM 2024

Date: March

Location: N/A

Description: Events/calendar for month TBD © Will coordinate meeting in mid-late January to form a planning committee.

Cost: TBD

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT:** Saving Second Base Softball Tournament
 - **Date:** September 23rd (with September 30th as a back-up)
 - **Location:** Victoria Park Softball Field (with Bill Rehal Field as a back-up)
 - **Description:** A charity event we do every year to raise money for Run for the Cure. Sign-ups have been posted on Facebook, and a clothing order is currently in the works as an added fundraiser.
 - **Cost:** TBA as we are still communicating with the recreation department about rental fees.
 - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT:** Run for the Cure Bake Sale
 - **Date:** September 19
 - **Location:** Medical school foyer (right outside of the cafeteria, lots of foot traffic).
Description: A charity event we do every year to raise money for Run for the Cure. Sign-ups have been posted on Facebook.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT:** Run for the Cure
 - **Date:** October 1
 - **Location:** Quidi Vidi Lake Trail
 - **Description:** Memorial School of Pharmacy joins the event every year, running and fundraising as a group.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT:** Local competitions
 - **Date:** September - October 2023
 - **Location:** MUN
 - **Description:** Booking rooms, requesting evaluators, setting local deadlines, etc. PIC/OTC competitions had a lot of interest and went smoothly. Only one group for compounding competition and for poster presentation. Two submissions for AFL and none for SLC this year :(**Cost:** \$90 for gift cards for judges (paid for by local council)
 - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT:** CAPSI Awareness Week
 - **Date:** September 17 - 23
 - **Location:** MUN
 - **Description:** Beginning CAPSI membership drive, Haleon Voltaren L&L, Jack Axes (already confirmed by Wooje)
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA

Ongoing Tasks

- NAME OF EVENT: PDW
 - **Date:** January 2-7, 2024
 - **Location:** Toronto!!!
 - **Description:** Organizing Pharmafacts T-shirt order. Final round of registration ongoing but no further interest at this time (15 delegates total). Continuing to collect information on flights, addresses, phone numbers, etc. as this becomes available.
 - **Cost:** Quoted ~ \$300 for shirts (paid for by local council)
 - **Support Needed from CAPSI National:**
- NAME OF EVENT: Antimicrobial Awareness Week
 - **Date:** November 20-24, 2023
 - **Location:** Online/MUN SoP
 - **Description:**
 - **Cost:**
 - **Support Needed from CAPSI National:**
- NAME OF EVENT: Meeting with Dr. Bugden (Dean)
 - **Date:** November 30, 2023
 - **Location:** MUN SoP
 - **Description:** Meeting with the Dean to discuss student wellness initiatives. Planning to have a quick meeting with the local council beforehand to discuss priorities based on results of a previous poll.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:**

UPCOMING EVENTS/Tasks:

NAME OF EVENT: PAM

Date: March

Location: TBD

Description: We'll be doing various community events (like lip gloss making with the Girl Guides and the pill drop), setting up a passport for students to keep track of all the events, and of course regular social media posts.

Cost: NA

Support Needed from CAPSI National: NA

NAME OF EVENT: NLNTP

Date: March(?)

Location: TBD

Description: Competition for NL Next Top Pharmacist

Cost:

Support Needed from CAPSI National:

NAME OF EVENT: Symposia

Date: TBD

Location: MUN SoP lecture halls

Description: We are planning to have both

Cost: TBD

Support Needed from CAPSI National:

NAME OF EVENT: Mock OSCEs

Date: May

Location: MUN SoP PPL

Description: Organizing practice OSCEs for the fifth year students before PEBCs. **Cost:** N/A

Support Needed from CAPSI National:

Executive Council Updates

President

M. Wong

POSITION UPDATE:

COMPLETED TASKS

- PDW 2024
 - Helped manage registration process with planning committee (at each round of registration)
 - Provided budget guidance and adjustments
 - Drafted PDW x UofT contract
 - Check-ins and answered questions as needed
 - Voted to approve PDW t-shirts with ethics committee
- PDW 2025
 - Provided feedback on logo and theme
 - Reviewed and provided feedback on hotel contract
 - Continuous check-ins and answered questions as needed
- Participated in Round 3 of CSHP's vision statement feedback
- Attend NPAC Specialty Pharmacy Summit in Toronto (with Wooje)
- Various check-ins with council members
- Acted as liaison for ethics committee concerns
- Reviewed various sponsorship contracts with Ryan
- Conference-related meetings
 - Sept 8 update/check-in meeting with PDWPC 2025 Co-chairs
 - Sept 17 meeting with UBC locals to discuss hosting PDW 2026
 - Sept 21 PDW 2024 update meeting
 - Sept 29 CPERC 2023 wrap up meeting
 - Oct 20 Met with Chief Admin Officer at UofT (re: UofT sponsorship recognition at PDW 2024)
 - Nov 19 PDW 2024 update meeting
- Other meetings
 - Various check-in meetings with council members
 - Sept 15 meeting with Gezina Baehr (IPPC) about Indigenous student sponsorship at PDW 2024
 - Sept 20 meeting with the Bridging the Gaps Fund Committee to discuss and approve the funding for Indigenous student sponsorship at PDW 2024
 - Sept 25 meeting with Medi-Scribe (with Ryan) to discuss potential sponsorship options
 - Oct 10 Translation Committee Meeting
 - Oct 18 PharmAchieve meeting (with Ryan)
 - Oct 24 CNSA meeting (with Nolan)
 - Oct 26 CCAPP meeting (with Nolan and Wooje)
 - Oct 26 UOttawa "transition" meeting (with UOttawa locals and Wooje)
 - Nov 9 Exec meeting
 - Nov 12 Advocacy and Professional Affairs Committee Meeting

- Nov 16 CSHP meeting (discuss Hospital Student Award)

Ongoing Tasks

- Managing logistics for new Indigenous student funding to attend PDW
- Writing Fall CAPSIL President Address
- Writing Dean's letters with Wooje
- Confirm host school for PDW 2026 and facilitate beginning steps of planning
- Continuous check-ins with PDWPC 2024 and 2025

UPCOMING EVENTS/Tasks:

- Make PDW meeting schedule with Cara
- Ensure AGM slides are updated and translated with Cara
- Write PDW speeches
- Assist CSHP in determining the Hospital Pharmacy Student Award winner
- JOM with CSHP (discussing free membership for 1st years)

POSITION UPDATE:

COMPLETED TASKS

- Meetings:
 - PDW25 Co-Chairs - Sept 8th
 - September Council Meeting - Sept 10th
 - SWC meeting - Sept 13th
 - UBC (Check-in + PDW2026) - Sept 17th
 - Christine Landry of UOttawa (w/ Ryan) - Sept 20th
 - BtG Committee meeting - Sept 20th
 - PDWPC 24 - Sept 21th
 - 1st Year Class of UOttawa - Sept 25th
 - Translation Committee meeting - Oct 10th
 - Introductory meeting w/ UOttawa Sr & Jr - Oct 13th
 - Transition meeting w/ UOttawa Sr & Jr - Oct 26th
 - CCAPP - Oct 26th
 - Exec Meeting - Nov 9th
 - APA/SWC collab - Nov 12th
- Finished the content portion of SWC's fall activity
- Tote bag gifts for UOttawa
- Helped UOttawa w/ PDW registration
- OM Changes in certain sections

Ongoing Tasks

- Constant advising & reviewing for PDW 24 & 25.
- Graphics portion of SWC's fall activity
- OM review

UPCOMING EVENTS/Tasks:

- Dean's letters
- Finalize host for PDW26
- PDW24 planning
- PDW Speech & AGM slides
- JOM w/ CPhA (if schedule permits)

POSITION UPDATE:

Attended meetings:

- PDWPC
- CPhA
- UOttawa CAPSI orientation
- VPCom re: sponsorship
- UManitoba re: PDW
- Executive

Committees:

- Reviewed competitions, finance requests, UOttawa planning, Bridging the Gaps fund discussions
- Ethics committee
 - PDW T-shirt approval completed
 - Advised, meet and discussed ethical concerns brought forward

Answered emails and questions / advised folks PRN

UPCOMING EVENTS/Tasks:

- Ethics committee
 - Continuing to meet and discuss ethical concerns brought forward
- PDW 2024 Prep
 - Review materials, prepare AGM slides, order Honorary life member award, support Madi as needed
- Answer emails and questions / advise folks PRN

POSITION UPDATE:

COMPLETED TASKS

- Attended CPhA Wellness Task Force meetings (September/October/November)
- Subcommittee promotion
- Organized and attend November Exec Meeting
- Responded to subcommittee inquiries and liaised interested members with the appropriate committee chair
- More minutes
- Meetings for Bridging the Gaps, APA, Wellness, etc
- Updated elections materials
- Election promotions - social media and fall CAPSIL
- Finalized membership drive (Fall)
- Translated some more stuff in français

Ongoing Tasks

- Responding to inquiries re: CAPSI elections and available positions

UPCOMING EVENTS/Tasks:

- Elections!
- Meet with Madi to chat about PDW
- Joint officer meeting with CSHP

POSITION UPDATE:

COMPLETED TASKS

- Mailed cheque to AFPC for payment of hotel booking, room booking, and registration for the CPERC conference
- Sent invoices to Sylvie and sent to Comms and PDW (currently done independently by Comms/PDW)
- CPERC reimbursements processed for all those who sent me their forms and receipts as of November 7, 2023
- Sent invoice requests to Sylvie for those requiring payment to CAPSI for CPERC hotel
- Check-ins with President as necessary
- Reimbursements outside of CPERC
- Discussed Indigenous Sponsorship payouts for PDW and plan for proceeding

Ongoing Tasks

- CPERC Reimbursements
- General Reimbursements

UPCOMING EVENTS/Tasks:

- Pending reimbursements
- Payments to Accountant/Lawyer
- Finance Budget Coding
- Bank statements to Accountant
- Payouts to Indigenous Sponsorship Recipients for PDW
- Mid-year budget presentation for PDW
- Confirm plan for sending payouts to Indigenous students attending PDW receiving sponsorship

POSITION UPDATE:**COMPLETED TASKS**

- Contracts [RENEWED/SIGNED]: CPhA, Medisca, Apotex, Pfizer, Extend Pharmacy (new)
- CAPSI National Fall Updates 2023 sent to all CAPSI Partners, including Webmaster, CAPSIL Editor and FO 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), etc.
- Meetings with CAPSI Partners: BioScript, CFP, RxFiles, McKesson/PTS, PharmAchieve
- UOttawa: talent acquisition and conflict of interest, SDM/LCL Gala 2023, presentation to first-year class (09/2023),
- EnsembleIQ: attended eCortex OTC Spark Conference (09/2023), forwarded PharmacyU Vancouver to council and UBC locals,
- NPAC Specialty Pharmacy Summit: liaised between council member attendees and NPAC
- Prospectus Partners [OUTREACH]: Healthmark, Accord Healthcare, Sterimax, Wholehealth, ShiftPosts
- Webmaster: reviewed Members-Only Portal benefits, homepage, and sponsors, and communicated updates with the Webmaster, contributed to World AMR Awareness Week content
- [VPC Spreadsheet]: review and update, invoice spreadsheet
- PDW 2025: Sponsorship Package review, reviewed and updated CAPSI Partner list

ONGOING TASKS

- Partnership invoices will be sent directly to the CAPSI Accountant (cc'd Pres, Pres-Elect, and FO) and/or emailed to CAPSI Partners
- Contracts [AWAITING SIGNATURES]: Medi-scribe (new)
- Follow-up with unresponsive CAPSI Partners regarding representatives presenting awards to student recipients at PDW 2024
- Sending and cc'ing CAPSI Partner social media poster quests to the Webmaster
- Forwarding and cc'ing CAPSIL content and/or requests to the CAPSIL Editor
- Providing support to PDW 2024, mainly contacts/partnerships to the Sponsorship and Health Fair Officers: London Drugs, Extend Pharmacy, immunize.io, Walmart, PharmaChoice
- USask Bridging the Gaps: \$1,500.00 CAD to support one (1) Indigenous USask student attend PDW 2024 – connect with USask regarding invoice, award description, etc.

UPCOMING TASKS

- Contracts [RENEWAL]: Trudell Medical
- CAPSIL Winter 2024: CAPhE interview
- Meetings with CAPSI Partners: PharmAchieve, Wholehealth
- [INVOICES]: PharmaChoice, Pfizer, Extend Pharmacy, Medi-scribe
- Schedule Membership and Communications Committee meeting
- Forward Fall CAPSIL 2023 and CAPSI Holiday Card 2023 to CAPSI Partners
- Organize JOMs with CAPSI Partners: CPhA, CSHP, etc.

POSITION UPDATE:**COMPLETED TASKS**

- Completed local competitions cases
- Announcement of Winter 2023 Future of Pharmacy Award
- Coordinated Medisca compounding shipments to locals
- Created Pharmafacts competition questions
- Helping oversee local competitions and answering questions
- Collected all Award of Professionalism applications
- Sent out call for Summer 2023 Future of Pharmacy Awards
- Started working on National Competitions
- Connected Extend Pharmacy (Jason Wentzell) with CAPSI
- Completed drafts for PIC and OTC national competition cases
- Received Award of Professionalism Judging results
- Confirmed National SLC judges

Ongoing Tasks

- Waiting for Loblaws approval of national PIC case to send to translations committee
- Waiting for final feedback on OTC national case to send for translation
- Waiting for Medisca to send draft of the National Compounding Case for competitions review committee to review before they translate it

UPCOMING EVENTS/Tasks:

- Meet with Competitions Officer for PDW to discuss awards ceremony on November 15
- Review Summer 2023 Future of Pharmacy Applications with the competitions review Committee
- Send finalized AFL submissions to Pharmachoice for National Judging
- Send National PIC Case to translations committee
- Send National OTC Case to translations committee

POSITION UPDATE:**COMPLETED TASKS**

- Held first APA meeting.
- Edited and finalized NPAC article #1 (now in the fall gazette)
- Wrote and submitted CAPSIL article for upcoming issue.
- CNSA meeting w/ Madi.
- Sent out Doodle poll for APA meeting #2, prepared agenda, and held meeting (November 12).
- Wrote and edited NPAC article #2 (waiting to ensure nothing else needs to be finalized from additional NPAC editors).
- Prepped for and led CCAPP meeting.
- Meeting with Christine D from CPhA about negotiations webinar (and other miscellaneous topics; October 26).
- Wrote preliminary letter to CCAPP regarding student bereavement.
- Revising and updating IPPC statement, obtained feedback from Amy Lamb at IPPC.
- Met with CPhA (Christine D and Joelle) regarding Student Loan Forgiveness to move this forward (November 8)

UPCOMING EVENTS/Tasks:

- Get feedback on letter for student bereavement to be sent to CCAPP, also mention personal days and curricular hoarding in this communication. Maintain this connection and communicate more about diverse populations in pharmacy curricula.
- Try to connect more closely with PEBC (preliminary interaction, but nothing in-depth).
- Finalize NPAC article (if necessary).
- Get feedback from APA on IPPC Statement, one last content check with Amy Lamb, and then get this translated for distribution.
- Continued discussions with Christine D from CPhA about Student Loan Forgiveness, negotiations webinar, Joelle discussion for PDW/virtual appearance, and annual CPhA webinar series.
- Ensure CNSA and CFMS have a meeting in the winter for discussions on advocacy moving forward.
- IPE case development (ideally by early December to translate and distribute by PDW).
- Talk to CAPSI about MP meetings and get postal codes to send to CPhA.
- Talk with CFMS about PharmD/MD Buddy Program and ideas for implementation from APA meeting.

POSITION UPDATE:**COMPLETED TASKS**

- IPSF Locals Meeting (Virtual)
 - **Date:** September 7, 2023
 - **Description:** Introduction of IPSF & SEP and setting initiatives/goals for the upcoming year
- IPSF x ULaval Meeting
 - **Date:** September 18, 2023
 - **Description:** Provided closer follow-up and support in helping representatives plan initiatives for their school
- IPSF x UOttawa Meeting
 - **Date:** November 6, 2023
 - **Description:** Met with UOttawa CAPSI representatives with the SEO to introduce IPSF/SEP and arranged tentative date for a larger event to introduce IPSF to the UOttawa pharmacy community
- IPSF Virtual SEP meeting
 - **Date:** November 6, 2023
 - **Description:** Met ASPHA (USA) KNAPS (Korea) and NAPSA (Australia) SEOs to prepare for the Virtual sep of November
- IPSF Training Sessions
 - **Date:** November 8 & 10, 2023
 - **Description:** Mandatory training sessions for SEP

Ongoing Tasks

- IPSF Locals
 - Follow up with IPSF Locals via group chats to check on progress and any gaps to fill or assistance needed
- IPSF Virtual SEP meeting
 - Coordinate the event along with Met ASPHA (USA) KNAPS (Korea) and NAPSA (Australia) SEOs. Published the event and begin registrations.
- IPSF Official delegate for COP28
 - I have been sectioned to represent PARO during the The Conference of the Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC) in December 2023.
 - Coordinate the event along with Met ASPHA (USA) KNAPS (Korea) and NAPSA (Australia) SEOs. Published the event and begin registrations.
- PDW 2024
 - **Description:** Coordinating potential international delegates along with F. Hadji (eg. assisted in providing recommendation letters as part of their respective visa processes). Continue to coordinate and help international delegates as needed.

UPCOMING EVENTS/Tasks:

NAME OF EVENT: IPSF Locals Meeting #2

Date: late November – early December (tentative)

Location: virtual (Zoom)

Description: To be coordinated with F. Hadji to check-in on progress, reinforce the use of event trackers and submissions, and remind local representatives of the upcoming SEP deadline.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Virtual SEP with KNAPS, ASAPH and NAPSA

Location: virtual (Zoom)

Description: Presentation of the Canadian SEP program along with the other organisations and activities to connects students from around the world.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: Virtual SEP with Francophone countries

Location: virtual (Zoom)

Description: Presentation of the Canadian SEP program in french along with the other organisations and activities to connects students from around the world.

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:**COMPLETED TASKS**

- IPSF Locals Meeting (Virtual)
 - **Date:** September 7, 2023
 - **Description:** Introduction of IPSF & SEP and setting initiatives/goals for the upcoming year
- IPSF PARO Meeting
 - **Date:** September 17, 2023
 - **Description:** Meeting to discuss next steps prior to starting the 2023-2024 mandate to unify/align the PARO region; members from the PARO Regional Working Group, Contact Person's from the PARO Member Organizations, and IPSF Executive Committee were present.
- IPSF x ULaval Meeting
 - **Date:** September 18, 2023
 - **Description:** Provided closer follow-up and support in helping representatives plan initiatives for their school
- World Pharmacists Day (WPD) 2023 Campaign
 - **Date:** September 25, 2023
 - **Location:** virtual
 - **Description:** Closed WPD 2023 campaign and selected winner of \$25 gift card, which was sent to the winner (from UofA). Noted minimal participation from members outside of CAPSI National, which prompts brainstorming of different methods of engaging our members in an easy/trackable manner (eg. test run commenting directly on the post in future campaigns)
 - **Cost:** \$25
 - **Support Needed from CAPSI National:** Reimbursement request submitted
- IPSF x UOttawa Meeting
 - **Date:** November 6, 2023
 - **Description:** Met with UOttawa CAPSI representatives with the SEO to introduce IPSF/SEP and arranged tentative date for a larger event to introduce IPSF to the UOttawa pharmacy community
- IPSF Training Sessions
 - **Date:** October 20 & 29, 2023
 - **Description:** Mandatory training sessions on basic IPSF duties, as well as advanced topics (eg. wellness, time management)

Ongoing Tasks

- IPSF Locals
 - Follow up with IPSF Locals via group chats to check on progress and any gaps to fill or assistance needed
- IPSF-Apotex Health Campaign Award
 - **Date:** October 29, 2023
 - **Location:** N/A

- **Description:** Closed award for 2022-2023 year and winners have been determined, with the assistance of a panel of 6 judges. Provided gift cards to 3 judges (2 have declined, 1 pending response). Planning to announce winners at PDW 2024 at the moment (vs announcing prior to PDW 2024 on social media). Once winners have been finalized, will coordinate with R. Chan to send award money to the respective schools.
- **Cost:** \$30-40 (\$10/gift card)
- **Support Needed from CAPSI National:** Reimbursement for gift cards. Coordination of sending award money.
- Vampire Cup 2023
 - **Date:** Jan – Dec 2023
 - **Location:** Canada wide
 - **Description:** Competition amongst Canadian pharmacy schools for most blood donations within the year. In collaboration with Canadian Blood Services and Hema-Quebec. To liaise with CBS to determine exact details of the prize for the school with the most donations.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- Pharmacy Professions Around the World
 - **Date:** mid-late February 2024 (tentative)
 - **Location:** virtual
 - **Description:** Collaborative event with Contact Person's from BPSA (UK), KNAPS (South Korea), and NUSPS (Singapore). Confirming a time for the event and to plan the event's logistics.
 - **Cost:** TBD
 - **Support Needed from CAPSI National:** minimal – likely supportive for promoting the event via social media platforms
- PDW 2024
 - **Description:** Coordinating potential international delegates along with F. Hadji (eg. assisted in providing recommendation letters as part of their respective visa processes). Continue to coordinate and help international delegates as needed.

UPCOMING EVENTS/Tasks:

NAME OF EVENT: World Diabetes Day

Date: November 14, 2023

Location: virtual (Instagram/Facebook)

Description: As this year's health campaign is on Healthy Living & Diabetes, planning to post a small campaign centering around this year's theme, which centers around access to diabetes care. The social media post is being prepared and planning to include a \$25 gift card given to a random winner, selected from participation on the social media post (ie. Direct comments on the post); to confirm gift card amount with B. Jain.

Cost: \$25

Support Needed from CAPSI National: Reimbursement of gift card

NAME OF EVENT: IPSF Locals Meeting #2

Date: late November – early December (tentative)

Location: virtual (Zoom)

Description: To be coordinated with F. Hadji to check-in on progress, reinforce the use of event trackers and submissions, and remind local representatives of the upcoming SEP deadline.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF TAS: IPSF Annual CP Update Form

Date: December 31, 2023 @ 23:59 GMT+0

Location: Google Form

Description: Mandatory form to be completed from IPSF, which includes information on how many people, students, and schools that CAPSI represents. To obtain information from C. Stevenson in early December for more updated numbers.

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF TASK: follow up on potential reimbursement for WC 2023

Description: Following the cancellation of WC 2024 Montreal, A. Le followed up with myself regarding whether some of the conference cost for WC 2023 could be reimbursed for A. Le, O. Landry, and M. Yip (attended WC 2023 Bali as CAPSI delegates). To follow up with M. Wong and B. Jain whether this would be possible.

Cost: TBD

POSITION UPDATE:**COMPLETED TASKS**

- Set Up/Pass Along UOttawa Accounts
- World Pharmacist Day Social Media Campaign
 - **Support Needed from CAPSI National:** Alissa is there anything with this giveaway I need to wrap up??
- National Day Truth and Reconciliation Social Media Campaign

Ongoing Tasks

- Meet the Council Post:
 - **Description:** One school away from completion.
 - **Support Needed from CAPSI National:** I am waiting to hear that Roselyn is set up in her role/accounts and will send her the question form.
- November Health Month Social Media Campaign
 - **Date:** Nov 1,2,8,9,15,16,28,29
 - **Cost:** \$10
- WAAW Social Media Campaign
 - **Date:** Nov 18-24
- Posting on Social Media as Required
- Updating Website/Member's Portal with suggestions/as needed
- Making Social Media Posts as requested

UPCOMING EVENTS/Tasks:

Update Member's Portal after Membership Drive
December Social Media Posts by Website Committee
Cost: \$10

POSITION UPDATE:**COMPLETED TASKS**

- NAME OF EVENT/Task: Translation Committee Meeting #1
 - **Date:** October 10th, 2023
 - **Location:** Zoom (online)
 - **Description:** discussed where we can improve on to decrease workload for translation committee
 - Meeting Agenda: [Translation Committee Meeting 1](#)
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: November Health Promotion
 - **Date:** October 31st, 2023
 - **Location:** online
 - **Description:** helped Emma with IG post design for Week 2 of Health Promotion month
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- NAME OF EVENT/Task: Updated Translation Document
 - **Date:** Started October 25th, 2023
 - **Location:** Online (google docs)
 - **Description:** New guidelines for expediting the translation process!
 - ✨[HOW TO TRANSLATIONS](#) ✨ [CAPSI 2023-2024](#)
 - **Cost:** N/A (unless we get DEEPL subscription)
 - **Support Needed from CAPSI National:** may need to work with finance
- NAME OF EVENT/Task: Working on FALL 2023 CAPSIL
 - **Date:** Started October 1, 2023
 - **Location:** Online
 - **Description:** working on organizing the CAPSIL in preparation for its release date
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:**NAME OF EVENT:** Release of FALL 2023 CAPSIL

- **Date:** November 28th, 2023
- **Location:** Via Mailchimp (online)
- **Description:** after months of work, will be releasing this year's FALL 2023 CAPSIL!
- **Cost:** may require a subscription to mailchimp! (unsure)
- **Support Needed from CAPSI National:** Will need to work with CAPSI Secretary and Finance to work things out



POSITION UPDATE:**COMPLETED TASKS**

- Big thanks to everyone who completed the Student Survey! 😊
- Attended the CSHP Fall Board Meetings from October 20-22

Ongoing Tasks

- Work with CSHP Staff Office (including their Communications and Marketing team) with regards to promotion, student engagement, etc.
- Continue meeting with CSHP local representatives (1 meeting/school)
- Working with CSHP National Staff Office to host a webinar about the job of a hospital pharmacist geared toward 1st-2nd year students

UPCOMING EVENTS/Tasks:**NAME OF EVENT:****Date:** mid-late January 2024**Location:** virtual**Description:** introduction of the role of a hospital pharmacists geared toward 1st and 2nd year pharmacy students**Cost:** 0\$**Support Needed from CAPSI National:** advertisement

- Create a private group chat/group page for CSHP local reps on a selected social media platform
- Schedule a meeting with all CSHP local reps in the next few months
- Writing a report to summarize findings to upcoming Board Meeting in January