



**C A P S I   •   A C E I P**

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

# January Meetings 2024

**CAPSI National Council Meetings**

Toronto, ON

Wednesday, January 3rd to Saturday, January 6th

 **CAPSI National Schedule - PDW 2024**

Wifi: Sheraton Conference

Password: CAPSI2024

## Day 1: Wednesday, January 3rd, 2024

Location: VIP Room, Sheraton

9:00 am to 11:30 am EST

1:30 pm to 4:30 pm EST

- 1. Call to Order** M. Wong  
M. Wong calls the meeting to order at 9:10 am EST.
- 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	Present
Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	Present
Jacqueline Tian-Tran	CSHP Student Liaison	Present
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
Stephanie Lo	Waterloo Senior Representative	Present
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	Present
Florence Bédard Perrault	Montréal Senior Representative	Present
Hassan Abbas-Harnois	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	Present
Alex Wade	Dalhousie Junior Representative	Present
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	Present
Madison Legge	MUN Senior Representative	Present

**Guests:**

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

**M. Wong**

 November Meeting Agenda

BIRT CAPSI National accepts the minutes from the November Council Meeting on November 26th, 2023.

M. Wong / F. Bédard Perrault

**Motion carried.**

## 5. 3 Stars of CAPSI (3 min)

M. Wong

1. Ryan Chan has been very x 3 hard at work, etween burying the president inbox with emails, facilitating a bunch of sponsorship deals, coordinating PDW sponsors, and sending out all of CAPSI's holiday cards to our sponsors.
2. Ayman Lakhani has also been very x 3 hard at work with the PDW Planning Committee for this conference and has been integral to its success. PDW 2024 in Toronto could not have happened without her dedication and leadership.
3. Kevin Huynh, for those who may not know, is the Outgoing Finance Officer. Although his term ended at the end of September and he is now retired from CAPSI, he has stepped up recently to help catch up on our finances, even being so dedicated as to work on this on both Christmas Eve and Christmas Day although that was not expected of him.

## 6. School Reports

University of British Columbia

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[See Annex](#)

University of Alberta

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[See Annex](#)

University of Saskatchewan

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[See Annex](#)

University of Manitoba

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[See Annex](#)

University of Waterloo

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[See Annex](#)

University of Toronto

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[See Annex](#)

University of Ottawa

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[See Annex](#)

Université de Montréal

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[See Annex](#)

Université Laval

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[See Annex](#)

Dalhousie University

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[See Annex](#)

Memorial University of Newfoundland and Labrador

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[See Annex](#)

## 7. Executive Reports

President

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[See Annex](#)

President-Elect

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[See Annex](#)

Past President

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<a href="#">See Annex</a>
Executive Secretary
<a href="#">See Annex</a>
Finance Officer
<a href="#">See Annex</a>
VP Communications
<a href="#">See Annex</a>
VP Education
<a href="#">See Annex</a>
VP Professional Affairs
<a href="#">See Annex</a>
Student Exchange Officer
<a href="#">See Annex</a>
IPSF Liaison
<a href="#">See Annex</a>
Webmaster
<a href="#">See Annex</a>
CAPSIL Editor
<a href="#">See Annex</a>
CSHP Liaison
<a href="#">See Annex</a>

**8. Housekeeping Items (2 min)**

**M. Wong**

Background: Friendly reminder to ensure you're logged in and regularly checking and responding to your CAPSI Slack/email. Also please ensure that you:

- 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 - will be accessible for the next person in the role
- Conduct all CAPSI communication through email to ensure smooth turnover and information finding

**9. Paid Translation Services (6 min)**

**J. Ly**

***Referred from November 2023 Council Meeting***

Background: Discuss options for future use of translating services for legal/professional documents (i.e upcoming IPPC Statement).

J. Ly contextualizes that feedback on the preliminary translations that have been implemented is a good starting point for making translations more efficient. Professional services are costly, so in the end, we need to ensure that CAPSI could afford to make such a purchase. She adds that DeepL, one of the AI services being used in preliminary translation through the free version, also has a subscription option. On the free subscription, we can upload somewhere around 3 documents or 10 GB of material. CAPSI could begin by taking advantage of the 30-day free trial that is available and

reassess based on how that goes; it would mean that we would be able to upload more material for translation.

F. Bédard Perrault adds that DeepL is pretty good for translations, and although sometimes the words are not the literal translations, they are relatively accurate as a whole. She opines that it would be a good starting point for more professional documents, but would still require review even with the paid version by more than one French-speaking person. This is especially important to consider with documents containing legal terms, where translators can use their combined expertise to ensure accuracy and professionalism is reflected in the end product.

N. Barkhouse references the upcoming official document translation for the IPPC-CAPSI joint statement, and informs that the piece has a similar level of complexity to our previous bereavement statement as an advocacy initiative. The document is approximately 5 pages in length.

J. Ly agrees that it would be beneficial to have multiple French-speaking members involved in the translation for an even distribution of the workload, but that we would have to determine in conjunction with B. Jain to ensure that the purchase would be feasible within CAPSI's budgetary structure.

M. Wong reminds of the procedure for CAPSI purchases, stating that any purchase over the amount of \$1000 is referred to the entire council for a vote, while purchases under \$1000 can be referred to the Finance Committee for the final decision.

J. Kamal wonders if for official statements, we could assess the estimated cost of translation services for a given document to determine if it would be feasible for the Translations Committee to complete on their own, or if it would be more appropriate to bring a paid service in.

F. Bédard asks what parties are involved in reviewing the initial English version of the statement. N. Barkhouse responds that all members of the Advocacy & Professional Affairs Committee were given the opportunity to review the document, but no specific feedback was gleaned. Amy Lamb, the Chief Executive Officer of IPPC, was also involved in reviewing the statement, as CAPSI is partnering with IPPC on its content and release.

F. Bédard Perrault raises the point that the established French schools, UdeM and ULaval, may have forms of translation services, such as a linguistic club, for example, that may be a less costly alternative as a paid resource, and suggests looking into this avenue as a potential option.

J. Ly adds that any members with good writing skills may reach out to her for involvement. She also mentions that we could take advantage of the free 30-day trial of DeepL's subscription version to use for a specific document, such as the advocacy statement with IPPC.

With regards to payment models of translation services, C. Vaccaro states that most estimates are reached based on the length of the statement, so when a particular service is selected, we would be able to get a sense of the associated pricing scheme. As members of the pharmacy profession, we are content experts, so when we write things in English, we often include lingo that is specific to pharmacy. Bringing in a translation service likely would not be familiar with the nuances of the pharmacy language and the word choices that we would make here. Given that this document is a statement on behalf of CAPSI in partnership with IPPC, C. Vaccaro suggests that this may be a document we could look to CPhA's translators for assistance on, as they work with both organizations.

M. Wong says that it would still be prudent to investigate different pricing quotes, and that we should investigate at least two different services for a comparison. Previous services considered, such as Sero communications, were quite costly, and as a non-profit organization, ideally we would hope to find a cheaper alternative.

Speaking to the Sero translation service, J. Ly informs that an advantage is that they review all previous CAPSI documents to review how things are translated, which is then used to create an organization-specific lexicon of frequently used terminology. This could be beneficial in ensuring the pharmacy language is integrated, but she will look around to review the alternatives that are available to us.

#### **10. CAPSI Sponsors Follow-Up Spreadsheet 2023-2024 (5 min)**

**R. Chan**

Background: I have reviewed and updated the CAPSI Sponsors Spreadsheet 2023-2024, specifically with "Sheet 2: Invoice Tracking" as well as current and/or next steps associated with CAPSI's partnerships. Areas to highlight include contracts expiring in 2024 (highlighted in yellow) and in-progress contract obligations (highlighted in red). In November 2023, all CAPSI Partners receiving benefits were communicated their contract obligations. I will continue updating this document, as needed to keep council members up to date.

 CAPSI Sponsors Follow-up 2023-2024

R. Chan mentions that this document also incorporates logistics when it comes to partnership benefits with our social media calendar, and with PDW sponsors.

C. Vaccaro applauds R. Chan for the work being done to acquire new sponsors and asks that he share some brief information about the new partners that were signed as an overview to the council.

R. Chan starts with contracts that were renewed this year, which include the following.

The addition of UOttawa within the Medisca and Loblaw contracts.

The Apotex contract renewal was associated with their sponsorship level being upgraded from Gold to Platinum based on their sponsorship contributions.

With regards to Trudell Medical, the contract has now expired - there will be representatives in attendance at PDW, so R. Chan hopes to connect for a discussion about contract renewal moving forward, as communication and facilitation of partnership is easier in the in-person setting.

CAPSI's contract with CFP was also renewed to incorporate Canada's 11th pharmacy school, UOttawa. As they are early in the first year of the program, no winner was selected for the Guy Genest Award from UOttawa this year. That being said, R. Chan was able to ensure that up to two winners are eligible for selection in the next academic year, then moving forward with a single winner per year as is the case with the other schools. He adds that CFP had expressed interest in increasing their sponsorship through the implementation of new awards.

M. Wong provides background information on the sponsorship of the Guy Genest Award, as it is co-sponsored by CAPSI. Currently, CFP contributes half of the monetary value associated with the award, while CAPSI matches this. Before sponsoring and implementing new competitions, perhaps CFP can transition to fully sponsoring the current award. New competitions may be difficult to implement, and this would add additional workload to the busy portfolio of CAPSI's local representatives.

Belairdirect insurance currently has two different contracts with CAPSI. One of these is at the silver sponsorship tier, while the other is a separate contract outlining sponsorship of the translation awards for dedicated committee members. R. Chan says that these contracts expire together in 2025, and the goal is to renew at that time to incorporate both in a single contract.

CSHP sponsorship renewal for the CAPSI-CSHP Hospital Pharmacy Student Award incorporated a clear outline of the stipulations for who represents CAPSI in selecting the award winner, as well as language to ensure that council members are not prohibited from applying to this award based on the position they hold.

Additional sponsorship details from this year include the following.

Pfizer has historically been a sponsor, providing the funds for the Stephen Long PDW Co-Chair Awards and the CAPSI Senior Award in the past. Unfortunately, as no representative was able to attend PDW this year, they were unable to sponsor these awards.

Extend Pharmacy is a relatively new sponsor who is incredibly excited about partnering with a student organization. Their CEO was a previous VP



Communications position holder. This partner advocates for cancer research and for oncological pharmacy organizations. The initial one year contract expires in October, and there has been strong interest in upgrading their sponsorship level with CAPSI over the next few years.

M. Wong reminds council members that sponsors will be present throughout PDW. They enjoy meeting CAPSI representatives, and as the faces of CAPSI and Canadian pharmacy students, meeting them and having friendly conversations is important to maintain a positive relationship with our sponsors.

**11. NEW Sponsor for the Stephen Long PDW Co-Chair Award (\$400.00 CAD) and CAPSI Senior Representative Award (\$200.00 CAD) (1 min) R. Chan**

Background: Belairdirect will be funding the following PDW 2024 awards: Stephen Long PDW Co-Chair Award (\$200 apiece) and CAPSI Senior Representative Award (\$200) as well as be recognized as a Proud Sponsor of PDW 2024.

**12. CU Ads and CAPSI 2024-2025 (5 min) R. Chan**

Background: CU Ads and CAPSI partner through managing the CAPSIL advertisement space. With the removal of the CAPSI Notebooks in 2023-2024, CU Ads has requested that CAPSI (more specifically, CAPSIL Editor) consider creating 4-5 newsletter issues. For instance, a publication released in late August to early September to supplement (back-to-school) for students entering and returning to their programs. With the removal of the September notebooks, revenue has dropped for CU Ads by 50% in the CAPSI portfolio.

For context on our partnership, R. Chan outlines that CU Ads helps with securing ad space, and brings in revenue from the CAPSIL advertisements. Revenue is split 50/50 between us, and typical revenue runs around \$2200 to \$5000 each quarter throughout the year. CU Ads is hoping that CAPSI can increase publications to increase revenue for both organizations. One suggestion that was made was the potential to create and disseminate a short newsletter celebrating students for their accomplishments, for example, over the summer and distributing in September. Other options may be for CAPSI to recommend other places that CU Ads can reach out to to increase their revenue, as there are several organizations and companies that are not official partners of CAPSI, but are able to purchase CAPSIL ad space.

M. Wong adds that the CAPSI notebooks were stopped for this year as CAPSI was losing money from their provision due to high costs of the notebooks. This led to an approximate loss of \$6000 or more each year from notebooks alone. For this reason, CAPSI is no longer in the position where we are losing money as funds are not being allotted to notebooks.

C. Vaccaro cautions against recommending adding anything new to improve ad space, as we need to be conscious not to overwhelm our students with communications that are too frequent. M. Wong echoes this statement, adding that CAPSI does not currently have the capacity to increase our output as requested, so it would be prudent to politely refuse this suggestion.

J. Ly raises the point that increasing the number of publications would also increase the workload on the members of the Translations Committee, which wouldn't be fair to those individuals, and would create extra work for everyone.

### **13. SLC Competition (5 min)**

**M. King**

Background: Christine at CPhA informed me in the past SLC has been referred to as Student LITERACY Competition instead of Student LITERARY Competition. CPhA wants to make sure all promotions of this competition, certificates, etc. use the correct name going forward. The correct name is included on the certificates for winners for PDW.

M. King specifies that the correct name is the Student LiteraRy Competition, and asks that locals amend their documents to reflect this if the alternative name is included in error.

M. Wong suggests that this is added to the VP Education transition package for the next council year, for follow up and to ensure that this change is made.

### **14. AFL Competition (5 min)**

**M. King**

Background: Melanie from National Pharmachoice has informed me National Pharmachoice has rebranded and "Advice for Life" is no longer their slogan. We are meeting with them in the new year about a potential name change so please keep this in mind for turnover for locals next year if the name changes to promote it with the new name.

M. King outlines that a significant amount of content would have to be changed if the name is updated for next year, and asks that locals keep this in mind.

M. Wong adds that a transition in the competition naming may introduce some confusion, where the traditional name of AFL is widely known. If a change is to occur, this would need to be incorporated in marketing of the competition, for example, adding "previously the Advice For Life competition" on promotional materials.

To avoid a similar situation in the future, C. Vaccaro suggests that any potential new name should not be tied to the Pharmachoice slogan.

## 15. CAPSI-CSHP Hospital Student Award (3 min)

M. Wong

Background: Last meeting I outlined how the Pres/Past-Pres/Pres-Elect would be involved in the selection process. This has since been changed again for next year.

M. Wong informs council members that CAPSI was not involved in this year's award winner selection. After the November council meeting, CSHP identified that a council member was among the top 3 finalists, and were concerned about the potential for a huge conflict of interest not previously considered. As such, CSHP did not think it was appropriate for CAPSI to be involved in the judging process, although it is not unusual for a council member to be in the top 3 finalists from year-to-year. The amended plan going forward will involve a review of the selection process by the awards committee once annually, including the application components and how particular areas are evaluated and scored. Most likely, it would be a member of the presidential triad (Past President, President, or President-Elect) who would be representing CAPSI and providing feedback. M. Wong has suggested that the process could potentially be altered so that CAPSI's feedback could be included in the initial round of review, while the awards committee ensures that council members' applications are not distributed to our representative for judging. This would be consistent with the current approach to pharmacists involved in the selection, as pharmacist reviewers are not assigned any applications from students residing in the same province.

B. Jain inquires about other possible representatives. Perhaps the CSHP Liaison could be involved in the selection process on behalf of CAPSI if there were no conflict of interest.

M. Wong agrees that the role of CSHP Liaison is another valid alternative as CAPSI's representation. However, as they work closely with CAPSI council members as well, the same conflict of interest would be present. One amendment to be made is the removal of the President-Elect as an eligible representative, as they could be involved in the selection process one year then want to apply the following award cycle, presenting an unfair advantage.

M. Salih asks if the applications are blinded at all before dissemination to the judges.

M. Wong answers that blinding has been a component of previous discussions. However, it is incredibly difficult to blind applications to the judges, as the content included would give an obvious hint quite quickly if you know the candidate.

C. Vaccaro cautions against inclusion of this in our contracts, as we could not tie it to anything legally binding. With regards to conflict of interest, she states her uncertainty that there would be any more conflict involved with a student judging as compared to when pharmacists are involved. In the event of a conflict, it would be something a judge would declare. In judging any award, CAPSI makes a conscious effort to be as unbiased and impartial as possible.

M. Wong adds that the current wording of the contract with CSHP says only that an individual from CAPSI will be involved in the selection process.

**16. Spring Conference at CPERC (Quebec City) (5 to 10 min)**

**W. Choi**

Background: Janet Cooper from AFPC reached out to us regarding our meeting in Quebec City this summer. She has currently booked a meeting room for us on June 13-14 (Thurs/Fri), but if we want to do any other date, we need to get back to her ASAP so she can change those for us. Once again, they've invited us to attend their gala (Wednesday) and fun social event (Thursday) if we wish to attend.

Given the tentative plan outlined above, W. Choi shares that, similar to this past June, council members would arrive on Wednesday and leave on Saturday - this seemed to work well this year. He asks if these dates seem reasonable for council members who will be on next year's council, such as local junior representatives.

M. Salih mentions that the rotation schedule for the summer term at UofT will not be provided in March, so it is difficult to determine if these dates would work at this time. H. Bouvier echoes the same is true for USask, while J. Gill says this is similar at UBC, with the rotation schedule made available in February.

W. Choi says that tentatively, we can keep the current schedule. If any changes do arise in the next few months as rotation schedules are received, this can be reevaluated. With regards to the gala invitations, he adds that there is an additional associated cost of \$50 as supper would be provided. If we did not attend the gala, the council would likely organize a dinner out together instead. Dinner would cost less per person with a restaurant reservation, although with the gala fee there is a slight possibility that it could be covered by CAPSI.

J. Kamal shares that himself and F. Bédard Perrault are involved on the committee for the June 2024 conference in Québec. He mentions that they do like to have students present at the gala, but that prices are not set in stone at this point and could likely be negotiated.

W. Choi also points to the conference's free social event, where a poutine bar is booked and council would attend. At this time, he will let Janet know that the above schedule is currently good, as well as check into the flexibility of gala pricing.

**17. Student Loan Forgiveness Letters: Template Approach (15 min)**

**N. Barkhouse**

Background: I have been working with CPhA in trying to develop a template letter where students can fill in a few select pieces of information, and subsequently send these off to their local MPs. We agree that it would be beneficial for all of the CAPSI council to send these letters to their local MPs. We can take some time to fill out these and I will

collaborate with Christine Dagleish in getting these sent off. They will also be getting student involvement at their booth from other PDW delegates.

[W CAPSI-MPLetterTemplate\\_Dec2023-EXAMPLE\\_EN.docx](#)

[W CAPSI-MPLetterTemplate\\_Dec2023-TEMPLATE\\_EN.docx](#)

[W CAPSI-MPLetterTemplate\\_Dec2023-EXAMPLE\\_FR.docx](#)

[W CAPSI-MPLetterTemplate\\_Dec2023-TEMPLATE\\_FR.docx](#)

#### [Current Constituencies - Members of Parliament - House of Commons of Canada](#)

We will be working on a template to distribute to practicing pharmacy professionals as well, and CPhA is arranging for a website related to this as soon as possible this January.

N. Barkhouse shares that copies of the template letters will be available during the health fair on Thursday at the CPhA booth for delegates to sign.

As an aside, N. Barkhouse adds that CPhA's Christine Dagleish, CAPSI's newest honorary member, has asked that council members all register to receive email communications from CPhA using both the CAPSI and student email addresses to ensure that they are kept in the loop about their initiatives, and that council members are encouraged to register as soon as possible using the link below.

[www.pharmacists.ca/register](http://www.pharmacists.ca/register)

*C. Vaccaro left the room at 10:25 am EST.*

A. Young asks if the discussion should be referred back to N. Barkhouse if council members get back to us from these letter submissions. N. Barkhouse clarifies that the plan is that these emails will be sent both to the student who filled out the form as well as to him in his capacity as VP Professional Affairs.

F. Bédard Perrault wonders about the financial aspects involved, as this would differ between provinces.

N. Barkhouse responds that CPhA had the idea to include the average cost of pharmacy school tuition across Canada. This won't be accurate for every single school, but will provide a rough estimate for context.

F. Bédard Perrault follows up by asking if these letters to representatives will be at the provincial or federal level.

N. Barkhouse answers that this initiative will be conducted on a federal level. These programs currently exist for eligible registered nurses, who receive approximately \$30,000 in student loan forgiveness, and for eligible physicians up to approximately \$60,000. The amount forgiven is dependent on the time spent practicing in a rural remote area, and will increase each year for up to a 5-year period. The existing programs have a website that covers which regions are included within the eligibility criteria,

which would be based on the postal code where you work, and this would likely be true for pharmacy if approved.

*C. Van Drunen-LaChanse left the room at 10:27 am EST*


Closing the discussion, N. Barkhouse informs that the goal is to have this done for March, which is when the federal budget comes out for the year.

**18. IPE Case Presentation (10 min)**

**N. Barkhouse**

Background: The following is the IPE case presentation for incorporation at pharmacy schools during PAM. The topic we had chosen on during our June meetings was insomnia, so this is the focus of the case.

Detailed case document:  IPE Case 2023-24: Insomnia

Presentation outline:  PAM IPE Case: Insomnia (2023-24)

**19. Experience with MailChimp (5 min)**

**J. Ly**

Background: MailChimp was used to distribute the Fall CAPSIL. Does anyone have any feedback on how you found the delivery method and potential suggestions for change? Any feedback from members?

J. Ly mentions that she has heard that some individuals had issues with the email going directly to junk, and asks if council members had this issue, to which just under half of council members shared that they did. She asks that if anyone is aware of how this can be mitigated in the future or knows why this happens, that would be helpful. From the financial perspective, J. Ly says that a subscription would cost CAPSI approximately \$300 per month based on the number of contacts that we have.

M. Wong asks if CAPSI gets a discount, to which R. Chan replies that we are eligible to apply for 15% off as a non-profit organization.

J. Ly asks if she should cancel the subscription, as we don't send things out each month.

M. Wong says that it would make the most sense to have an active subscription only in the months that we actually need to use the service. This issue may be associated with the school email system, but we could reach out to MailChimp to see if there is a workaround, as the service is not financially feasible if communications are being delivered to junk.

*C. Vaccaro re-entered the room at 10:35 am EST.*

M. Wong also suggests forwarding the CAPSIL edition to the local representatives, who in turn could pass it on to their membership. She asks about the opinions of the local representatives on this as a potential solution.

J. Kamal asks if we could disseminate by posting to existing social media pages, such as those for student organizations.

M. Wong clarifies that email distribution is conducted to ensure that this is sent to every single student.

J. Kamal - Could we also post to existing pages (i.e. social media pages for the student organization)

M. Wong - doing it via email to make sure it goes out to every single student, can also do the posting

*C. Van Drunen-LaChanse re-entered the room at 10:37 am EST.*

Z. Yopek-Stabel likes the idea of distribution at the level of the local representatives, as this is likely to garner more engagement as it is more relevant to local events on their campus. M. Wong comments that this method would prevent the email from appearing to be junk mail.

E. Fedusiak interjects that in the past, CU Ads had stipulated that we couldn't disseminate through emails from locals and that distribution should be at the organizational level. R. Chan will review the CU Ads contract for specifics.

S. Lo adds that local distribution would be feasible to do at Waterloo. With regards to proof of distribution, can ensure that the email is sent to everyone and confirm with them how many members are in her constituency to get around this.

M. Salih echoes these sentiments from the UofT perspective, and feels that this is a good solution to remove the junk mail barrier. At the UofT Monograph, individuals who write an article also share the link in addition to sharing on the schools' social media, so that followers can easily access their content. M. Salih feels that this could be a great method to share the message about CAPSI - for example, a post could be made of an article that resonated with you with a link underneath that directs folks to the entire CAPSIL interest. Using this method may spark more interest to dive into the CAPSIL versus email dissemination alone.

*S. Lo and R. Lu left the room at 10:41 am EST.*

A. Lakhani agrees that UofT could certainly do this. In the event that CU Ads isn't on board with this idea, it's important to consider that when the CAPSIL email was sent

around, the sender said only “Jasmine,” which makes the email appear as a scam. People often ignore emails from unknown senders.

J. Ly says that she will make an effort to try this at the organizational level, as there are a few things that can be looked at to attempt to circumvent the junk mail issue. That being said, it would be nice to have it sent through local CAPSI representatives.

From the UBC perspective, J. Gill shares that the email was delivered to the inbox, but that every email has a warning saying “not a UBC email.” She feels that it would be better to amend the sender name and play around with settings to try and identify a solution before adding more to local representatives’ workloads.

J. Ly states she will likely try to send out a test email when the setting changes have been made to identify if it is still being delivered to junk or not. She will let council members know when she has sent it so that everyone is aware to look for it.


R. Chan asks if anyone is aware of the wording of the aforementioned clause. M. Wong says that if this is not in the current contract, this would be something that would need to be addressed through discussion with CU Ads representatives.

R. Chan shares that there was a meeting with CU Ads in December to discuss contract renewal, and that the contract will expire in May 2024. M. Wong says that if there is a clause within the contract, we would want to discuss wording so that we are no longer bound to a particular distribution method and don’t need to provide that proof.

## **20. Overview of Current Membership Benefits (15 min)**

**R. Chan**

Background: General overview of current CAPSI membership benefits. Looking for feedback from council on further suggestions for benefits (or potential contacts to reach out to) to increase students’ willingness to buy a CAPSI membership?

 CAPSI National Benefits January 2024

M. Wong highlights that advertisement of benefits is critical in increasing membership numbers at schools with an opt-in membership structure, and that this is where benefits should be advertised the most.

R. Chan shares that Agro Health representatives say that many students to whom the discount is accessible do not sign up using a discount code. This benefit is not as well-known relative to other discounts, such as that offered by PharmAchieve.

As an additional point, R. Chan shares that GoodLife wants us to keep previous codes rather than re-doing them all each year, so that codes are only made for new members.

C. Stevenson is concerned that this would involved a significant amount of work to coordinate, particularly if an annual membership is not renewed until after the initial codes are sent and the member was not listed at that time.



*S. Lo and R. Lu re-enter the room at 10:53 am EST.*

M. King speaks highly of the member benefit for Pyrls, and thinks it should be kept as it is used quite frequently. N. Barkhouse echoes these sentiments.

Z. Yopek-Stabel mentions that creating a pamphlet or sheet highlighting all of CAPSI's existing membership benefits that can be disseminated to students may be beneficial in increasing awareness. Producing a visually appealing, easy-to-read summary would help with increasing member engagement, and could be shared with members at the beginning of each semester with any changes that have been made.

E. Fedusiak echoes Z. Yopek-Stabel's point, mentioning that this would be something that should be looked at by members of the Membership & Communications Committee.

B. Jain asks if the discount bundle for RxFiles books (i.e., RxFiles 14th edition, Geri-RxFiles, patient booklets, etc.) will be renewed, and asks whether the code is still active.

M. Wong answers that the code is currency expired, however CAPSI does receive a new code each semester. She will reach out for the updated code for the winter semester.

A. Young wonders about the potential to provide liability insurance benefits through the association. M. Wong asks if it is available through the provincial advocacy association, and M. Legge confirms that there is a student discount available through PANL.

M. Wong shares that these benefits are often province-specific. Although this is a great idea, it is unclear how the logistics would work in order to implement this benefit. CAPSI would be open to looking into this further, but there is uncertainty surrounding how to go about doing so.

S. Lo echoes the above. She adds that Waterloo students have full access to drug information resources including CPS, UpToDate, RxFiles, Sanford, and Pharmacy Letter. Membership benefit awareness is typically raised through things such as interprofessional event priority.

F. Bédard Perrault says that the RxFiles discount is a hit at UdeM, while UpToDate is especially popular with fourth year students. When the Sanford Guide discount was available it was quite popular, and this may be something we would want to look into doing again. She wonders if the GoodLife discount also applies to Québec as they are not under that name. Ideas for other potential benefits to investigate include discounts for travel and transportation companies such as Air Canada, restaurant chains, and grocery stores.

M. Seo asks how he can gain access to the PharmAchieve faculty-specific code. M. Wong says that Hooman had asked who to contact to run an overview with the final-year classes about what PharmAchieve is, and provided codes at the end of such sessions.

M. Seo also asks if the above document detailing benefits can be shared with local membership, to which R. Chan confirms but says we should make it look nicer prior to doing so.

M. Seo says that at UBC, Sanford Guide and RxFiles are required textbooks. He echoes the thought that bringing the Sanford Guide discount back again would be great. The UBC student pharmacy association handles the RxFiles sale, so this is not typically done throughout CAPSI.

M. Legge shares that MUN students felt that the RxVigilance discount was good, and shares that they were given a month free following a seminar at the school. If this is something we could organize through CAPSI across the different schools, we may get students more interested in it and inform them of the benefits available. This is true for many of the benefits - sessions at the schools may stimulate interest.

J. Laval says that Laval also has a large library of resources provided by the university, which doesn't provide much benefit with some of these memberships. He suggests nudging a bit more about RxFiles may increase awareness. Laval students love the Brainscape discount and have also taken advantage of the Staples discount. Adding another benefit that may be more geared towards the Québec schools would be beneficial, as many of the benefits are not available to us, such as PEBC Preparation, GoodLife, and so on.

M. Wong asks if the Québec schools have any specific suggestions about potential places to reach out to.

J. Kamal does not have a specific suggestion, but will ask his members what might appeal to them as a CAPSI membership benefit.

F. Hadji mentions that one student had asked her about insurance-related benefits, and is wondering about the specifics regarding the belair benefits. R. Chan answers that this would be province-specific, so details are provided when you submit an inquiry.

M. Salih agrees that UofT also has many resources freely available. Post-grad, some of these benefits may be especially useful. She wonders if it would be possible to try to acquire benefits that span a longer period of time, such as the 3-year subscription to Pyrls, as they can continue to use it when they begin to practice as a pharmacist.

N. Barkhouse adds that many students at Dalhousie have asked about the limited-time benefit that had been available for a lifetime subscription for Pyrls, and suggests investigating the possibility of doing another promotional period of this.

UOttawa is not currently available under the school selection options, as M. Logelin shares. E. Fedusiak adds this as an option for registration to the membership portal so that UOttawa students can set up accounts to access their benefits.

M. Logelin seeks clarification, wondering if students just apply to the membership portal and get access to everything, or if the benefits need to go through them as local representatives. M. Wong replies that students just need to register their email on our end, if they are included within the Membership Drive, they will be granted access to the portal.

## 21. Engagement with our Membership (30 min)

C. Vaccaro

Background: I would like to discuss how we can continue to improve our membership engagement. We can do this either as a whole council and/or by breaking off into smaller groups. Areas for discussion:

1. Where are we now (e.g. communication, projects, advocacy pushes)?
  - a. Strengths and weaknesses
2. How do we share our message with student members?
  - a. What needs to change? What can stay the same?
3. **Succession planning**
  - a. How can we inspire people to get involved with CAPSI?
  - b. How can we find the next generation of council members (locally and nationally, IPSF and CAPSI)?

C. Vaccaro asks council members to tell the presidents what they hate and what we want to see following this discussion. These could be ranked in order of priority. C. Vaccaro divides council members into three discussion groups.

For reference: [Previous Strat Plans](#)

*C. Vaccaro, M. Wong, and W. Choi left the room at 11:21 am EST.*

Group 1 - [Membership Engagement](#)

Group 2 - [Membership Engagement](#)

Group 3 - Document not shared.

*C. Vaccaro, M. Wong, and W. Choi re-entered the room at 11:42 am EST.*

**Motion to break for lunch at 11:43 am EST.**

**M. Wong / W. Choi**

**Motion carried.**

M. Wong calls the meeting to order at 1:36 pm EST.

C. Vaccaro, M. Wong, and W. Choi left the room at 1:38 pm EST.

C. Van Drunen-LaChanse left the room at 2:07 pm EST.

C. Van Drunen-LaChanse re-entered the room at 2:13 pm EST.

C. Vaccaro, M. Wong, and W. Choi re-entered the room at 2:16 pm EST.

C. Vaccaro asks if council members would share the top priorities that were discussed in group break outs for things that we want to target at the local level, at the national level, in the short-term, and in the long-term.

Group	Summary of Priorities Identified
1	<ul style="list-style-type: none"><li>● Reduce volume of emails sent to local members from their representatives by consolidating in weekly or biweekly information bursts.</li><li>● Standardization of the membership structure of local chapters to mitigate the increased workload imposed on local representatives from opt-in schools.</li><li>● Attempt to arrange events or elections around the typical “busy seasons” of students to improve participation.</li><li>● Improve communications to members about the advantages of the Student Exchange Program and how this experience differs from opportunities that may exist at each school.</li><li>● Encourage folks who may be well-suited to leadership roles within CAPSI to apply - many current council members were nudged prior to applying for their roles.</li></ul>
2	<ul style="list-style-type: none"><li>● Standardization of the membership structure of local chapters across all schools - this could involve including the CAPSI membership with that for the local pharmacy student society to increase incentives and engagement.</li><li>● Funding from CAPSI National should have goals assigned to provide local representatives with guidance on how to make use of these funds.</li><li>● Earlier release of election packages to help circumvent the impact of exam and holiday seasons on limiting application numbers.</li><li>● Push for stronger local promotion of various national events.</li><li>● More inter-institutional collaboration amongst locals, particularly at neighbouring schools. This could potentially take the form of hosting</li></ul>

	Instagram takeovers from someone at a different school, for example, to create more unity.
3	<ul style="list-style-type: none"> <li>● Communication related to PDW should be communicated farther in advance, even as a preliminary event schedule, to spike interest ahead of time.</li> <li>● A single designated contact person should be identified within the PDWPC to reach out to delegates and for delegates to reach out to, rather than coming from various different roles.</li> <li>● Increase participation in written competitions, as low interest often results in only one submission, meaning that that individually is automatically the winner.</li> <li>● Identify strategies to target student membership at a given school, and demonstrate the opportunities available within the different levels of CAPSI, not just within their school.</li> </ul>
Presidents	<ul style="list-style-type: none"> <li>● Identify strategies to decrease PDW-related costs, such as hosting one gala as opposed to two.</li> <li>● Introduce more opportunities for CAPSI National Council members and delegates to socialize and integrate throughout PDW.</li> <li>● Consider changing the elections timeframe - open at a similar time, but extend the deadline beyond PDW.</li> <li>● Where do we see CAPSI in 5 years? <ul style="list-style-type: none"> <li>○ Review membership rates in accordance with prices changing.</li> <li>○ Streamline our communication on social media platforms to ensure that content is valuable to our membership.</li> <li>○ Incorporate more diverse perspectives within cases, PDW speakers, and so on.</li> </ul> </li> </ul>

C. Vaccaro asks council members to share anything they would like to see within CAPSI over the next 5 years.

N. Barkhouse brings up the symposia, contextualizing that some schools have little knowledge regarding this. He inquires about the possibilities of continuing this, restructuring, or eliminating this moving forward, to ensure that what CAPSI is doing is meaningful. C. Vaccaro directs locals to discuss their thoughts with N. Barkhouse.

M. King raises the issue of low application numbers with elections, as it would be good to see more than one candidate for a given role.

S. Lo states that with the differing local structures between schools, there is a wide variability in the impact that CAPSI is having on their students. This would also relate to the level of integration of CAPSI within the local student association. S. Lo would be happy to share resources related to the current structure at Waterloo. N. Barkhouse

agrees, adding that having a suggested framework that local representatives can follow for structuring their local councils would be beneficial to ensure success.

M. Salih would like to see CAPSI pushing for more things at the local level, referring to the assistance CAPSI provided in securing a fall reading week with UofT. This would require conversations with local representatives to identify the schools' individual needs in promoting awareness of CAPSI's impact.

A. Lage echoes M. Salih's sentiments, sharing that PDW has increased awareness of and interest in CAPSI, providing a great opportunity to make a push for what CAPSI does. It is important to maximize clarity of the role of CAPSI, so that members of each local chapter are aware of ongoing advocacy efforts and the accomplishments that have been made thus far. As well, it would be beneficial to ensure that students are aware that they can reach out to CAPSI for support on school-specific advocacy efforts, which can further increase the visibility of CAPSI's impact.

Z. Yopek-Stabel has concerns of the workload that PAM imposes on local representatives throughout the month. C. Vaccaro encourages locals to engage in discussions on how to mitigate the additional stress, and emphasizes a focus on quality of PAM initiatives versus quantity.

E. Fedusiak hopes that after their time on council ends, current council members will continue to reflect on their time with CAPSI and how they can apply their experiences with CAPSI to continue to enhance the success of future generations of pharmacy students.

**Motion to adjourn the meeting of the full council and transition to the local representatives meeting at 3:02 pm EST.**

**M. Wong / S. Lo**

**Motion carried.**

## **22. Local Representatives Meeting**

*~3:30 pm to 4:30 pm EST*

## Day 2: Thursday, January 4th, 2024

Location: VIP Room, Sheraton

1:00 pm to 4:30 pm EST

### 23. CAPSI AGM

10:00 am to 12:00 pm EST

English:  AGM 2024 EN

French:  AGM 2024 FR

### 24. Committee Breakout Sessions

*Refer to the schedule provided.*

### 25. Call to Order

M. Wong calls the meeting to order at 3:10 pm EST.

**M. Wong**

### 26. Land Acknowledgement (2 min)

**M. Wong**

### 27. 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	Absent
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present
Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Absent
Jasmine Ly	CAPSIL Editor	Present

Jacqueline Tian-Tran	CSHP Student Liaison	Present
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
Stephanie Lo	Waterloo Senior Representative	Present
Meriam Salih	Toronto Junior Representative	Present
Ayman Lakhani	Toronto Senior Representative	Present
Mélanie Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Roselyn Lu	Montréal Junior Representative	Present
Florence Bédard Perrault	Montréal Senior Representative	Present
Hassan Abbas-Harnois	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	Present
Alex Wade	Dalhousie Junior Representative	Present
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	Present
Madison Legge	MUN Senior Representative	Present


**Guests:** Max from UofA



## 28. Meeting with the Canadian Pharmacists Association

3:00 pm to 4:00 pm EST


Background: We will be joined by CPhA representatives Joelle Walker, Vice President of Public Affairs, and Christine Dalglish, Manager of Member Engagement and Communications for a CAPSI-CPhA update discussion.

 CPhA-CAPSI Update Meeting.docx

## 29. PDW 2025 Update (15 min)

C. Fitzpatrick/K. Budden

4:00 pm EST

 PDW TO Updates.pptx

The PDW Co-Chairs inquire as to the number of sponsors they should expect at the galas during the conference.

M. Salih will forward the document she has from this year. She also suggests reserving an extra table just in case someone shows up the crack or shows up last minute for sponsor attendance.

PDWPC will be added under our non-profit Canva subscription moving forward for ease of sharing the sponsorship package as things evolve.

C. Fitzpatrick and K. Budden would welcome any recommendations for keynote speakers. M. Wong says it is important to have one keynote speaker who is local, and CAPSI can get CPhA and NPAC involved in connecting with potential speakers. Ideally, we would like to minimize costs with keynote speakers.

M. Salih shares that keynote speakers do not need to have a lot of public speaking experience, and that it may be beneficial to reach out to mentors of planning committee members to hear a variety of different stories.

CAPSI National representatives will be added to the planning committee group chat for ease of communication and transparency moving forward.

**Motion to adjourn the meeting at 4:38 pm EST.**

**M. Wong / C. Stevenson**

**Motion carried.**

## Day 3: Friday, January 5th, 2024

Location: VIP Room, Sheraton

1:00 pm to 4:00 pm EST

### 30. CAPSI National Council Elections Meeting

10:00 am to 12:00 pm EST

### 31. Call to Order

M. Wong calls the meeting to order at 1:13 pm EST.

M. Wong

### 32. Land Acknowledgement (2 min)

M. Wong

### 33. 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	Physically - yes. Mentally? Ask Joe and the Laval delegates :( - Hassan has confirmed a no
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	Present
Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	Present
Jacqueline Tian-Tran	CSHP Student Liaison	Present

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
Stephanie Lo	Waterloo Senior Representative	Present
Meriam Salih	Toronto Junior Representative	Present
Ayman Lakhani	Toronto Senior Representative	Present
Mélanie Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
Roselyn Lu	Montréal Junior Representative	Present
Florence Bédard Perrault	Montréal Senior Representative	Present
Hassan Abbas-Harnois	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	Present
Alex Wade	Dalhousie Junior Representative	Present
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	Present
Madison Legge	MUN Senior Representative	Present

**Guests:**

### 34. 2024-2025 Council Elections

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

School	By-Election Votes
UBC	2
UofA	4
UofS	2
UofM	2
Waterloo	3
UofT	6
UOttawa	2
UdeM	6
Laval	5
Dal	3
MUN	2

Voting Executives:

- 1) President-Elect
- 2) Executive Secretary
- 3) VP Education
- 4) VP Communications
- 5) Finance Officer
- 6) VP Professional Affairs
- 7) IPSF Liaison
- 8) Student Exchange Officer
- 9) Webmaster
- 10) CAPSIL Editor

Scrutineer: CSHP Liaison

Opinions regarding the candidate(s) will be asked for in the following order:

1. Current position holder (in this case, the most recent position holder)
2. Local representatives from the applicant's school
3. Local representatives from West to East
4. Executive members

**a. Finance Officer**

- i. Hamza Farah, UofT

Motion to move in camera at 1:26 pm EST.

M. Wong / A. Lakhani

**Motion carried.**

Motion to move out of camera at 1:49 pm EST.

M. Wong / S. Lo

**Motion carried.**

*A. Lakhani and J. Tian-Tran left the meeting at 2:02 pm EST.*

**b. VP Education**

- i. Ayman Lakhani, UofT

Motion to move in camera at 2:04 pm EST.

M. Wong / M. Legge

**Motion carried.**

Motion to move out of camera at 2:24 pm EST.

M. Wong / Z. Yopek-Stabel

**Motion carried.**

*A. Lakhani and J. Tian-Tran re-enter the meeting at 2:32 pm EST.*

**c. IPSF Liaison**

- i. Lindsay Zhao, Waterloo

Motion to move in camera at 2:47 pm EST.

M. Wong / J. Kamal

**Motion carried.**

*M. Seo left the room at 3:26 pm EST.*

Motion to move out of camera at 3:40 pm EST.

M. Wong / M. Wenzel

**Motion carried.**

*M. Seo re-enters the meeting at 3:41 pm EST.*

### **35. Votes of Confidence**

#### **a. Presidential Vote of Confidence**

- i. Madison Wong, UofM

*M. Wong left the meeting at 3:52 pm EST.*

Motion to move in camera at 3:57 pm EST.

C. Vaccaro / E. Fedusiak

**Motion carried.**

Motion to move out of camera at 4:27 pm EST.

C. Vaccaro / S. Lo

**Motion carried.**

*M. Wong re-enters the meeting at 4:30 pm EST.*

#### **b. President-Elect Vote of Confidence**

- i. Wooje Choi, MUN

*W. Choi and M. Legge left the meeting at 4:34 pm EST.*

Motion to move in camera at 4:35 pm EST.

M. Wong / N. Barkhouse

**Motion carried.**

*J. Tian-Tran left the meeting at 4:39 pm EST.*

Motion to move out of camera at 4:59 pm EST.

M. Wong / C. Stevenson

**Motion carried.**

Motion to adjourn the meeting at 4:59 pm EST.

M. Wong / K. Gerbrandt

**Motion carried.**



**C A P S I   •   A C E I P**

**Annex of Executive and Local Council Updates**

## **January Meetings 2024**

Wednesday, January 3rd to Saturday, January 6th

## Local Council Updates

University of British Columbia

M. Seo/J. Gill

### POSITION UPDATE:

#### COMPLETED TASKS

- NAME OF EVENT/Task: [CAPSI UBC Next Top Pharmacist](#)
  - **Date:** November 24, 2023
  - **Location:** UBC
  - **Description:**
    - Pharm Trivia, Spelling Bee (F-Bee-L)
    - Talent show (4 competitors. Winner: Noah Koster - will be attending PDW)
  - **Cost:** ~\$450 (covered by gift cards from sponsors)
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: [CAPSI UBC PDW T-Shirt Order](#)
  - **Date:** December 12, 2023
  - **Location:** UBC
  - **Description:** Collected everyone's t-shirt sizes and ordered them for the upcoming PDW
  - **Cost:** ~\$200
  - **Support Needed from CAPSI National:** N/A

### UPCOMING EVENTS/Tasks:

#### NAME OF EVENT: [CAPSI UBC AGM](#)

**Date:** January 5, 2024 (exact time TBD)

**Location:** UBC

**Description:** Annual General Meeting for all CAPSI UBC general members

- **Food provided**
- Award ceremony for competition winners

**Cost:** TBD

**Support Needed from CAPSI National:** N/A



**POSITION UPDATE:**

**COMPLETED TASKS**

- **NAME OF EVENT/Task:** UAlberta 2024 PDW Delegate Organization
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** Completed rounds 1-3 of PDW registration for UAlberta delegates. Organized Pharmafacts T-shirt design competition. T-shirts were ordered and distributed to delegates.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- **NAME OF EVENT/Task:** Preliminary PAM Planning
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** Early communications and meetings with the APSA/CAPSI PAM committee to plan events during March 2024.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**UPCOMING EVENTS/Tasks:**

**N/A**

## POSITION UPDATE:

**COMPLETED TASKS**

- 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: WAAW week initiatives
  - **Date**: November 18-24, 2023
  - **Location**: USask
  - **Description**: Variety of initiatives including TangTalk, social media posts, wearing blue and getting the University to turn on all the blue lights
  - **Cost**: \$200 in prizes, pizza, drinks
  - **Support Needed from CAPSI National**: NA
- NAME OF EVENT/Task: Shoppers Supper
  - **Date**: Nov 28/23
  - **Location**: Saskatoon
  - **Description**: Shoppers had their annual recruitment supper
  - **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**: \$75 in snacks
  - **Support Needed from CAPSI National**: NA
- 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: Promotion of CAPSI national election
  - **Date**: From end of Nov till application due date
  - **Location**: Social media posts, emails, word of mouth

- **Description:** Posting content, sending emails, and attempting to talk to people we felt may be interested in running for an executive position. As well as shared CAPSI national posts regarding the election
- **Cost:** NA
- **Support Needed from CAPSI National:** NA

**Ongoing Tasks :**

- **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:**

**Date:** Lunch and Learn with CPhA

**Location:** Usask

**Description:** CPhA is going to come in to give a talk (topic to TBD) and provide lunch for those who attend

**Cost:** NA

**Support Needed from CAPSI National:** NA

**NAME OF EVENT:** Trivia Night

**Date:** January

**Location:** Usask

**Description:** We had to postpone our trivia from WAAW so are planning to reschedule it to January and do a variety of topics, rather than microbe specific.

**Cost:** NA

**Support Needed from CAPSI National:** NA

**NAME OF EVENT:** Lunch and Learn about Diabetes for IPSF

**Date:** February

**Location:** Usask

**Description:** Have a speaker talking about diabetes (specific topic TBD) and provide lunch for those who attend

**Cost: \$100**

**Support Needed from CAPSI National: NA**

**POSITION UPDATE:**

**COMPLETED TASKS**

- 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:N/A
- NAME OF EVENT/Task: Shopper's/Loblaw social
  - Date: Nov 17, 2023
  - Location: Delta Hotel
  - Description: Shopper's and Loblaw future pharmacy social.
  - Cost: N/A
  - Support Needed from CAPSI National:N/A
- NAME OF EVENT/Task: Pharmafacts T-shirts
  - Date: Dec 15, 2023
  - Location: N/A
  - Description: Pharmafacts t-shirts for Manitoba were printed and handed out to delegates.
  - Cost: \$773.92
  - Support Needed from CAPSI National: N/A
- NAME OF EVENT/Task: PDW Registration
  - Date: Nov 17th, 2023
  - Location: N/A
  - Description: Final round complete- 34 regular delegates from MB
  - Cost: N/A
  - Support needed from CAPSI National: N/A

**Ongoing Tasks**

**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:** CAPSI Textbook Sale
  - **Date:** November-December 2023
  - **Location:** Virtual Sale + In-person pick up
  - **Description:** Students have the opportunity to purchase discounted textbooks from the CPhA. Textbooks were distributed once they arrive.
  - **Cost:** \$50 (wire fee)
  - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task:** Vampire Cup
  - **Date:** November-December 2023
  - **Location:** Waterloo Canadian Blood Services
  - **Description:** Students are encouraged to join the Waterloo CAPSI Blood Donation team. An encouragement to donate will be
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks -N/A**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** CAPSI Awareness Week

**Date:** Jan 8-12, 2024

**Location:** In-person and virtually.

**Description:** Recruitment for Rx2027 cohort to join CAPSI Membership. Includes Meet the Council, roles on local council, National Rep takeover and CTMA Raffle.

**Cost:** \$250

**Support Needed from CAPSI National:** Using one-time gift from CAPSI National to fund first year gifts.

**POSITION UPDATE:****COMPLETED TASKS**

- Pharmafacts Pre-Bowl
  - **Date:** November 24, 2023
  - **Location:** Hybrid (Online and at the Leslie Dan Faculty of Pharmacy)
  - **Description:** Pharmafacts Pre-Bowl was a successful event hosted by our local CAPSI council's first year reps! Students answered questions provided by Agro Health/CAPSI National in a Kahoot-style event. One winner from each cohort was chosen to comprise our national Pharmafacts team.
  - **Cost:** \$~400 (to cover food/prizes/Kahoot subscription)
  - **Support Needed from CAPSI National:** N/A
- PDW Registration
  - **Date:** Finalized all reserved seats for UofT by early December
  - **Location:** Online
  - **Description:** With the help of conference subsidies from UPS and our faculty, a total of 82 delegates from UofT registered for PDW! This number includes national execs, PDWPC and competition winners.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- PDWPC Meetings
  - **Date:** Ongoing
  - **Location:** Online via Teams or in-person on campus
  - **Description:** As we approach PDW, the planning committee has been meeting more frequently to iron out final details, tour the venue, and prepare materials for delegates. We're excited to welcome you all to Toronto!
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** the committee has been reaching out to Madi, Wooje, Ryan and Mel for extra support when needed, which is greatly appreciated!!
- CAPSI National Council Elections 2024-25
  - **Date:** Application deadline extended to December 27, 2023
  - **Location:** Online
  - **Description:** CAPSI UofT is promoting national elections on our social media pages and accepting inquiries from prospective applicants at the local level.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** thanks current execs for answering questions from our prospective applicants :)
- Lunch and Learn Discussions
  - **Date:** TBD
  - **Location:** Leslie Dan Faculty of Pharmacy
  - **Description:** Ryan has put us in touch with PTS/McKesson, and Christine from CPhA reached out independently to discuss the possibility of hosting lunch and learns at



UofT. Ayman connected all parties with our local external affairs team and is receptive to participating in discussions about logistics as needed!

- **Cost:** N/A
- **Support Needed from CAPSI National:** Ryan is already involved and supportive!

#### UPCOMING EVENTS/Tasks:

- PAM2024
  - **Date:** March 2024
  - **Location:** Leslie Dan Faculty of Pharmacy
  - **Description:** in the upcoming semester, UofT will begin working with our local CAPSI Council, student society and marketing team to map out PAM events and promotions.
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** N/A

**POSITION UPDATE:**

**COMPLETED TASKS**

- NAME OF EVENT/Task: Creation of Student Association
  - **Date:**
  - **Location:**
  - **Description:** Organized election process for the creation of a student association at uOttawa.
  - **Cost:**
  - **Support Needed from CAPSI National:**
- NAME OF EVENT/Task: Election of IPSF Representative
  - **Date:**
  - **Location:**
  - **Description:** Election of uOttawa's first local IPSF Rep.
  - **Cost:**
  - **Support Needed from CAPSI National:**
- NAME OF EVENT/Task: Meeting with Nolan for student wellness and advocacy
  - **Date:** November 22nd & December 4th
  - **Location:**
  - **Description:** Worked with Nolan to work on student wellness initiatives (report) and advocacy at uOttawa
  - **Cost:**
  - **Support Needed from CAPSI National:**

**Ongoing Tasks**

- NAME OF EVENT/Task: uOttawa wellness report
  - **Date:** By the end of February or start of March
  - **Location:**
  - **Description:** Working with our newly elected VP Wellness, Nolan and the faculty to build a survey for a wellness report focusing on student overall health, wellness and workload. The goal is to have this report done and presented to the faculty to ensure the overall wellness of the students is taken into consideration with the new program.
  - **Cost:**
  - **Support Needed from CAPSI National:**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** Plan activities/schedule for PAM

**Date:** January-February 2024

**Location:**

**Description:** Put in place a PAM planning committee to start planning events for March 2024.

**Cost:**

**Support Needed from CAPSI National:**

**POSITION UPDATE:**

**COMPLETED TASKS**

- NAME OF EVENT/Task: PDW preparations
  - **Date:** December
  - **Location:** UdeM
  - **Description:** Registrations completed. We received and distributed almost all the t-shirts. We also made a common messenger group and discussed ideas for the theme nights in PDW.
  - **Cost: 674\$ (local budget + 10\$/person)**
  - **Support Needed from CAPSI National: none**
- NAME OF EVENT/Task: Compounding Crash course
  - **Date:** December 8th
  - **Location:** UdeM
  - **Description:** Since we only have a few hours of compounding in our curriculum, the winning team for compounding has been invited for a crash course with an expert teacher to learn more about special formulations
  - **Cost: 0\$**
  - **Support Needed from CAPSI National: none**

**Ongoing Tasks**

- NAME OF EVENT/Task:
  - **Date:**
  - **Location:**
  - **Description:**
  - **Cost:**
  - **Support Needed from CAPSI National:**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: Distributing the funding for PDW participants**

**Date:** January 2024

**Location:** UdeM

**Description:** 5000\$ from the faculty + 100\$ for CNTP winner + winner's prizes + making sure all is paid

**Cost:** TBD

**Support Needed from CAPSI National: none**

**NAME OF EVENT: Speed dating with the MPA**

**Date:** February 2024

**Location:** UdeM

**Description:** Planning a Zoom night where students can ask questions to residents in pharmacy in a setting similar to a speed dating one.

**Cost: none**, possible participation prize?  
**Support Needed from CAPSI National: none**

**NAME OF EVENT: PAM 2024**

**Date:** March 2024

**Location:** UdeM

**Description:** Planning the activities and contests we want to do for this year's MTSP. Collaboration with ULaVal, other universities, CAPSI?

**Cost: TBD**

**Support Needed from CAPSI National: none**

**POSITION UPDATE:**

**COMPLETED TASKS**

- NAME OF EVENT/Task: CAPSI x IPSF Trivia
  - **Date:** November 29th
  - **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.
- NAME OF EVENT/Task: Pharmafacts T-Shirts
  - **Description:** T-shirts were received last week

**Ongoing Tasks** N/A

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** Conference on Social Media influence

**Date:** TBD

**Location:** Université Laval

**Description:** We're receiving a pharmacist well known by Quebec Students to speak on the topic @journaldunepharmacienne on Instagram.

**Cost :** TBD

**POSITION UPDATE:****COMPLETED TASKS****NAME OF EVENT/Task: CPhA Textbook Sale**

- Date: Deadline for order form submissions: Oct 25, Distributed: first week of December
- 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 have all been distributed to students.
- Cost: \$0
- Support Needed from CAPSI National: N/A

**NAME OF EVENT/Task: PDW 2024 Registration**

- Date: N/A
- Location: N/A
- Description: All Dalhousie students are fully registered and have their transportation to the conference booked.
- Cost: \$0
- Support Needed from CAPSI National: N/A

**Ongoing Tasks : 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). Due to scheduling issues, Dalhousie's NTP will now be held in January of the new year.

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/Task: Wellness Meeting with SoP Administration
  - **Date:** Nov. 27, 2023
  - **Location:** MUN School of Pharmacy
  - **Description:** Discussed meeting with a pharmacy-specific counsellor, altering the testing frequencies, and general notes to improve the student experience at MUN.
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA

**Ongoing Tasks**

- NAME OF EVENT/Task: PAM Planning
  - **Date:** Currently — March
  - **Location:** MUN SoP
  - **Description:** General subcommittee meetings, design collaboration, and conversations for event hosting.
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** TBD
- NAME OF EVENT/Task: NL Next Top Pharmacist Planning
  - **Date:** End of March?
  - **Location:** TBD
  - **Description:** Starting to plan for NLNTP in the new year. Looking at previous events to determine potential locations, costs, activities, etc.
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** TBD

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: NA**

**Date:**

**Location:**

**Description:**

**Cost:**

**Support Needed from CAPSI National:**



## Executive Council Updates

President

M. Wong

### **POSITION UPDATE:**

#### **COMPLETED TASKS**

- Filed CAPSI's Annual Return
- Facilitated communication for ethics committee request
- Updated the AGM and ensured all exec members updated their sections
- Check-ins with exec members prn
- Followed up with Indigenous students attending PDW and IPPC to ensure payments are completed and everyone's on the same page
- Reviewed and provided feedback on CPhA Mental Health and Wellness Letter to Students
- Reviewed and provided feedback on draft of CASCADES Medication Optimization Playbook
- Worked with Outgoing FO to update CAPSI finances
- Updated sponsors follow up invoice tracker and confirmed payments received
- PDW 2024
  - Wrote the delegate package welcome message from CAPSI National
  - Reviewed and provided feedback on speakers package
  - Check-ins with various PDWPC members
  - Clarified pricing and sponsors/ presenters at galas
  - Confirmed final rooming list and food and beverage for hotel with CoChairs
- PDW 2025
  - Reviewed and provided feedback for PDW 2025 sponsorship package
  - Reviewed updated PDW 2025 hotel contract
- Meetings
  - November 26: Meeting with UBC locals re: PDW 2026
  - December 1: Meeting with PharmAchieve
  - December 15: CSHP re: Hospital Student Award
  - December 20: Whole Health meeting with Ryan and Wooje

#### **Ongoing Tasks**

- Writing PDW 2024 delegate package welcome message from CAPSI National
- Finalizing PDW 2024 meeting schedule
- Writing PDW 2024 speeches
- Helping PDWPC 2024 prn
- Follow-ups with PDWPC 2025 prn

### **UPCOMING EVENTS/Tasks:**

- JOM with CSHP
- JOM with PharmaChoice
- JOM with Medisca
- JOM with PARO Regional Relations Officer
- Finalizing host school for PDW 2026

**POSITION UPDATE:**

**COMPLETED TASKS**

- Accepted changes to the OM from the November meeting and formatted accordingly.
- Attended NPAC w/ Madi Wong
- Wellness Committee Fall tasks (Mental health resources for each school)
- Meeting w/ Molly from WholeHealth w/ Madi & Ryan
- PDW24 AGM Slides
- Met w/ UBC re: PDW26
- Advise UOttawa locals re:PDW24

**Ongoing Tasks**

- Advising PDW24 & PDW25 PRN
- Advising UOttawa locals PRN
- Determining host school for PDW26
- PDW Speech

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:**

- Work w/ Janet on logistics of CAPSI @ AFPC's CPERC conference
- Find a Pres-Elect :))
- JOM w/ CSHP
- JOM w/ Medisca

**POSITION UPDATE:**

Attended meetings:

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

Committees:

- Reviewed competitions, finance requests, UOttawa planning, Bridging the Gaps fund discussions
- Ethics committee
  - PDW T-shirt approval completed
  - Advised, met and discussed ethical concerns brought forward. Sent recommendations to President

PDW

- Prepared AGM slides
- Reviewed PDW materials
- Communicated with sponsors re: event prep, award ordering

Answered emails, questions and advised folks PRN

**UPCOMING EVENTS/Tasks:**

- Answer emails, questions and advise folks PRN

**POSITION UPDATE:**

- Updated Goodlife membership codes based on membership drive
- Arranged meeting between council and CPhA representatives Joelle Walker and Christine Dalgliesh during PDW
- AGM slide updates and facilitating translation to français
- Assisted Alissa in updating IPSF form by providing information on how many people, students, and schools that CAPSI represents
- Responding to election inquiries prn
- Disseminating application packages for CAPSI members interested in applying for the 2024-2025 executive council
- Super last minute social media post requests for Emma to re-promote elections, plus desperate last ditch effort deadline extension for more applicants
- Some minor translation activities
- Updated council nametags

**UPCOMING EVENTS/Tasks:**

- Figuring out how to run PDW elections if I only have one applicant :)
- 2024-2025 Council By-Elections, pending initial round of election results
- Winter Membership Drive
- CSHP-CAPSI JOM
- JOM with Medisca post-PDW
- Attempt to write some sort of thing for Winter CAPSIL?

**Finance Officer**

**B. Jain**

Not applicable

**POSITION UPDATE:****COMPLETED TASKS**

- Meetings with PharmAchieve, PTS/McKesson x 2, belairdirect, Whole Health, CU Advertising
- Finalized award details regarding BioScript-CAPSI President Leadership Award, Stephen Long PDW Co-Chair Awards (\$400.00 CAD) and CAPSI Senior Representative Award (\$200.00 CAD) \*sponsored by belairdirect for 2024\*
- USask-PDW Indigenous Pharmacy Student Award (\$1,500.00 CAD) supports one (1) Indigenous USask pharmacy student to attend PDW 2024: finalized award description, contract, invoice, discussions with USask CoPN and IPPC, etc.
- [PDW 2024]: reviewed and updated AGM 2024 slides, belairdirect sponsorship and delegate inserts, liaised with CAPSI Partners regarding VIP(+) Passes and attendance at PDW 2024 (i.e., outreach, connecting with PDW 2024 team, forwarding Google survey link, etc.)
- [PDW 2025]: reviewed and provided detailed feedback for the PDW 2025 Sponsorship Package-1
- [CAPSI SPONSORSHIP SPREADSHEET]: reviewed and updated in November-December 2023
- [MEMBERSHIP AND COMMUNICATIONS]: Goodlife-CAPSI Membership Unique IDs updated (by Executive Secretary), processed by Goodlife for 2023-2024, and communicated to all Goodlife-CAPSI members utilizing the benefit
- [HAPPY HOLIDAYS]: communications sent to all CAPSI Partners on behalf of CAPSI
- Fall CAPSIL 2023: reviewed and provided detailed feedback, as needed

**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
- Sending and cc'ing CAPSI Partner social media poster requests to the Webmaster
- Forwarding and cc'ing CAPSIL content and/or requests to the CAPSIL Editor
- Providing support to PDW 2024 through connecting them with CAPSI Partners to organize their attendance and/or presentations at the Award Galas, etc.
- CSHP: updates to auto-renewing CSHP-CAPSI contract to amend details of CAPSI Executive Member (President-Elect, President, or Past-President) involvement in CSHP-CAPSI Hospital Pharmacy Student Award

**UPCOMING TASKS**

- CAPSIL Winter 2024: CAPhE interview, belairdirect advertisement, RxFiles February 2024 Conference, PTS/McKesson, etc.
- Meetings with CAPSI Partners: PharmAchieve, Wholehealth
- Forward Fall CAPSIL 2023 to CAPSI Partners
- Meetings in January 2024 with CSHP, Medisca, Trudell Medical, PharmaChoice, Vigilance Santé
- [PDW 2025]: providing supervisory support to the Sponsorship Officers and Health Fair Officer

**POSITION UPDATE:**

**COMPLETED TASKS**

- Finalized Loblaws' PIC competition documents and sent it the PDW Competitions Officer
- Finalized Pyl's OTC competition documents and sent it the PDW Competitions Officer
- Met with Pharmachoice National to discuss award winners for national AFL and overview of the competition this year
- Reviewed judges results and determined winners for national SLC
- Received finalized Medisca Compounding Competition Case documents and sent it to the PDW Competitions Officer
- Reviewed judges results and determined winners for Award of Professionalism
- Met with PDW Competitions Officer to discuss logistics
- Designed Guy Genest plaques and certificates for SLC and Award of Professionalism

**Ongoing Tasks**

- Assisting PDW competitions officer with competitions
- Preparing certificates for awards
- Answering competitions related questions

**UPCOMING EVENTS/Tasks:**

- PDW competitions
- Meeting with National Pharmachoice in the New Year
- Future of Pharmacy Award applications review
- Send out feedback for competitions

**POSITION UPDATE:****COMPLETED TASKS**

- Sent letter to CCAPP regarding student bereavement.
- Worked with CPhA to finalize template letter for students to sign and mail to MPs regarding Student Loan Forgiveness.
- Communicated with Christine Dalglish regarding negotiations webinar for early January, as well as future ideas for a CPhA webinar series.
- Provided feedback on “Supporting mental health in pharmacy: CPhA’s promise to students”.
- Meeting x2 with UOttawa Jr. regarding advocacy initiatives.
- Communicated with CAPhE regarding PDW 2025 speaker opportunity.

**UPCOMING EVENTS/Tasks:**

- Submit IPPC Statement for translation and later distribution.
- Organize the third APA meeting.
- Follow up with CCAPP regarding personal days and curricular hoarding concerns.
- Ensure CNSA and CFMS have a meeting in the winter for discussions on advocacy moving forward.
- Talk with CFMS about PharmD/MD Buddy Program and ideas for implementation from APA meeting.
- IPE case development (goal to distribute by PDW).
- Continue to communicate with CPhA regarding Student Loan Forgiveness to: engage students in letter writing, help with website work, generate template letter for pharmacy professionals,
- Talk to CAPSI about MP meetings and get postal codes to send to CPhA.
- Continued work with UOttawa to further advocacy initiatives locally.



**POSITION UPDATE:****COMPLETED TASKS**

- IPSF Annual SEOs meeting
  - **Date:** December 18, 2023
  - **Location:** Zoom
  - **Description:** Discussion on the challenges of recruiting host sites and upcoming steps for the year.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- IPSF Official delegate for COP28
  - **Date:** December 4<sup>th</sup> -14<sup>th</sup>, 2023
  - **Description:** I have participated to represent PARO during the The Conference of the Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC) in December 2023.
  - **Location:** Dubai, UAE
  - **Cost:** 2,5K
  - **Support Needed from CAPSI National:** N/A because not mandatory
  
- PDW 2024 (supporting international delegates)
  - **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.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- IPSF Virtual SEP
  - **Date:** 25 novembre 2023
  - **Description:** Met ASPHA (USA) KNAPS (Korea) and NAPSA (Australia) members to present the Virtual SEP of November (12 CAPSI member registered)
  - **Location:** Zoom
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- IPSF Locals
  - **Description:** Follow up with IPSF Locals via group chats to check on progress and any gaps to fill or assistance needed
  - Answering questions about SEP application and updates about
  
- PDW 2024

- **Description:** Coordinate potential international delegates along with SEO and help with visa process and logistics as needed.
- SEP applications and assistance:
  - **Description:** Prepare a post on CAPSI national social media pages to send a reminder about the application deadline, and consider extending the application period
  - Answering questions of applicants
  - Prepare the application files for the evaluation committee at the PDW

**UPCOMING EVENTS/Tasks:**

**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**

- World Diabetes Day Campaign
  - **Date:** November 14-21 2023
  - **Location:** virtual (Instagram)
  - **Description:** As this year's health campaign is on Healthy Living & Diabetes, posted a small campaign centering around this year's theme, which focuses on access to diabetes care. The social media campaign included a \$25 gift card given to a random winner, selected from participation on the social media post.
  - **Cost:** \$25
  - **Support Needed from CAPSI National:** Reimbursement of gift card
- IPSF Locals Meeting #2
  - **Date:** December 3, 2023 @ 10-11 AM EDT
  - **Location:** Zoom
  - **Description:** Checked in on each school's progress, reinforced use of event trackers and submissions, reminded local representatives of upcoming SEP deadline (Dec 31, 2023)
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- IPSF x UOttawa IPSF Local Meeting
  - **Date:** December 22, 2023 @ 10-11 AM EDT
  - **Location:** Zoom
  - **Description:** Met with UOttawa IPSF Local representative to introduce IPSF/SEP, go over their role as the local representative, and brainstormed tentative events to address IPSF objectives
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- IPSF Annual CP Update Form
  - **Date:** December 31, 2023 @ 23:59 GMT+0
  - **Location:** Google Form
  - **Description:** Submitted mandatory form from IPSF, which included information on how many people, students, and schools that CAPSI represents.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** Requested updated numbers from CAPSI National Secretary.

**Ongoing Tasks**

- IPSF Locals
  - **Description:** Follow up with IPSF Locals via group chats to check on progress and any gaps to fill or assistance needed
- Submission of Activity Reports & PARO Spotlights
  - **Description:** Continue to submit Activity Reports to international platform and PARO Spotlights to PARO region (posted on IPSF PARO social media)

- IPSPF-Apotex Health Campaign Award
  - **Date:** January 6, 2024
  - **Location:** N/A
  - **Description:** Planning to announce winners at PDW 2024 at the moment (vs announcing prior to PDW 2024 on social media). Will coordinate with VP Communications 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
- PDW 2024
  - **Description:** Coordinate potential international delegates along with SEO and help with visa process and logistics as needed.

#### UPCOMING EVENTS/Tasks:

**NAME OF EVENT:** Pharmacy Professions Around the World

**Date:** Sunday, February 25, 2024 @ 21:00-23:00 (GMT+9)

**Location:** Zoom

**Description:** Collaboration event with BPSA (UK), KNAPS (South Korea), and NUSPS (Singapore). Each country will present the role of hospital pharmacists, allowing participants to explore different fields and roles of pharmacists around the world.

**Cost:** N/A

**Support Needed from CAPSI National:** minimal - may request access to list of hospital pharmacists to reach out to as potential speakers, if current IPSPF Liaison list of pharmacists are not available; will put out a call to IPSPF Locals for interested members to assist in facilitating the session; likely supportive in promoting the event via social media platforms

**NAME OF EVENT:** Vampire Cup 2024

**Date:** Jan – Dec 2024

**Location:** Canada-wide

**Description:** To liaise with Canada Blood Services and Hema-Quebec to set up competition for the upcoming year.

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

**POSITION UPDATE:****COMPLETED TASKS**

- 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

**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.
- Posting on Social Media as Required
- Updating Website/Member's Portal with suggestions/as needed
- Making Social Media Posts as requested
- 31 Thoughts from CAPSI Posts
  - **Date:** Dec 1-31, 2023

**UPCOMING EVENTS/Tasks:****Update Member's Portal after next Membership Drive****Janaury Social Media Posts by Website Committee****Cost:** \$10**Increase UOttawa's Presence on Social Media**

## POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: Release of FALL 2023 CAPSIL
  - **Date:** December 23, 2023
  - **Location:** Online/virtual
  - **Description:** FINALLY released the FALL 2023 CAPSIL!
  - **Cost:** n/a (except for my wrists)
  - **Support Needed from CAPSI National:** n/a
- NAME OF EVENT/Task: Started free trial for mailchimp
  - **Date:** December 22, 2023
  - **Location:** Online
  - **Description:** started free trial for mailchimp to prepare for distribution of FALL CAPSIL
  - **Cost:** \$0.00 at the moment (subscription is \$141.00/month)
  - **Support Needed from CAPSI National:** may need to bring this up with council
- NAME OF EVENT/Task: Call for Submission (Winter CAPSIL)
  - **Date:** December 20, 2023
  - **Location:** Instagram
  - **Description:** advertised that the WINTER CAPSIL is looking for submissions
  - **Cost:** n/a
  - **Support Needed from CAPSI National:** contacted webmaster

**Ongoing Tasks**

- NAME OF EVENT/Task: Update translation requests sheet
  - **Date:** December - January
  - **Location:** online
  - **Description:** update the translation requests sheet to highlight urgent requests so that they are completed first
  - **Cost:** n/a
  - **Support Needed from CAPSI National:** n/a
- NAME OF EVENT/Task: Continue to make translating more efficient
  - **Date:** ongoing
  - **Location:** online
  - **Description:** I am trying to brainstorm and liaise with my translation committee members to lighten the translation workload
  - **Cost:** n/a
  - **Support Needed from CAPSI National:** n/a
- NAME OF EVENT/Task: Search for professional translating services for legal documents
  - **Date:** ongoing
  - **Location:** online
  - **Description:** still in search for a reasonably priced translating service to be used for bigger/legal documents so that the translation committee isn't overwhelmed
  - **Cost:** n/a
  - **Support Needed from CAPSI National:** may need to ask committee for support

UPCOMING EVENTS/Tasks:

**NAME OF EVENT: Release of the WINTER 2024 CAPSIL**

**Date:** aiming for the end of February!

**Location:** online

**Description:** sharing the WINTER CAPSIL with the feedback from the previous issue

**Cost:** n/a (for now)

**Support Needed from CAPSI National:** n/a (for now)

**NAME OF EVENT: Restart up the student spotlight for CAPSIL**

**Date:** December - January

**Location:** online

**Description:** this was previously done in the CAPSILs and I would like to continue this because it is such a great way to highlight pharmacy students and their accomplishments across Canada

**Cost:** n/a

**Support Needed from CAPSI National:** will need to ask local chapters to pick out someone they want to highlight from their school!

**CSHP Liaison**

**J. Tian-Tran**

Not received