



C A P S I • A C E I P

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

September Meeting 2023

CAPSI National Council Meeting

Virtual via Zoom
Sunday, September 10th

National Council Meeting

Location: Zoom

6:00 pm to 10:00 pm ADT

[Meeting Link](#)

Meeting ID: 883 0752 9438 | Passcode: CAPSIYAY

1. **Call to Order** M. Wong

M. Wong calls the meeting to order at 6:01 pm ADT.

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 |
| Kevin Huynh | Outgoing Finance Officer | <i>Absent</i> |
| Bhawani Jain | Finance Officer | Present |
| Marianna Pozdirca | Outgoing VP Communications | Present |
| Ryan Chan | VP Communications | <i>Absent</i> |
| 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 | <i>Absent</i> |
| Mark Seo | UBC Senior Representative | <i>Absent</i> |
| 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 | <i>Absent</i> |
| TBD | Ottawa Junior Representative | N/A |
| TBD | Ottawa Senior Representative | N/A |
| Alexe Goulet | Montreal Junior Representative | <i>Absent</i> |
| Florence Bédard Perrault | Montreal Senior Representative | Present |
| TBD | Laval Junior Representative | N/A |
| Joe Kamal | Laval Senior Representative | <i>Absent</i> |
| Alex Wade | Dalhousie Junior Representative | <i>Absent</i> |
| Madison Bell | Dalhousie Senior Representative | Present |
| Alexis Young | MUN Junior Representative | Present |
| Madison Legge | MUN Senior Representative | <i>Absent</i> |

Guests: Lydia Wadie and Alyssa Matsumura (Co-Chairs, PDW 2024 Planning Committee), Caroline Fitzpatrick and Kaelyn Budden (Co-Chairs, PDW 2025 Planning Committee), Bilal Ahmed (University of Waterloo, First Year Representative)

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

M. Wong

☰ June Meetings

BIRT CAPSI National accepts the minutes from the June 2023 Meetings on June 15th and 16th, 2023.

M. Wong / E. Fedusiak

Motion carried.

☰ Summer By-Election Meeting

BIRT CAPSI National accepts the minutes from the July By-Elections Teleconference on July 24th, 2023.

M. Wong / N. Barkhouse

Motion carried.

☰ August Executive Council Meeting

BIRT CAPSI National accepts the minutes from the August Executive Teleconference on August 24th, 2023.

M. Wong / S. Lo

Motion carried.

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

M. Wong

- 1) A. Lakhani - has been working hard and doing a great job assisting with PDW 2024 organization.
- 2) M. King - has been doing a great job with the competition review committee, corresponding with sponsors, rolling out local competitions, and keeping M. Wong up-to-date.
- 3) F. Bédard Perrault - has been instrumental in translating competition materials.

6. **School Reports**

University of British Columbia

[See Annex](#)

University of Alberta

[See Annex](#)

University of Saskatchewan

[See Annex](#)

University of Manitoba

[See Annex](#)

University of Waterloo

[See Annex](#)

University of Toronto

[See Annex](#)

University of Ottawa
[See Annex](#)

Université de Montréal
[See Annex](#)

Université Laval
[See Annex](#)

Dalhousie University
[See Annex](#)

Memorial University of Newfoundland and Labrador
[See Annex](#)

7. Executive Reports

President
[See Annex](#)

President-Elect
[See Annex](#)

Past President
[See Annex](#)

Executive Secretary
[See Annex](#)

Finance Officer
[See Annex](#)

Outgoing Finance Officer
[See Annex](#)

VP Communications
[See Annex](#)

Outgoing VP Communications
[See Annex](#)

VP Education
[See Annex](#)

VP Professional Affairs
[See Annex](#)

Student Exchange Officer
[See Annex](#)

IPSF Liaison
[See Annex](#)

Webmaster
[See Annex](#)

CAPSIL Editor
[See Annex](#)

CSHP Liaison
[See Annex](#)

8. Expectations Regarding Position Updates/Deadlines (5 min) C. Stevenson

Background: There have been a few questions related to position updates that I would like to address, and I would like to clarify to make sure everyone is on the same page, as well as provide a slight update to streamline the process for us all.

- 1) Please submit all position updates on the required template I have been sending out. This template makes things much easier to keep track of, as opposed to receiving documents with no name/position/meeting date.
[W CAPSI Position Updates/Agenda Items Template.docx](#)
- 2) It does not matter to me whether your position update is submitted as a PDF or a Word document, I am happy with either.
- 3) If you are unable to make the deadline I have set and know this, you must reach out to me prior to the deadline to let me know. When updates are submitted late with no notice, I can't always send the agenda out with enough time for everyone to review. *(I understand that once in a while people forget and things happen; we are only human!)*
- 4) All position updates are to be submitted via email - this makes it easier to keep track of. Moving forward I would like for all council members to **reply all** to the thread when sending their position update. Receiving notifications of others position updates being sent in will help us maintain accountability as well as provide an extra reminder to keep us on track!

9. Fall Membership Drive (2 min) C. Stevenson

Please gather an up-to-date list of all CAPSI members at your school, including their first name, last name, and school email address. This information can be inputted into the assigned sheet for your school within the attached document.

Please have this completed by **Friday, September 29th at 11:59 pm ADT.**

[G Membership Drive 2023-2024](#)

E. Fedusiak mentions that there have been many requests for access to the membership portal, and provides a reminder that this cannot be done until the Membership Drive is up-to-date.

10. Slack Updates (2 min) E. Fedusiak/M. Wong

Slack will remain our quick form of communication between council members and within our subcommittees. Reminder to ensure you're logged in through your CAPSI

email and in the subcommittee groups you signed up for. Everyone is expected to check their Slack messages and respond in a timely manner.

E. Fedusiak informs that CAPSI will be continuing with the free version, and reminds council members to keep any documents shared in the Google Drive so that they will be saved. As Slack notifications can be unreliable, council members are asked to please ensure they check it regularly, about every 24 to 48 hours as with email.

E. Fedusiak asks that anyone who needs assistance in setting up Slack contact her.

M. Wong adds that if council members are not receiving Slack notifications, they should be. She reminds council members to log in to Slack using CAPSI email addresses. To stay up to date, M. Wong suggests that council members download the app on their phone, otherwise they should ensure that it is checked regularly via the desktop/laptop version.

11. Election Feedback Follow Up (2 min)

C. Stevenson

Background: I received some feedback from some individuals wondering if I could send election ballots out immediately after the meeting. The timestamps for all the emails I sent were within a maximum of 3 minutes after the meeting was adjourned - just wondering if a lot of folks were receiving them later??

For future elections, M. Wong tells council members to reach out to C. Stevenson if she says that she is sending the ballots out in 5 minutes and one is not received. This is best to ensure that ballots were not overlooked by mistake, or if there were errors in receiving the ballot, it can be sent another way before the ballots are due. .

12. UOttawa Update (5 to 10 min)

R. Chan/W. Choi

Background: I (Ryan) met with Madi, Chris, and Wooje regarding the next steps with UOttawa. Aside from Wooje's progress, I am connecting with Christine Dalglish from CPhA for CAPSI to partner together on a joint presentation, likely occurring in January 2024 (once the French pharmacist is back from maternity leave, etc.). I am slowly working through the list with Wooje and I aim to devote more attention to introducing and integrating UOttawa within the next few weeks. Below is the link for council member suggestions and input with how UOttawa can be successfully introduced into CAPSI, etc.

[UOttawa Action Plan 2023](#)

W. Choi mentions that welcome gifts are in the works for UOttawa students. Similar to the PAM bags, 250 tote bags have been ordered and will likely receive an update on shipping in the next week or two. W. Choi also informs the council that they are waiting to hear from Christine and Pierre about introducing CAPSI once confirmation has been received. Will likely reach out to council alumni, Hannah and Sasha, to see if they can attend, as well as seek representation from Pierre as he is a past CAPSI president. When introducing CAPSI to UOttawa students, W. Choi states that PDW will be brought up, and involvement with the translations committee will be promoted. If council members have anything else that should be included, reach out to W. Choi.

Once CAPSI representatives for UOttawa are elected, W. Choi and M. Wong will be meeting with them for transition.

C. Vaccaro suggests incorporating information in the welcome session on what PDW is, provide an overview of common CAPSI benefits, such as RxFiles, highlight competitions they are eligible for, and promote benefits of being a local representative.

M. Pozdirca brings up the potential to promote other open subcommittees as well.

M. Wong provides a reminder that an introduction to IPSF should be incorporated as UOttawa will eventually need to arrange this as well. A. Kong adds that most of IPSF discussion will likely take place in 2024 when trying to integrate the positions of IPSF Jr and Sr. In addition to introducing the organization, she suggests that information regarding the student exchange program and regional/national congresses be added.

E. Fedusiak informs the council that an Instagram page has been created for the UOttawa CAPSI chapter, and that email addresses for local representatives have been set up to be used once representatives have been elected.

13. World Congress 2024 Update (15 to 30 min)

M. Wong/A. Kong

Background: Motion put forward at WC Bali to increase daily max to be charged to registrants for attendees, went from 55 to 66 euros per day - doesn't close the gap looking at. Bali itself even struggled with their budget and it is nowhere close to ours. No progress made in terms of sponsorship; hard to have companies willing to sponsor this event, particularly with downsizing to reduce the budget. Still looking at a \$200,000 gap to be made up so the committee is thinking this is no longer realistic. The committee would like CAPSI National to make the official decision.

A. Kong mentions that, as per previous discussions, the biggest barrier is the financial aspect. There had been conversations to brainstorm what could be done to minimize the gap, and the described increase for registration was accounted for. Despite this, there were issues in filling the gap.

BIRT CAPSI National cancels the World Congress 2024 Conference in Montréal and moves to dissolve the conference planning committee.

M. Wong / C. Vaccaro

Motion carried.

14. Various Reminders for Locals re: Ongoing Advocacy Tasks (3 min) N. Barkhouse

Background: There are a few things that I am working on that require some help from locals. Just a reminder to complete:

- 1) The table for the IPPC Statement as soon as you are able to.
☰ IPPC Statement Table--School Specific Information
- 2) Also, make sure to send out the sign-up for individuals to be able to write letters to their MPs regarding Student Loan Forgiveness as I discussed at CPERC (Excel doc below). We're looking to make this an opportunity for all students across Canada if they wish to participate. Many folks were wanting to wait until the school year began, so just make sure your students have been sent this or a plan is in place to do so. Below is a table that is just meant to help me organize moving forward.

✚ Student Loan Forgiveness Collaboration Interest Form

| Email sent to students re: Student Loan Forgiveness? | Yes/No | If no, approximate planned date to send |
|--|-----------|---|
| UBC | not yet | by the end of September |
| UAlberta | Not yet | Sometime before end of Sept |
| USask | Not yet | By the end of Sept |
| UManitoba | Not yet | Probably today :) |
| Waterloo | Not yet 😊 | Sending out with the first Overview of Fall Events (within the next week) |
| U of T | | |
| UdeM | not yet | |
| Laval | No | TBD, when we elect a new |

| | | |
|------------|--|--------|
| | | junior |
| Dal | Yes! | |
| MUN | Wooje sent out an email to 1st years & posted it to general students in FB | |

15. CAPSI Statement on Student Bereavement (5 min) M. Pozdirca

Background: As you all know, we released CAPSI's Statement on Student Bereavement on August 29. The statement is available in both [English](#) and [French](#) on our website and all socials. It recommends at least 2 days of bereavement leave for pharmacy students across each university to take, if needed, without having to make up these hours on rotation, as well as the removal of any requirements for death certificate/funeral program proof to qualify for taking these days off. I'd like to echo Christine's words from our June meetings and encourage the council to strongly advocate for this, as often people in these positions are not able to advocate for themselves.

M. Pozdirca discusses the concerns with the bereavement statement that had been verbalized on LinkedIn. CAPSI National did provide an official response, and council members are reminded to be aware of opposing arguments when advancing advocacy efforts for a particular issue.

16. 2023/2024 Budget Approval (10 min) B. Jain

Referred from June 2023 meetings

 CAPSI 2023-2024 Budget

The 2023-2024 budget sheet has been updated. Expenses were not modified since the June meeting. I expect changes to anticipated expenses to arise throughout the year as we propose new costs and remove expenses we may no longer have. Names for CPERC reimbursements in the budget will be changed as the reimbursements are processed. Since the June meeting, revenues were updated. BioScript is sponsoring \$1000 towards an award this year. We have new additions to the Community Fund as well: McKesson (\$5000) and Fresenius Kabi (\$1500). Some general sponsors have now moved to Community Fund: London Drugs (\$1575) and GreenShield (\$500). These have been zeroed out from the general sponsors list. Apotex remains unchanged, though it's not fully clear to me how much we are expected to receive (Comms?), though it seems that

we will receive funding. Funding is TBD for Pfizer, so it was zeroed out. They provided \$5000 towards sponsorships and \$500 towards an award last year.

June Meeting Summary:

Projected Revenue: ~\$145,975.00.

Projected Expenses: ~\$123,670.00

Projected Difference: ~\$22,305.00

Current Summary:

Projected Revenue: ~\$146,675.00.

Projected Expenses: ~\$123,670.00

Projected Difference: ~\$23,005.00

Slight increase in projected net income due to new sponsorships for awards and Community Fund, but a slight increase is shown because Pfizer revenue was zeroed out. Projected revenue is expected to increase if Pfizer contributes to sponsorships this year.

M. Wong inquires if CAPSI is still expecting the budgetary surplus to carry forward.

B. Jain answers that this is the case. She mentions that check in with the PDW 2024 Planning Committee is required to accurately gauge the projected surplus and discuss what surplus amount is appropriate with the account.


BIRT CAPSI National approves the proposed budget for the 2023-2024 council year, as detailed above.

M. Wong / S. Lo

Motion carried.

17. PDW 2024 Update (15 min)

6:45 pm ADT

 September Update

 PDW planning 2024

L. Wadie/A. Matsumura

A. Matsumura outlines ongoing discussions with Strategic Site Planning to approach negotiations regarding service charges. The committee expects a more accurate quote for AV supplies will be provided around September 15th. A. Matsumura mentions that efforts are ongoing to reduce registration cost to \$450 if the budget allows, but currently the committee is working with a registration fee of \$475 per person.

L. Wadie highlights that there will be three rounds of registration taking place as needed to fill seats. Once local competitions have been completed, another form will be disseminated for competition winners to register for their seats.

A. Matsumura adds that with regards to competitions, information remains the same. The competitions officer has been corresponding with the school regarding room bookings and poster boards. In addition, all 3 keynote speakers have now been confirmed.

M. Wong supplements the discussion on registration prices, adding that there had been discussions surrounding the possibility of offering a day pass for \$300 per person.

L. Wadie echoes and points to the inclusion of day pass prices within the budget. She also provides an update on sponsorships. Currently, the committee is working on getting some contracts signed with sponsors, as the majority of revenue is coming from the health fair at this time, rather than from sponsorship. L. Wadie refers to the remaining sponsorship goal of \$40,000.

A. Matsumura adds that the health fair does still have room for additional companies, informing council that 23 of the available 30 spots have been filled.

E. Fedusiak informs L. Wadie and A. Matsumura that the committee needs to ensure that all schools receive the information on how winners are chosen for the poster competitions, as this does not take place through CAPSI. She adds that the process typically involves a rubric and judges, and inquires if any communication has taken place to date.

A. Matsumura answers that an email had been sent to local representatives with a handout and information regarding PDW, and a presentation outlining FAQs is to be sent out later in the week.

E. Fedusiak discusses that individual schools are responsible for conducting the lottery for delegate spots if it is necessary, and tells the co-chairs that all the committee needs to worry about is the number of seats allotted to each school. C. Vaccaro echoes.

L. Wadie seeks clarification on how payment for registration is typically handled, to which E. Fedusiak answers that last year, each school collected their own registration fees and transferred as a large sum.

M. Wong emphasizes the importance of finishing and distributing the FAQs and registration forms to ensure that each party is on the same page.

From a brief overview of the budget, M. Pozdirca asks if there has been any particular feedback received from folks who attended the health fair last year who are not currently signed up. L. Wadie informs that some companies have mentioned they are not able to fit this into their budget. She points to Walmart as one party who has told them they will not be attending, but is not certain if reasons were clarified.

C. Vaccaro suggests reaching out to CPhA for further discussion on potential for sponsorship, and tells the co-chairs to let the council know as soon as possible if no sponsorship can be provided.

M. Pozdirca also suggests reaching out to Northwest and Whole Health in an attempt to garner additional sponsorship support. Despite the gap now being smaller, unpredictable expenses can often arise right before the conference, and having a buffer available would be helpful. She informs L. Wadie and A. Matsumura that if any companies are giving a hard no regarding sponsorship or health fair attendance, to document the reasons and include this documentation in the transition report for the next year's PDW planning committee.

18. PDW 2025 Update (10 min)

C. Fitzpatrick/K. Budden

7:00 pm ADT

(presentation link)

K. Budden starts by informing the council that two hotels have been identified as potential conference venues, the Westin and Marriott Harbourfront. At this time, it is likely that the Westin will be selected. She mentions the hotel is located on the waterfront in downtown Halifax and would allow for approximately 300 attendees based on allotted room blocks. K. Budden mentions that they are currently working on reserving one more room where the CAPSI National Council meetings can be held. Negotiations have been happening with the assistance of Renee from Strategic Site Planning, and the committee hopes to have a contract in the next couple of weeks.

C. Fitzpatrick adds that once the Westin confirms the additional room, everything will be all set in terms of venue space.


K. Budden continues by presenting the conference theme, entitled Waves of Change, which ties in well with the Halifax location and the evolution of the pharmacy profession. The PDW 2025 webmaster and communications team are currently working on a logo design. The communications team is also working on the promotional video, with filming anticipated to start on Wednesday, September 13th. K. Budden highlights that the video includes lots of student and faculty involvement, and mentions the plan to capture a view of the campus and the city within the video, adding that they have found someone with a drone to achieve this.


C. Fitzpatrick emphasizes that the presented budget is currently only a very rough estimate, as they are still waiting to hear back from the Westin. Room rates will be \$155 per night for a total of 75 quadruple-occupancy rooms. Negotiations are still ongoing regarding food and beverage costs to reduce costs further, as rental fees also depend on the amount spent in this area. C. Fitzpatrick also mentions that a website has been created in its beginning stages, which at this time includes a lot of space fillers.

M. Pozdirca volunteers the assistance of R. Chan as VP Communications if the planning committee requires assistance while working on the sponsorship package. She mentions that determining sponsorship levels can depend on the location, and suggests looking at any details that may be available from APAC regarding Maritime prices.

19. AFPC Conference Reimbursements (10 min)

B. Jain

 CPERC 2023 Hotel + Reimbursements

 AFPC Rooming List

The above Excel sheet contains the hotel cost per person to be paid for the CPERC conference we attended in June 2023. Please send reimbursements for travel to CPERC to finance@capsl.ca. Please include the reimbursement form filled out with your E-TRANSFER email address included. Please include receipts in the SAME FILE instead of pasting the images in the body of the email. This way, the receipts and reimbursement form can be documented and stored together for documentation purposes.

Reimbursements will include travel cost MINUS hotel cost and will be processed via e-transfer. If you already sent me your reimbursement and I haven't updated the Excel sheet to reflect this in column F, please let me know, so I can search for your email in my inbox as I may have missed it.

For ease of locating your reimbursement in my inbox, I would greatly appreciate it if the email is titled as "[Full Name] - CPERC 2023 Travel Reimbursement".

I anticipate you may have questions about how the hotel costs were calculated, and I am happy to show my calculations. Currently, they are written down in my chicken scratch, but I plan to share my calculations in a readable format. Below, you can see my basic summary and example calculation for Room 1 in the rooming list.

Calculation Summary: [Hotel Cost per night] x [# of nights] x 50% (everyone pays half of the hotel cost) ÷ number of people in room.

Ex. Room 1 (\$199 + tax per night = \$228.10 per night)

$$228.10 \times 3 \text{ nights} = 684.30$$

$$684.30 \times 50\% = 342.15$$

Room 1 had 3 people

$$342.15/3 = \$114.05 \text{ per person}$$

This calculation is the same for Room 7, FYI.

Adjustments were made for those who stayed an extra night or fewer nights. The hotel cost per night for rooms with two queen beds is \$273.95 (including tax). This is for Rooms 3-6. Rooms 1, 2, and 7 were charged \$228.10 (including taxes) per night (one queen bed and pullout couch).

M. Wong reminds the council that CAPSI will be covering conference registration fees, half of the cost of the hotel stay, and will reimburse travel to one conference, either PDW or CPERC as chosen by the council member. She also inquires how council members can pay CAPSI their balance, if they had no travel costs and just need to cover the hotel bill.

B. Jain says she will reach out individually if this is the case, and can send an invoice and receipt. She will also continue using her tracking sheet for record-keeping purposes.

20. Competitions Update (5 min)

M. King

Background: Local competitions documents were sent out on September 9, 2023. If you have not already sent shipping info for your school or number of kits estimated that are needed for compounding email me this information ASAP.

M. King says she will soon be sending out the applications for the Future of Pharmacy award for this semester, with the deadline being set about a month from now. M. King also updates the council that she has followed up with Medisca regarding tracking

numbers, as last year some issues were encountered with representatives not knowing when the compounding supplies would be received.

21. Translation Services (5 min)

J. Ly

Background: Debrief on meeting with Lisa from Sero Communications and if anyone else had any suggestions for translation services!

J. Ly tells the council that Sero Communications will charge 19 cents per word, which is the pricing after a non-profit discount. With how many words are in an essay or a document for translation, she expresses concern about the cost of this service. J. Ly also mentions some perks that would be involved with partnership, for example, translation would become more efficient over time as the company develops a Lexicon of words frequently used by CAPSI.

B. Jain emphasizes that at that price, CAPSI would be charged around \$95 for a 500-word document, which seems like a steep price.

F. Bédard Perrault suggests looking into AI-generated translations, saying that although grammar and vocabulary used isn't always the same, it is significantly easier to translate the material with that foundation, rather than beginning with nothing, and the quality is better than Google Translate. She also mentions that some translation services offer packages for different levels of translation, for example, pricing would include translation up to a certain number of words per month.

J. Ly mentions that CAPSI will not likely be going forward and partnering with Sero, as it is not financially viable.

M. Pozdirca also adds that for any service we purchase, a credit card number needs to be put down, and shares her experience of getting her Google account entirely shut down for several days after doing this for Google Cloud. She reminds that ultimately, regardless of what we go with, translations will still need to be proofread, checked, and reviewed by the translation committee. Referring to the bereavement statement, she also mentions that her contact was able to translate the document for \$150, while it would have cost \$323 based on the pricing quoted from Sero. M. Pozdirca asks members of the translation committee how they found the quality of the translation and inquires as to how much work needed to be put in after the fact.

F. Bédard Perrault answers that approximately 2 hours needed to be spent to revise the translated statement entirely and find the precise words when specific language was

needed, mentioning that starting from scratch would be incredibly time-consuming. For reference, she mentions that the OTC case, which was less complicated than the bereavement statement, took about 4 hours, and estimates the statement would take between 8 and 10 hours to translate from scratch.

M. Pozdirca says that a lot of CAPSI's text is bulky and long, and there are some things, such as social media translations, that are straightforward and wouldn't require outsourcing, while other tasks may need a mix. She suggests there may be some items that don't necessarily require translation, and the French schools can direct this decision. Additionally, M. Pozdirca references the translation committee awards, and asks if these funds should go to something else, like the Bridging the Gaps community fund. She reasons that outsourcing translations would balance out the workload, making the translations committee's time commitment similar to that needed for other committees where there are no awards.

F. Bédard Perrault raises concern that even if translation is outsourced, translations still may not be able to be completed on time. She says that it wouldn't minimize the workload for the committee, rather that it would expand the number of items that can be translated. F. Bédard Perrault mentions that she is not sure how many hours are required for other committees, but if it did end up being significantly less work and evening out due to outsourcing, rerouting the funds for the translations awards could be discussed.

M. Pozdirca mentions that CAPSI is already translating almost everything, and isn't sure what else we would want to translate. She asks for clarification, mentioning that her impression was that a translation service would be used to lessen the committee's workload, and wonders how outsourcing would lead to more tasks.

F. Bédard Perrault responds that it's not that it would necessarily cause more work, but that it would provide room for a wider variety of translations to be completed. She references difficulties in previous years, where the committee was not always able to complete translations on time or even translate some items at all, based on time constraints.

C. Vaccaro opines that CAPSI could take a more strategic approach to translations and assess which things may not always need to be bilingual to lessen the number of tasks. Costs through third-party services could then be looked at before making a final decision.

M. Pozdirca adds that it seems like the translations committee did end up translating everything, and even if it was released later in French, it would get done. Regardless of whether translations are completed in house or outsource, there would still be a time delay. M. Pozdirca suggests that this item may warrant further discussion among the translations committee members to determine how we approach this. She wonders if it would be possible to see statistics for the number of students who are reading the CAPSIL in French, since it may not need to be translated if no one is reading the French edition. She suggests that the committee considers categorizing and prioritizing certain types of translations to figure out how resources can be most strategically allocated.

F. Hadji says that the CAPSIL should be available in both languages, as it's for all students. F. Bédard Perrault adds that it is not just students at the French schools who would benefit, but that other francophone students studying at other schools would also find value in this translation.

F. Hadji echoes, saying that everything that CAPSI wants to be made accessible to all students should be available in both official languages. Items that may not need translation could be documents that will not be released to student members, or that could be evaluated based on demand. She reinforces that communications to all students should be available in both English and French so that all CAPSI members may access the content.

F. Bédard Perrault also mentions that having a translator would be helpful for tackling translation of the website. She says that this has been on the committee's radar for quite a while, but there hasn't been time. This would be one example of where outsourcing translations could free up time to spend translating other documents. For context, E. Fedusiak says that the French version of the website hasn't been workable in years, and would add a substantial amount of work.

F. Hadji echoes F. Bédard Perrault's thoughts, mentioning that students do ask if a French version is available. To support inclusion of all students, she stresses that it would be important for students to be able to access the website in both languages.

C. Vaccaro asks if the cost of outsourcing would be worth it for the viewing numbers that these items receive.

M. Wong agrees with F. Hadji's point that French language translation is important for inclusion. She also raises the concern that when we get into the financial aspect, we would be pulling money away from other things that can also contribute to inclusivity.

She echoes M. Pozdirca's earlier suggestion that the translations committee should meet to discuss what is valuable and necessary to be translated moving forward. M. Wong also emphasizes the importance of considering the costs to CAPSI and whether or not it would be feasible in our budget, as well as determining the situations where the service should be used.

N. Barkhouse raises the point that it would be beneficial to reach out to bilingual students at the English schools regarding translations, and stresses the importance of translating our documents for our francophone members in discussion.

J. Ly agrees and plans to host a committee meeting soon to continue the discussion.

BIRT CAPSI National tables the discussion regarding translation services and refers it to the translation committee for further discussion, after which a vote can be held at the November meeting.

M. Wong / J. Ly

Motion carried.

C. Vaccaro left the meeting at 7:45pm ADT

22. Advertising the Mentorship Program (3 min)

M. Wong

Background: This year our mentorship program officers are Ashley Burghall and Brianne Desrochers. They have been working hard to organize the launch of this year's program. Be on the lookout for posts to recruit mentors and mentees and please advertise this opportunity to students. The deadline to sign up to be a mentor or mentee will be September 29th.

M. Wong adds that both student and pharmacist mentors will be included. She references the efforts being put in by the mentorship officers and informs the council that advertisement will be taking place shortly on social media. She asks that council members share and advertise to CAPSI members at their schools, to help recruit mentees and mentors for the program.

S. Lo asks if there is a specific date that these advertisements will be coming out, as she could include this in a post being planned for Waterloo members that will highlight local and national CAPSI initiatives.

E. Fedusiak responds that the posting seeking mentors will be shared tomorrow, while mentee recruitment will begin on September 15th. Links to be incorporated are all included within the social media calendar.

23. Collecting Information for Letters to Deans (3 min)

M. Wong

Background: I'll be sending a letter out to all of your program's Deans sometime in the fall so to ensure I'm sending them to the correct people, please fill out the following document. I would also like to know if there's anything in particular you would like me to bring up with your Dean whether it be a shout out or advocacy initiative they should be aware of. I'll be checking in with each set of locals to get your okay with each letter before I send them.

 [Dean Letters 2023](#)

24. AGM Heads-up (3 min)

M. Wong

Background: As a bit of a heads up: each year at PDW we hold an Annual General Meeting that all PDW delegates are required to attend. During this meeting each of our executive members will go up on stage and give a very brief overview of what their role is and what they've been working on so far. It also provides us the opportunity to make any necessary changes to our Bylaws if changes are needed. Keep an eye out for an email to update your slides and my goal is to have them done early so there's lots of time for translation prior to PDW in January.

25. New and updated tables found in the CAPSI Sponsor 2023-2024 document **R. Chan**

Background: I have created and updated three tables found in the CAPSI Sponsor Follow-up 2023-2024 document: CAPSI Partnership Prospectus PDW 2024 Benefits, CAPSIL Ad Sponsors, and Webmaster social media post tracking. I hope that current and/or future council members find this helpful for a quick review of contract obligations.

 [CAPSI Sponsors Follow-up 2023-2024](#)

M. Wong informs that this document keeps track of current sponsors and what they are entitled to based on their level of sponsorship.

26. VPC CAPSI Partnership Update occurring from April to September 2023 **R. Chan**

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

[📄 VPC CAPSI Partnership Update September 2023](#)

27. 2024 CAPSI Partnership Prospectus Review and Approval **R. Chan**

Background: Madi and I have been updating and revising the CAPSI Partnership Prospectus for 2024. Below is the link to the first iteration for your review and approval. Some notes: most of the updates were minor, and I will update the council collage once UOttawa local reps. are elected and photographed.

[📄 2024 CAPSI Partnership Package-RC.pdf](#)

M. Podzirca highlights the new opportunity for sponsors to meet with the council at PDW, which is replacing the benefit of hosting a webinar which have historically had poor attendance.

BIRT CAPSI National approves the 2024 Partnership Prospectus with the proposed changes detailed in the document.

M. Wong / N. Barkhouse

Motion carried.

A. Lage left the meeting at 7:56 pm ADT.

28. CPhA Webinar Ideas (5 min) **R. Chan**

Background: CPhA is interested in delivering a remote, synchronous webinar to Pharmacy Students and Interns about topic(s) selected by CAPSI National. For instance, minor ailment prescribing, pharmacy practice, etc. Based on the council's reflections from CPhA, I have shared with CPhA that members want to steer away from webinars.

CPhA Webinar Ideas

| | |
|---|--|
| Negotiations | |
| Sharing work on race and content in the CPS | |
| | |

S. Lo mentions that Waterloo has a lab where students are taught how to negotiate. For council members in third and fourth year who may be starting to get contracts, she encourages them to reach out to their professors regarding negotiation tactics.

**29. NPAC Specialty Pharmacy Summit 2023 (5 min) R. Chan
November 23-24, 2023 in Toronto, ON**

Background: NPAC has provided CAPSI National with two complimentary in-person passes and \$20 virtual fee for all CAPSI Members. While I will be completing my APPE in rural Saskatchewan, I am curious whether any council members are interested in representing CAPSI at this exciting conference! Here is a link from 2022’s conference for more information: <https://neighbourhoodpharmacies.ca/specialty-pharmacy-summit>

| CAPSI National Council Members interested in attending NPAC | |
|---|--|
| | |

M. Pozdirca attended last year’s summit and encourages any interested council members to attend, especially if you want to learn more about specialty pharmacy.

30. Collaboration with Pharmacy Legislative Week (5 min) A. Lakhani/M. Salih

Background: Pharmacy Legislative Week is an American group and partner of CAPSI UofT since 2020. The “week” is hosted once in October and once in March to promote initiatives focused on sustainability, outreach, etc. In previous years, CAPSI UofT has joined one of PLW’s “subcommittees” and collaborated with them on initiatives such as sustainability week. Most recently, PLW members helped us create content for our Kids in Medicine and Pharmacy Outreach Day presentations during PAM, as we were part of their outreach committee last year.

Please see the following statement below from April Nguyen, founder of PLW, who invites other CAPSI chapters to join the organization:

Hello,

On behalf of the international coalition Pharmacy Legislative Week (PLW), we invite you to join this student-led and student-driven initiative. PLW was created as a space for student pharmacists to pursue their passion projects, ranging from preventing burnout on APPE rotations, creating healthy recipes for diabetic patients, and providing culturally competent care. Together, we've helped over 500 students be the prescription for action in their local and national communities by working together with other schools across the US and Canada - and hopefully with you as well! We've also highlighted women leaders in pharmacy, connected our liaisons with alumni from multiple pharmacy careers in public health, data informatics, and fellowships/residencies, and have impacted over 10,000 members of the community.

The University of Toronto has been an active liaison with PLW since 2020, where we hosted the first collaborative Pharmacy Advocacy Month in March. Student liaisons join a growing network of pharmacy leaders across multiple organizations, schools, and countries, and also get first-hand mentorship with Dr. April Nguyen, the founder of PLW. She offers one-on-one career counseling, resume reviews, and brings in alumni speakers for student liaisons to learn about different careers and opportunities in pharmacy!

We would love to have you join the pharmily! We're opening up applications for liaisons on our 6 student committees, and the application form (tinyurl.com/PLWapplication) takes less than 5 minutes to complete. If you're interested in learning more about our work, check out our [site](#) or ask me any questions!

*Warm regards,
April Nguyen, PharmD, RAC, MPH (she/her)
Pharmacy Legislative Week Founder
pharmaylegislativeweek@gmail.com*

Motion to adjourn the meeting at 8:05 pm ADT.

M. Wong / W. Choi

Motion carried.



C A P S I • A C E I P

Annex of Executive and Local Council Updates

September 2023 Meeting

Sunday, September 10th

Local Council Updates

University of British Columbia

M. Seo/J. Gill

POSITION UPDATE:

COMPLETED TASKS

- UBC Great Pharmacy Adventure (CAPSI UBC Station) - “Farm” themed
 - hosted a station consisting of various egg related games to promote CAPSI to incoming class of 2027 PharmD students
- Hosted a meeting regarding recruitment for year representatives with Jr rep, Secretary, and Treasurer.

ONGOING TASKS

- RxFiles group order for UBC CAPSI members
- Recruitment for unfilled local council positions
- Placed an order for a CAPSI UBC sweater for executive council members to represent the club at various events in the beginning of semester.

UPCOMING EVENTS/Tasks:

- UBC Pharmacy Clubs Night - Recruit more general members
- UBC by-election for unfilled position - October
- CAPSI UBC local council weekly meetings to begin in the 2nd week of September

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** First Year Orientation Presentation
 - **Date:** Aug 31, 2023
 - **Location:** UAlberta Campus
 - **Description:** Incoming Class of 2027 were invited to attend a brief presentation as part of APSA's general orientation to UAlberta and to the Faculty of Pharmacy and Pharmaceutical Sciences
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Run for the Cure**Date:** Oct 1, 2023**Location:** Edmonton Expo Centre**Description:** Students and faculty are invited to fundraise and participate in the CIBC Run for the Cure. Miscellaneous items will be purchased for participants to represent our UAlberta Pharmacy team. (e.g., pom-poms, headbands, etc.,)**Cost:** ~\$50-\$100**Support Needed from CAPSI National:** N/A**NAME OF EVENT:** CAPSI/IPSF Lunch & Learn Presentation**Date:** Sep 22, 2023**Location:** MSB 2-27 (Tentative)**Description:** Class of 2027 are invited to attend a lunch and learn presentation like the one during first year orientation. This presentation will be more detailed on the structure, internal workings, and initiatives of CAPSI and IPSF. Lunch will be provided to all attendees.**Cost:** ~\$300**Support Needed from CAPSI National:** N/A**NAME OF EVENT:** Haleon Lunch and Learn**Date:** Sep 25, 2023**Location:** MSB 2-27 (Tentative)**Description:** All UAlberta CAPSI members are invited to attend a Lunch & Learn presentation on Voltaren. Lunch will be provided by Haleon.

Cost: N/A

Support Needed from CAPSI National:

NAME OF EVENT: Saving Second Base Softball Tournament

Date: September 23, 2023

Location: UAlberta Campus - Corbett Fields 1 and 2

Description: Students are invited to attend a charity softball tournament to help raise money for RFTC. Equipment will be provided by campus recreation. Food/drink is included with participation fee.

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS

- 1. Wellness Wednesdays/Promotion Months: May
 - **Date:** Throughout May, 2023
 - **Location:** Online via Instagram
 - **Description:** The CAPSI local council partnered with Sun Smart Saskatchewan to design infographic posts to educate our members on certain topics themed around healthcare and wellness related to Sun Health. A giveaway for a \$100 was also put on for our students (sponsored by Sun Smart)
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** N/A
- 2. Changing over signing authority
 - **Date:** April, 2023
 - **Location:** At the bank
 - **Description:** A yearly task to change over signing authority for new council treasure and Jr to have access
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** N/A
- 3. Welcome Letter for Incoming Class
 - **Date:** Aug, 2023
 - **Location:** Online via Email
 - **Description:** A yearly task to welcome in the new pharmacy class.
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** N/A
- 4. USSU Ratification Application
 - **Date:** Aug 2023 (conditionally-approved)
 - **Location:** Online via the application portal
 - **Description:** Submit membership list, budget, and events to the USSU to become a ratified campus club
 - **Cost:** \$50 (but do get reimbursed by SPNSS)
 - **Support Needed from CAPSI National:** N/A
- 5. Sask minor ailment information posts
 - **Date:** throughout august
 - **Location:** Posted to CAPSI Sask insta
 - **Description:** Post fun information posts about minor ailment prescribing that Sask pharmacists can do with information of what the conditions are, symptoms, when to refer, what to use, etc.
 - **Cost:** \$0
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- 1. CAPSI Local Council Summer Meetings
 - **Date:** June 7, July 19, August 22

- o **Location:** Online via Google Meets/zoom
- o **Description:** Meetings periodically throughout the summer to orientate the new council for the upcoming school year and plan online campaigns over the summer
- o **Cost:** \$0
- o **Support needed from CAPSI national:** NA
- 1. CAPSI Local Council position meetings
 - o **Date:** Throughout end of Aug, 2023
 - o **Location:** Online via Google Meets
 - o **Description:** Meetings done with individual council members to go over their roles/expectations for the upcoming and answer any questions they may have regarding their role
 - o **Cost:** \$0
 - o **Support Needed from CAPSI National:** NA

UPCOMING EVENTS/Tasks:

NAME OF EVENT:

1. CAPSI Orientation Presentation to first year class

Date: August 29, 2023

Location: 1st year orientation

Description: Remind/introduce students to what CAPSI is and explain how they can become members/get involved, and supply lunch to help boost engagement

Cost: Using some of the money from national – cost will be dependent on how much food is ordered but around \$500

Support Needed from CAPSI National: None

2. CIBC Run for the Cure Fundraiser

Date: Early September

Location: Health Science Buildings

Description: Welcome students back with freshly baked items to fundraise for a good cause. Also looking at potentially a beach volleyball tournament if we can book one before weather gets to cold

Cost: \$0

Support Needed from CAPSI National: None

3. First Year CAPSI Representative Elections

Date: Mid/Late September TBD

Location: Health Science Buildings

Description: Two incoming first year representatives will be elected in September to join our current local CAPSI council.

Cost: \$0

Support Needed from CAPSI National: None

4. GSK Presentation

Date: TBD

Location: Health Science Buildings

Description: GSK presentation on topic of their choosing

Cost: TBD

Support Needed from CAPSI National: None

5. CIBC Run for the Cure

Date: October 1, 2023

Location: Prairieland Park, Saskatoon

Description: An annual event to fundraise for the Canadian Cancer Society and promote information on breast cancer.

Cost: TBD

Support Needed from CAPSI National: None

6. Saskatchewan's Next Top Pharmacist and Dietitian

Date: September 28, 2023

Location: Louis

Description: Determine a student to represent Saskatchewan for PDW 2023

Cost: TBD

Support Needed from CAPSI National: None

UPCOMING EVENTS/Tasks:

CAPSI Pink Day for Breast Cancer Awareness:

Date: September 19th

Location: Apotex centre

Description: Students wear pink and take a group photo for breast cancer awareness with upcoming Run for the Cure

Cost: N/A

Support Needed from CAPSI National: N/A

CAPSI annual picnic

Date: September 13th

Location: Assiniboine Park

Description: Casual social event with food provided by Loblaws

Cost: N/A

Support needed from CAPSI National: N/A

CAPSI local council meeting

Date: September 11 or 12

Location: Zoom

Description: First meeting of the year to discuss CAPSI awareness week and competitions

Cost: N/A

Support needed from CAPSI national: N/A

CIBC Run for the Cure:

Date: October 1

Location: Shaw Park

Description: Students raise money and participate in Run for the Cure

Cost: N/A

Support Needed from CAPSI National: N/A

CAPSI Competitions:

Date: October 19 and October 23 (tentative)

Location: Apotex centre

Description: Compounding, PIC, OTC, Guy Genest, AFL, SLC Competitions will be ran in mid October at Apotex Centre

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS**Vampire Cup Donation Campaign**

- **Date:** May 1 - Aug 30, 2023
- **Location:** Canadian Blood Services Clinic
- **Description:** In order to increase blood donations from UW pharmacy students, we ran a blood drive campaign by providing incentives and competition. In collaboration with our local Canadian Blood Services (CBS) representative, free taxi rides were provided to students to get to the clinic. For the term, we collected the names of people who have donated and entered them into a raffle draw prize. The goal was to raise the number of donations before the deadline of Dec 2023.
 - Our IPSF reps went the extra-mile of creating a full infographic to explain the full process of how to create a CBS Account and join the Waterloo team. Two gift-cards were provided to the selected winners from our donators this term.

SEP/IPSF Presentation

- **Date:** June 22, 2023
- **Location:** Virtual (Zoom)
- **Description:** This was an informative presentation to promote the Student Exchange Program (SEP) and International Pharmacy Students Federation (IPSF). Our Jr and Sr IPSF representatives, Lindsay and Sydney presented the SEP presentation.

Unfortunately, since we do not currently have a student representative from PSF (Pharmacists Without Borders) Anthony Miller discussed experiential learning during internships/placements from outside of Ontario to outside Canada while highlighting benefits/risks and logistics required as this will become more active with the resolution of the pandemic. To increase participation, 1 x \$25 gift cards was raffled to attendees.

Summer Drink Dates with Upper Year Mates

- **Date:** June 21, 2023
- **Location:** UW School of Pharmacy (In-person)
- **Description:** First-year students got the chance to mingle with upper-year students in a structured "speed dating" format. Students were paired up based on interests related to their future fields of pharmacy, hobbies, etc. Students received a free bubble tea beverage from Sweet Dreams for participation. Overall, we had a very good turnout and lots of positive feedback from first- and upper-year students alike! Hosted by our first year representative, Bilal, students on the feedback survey confirmed that this is a well-run event and should continue for years to come.

Outdoor Movie Night

- **Date:** July 20, 20223
- **Location:** UW Pharmacy School (in-person)
- **Description:** This event is the second year of the event - as this was a required deviation into a social event since fundraising events are not within school guidelines for CAPSI to complete and that fundraising is not part of CAPSI's constitution. The Fundraising Team hosted an Outdoor Movie Night where we watched Super Mario Bros, had popcorn, cotton candy, soft drinks and Beavertails to eat. Unfortunately due to inclement weather this event had to be moved indoors. However, due to the professionalism of the rental for the movie projector, the movie was brought indoors without significant delay. Since the event was switched indoors and significant financial cost was reduced, a raffle for \$200 (dispersed into several gift cards) was completed to compensate participants. This event was \$5 for CAPSI Members, \$15 for non-CAPSI members to reward members with this event being a "perk" for becoming a CAPSI member. Further students were allowed to bring 'non-pharmacy' participants (but would need to pay an additional \$10 fee for food). The event was very well received for an in-person event with approximately 90 people in sign-ups and payment, however with inclement weather significant reduction in attendance was seen (but there is no preventing inclement weather).

OTC Week

- **Date:** July 10-14, 2022
- **Location:** University of Waterloo Pharmacy School (OSCE Tips and Tricks, Minor Ailments Dinner & Learn), Virtual (Social Media Contest, Mock OSCEs), McCabe's Irish Pub (OTC Trivia Night)
- **Description:**
 - Social Media Contest: Every day of the week, an OTC-related question was posted on our Instagram and Facebook pages. Students who commented and tagged a friend on all 5 posts were entered into a draw to win 2 x \$15 gift cards sponsored by UW CAPSI.
 - OSCE Tips and Tricks: In collaboration with the OSCE Prep Club, this was an informative and interactive session where upper year students provide insights, practical advice and strategies in completing an OSCE to attendees. This included working through cases as smaller breakout groups.
 - Minor Ailments Dinner and Learn: Hosted by Allison Tario (Alumni of UW Pharmacy, current lecturer and community pharmacist) participants listened to lived experiences with the implementation of MAP in Ontario and Dr. Tario answered Q&A questions over a hot dinner meal.
 - OTC Trivia Night: Students formed teams of 6 to participate in a Jeopardy-style competition. There were 5 categories of questions

surrounding the following topics: Headache, Dysmenorrhea, Infant Colic, Conjunctivitis, Insect Bites. Dinner catered by McCabe's Irish Pub was provided to all students. The winning team is provided a \$100 cash prize.

- Mock OSCEs: 1st year students were given the opportunity to participate iMock OSCEs with upper year students acting as assessors and SPs. This event was conducted virtually and a more casual setting to take pressure off first year students. This is a collaborate event with the OSCE Prep Club at Waterloo

Pharmacy topics: Headache, Dysmenorrhea, Infant Colic, Conjunctivitis, Insect Bites.

Dinner catered by McCabe's Irish Pub was provided to all students. The winning team is provided a \$100 cash prize.

Second Year Crash Course

- **Date:** August 24, 2022
- **Location:** Virtual (Zoom)
- **Description:** Back by popular demand and upgraded! In collaboration with UW CSHP x UW SoPhS (student society), UW CAPSI hosted a full-suite to provide an overview of what to expect with the start of Second Year. Students received intel on the academic expectations, co-op interview/rank/match process and also a full Q&A section hosted by upper year student and Anthony Miller to discuss their experience and what opportunities are available to students. A raffle was completed to win the very coveted and exclusive Waterloo Pharmacy Mug. This is the first collaboration with the experiential office at UW Pharmacy and next year a potential co-op supervisor could be recruited fo the event.

Ongoing Tasks

- NAME OF EVENT/Task: Vampire Cup
 - **Date:** Until Dec 2023
 - **Location:** Canadian Blood Services Clinic
 - **Description:** See Above
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: PDW Lottery

Date: September-November 2023

Location: Virtual (Online)

Description: Recruitment for spots at PDW 2024 hosted in Toronto, 2024

Cost: N/A

Support Needed from CAPSI National: N/A

NAME OF EVENT: CAPSI National Competitions (Guy Genest, PIC, OTC, Compounding, AFL) **Date:** September-October 2023

Location: Virtual (Online) and In-person

Description: Recruitment for cash prizes and fund allotment/spots at PDW 2024 hosted in Toronto, 2024

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:**COMPLETED TASKS**

- CPhA Award of Professionalism - submitted July 15
- IPSF Health Campaign Award: CAPSI Sr Rep letter of recommendation submitted to IPSF Sr Rep.
- Local CAPSI 2023-24 Facebook Group formed in advance of our school year starting

Ongoing Tasks

- DiPiro Textbook and Handbook Sale: Order numbers finalized and submitted to UofT Bookstore. In total, 42 textbooks and 53 handbooks sold (local CAPSI profit: \$506.24). A portion of this profit will cover the Ice Cream Social costs. Invoice from UofT bookstore pending.
- Scheduling Fall competition dates and room bookings
- Assisting PDWPC as required during committee meetings, individual check-ins, and creating promotional material

UPCOMING EVENTS/Tasks:**1. CAPSI Ice Cream Social****Date:** September 14, 2023 (12-2PM ET)**Location:** Lawn outside pharmacy building

Description: CAPSI UofT will be hosting our annual Ice Cream Social such that it overlaps with our faculty Clubs Fair and local CAPSI Awareness Week. Students and faculty alike are invited to indulge in a sweet treat as we kick off another school year! We will be serving cookie dough, chocolate fudge brownie, and lemon sorbet ice creams from longtime local partner Summer's Ice Cream. Ice cream will be served by volunteers from our local CAPSI council.

Cost: \$400, covered by earnings from DiPiro sale**Support Needed from National:** None**2. CAPSI-IPSF Clubs Fair Booth Presentation:****Date:** September 14, 2023 (12-2PM ET)**Location:** UofT Campus

Description: Each year, the UofT Sr rep creates a PowerPoint presentation to introduce CAPSI and IPSF to the incoming first years. Topics covered in the presentation are National and Local CAPSI Council structure, annual events, including competitions, TNTP, PAM initiatives, educational events, PDW registration, social media challenges, and more information. This year, we plan to hold the presentation in person at the pharmacy building alongside the UPS presentation during Clubs Fair. CAPSI and IPSF Senior and Junior Reps will also be stationed at a booth during the event to showcase our organization.

Cost: N/A**Support Needed from National:** None**3. CAPSI/IPSF Awareness Week:****Date:** September 11-15, 2023

Location: Online, in-person

Description: Every year, the UofT Jr Rep organizes a CAPSI/IPSF Awareness Week that informs incoming and returning students about what CAPSI is as an organization, showcases events we have coming up, and introduces the school to our local CAPSI Council. Last year, CAPSI/IPSF Awareness Week was hosted virtually via a series of social media posts, challenges, and giveaways. This year, we plan on hosting a hybrid Awareness Week with a similar social media structure as well as overlap with the in-person Clubs Fair and Ice Cream Social.

Cost: TBD

Support Needed from National: None

4. PDW Informational Session:

Date: September 18, 2023

Location: UofT Campus

Description: With PDW Registration opening on September 25, 2023, our Senior and Junior Representatives, as well as the PDW Co-Chairs will be hosting an informational session for students. The presentation will cover details such as what PDW is, what students can expect from the conference, associated costs and registration information, and past attendees' testimonials.

Cost: N/A

Support Needed from National: N/A

5. First Year 2T7 CAPSI Rep Election:

Date: Mid/Late-September (TBD)

Online: Online voting, in-person campaigning

Description: 2 first year representatives will be elected in September. We look forward to meeting with our local council following the 2T7 CAPSI Rep election. Once our CAPSI Council is completed, we will start planning our Fall Competitions.

Cost: N/A

Support Needed from National: N/A

University of Ottawa

TBD

Not applicable

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** Transition of both CAPSI Sr and Jr
 - **Date:** May-June 2023
 - **Location:** Montreal
 - **Description:** We both got familiar with our new responsibilities
 - **Cost:** 0\$
 - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT/Task:** CAPSI Information booth, recruitment of secretary rep and sale of products
 - **Date:** August 2023
 - **Location:** Montreal
 - **Description:** Booth to present and promote CAPSI and its activities (RxFiles, PDW, competitions, etc.) to students of the Faculty of Pharmacy of the University of Montreal, recruit a secretary rep by presenting the position and sale of CAPSI products
 - **Cost:** 0\$
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- **NAME OF EVENT/Task:** Recruitment of the new UdeM secretary
 - **Date:** August-September 2023
 - **Location:** Montreal
 - **Description:** Recruitment of the new UdeM secretary
 - **Cost:** 0\$
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Secretary rep election

Date: September

Location: Montreal

Description: Vote by students

Cost: 0\$

Support Needed from CAPSI National: N/A

NAME OF EVENT: Rx Files order

Date: September

Location: Montreal

Description: Send the order of the requested products

Cost: 0\$

Support Needed from CAPSI National: N/A

NAME OF EVENT: Recruitment for OTC medication competition and pharmaceutical interview

Date: September

Location: Montreal

Description: Recruitment and communication with judges and student volunteers for OTC medication competition and pharmaceutical interview

Cost: 0\$

Support Needed from CAPSI National: N/A

NAME OF EVENT: Preparation for October competitions

Date: September

Location: Montreal

Description: Preparation of the different aspects for the competitions

Cost: 0\$

Support Needed from CAPSI National: N/A

POSITION UPDATE:

COMPLETED TASKS

- **NAME OF EVENT/Task:** Newbies initiation
 - **Date:** Sept. 3rd 2023
 - **Location:** N/A
 - **Description:** Welcoming new students
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- **NAME OF EVENT/Task:** Recruiting of judges for CAPSI local competitions
 - **Date:** September 2023
 - **Location:** N/A
 - **Description:** Professors have been emailed, awaiting responses
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Student Council Welcome BBQ

Date: September 2023

Location: Laval University

Description: Welcome BBQ for new pharmacy cohort. Information is provided about different committees and implications. There will be information about CAPSI's activities and benefits.

Cost: TBD

Support Needed from CAPSI National: 0\$

NAME OF EVENT: CAPSI local competitions

Date: October 2023

Location: Laval University

Description: Competitions will be held in October. Specific dates TBD.

Cost: TBD

Support Needed from CAPSI National: 0\$

POSITION UPDATE:**COMPLETED TASKS****NAME OF EVENT/Task: CAPSI Orientation Presentation**

Date: August 31/2023

Location: Dalhousie College of Pharmacy

Description: A presentation was given to all incoming first year students to introduce them to CAPSI. This presentation included information on how to get involved with CAPSI, current Dalhousie CAPSI locals, CAPSI benefits and events, PDW, etc.

Cost: N/A

Support Needed from CAPSI National: N/A

ONGOING TASKS**NAME OF EVENT/Task: CAPSI Enamel Pin Distribution**

Date: Orientation week (beginning of September)

Location: College of Pharmacy

Description: First year students will be receiving custom made CAPSI enamel pins in their orientation bags.

Cost: \$298

Support Needed from CAPSI National: N/A

NAME OF EVENT/Task: Dalhousie CAPSI Board

Date: First week of September

Location: College of Pharmacy

Description: The CAPSI local bulletin board in the College of Pharmacy will be updated with photos and contact information for current council members, information on upcoming events, and information on benefits available to CAPSI members.

Cost: \$25-50 (Printing photos, decorative elements for board, etc.)

Support Needed from CAPSI National: N/A

UPCOMING EVENTS/Tasks:**NAME OF EVENT: Race Against Racism**

Date: September 23/2023

Location: Point Pleasant Park (Halifax NS)

Description: In collaboration with the DSPS Equity & Inclusion committee, we will be hosting the annual Race Against Racism, an event where students can choose to walk or run 5km. This event is intended to raise awareness and money to promote anti-racism through student donations. Rainbow Refugee Association of Nova Scotia and the Canadian Race Relations Foundation have been selected as the organizations that we will be donating to this year. Students will register for the event and make donations via a registration link that will be e-mailed out to students and on CAPSI's social media pages.

Cost: ~50-100\$ (providing participants with water & snacks, printing race bibs)

Support Needed from CAPSI National: N/A

NAME OF EVENT: Photo Scavenger HuntDate: September 5th, 2023

Location: Starting at the College of Pharmacy

Description: The Photo Scavenger Hunt has become an annual orientation event held by CAPSI to welcome first year pharmacy students to the city of Halifax. Students who wish to participate will select teams of 5 and will be tasked with taking a picture with specific landmarks in the city of Halifax and around the campus

(an e-mail will be sent out immediately prior with hints as to the locations). The team to send in all the pictures first wins prizes for each team member (\$25 gift cards for each person).

Cost: \$125 (5 x \$25 gift cards)

Support Needed from CAPSI National: N/A

NAME OF EVENT: First Year CAPSI Representative Election

Date: TBD

Location: Dalhousie College of Pharmacy

Description: Elections to elect our first year CAPSI representative will take place with the DSPS election for the general first year class representative.

Support Needed from CAPSI National: N/A

NAME OF EVENT: Textbook Sale

Date: TBD

Location: Virtual

Description: A google form will be sent out to let anyone order and e-transfers will be accepted as payment.

Support Needed from CAPSI National: Further information as it becomes available ☺

NAME OF EVENT: CAPSI National Competitions

Date: TBD

Location: Dalhousie College of Pharmacy

Description: Guy Genest, Advice for Life, Student Literacy Competition, OTC competition, Patient Interview Competition, Compounding Competition

Support Needed from CAPSI National: Further information as it becomes available ☺

POSITION UPDATE:**COMPLETED TASKS**

- **NAME OF EVENT/Task:** CAPSI Sr. Turnover Document handover
 - **Date:** July 2023
 - **Location:** Virtual
 - **Description:** Handed over the new 23-24 CAPSI Sr. Turnover document to Madison Legge, the incoming MUN CAPSI Sr. and discussed some items via video call
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- **NAME OF EVENT/Task:** Run for the Cure Fundraiser Sign-Ups
 - **Date:** August 5 - Approx. September 18
 - **Location:** Virtual
 - **Description:** We are currently holding sign-ups through Facebook for our Run for the Cure fundraising events, open to all years. These are the bake sale, softball tournament, and the event itself.
 - **Cost:** NA
 - **Support Needed from CAPSI National:** NA

UPCOMING EVENTS/Tasks:

NAME OF EVENT: Saving Second Base Softball Tournament

Date: September 23rd (with September 30th as a back-up)

Location: Victoria Park Softball Field (with Bill Rehal Field as a back-up)

Description: A charity event we do every year to raise money for Run for the Cure. Sign-ups have been posted on Facebook, and a clothing order is currently in the works as an added fundraiser.

Cost: TBA as we are still communicating with the recreation department about rental fees.

Support Needed from CAPSI National: NA

NAME OF EVENT: Run for the Cure Bake Sale

Date: September 19

Location: Medical school foyer (right outside of the cafeteria, lots of foot traffic).

Description: A charity event we do every year to raise money for Run for the Cure. Sign-ups have been posted on Facebook.

Cost: NA

Support Needed from CAPSI National: NA

NAME OF EVENT: Run for the Cure

Date: October 1

Location: Quidi Vidi Lake Trail

Description: Memorial School of Pharmacy joins the event every year, running and fundraising as a

group.

Cost: NA

Support Needed from CAPSI National: NA

NAME OF EVENT: Local competitions

Date: September - October

Location: MUN

Description: Booking rooms, requesting evaluators, setting local deadlines, etc.

Cost: NA

Support Needed from CAPSI National: NA

NAME OF EVENT: CAPSI Awareness Week

Date: September 17 - 23

Location: MUN

Description: Beginning CAPSI membership drive, Haleon Voltaren L&L, Jack Axes (already confirmed by Wooje)

Cost: NA

Support Needed from CAPSI National: NA

Executive Council Updates

President

M. Wong

POSITION UPDATE:

COMPLETED TASKS

- Transitioned with Pres-Elect (Wooje)
- Intro meeting with our new CSHP Student Delegate (Jacqeline)
- File director changes with Corporations Canada
- Established direction for welcoming UOttawa with VP Coms (Ryan), Pres-Elect (Wooje), and Past-Pres (Christine)
- Initiated mentorship program, reviewed posts
- Exec general check-ins
- Determined PDW 2024 seat allocation with Executive Secretary (Cara)
- Regular check-ins with PDWPC 2024 and 2025
- Reviewing sponsorship contracts as needed
- Participated in CSHP's Vision Task Force round 1 and 2
- Attended advocacy and professional affairs meeting
- Conference-related meetings
 - IPSF ExCo meeting about WC 2024
 - Meeting with Toronto Sr about PDW 2024 progress
 - Update meeting with PDWPC 2024 x2
 - Update meeting with WC chair (Angie)
- Other meetings
 - L'Oreal
 - Interview with Pharmacy Practice + Business
 - CFP
 - CCSMH
 - Strategic Site Selection
 - Pfizer
- Reviewed contract updates with VP Com (Ryan)
- Reviewed updated partnership prospectus

Ongoing Tasks

- Check ins with PDWPC 2024 and attend their meetings
- Check ins with PDWPC 2025 (review and agree on hotel)
- Work with Mentorship Program officers to roll out mentorship program
- Continue to work with VP Com, Pres-Elect, and UOttawa faculty reps to help establish UOttawa local CAPSI chapter

UPCOMING EVENTS/Tasks:

- Drafting letters to the Dean with Pres-Elect (Wooje)
- Meet with the Bridging the Gaps Fund subcommittee and establish its future direction
- Update and prepare AGM slides for PDW 2024
- Confirm a host school for PDW 2026

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task: Meeting with incoming CSHP Rep (Jacqueline Tian-Tran) w/ Madi
 - **Date:** 1 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with the incoming CSHP Rep, Jacqueline Tian-Tran, for introductions, her goals for the 2 year-term, and what we want to see from the role moving forward.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- NAME OF EVENT/Task: Transition Meeting with incoming MUN Sr (Madison Legge)
 - **Date:** 8 Aug, 2023
 - **Location:** Google Meets
 - **Description:** Met with the incoming MUN Sr. to transition her into the new role. Explained what has been done so far for Fall events, and what needed to be done moving forward. Answered any questions Madison had regarding the role and any other topics.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- NAME OF EVENT/Task: Transition Meeting with Madi Wong
 - **Date:** 11 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with Madi to officially transition into the role of President-Elect, received tips & know-hows of the position, and guidance with the role. Was updated on current CAPSI National projects/events such as PDW2024 and WC2024.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- NAME OF EVENT/Task: UOttawa Brainstorm Meeting w/ Chris, Madi, and Ryan
 - **Date:** 11 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with Chris, Madi, Ryan with where we are with UOttawa, brainstormed possible gift ideas for the incoming class, and who would be the main contacts moving forward (Ryan and I).
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- NAME OF EVENT/Task: Meeting with Mentorship Officer
 - **Date:** 15 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with Ashley & Madi to discuss the mentorship program & the steps moving forward.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- NAME OF EVENT/Task: Meeting with PDWPC 2024

- **Date:** 17 Aug, 2023
- **Location:** Zoom
- **Description:** Met with PDWPC 2024 with Chris, Madi & Ayman about their progress & discussed plans moving forward. Further discussed about the conference with Chris, Madi, Ayman & Marianna.
- **Cost:** 0
- **Support Needed from CAPSI National:** 0
- **NAME OF EVENT/Task:** Meeting with WC Chair, Angie
 - **Date:** 24 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with Angie regarding WC & any updates from Bali or the WCPC.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- **NAME OF EVENT/Task:** Exec Meeting
 - **Date:** 24 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with execs and provided any updates from my position.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- **NAME OF EVENT/Task:** Meeting with PDWPC 2024
 - **Date:** 28 Aug, 2023
 - **Location:** Zoom
 - **Description:** Met with PDWPC 2024 with Madi & Ayman to see if there were any updates from the last meeting.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- **NAME OF EVENT/Task:** Meeting with APA Committee
 - **Date:** 29 Aug, 2023
 - **Location:** Zoom
 - **Description:** Joined in on the APA Committee meeting held by Nolan!
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0

Ongoing Tasks

- **NAME OF EVENT/Task:** Welcome gifts for UOttawa
 - **Date:** 13 Aug 2023 - Ongoing
 - **Location:** N/A
 - **Description:** Communicating w/ Artik (same merch supplier as National PAM Merch) to figure out costs & logistics of purchasing tote bags as a welcome gift for UOttawa
 - **Cost:** ~\$1550
 - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task:** Meeting with PDWPC 2024
 - **Date:** Ongoing until PDW24
 - **Location:** Zoom

- **Description:** Attending bi-weekly meetings with PDWPC 2024 to hear updates & provide feedback/guidance if needed.
- **Cost:** 0
- **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

- **NAME OF EVENT/Task:** Introductory Deans' Letter
 - **Date:** Before school starts
 - **Location:** N/A
 - **Description:** Help Madi draft up a introductory Deans' Letter we'd send to the Deans of pharmacy schools
 - **Cost:** 0
 - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT:** Student Wellness Committee meeting
 - **Date:** 13 Sept, 2023
 - **Location:** Google Meets/Zoom
 - **Description:** First meeting since AFPC to discuss any updates from last year's Deans meetings, plan out our fall, and brainstorm for winter.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- **NAME OF EVENT:** Introductory Meeting with UOttawa Class of 2027
 - **Date:** TBD
 - **Location:** Google Meets/Zoom
 - **Description:** Introductory meeting with the UOttawa Class of 2027 to talk about all things CAPSI.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0
- **NAME OF EVENT:** Transition meeting w/ newly elected UOttawa Sr/Jr Reps.
 - **Date:** TBD
 - **Location:** Google Meets/Zoom
 - **Description:** Transition meeting with newly elected UOttawa Reps to talk about the position and the timeline document Chris prepared for them.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** 0

POSITION UPDATE:

COMPLETED TASKS

Meetings

- PDWPC
- Interviews with Pharmacy Practice + Business
- CPhA
- UOttawa discussion with Madi, Wooje and Ryan

Committees

- Reviewed competitions, finance requests, bereavement statement
- Connected Cara with Wellness Task Force Committee

UOttawa

- Completed local turnover / information documents and year calendar for distribution

Answered emails and questions / advised folks PRN

UPCOMING EVENTS/Tasks:

- Ethics committee - plan is to distribute PDW T-shirt information to locals by the end of September
- Answer emails and questions / advised folks PRN

POSITION UPDATE:**COMPLETED TASKS**

- Represented CAPSI at the NAPRA Professionalism meeting on June 19th, 2023
- Assisted Madi with PDW seat allocation
- Attended CPhA Wellness Task Force meeting on August 9th, 2023
- Held a successful by-by-by-election to fill the position of President-Elect
- Translated a two line caption for the bereavement statement post to practice my French!
- Coordinated CAPSI memberships for two non-student members (one pharmacist member, one associate member)
- Organized and attended August Executive Meeting on August 24th, 2023
- Responded to subcommittee inquiries and liaised interested members with the appropriate committee chair
- Spent literally forever on finalizing the June minutes - glad that most meetings will not be 118 pages long! Also completed the minutes for the Pres-Elect By-Election Meeting and the August Executive Meeting
- Attended the first APA committee meeting!

Ongoing Tasks

- Updating elections materials as appropriate based on feedback received regarding the elections process - Adobe pro subscription?
 - Still synthesizing feedback
- Elections promotions
 - Drafting ad for Fall CAPSIL
- Updating promotional materials for open subcommittees
- September update of the CAPSI membership drive
- Updating AGM slides (have done the bare minimum right now, just changed who is in the position and who are on the committees)

UPCOMING EVENTS/Tasks:

- CPhA Wellness Task Force meeting on September 13th, 2023
- CAPSI Student Wellness committee meeting on September 13th, 2023
- Promoting open subcommittees
- ? OM changes if needed for elections

POSITION UPDATE:

COMPLETED TASKS

- NAME OF EVENT/Task:
 - **Sent invoices to PDW Committee and CAPSI Communications for Sponsors**

Ongoing/Upcoming Tasks

- **CPERC Conference Payment**
- **Invoice requests (ongoing)**
- **Pending Reimbursements**
- **CPERC Conference Reimbursements (pending)**

Outgoing Finance Officer

K. Huynh

Not received

POSITION UPDATE:**COMPLETED TASKS**

- Attended NAPRA Culture of Professionalism within Pharmacy Practice Meeting (06/2023)
- Participated in media interview with Pharmacy Practice+Business
- Contracts
 - Renewed: RxFiles, CFP, belairdirect, FKC, CCCEP, LCL
 - PDW support: SDM, Apotex
- Reviewed and updated CAPSI Partnership Prospectus 2024
- Joined and reviewed cases for the Competition Review Committee
- Reviewed and updated CAPSIL Partner Commitment spreadsheet
- Created social media post commitment spreadsheet for National Webmaster
- Meetings with CAPSI Partners: L'Oréal, belairdirect, CFP, CCCEP, Apotex, Pfizer, RxFiles

ONGOING TASKS

- Partnership invoices sent to Finance Officer and/or emailed to CAPSI Partners
- Sharing CAPSIL deadlines and social media specs with CAPSI Partners and cc'ing CAPSIL Editor and National Webmaster
- Contracts:
 - Awaiting signatures: CPhA, Medisca, Apotex
- Sending CAPSI Partner social media post requests to the National Webmaster
- Membership and Communications Committee: UOttawa working document for integrating new faculty, met with Pres-Elect, Pres, and Past-Pres to discuss 'UOttawa Welcome Gift', distributed PharmAchieve guide for Class of 2024 to Locals

UPCOMING EVENTS/TASKS

- Contracts
 - Under review: Trudell, Pfizer
 - Sponsorship Drive: SDM, ShiftPosts
- APOthecary Heroes Program Award Selection Committee Member
- Connect sponsors with PDW 2024
- Liaise with PDW 2024 to ensure all National Partners receive their PDW-related benefits and discounts (e.g., VIP passes, Health fair booth discounts, etc.)
- Organize JOMs with Partners at PDW for National meet and greet
- Attend OTC Spark eCortex Conference (09/2023)

POSITION UPDATE:

COMPLETED TASKS

- Meeting w/ CFP, VP Com, and Pres (June 23) → handed over to VP Com
- Made introductions between CCAPP and VPPA → handed over to VPPA
- Outlined plans for UOttawa Welcome and Integration to CAPSI → handed over to VP Com
- Advised on background for partnerships w/ Apotex, Pfizer, QID → handed over to VP Com
- Reviewed PIC and OTC competition cases for Competition Review Committee
- Scrutineered Pres-Elect Election (July 24)
- Provided sponsorship contacts for PDW 2024 following meeting w/ CAPSI (August 17)
- Completed, coordinated, and published CAPSI Statement on Student Bereavement + associated social media post

UPCOMING EVENTS/Tasks:

- Continuing to support VP Communications and President as needed RE: CAPSI partnerships until the end of my term
- Sept 30 → goodbye 😞

POSITION UPDATE:

COMPLETED TASKS

- Creating local PIC and OTC competitions
- Reviewed local Medisca Compounding Competition
- Met with Pharmachoice about AFL competition
- Updated documents for local SLC competition
- Received Award of Professionalism Applications
- Awarded Winter 2023, Award of Professionalism
- Set Local competition deadlines
- Selected Symposia Topics with VPPA

Ongoing Tasks

- Translation of PIC and OTC competitions
- Support schools with competitions and symposia

UPCOMING EVENTS/Tasks:

NAME OF EVENT:

- Local competitions this Fall
- Recruit Judges for National SLC
- Have AoP awards graded or in process of being graded by CPhA
- Send out call for next round of FoP award applications
- Ensure Medisca supplies is received in a timely manner

POSITION UPDATE:**COMPLETED TASKS**

- Helped in organizing a meeting with CCAPP for fall (October 26, 2023).
- NPAC article draft submission for summer issue.
- Wrote, edited, and sent local MP letter re: Student Loan Forgiveness
- Canadian Coalition for Seniors Mental Health meeting.
- Additional work in attempts to make advancements with IPPC Statement and Student Loan Forgiveness MP Letters.
- Organized and chaired bimonthly APA meeting (August 29, 2023).
- Project EmpowHER universal contraceptive coverage communications.

UPCOMING EVENTS/Tasks:

- Editing/finalizing NPAC article for fall issue.
- Finalize IPPC statement and prioritize translation.
- Following up with local MP about personal letter and engage others in writing letters + edit them as drafts are completed.
- Follow up with CPhA about Student Loan Forgiveness from their perspective
- Communicate with locals and other advocacy stakeholders regarding curricular reform for diverse populations; formulate a letter/statement regarding this.
- Email local organizations about Bridging the Gaps Fund and try to engage with groups CAPSI hasn't met with yet following conversations within the Ad-hoc Bridging the Gaps Fund Committee.
- Engage with locals to prioritize local advocacy needs following the start of the school year.
- Reach out to CFMS, CNSA, and FCDSA to provide perspective/awareness of our work.
- CAPSIL article.
- Attend CCAPP meeting in October.
- Start to work on IPE case (insomnia).
- Come back to past work with CPhA seminar discussion (negotiations webinar).
- UOttawa help if necessary.

POSITION UPDATE:

COMPLETED TASKS

- IPSF World Congress 2024 Montréal
 - **Date:** June-August 2024
 - **Location:** Montréal
 - **Description:** Meetings with WC 2024 RC to discuss the budget and the feasibility of WC 2024.
 - **Cost:** N/A
- Attended World Congress 2023
 - **Date:** Auguts 2023
 - **Location:** Bali, Indonesia
 - **Description:** Attended all general assemblies and voted on all motions and election positions. CAPSI was awarded Best Member Organization 2022-2023.
 - **Cost:** To be determined
 - **Support Needed from CAPSI National:** N/A
- SEP for Outgonig students
 - **Date:** Mai-august 2023
 - **Location:** Virtual
 - **Description:** Giving support to outgoing students in their SEP international experience, making contact with other SEO and providing students with any requirement need by the hosts countries.
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- Supporting IPSF locals and incoming international students during the summer
 - **Date:** June-September
 - **Location:** virtual
 - **Description:** Ensuring that all students are well welcomed in the internship environment. Contacting IPSF locals to make sure they take the time to meet with the students and do at least one activity.
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A
- Promote IPSF SEP to pharmacy students
 - **Date:** August-October
 - **Location:** virtual
 - **Description:** Ensuring that SEP is promoted and that new first-year students are aware of this program. There will be an online session, similar to last year, for students who are interested. This session will provide an opportunity for them to ask questions and view testimonials
 - **Cost:** N/A

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

UPCOMING EVENTS/Tasks:

IPSF Locals Meeting #1:

Date: September 7, 2023 @ 9-10pm EDT

Location: virtual (Zoom) with Alissa

Description: Set objectives & expectations for the mandate and prepare IPSF Locals for relevant activities (eg. PARO Spotlights, Activity Reports, SEP). To create group chats with each school's local representatives. Continuously onboard new IPSF Locals (4 individuals pending by-elections in September) with smaller meetings to help familiarize them. Explaining the SEP program to the locals in order for them to launch a promotional campaign in each of their schools.

Cost: N/A

Support Needed from CAPSI National: N/A

Virtual SEP:

Date: September-October

Location: virtual (Zoom)

Description: In collaboration with South Korea and the US, we will be hosting a virtual SEP for students to understand the opportunities of exchange in different pharmacy areas, the scope of practice and cultural differences.

Cost: N/A

Support Needed from CAPSI National: N/A

POSITION UPDATE:**COMPLETED TASKS**

- Bridging Our Borders 2023
 - **Date:** June – July 2023
 - **Location:** virtual (Zoom)
 - **Description:** International mentorship initiative in collaboration with NUSPS (Singapore), KNAPS (Republic of Korea), MyPSA (Malaysia), and PSA-Taiwan (Taiwan). The program received positive feedback and a mentor from Canada would like to pitch this initiative to LDFP (UofT) as a demonstration of the importance of international conversation within the pharmacy field.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** N/A
- IPSF Consultation on Policy
 - **Date:** July 19, 2023
 - **Location:** virtual (Zoom)
 - **Description:** Presented position papers written by myself and Nicole for the regional and global policy topics, respectively.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** N/A
- IPSF PARS 2023
 - **Date:** July 21 - July 25, 2023
 - **Location:** virtual (Zoom)
 - **Description:** Attended IPSF Pan-American Regional Symposium Regional Assembly to close the 2022-2023 mandate (ends in September 2023). The CAPSI report was accepted and elections for IPSF PARO Regional Working Group & PARS 2024 took place.
 - **Cost:** 0
 - **Support Needed from CAPSI National:** N/A
- IPSF World Congress 2023 Bali
 - **Date:** August 4-11, 2023
 - **Location:** Bali, Indonesia (for Official Delegates in attendance)
 - **Description:** Assisted WC 2023 Official Delegates in increasing ticket price for IPSF events (from 55 to 66 euro per night). To note, CAPSI was awarded Best Member Organization 2022-2023. An auxiliary session will be held September 9 to complete agenda items.
 - **Cost:** Reimbursement for Farah (SEO, attended in-person)
 - **Support Needed from CAPSI National:** N/A

Ongoing Tasks

- IPSF World Congress 2024 Montréal
 - **Date:** August 2024
 - **Location:** Montréal

- **Description:** Ongoing meetings with WC 2024 RC to discuss goals and objectives within the coming months, including discussing perceived feasibility of WC 2024. Met with IPSF ExCo regarding feasibility of WC 2024 given current progress, where they suggested a new initiative to find sponsors. ExCo would prefer to have a decision prior to their new mandate, which begins in October 2023. Pending decision within WC 2024 Reception Committee whether they would like to proceed.
- **Cost:** TBD
- **Support Needed from CAPSI National:** TBD
- IPSF World Congress 2024 Montréal
 - **Date:** August 2024
 - **Location:** Montréal
 - **Description:** Ongoing meetings with WC 2024 RC to discuss goals and objectives within the coming months, including discussing perceived feasibility of WC 2024. Met with IPSF ExCo regarding feasibility of WC 2024 given current progress. ExCo would prefer to have a decision prior to their new mandate, which begins in October 2023. Pending decision within WC 2024 Reception Committee whether they would like to proceed, to be brought as a discussion point for CAPSI National to make the official decision.
 - **Cost:** TBD
 - **Support Needed from CAPSI National:** TBD
- Canada Vampire Cup 2023
 - **Date:** January – December 2023
 - **Location:** collaboration via email, blood donations in-person across Canada
 - **Description:** National competition to bring the previously international blood donation competition between member organizations back, but within the national level. Nicole had connected with Canadian Blood Services (CBS) to coordinate the competition. After the handover, I worked with Florence (UdeM Sr) to incorporate blood donations from Quebec into the 2023 competition, as Héma-Quebec is separate from CBS. Will continue to post ongoing updates with provided number of donations monthly to IPSF Locals group.
 - **Cost:** certificate & gift card for school with highest number of donations (to confirm amount with CBS)
 - **Support Needed from CAPSI National:** plan to post the winners of Vampire Cup in January 2024

UPCOMING EVENTS/Tasks:

IPSF Locals Meeting #1:

Date: September 7, 2023 @ 9-10pm EDT

Location: virtual (Zoom)

Description: Set objectives & expectations for the mandate and prepare IPSF Locals for relevant activities (eg. PARO Spotlights, Activity Reports, SEP). To create group chats with each school's local representatives. Continuously onboard new IPSF Locals (4 individuals pending by-elections in September) with smaller meetings to help familiarize them.

Cost: 0

Support Needed from CAPSI National: N/A

Health Campaign Award 2022-2023:

Date: September 10 @ 11:59 pm EDT (application submission), late September to early October (deadline for judge rubrics)

Location: virtual

Description: Extended deadline from August 28 due to lack of responses; to address this, will make group chats with each school's IPSF local representatives to encourage participation/submission. Confirm judges, currently have 4 judges and 1 judge designated by Apotex; would ideally like to have 1 more judge for a panel of 6 judges. Apotex sponsor confirmed, with judges awarding 1st place \$250, 2nd place \$150, and 3rd place \$100.

Cost: \$10 per judge (gift card of choice, to confirm with VP Finance)

Support Needed from CAPSI National: To confirm with VP Communications for Apotex sponsor-selected judge (prior to sending applications for review) and timeline for confirming winners.

World Pharmacist Day 2023:

Date: September 25

Location: virtual

Description: Virtual campaign with a prompt (similar to previous years) to advocate for the importance of pharmacists and our role as pharmacy students.

Cost: gift card raffle (to confirm with VP Finance)

Support Needed from CAPSI National: publicize campaign on social media (CAPSI National) and on the local levels (via IPSF Local Reps)

POSITION UPDATE:

COMPLETED TASKS

- Updated Meet the Council Website Page
 - If you have not responded to my - you get blanks.
 - **Support Needed from CAPSI National:** Respond to my questions!!
- Transitioned Slack Group Chats to Current Committee Members
 - **Support Needed from CAPSI National:** Keep me updated if you have members join.
- Unlisted French Version of Website

Ongoing Tasks

- Posting on Social Media as Required
- Updating Website/Member's Portal with suggestions/as needed
- Making Social Media Posts as requested

UPCOMING EVENTS/Tasks:

Update Member's Portal after Membership Drive

Support Needed from CAPSI National: Keep a neat and accurate record of who your new/returning members are.

Fall Social Media Posts by Website Committee

Managing CAPSI UOttawa Social Media

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| POSITION UPDATE: |
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| COMPLETED TASKS |
|------------------------|

- **NAME OF EVENT/Task:** Set deadlines for upcoming year
 - **Date:** End of August
 - **Location:** Online
 - **Description:** confirmed deadlines with VP communications, Sponsors and president
 - **Cost:** N/A
 - **Support Needed from CAPSI National:** N/A

| |
|----------------------|
| Ongoing Tasks |
|----------------------|

- **NAME OF EVENT/Task:** Confirm Mailchimp subscription for distribution of FALL 2023 CAPSIL
 - **Date:** End of September
 - **Location:** Online
 - **Description:** ensure that CAPSI has a subscription for Mailchimp so that we are able to distribute the CAPSIL
 - **Cost:** free trial then ~\$27.10
 - **Support Needed from CAPSI National:** Will need to collaborate with VP Finance

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| UPCOMING EVENTS/Tasks: |
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| NAME OF EVENT/Task: Translation Committee Meeting |
|--|

- **Date:** Early September (DATE TBD)
- **Location:** ONLINE
- **Description:** Meet with committee members to set expectations for the year and get a sense of each member's schedule!
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

POSITION UPDATE:**COMPLETED TASKS**

- Met with President (Madi) and President-Elect (Wooje)
- Set up CAPSI email and slack account
- Met with current CSHP liaison, Abby
- Filled out the the CAPSI National Elections Feedback Form
- Completed the “Meet the Council 2023/24” Form which will be posted on the CAPSI Website

Ongoing Tasks

- Awaiting Abby’s handover (Email, Google Drive, contact information for CSHP local reps)
- Promoting PDW2024 to fellow pharmacy students

Support Needed from CAPSI National:

CSHP Student Survey for CSHP members and non-members: CSHP.ca/Student-Survey

- Perfect avenue to express your needs to CSHP
- Think of what CSHP can do to supplement your pharmacy education
- \$75 Ultimate Dining Gift Card for participating in the survey + the school with the most survey responses also gets a \$75

UPCOMING EVENTS/Tasks:

- Attend to CSHP Fall Board Meetings 2023 from October 20-22
- Start meeting with CSHP local representatives and set up meetings as required