



**C A P S I   •   A C E I P**

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

# **Spring Teleconference 2020**

**CAPSI National Council Meetings**

Sunday, March 29, 2020

8:00 PM EST

1. **Call to Order**

J.Kwon

1.1. J. Kwon called the meeting to order at 8:05 PM

2. **Attendance**

P.Ip

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
J. Kwon	President	Present
M. Patrick	President-Elect	Present
T. Rousseaux	Past-President	Present
D. Low	Finance Officer	Present
M. Contreras	VP Communications	Present
J. Park	VP Education	Present
D. Shymanski	VP Professional Affairs	Present
P. Ip	Executive Secretary	Present
S. Terekhovska	Student Exchange Officer	Present
M. Kieley	IPSF Liaison	Present
P. Tram	Webmaster	Present
S. Bento-De Sousa	CAPSIL Editor	Present
J. Kelly	CSHP Student Liaison	Present
K. Bishop	UBC Senior Representative	Present
W. Bao	UBC Junior Representative	<b>Absent</b>
A. Chadha	Alberta Junior Representative	Present
J. Young	Alberta Senior Representative	Present
E. Zerr	Saskatchewan Junior Representative	Present
D. d'Entremont	Saskatchewan Senior Representative	Present
C. Vaccaro	Manitoba Junior Representative	Present
M. Kaushal	Manitoba Senior Representative	Present
K. Shchepanik	Waterloo Junior Representative	Present

M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

**2.1. Guest Attendee:** Rachel Hanson (Alberta Junior Representative), Simran Diocee (Manitoba Junior Representative), Sam Vos (Incoming VP Communications), Sasha Goldstein (Waterloo Junior Representative), Svetlana Litchmanova (Incoming Webmaster), Michelle Chaung (Toronto Junior Rep), Andrew Tu (Incoming CAPSIL Editor), William Boudreau (Incoming President-Elect), Gabrielle Sicotte-Mendoza (Incoming FO), Angelica Le (Montreal Junior Representative), TJ Dhadiel (UBC Senior Rep), Celia Ma (UBC Junior Rep), Lauren Lueken (Saskatchewan Junior Rep), Stephanie Nguyen-Duong

**2.2. Regrets:** W. Bao

### 3. Position Updates

3.1. University of British Columbia

3.1.1. *See Annex A*

3.2. University of Alberta

3.2.1. *See Annex A*

3.3. University of Saskatchewan

3.3.1. *See Annex A*

3.4. University of Manitoba

3.4.1. *See Annex A*

3.5. University of Waterloo

3.5.1. *See Annex A*

3.6. University of Toronto

3.6.1. *See Annex A*

3.7. Université de Montréal

3.7.1. *See Annex A*

3.8. Université Laval

3.8.1. *See Annex A*

3.9. Dalhousie University

- 3.9.1. See Annex A  
3.10. Memorial University of Newfoundland and Labrador  
3.10.1. See Annex A
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**4. Acceptance of Previous Minutes**

**J. Kwon**

- 4.1. [Link to PDW 2020 Meeting Minutes](#)

BIRT CAPSI National accept the meeting minutes from PDW 2020

J. Kwon/ L. Ford

**Motion Carried**

- 4.2. [Link to By Election TC Minutes](#)

BIRT CAPSI National accept the meeting minutes from By Elections TC 1 2020

J. Kwon/P. Ip

**Motion Carried**

*D. d'Entremont entered the TC at 8:12 PM.*

**5. 3 Stars of CAPSI**

**J. Kwon**

Third Star - Ayush Chadha

Second Star - Pamela Ip

First Star(s) - Sofiya Terekhovska & Melissa Kieley

**6. Transition Reminder**

**P. Ip**

Background: Reminder for executives to please submit their transition documents or a copy of your transition documents to myself for record keeping. Additionally, please keep me updated on your transition progress

**7. Funding for international events**

**J. Kwon/S. Nguyen-Duong**

Background: A sponsorship program was proposed by a UdeM student so that CAPSI can support our members participating at international events.

Point of Information: [Proposal Document](#)

D. Low inquires whether this initiative will be a collaborative effort or if it will be solely financed by CAPSI.

S. Nguyen-Duong suggests reaching out to sponsors and/or provincial pharmacy bodies for collaborative funding.

Point of Clarification: an official delegate represents CAPSI at the Regional or General Assembly at PARS or World Congress (respectively) that takes part in the decision making. There is a lot of work associated with these roles. S. Terekhovska and M. Kieley have looked into this in the past. The application process for creating the grant isn't the issue; the limiting factor is finding funding.

M. Kieley adds that at our AGM, the biggest limiting factor for increasing student attendance at international events was funding (i.e. cost of event, registration, flight, etc.). If a person were to be funded or receive the grant, they should be an official delegate.

*Suggestion to add to the motivation letter:* How would attending the event help increase CAPSI's presence within IPSF and IPSF presence within CAPSI?

T. Rousseaux echoes M. Kieley. The main issue surrounding this grant is the feasibility for CAPSI. How can we make this sustainable from a financial perspective? There are currently cuts still in place such as CAPSI funding awards that were previously sponsored and council members not fully reimbursed for attending meetings. In my opinion these should be prioritized to ensure sustainability of council but that this is something to stay on our radar as well. This may need further assessment with our finance committee with discussion with the SEO and IPSF Liaison.

J. Kwon echoes above. This would be an interesting avenue, if feasible.

M. Patrick suggests tabling this issue until the next TC.

M. Contreras suggests reaching out to travel vaccine companies for funding, rather than nonprofits.

S. Nguyen-Duong has already reached out to different companies. She is aware that bigger companies and federations may have more budget for students, but she is not familiar with CAPSI finances.

L. Ford echoes S. Nguyen-Duong re: reaching out to larger corporations but adds that the economy is not in an ideal situation at this time. Our economy is currently slower re: COVID-19 pandemic and is heading into a recession.

#### **8. First in Person Meeting of 2020/21 Council**

**M. Patrick**

Background: With all the event cancellations due to COVID-19, at this time, we will not be organizing an in-person meeting for June 5-7, 2020. Yes, I am devastated that there is a very high chance we will not be able to meet in person in June, but our health and the health of our community is our first priority. I would like to brainstorm with you alternate ways that we can hold our meetings virtually.

P. Ip suggests joining back with CPhA during their conference in October in Ottawa. If not in-person, multiple TC or Zoom meetings could be held. However, it can be long to have back to back calls for two sequential weekends or split throughout all of June and may be a logistical nightmare to arrange. Of note, Angela has left CPhA (our contact for TC bookings). A change to zoom may allow the new incoming council a more intimate first meeting and help CAPSI step away from our dependence on CPHA.

J. Kwon explains that the first meeting is very important for building the foundational bond within CAPSI. However, our current reality is a very unique situation.

L. Symonds inquires on two topics:

1. Our turnover occurs during the first meeting. Is that necessary or is that something we can push later in the year?
2. How much notice does it take to plan an in-person meeting (as the current pandemic situation is constantly evolving)?

S. Litchmanova echoes P. Ip re: Zoom. Of note, Zoom regular (not premium) allows 40 mins sessions free.

H. Saunders suggests readjusting the layout of our meetings to increase efficiency so that it can fit within the 40 mins intervals of Zoom. It would be more valuable to shorten the time of our June meetings and potentially defer some topics to a later, in-person meeting.

M. Patrick responds to L. Symonds questions:

1. M. Patrick will discuss with J. Kwon and T. Rousseaux on the timeline for turnover/transition.
2. Organizing a meeting within our council is not difficult. However, flight prices are another issue (last minute flight booking may be more expensive). We are not in a financial situation to finance flight price inflation. Hotels and rooming are not an issue. To mitigate paying price inflation, I suggest booking the flight no less than 2 months (ideally 3 months) in advance. The future council can touch base on this situation at a later date.

M. Patrick echoes H. Saunders. The amount of time on the phone is not effective. There are opportunities to shorten the meetings. One idea is to host more frequent, but shorter meetings more (i.e. once a month/week rather than twice a semester).

K. Miclat echoes H. Saunders. Of note, it may be difficult to host the in-person meeting during the semester as students would have to step away from their studies. Hosting the in-person meeting in the summer would be ideal.

M. Patrick summarizes the next steps to be taken:

1. Look into pricing for Zoom premium
2. Tracking the currently evolving COVID pandemic situation to gage the feasibility of having an in-person council meeting later in the summer in Toronto.

S. Vos (Incoming VP Communication) comments on L. Symonds suggestion to delay transition. In her role, she would prefer transition to be held earlier to ensure relationships with current sponsors are made before entering the school year.

M. Patrick agrees with S. Vos. Summertime is when everything is set up for the year. Many factors need to be taken into consideration when providing feedback on this issue.

*J. Kelly entered the TC at 8:40 PM.*

## **9. Financial Update**

**D. Low**

### 9.1. [Presentation](#)

Point of Clarification: The PDW 2019 deficit is included in our current budget differential. The PDW 2020 books have not been officially closed, but the numbers will be in the positives.

**Point of Information: Deadline to submit all reimbursements in April.**

## **10. CSHP Liaison PDW Reimbursements**

**D. Low/J. Kelly**

Background: Most representatives on the National Council will have the option of utilizing one flight for either PDW or CPhA Conference, and 1/3rd of the hotel covered for the conference. CSHP Liaison currently gets the reimbursement of PDW Registration (~\$200) but no coverage for the hotel for the conference (~\$100). Should we realign this reimbursement similar to other council members and provide the CSHP Liaison 1/3rd the hotel cost but no reimbursement for PDW Registration?

C. Beucher left the TC at 9:00 PM.

D. Low inquires what on what CSHP covers for the CSHP Liaison role.

Point of Clarification: CSHP covers both flight and hotel. Only PDW registration is not covered by CSHP.

D. Low notes that, going forward, this nuance must be made clear during the first financial meeting for the incoming council.

J. Kelly left the TC at 9:05 PM.

## 11. Sponsorship Update

M. Contreras

<b>Medisca</b>	Platinum Sponsor
<b>PharmaChoice</b>	Platinum Sponsor
<b>Trudell Medical</b>	Gold Sponsor
<b>Shoppers Drug Mart</b>	Gold Sponsor
<b>Canadian Foundation of Pharmacy</b>	Gold Sponsor
<b>CPhA</b>	Silver Sponsor
<b>Belair Insurance</b>	Silver Sponsor
<b>RxFiles</b>	Bronze Sponsor

VP Comm To Do List:

- Potential New Sponsors:
  - o Rexall, Medicine Shoppe, RBC?, Cubic Health, BeLocum, GSK
- Bugs and Drugs Codes:
  - o Continue approaching Bugs & Drugs on when codes will be released
  - o Bugs & Drugs has postponed their release dates for the codes
- Notebooks:
  - o CU Ads contract finalized
  - o Work with Mormark Notebooks on drafting
  - o Facilitate a contest for the cover of new notebooks (potential help needed)
    - **Contest to be sent out on April 1 for 2-3 weeks. Decision to be made by council by week 4 of April**
    - **Layout to be finalized by end of April in collaboration with Mormark Notebooks for August release**

GoodLife Program Benefit

- The annual Corporate Membership rate for your company is \$449.00 plus applicable taxes, per member, per year. The bi-weekly payment will be \$21.12 plus tax.
- Unique Identifier: BC-Student ID Number, AB-Student ID Number...
- List to be updated and sent to C. Dalgleish periodically by CAPSI Secretary

Point of Information: We had a contract for agendas in the past, but after discussion this year with the council, we have altered the contract to include notebooks instead. This new contract was signed February 2020.

D. Low inquires whether there is any quote re: new CU contract so that he is able to include it in our budget.

Point of Information: The current estimate is ~\$5,000.

Point of Clarification: GoodLife Fitness benefit is released via CPhA and can be done right away.

P. Ip notes that CPhA is very busy with the current COVID pandemic. Additionally, new templates are being implemented from their end re: internal changes for submitting membership updates, election materials for our members-only portal, etc.

A. Chadha notes that during our discussion at PDW 2020, locals noted that most provinces already have discounts through their provincial partners re: Goodlife Fitness benefit.

M. Contreras explains that it is not a lot of work from our side to implement the GoodLife benefit.

## **12. Sponsorship Brainstorm**

**J. Kwon**

Background: As there is no CPhA conference this year, what are some sustainable alternatives to obtaining sponsorship going forward keeping in mind the potential recession approaching due to COVID-19?

S. Vos likes the idea of an ad-hoc committee. Obtaining external funding this year will depend strongly on how our current sponsors are faring in this COVID pandemic. Some may decrease the amounts they currently provide. We could look into reaching out to MORE sponsors, especially those that understand the current pharmacy situation.

## **13. Alumni Funding**

**M. Contreras**

Background from P. Ip: *Follow up item from PDW 2020.* As per PDW 2020 Meeting Minutes. We have located a working excel sheet with the name and potentially some contact information for CAPSI National Alumni. Current members have also been added to the FB page. VP Comms was to contact Finance and realize whether this initiative was feasible and what to allocate the potential funds to.

Background: VP Communication has on their to do list to send CAPSI FB Alumni request for funding. ?Database for previous alumni and their associated non-CAPSI emails

L. Ford believes this is a great idea. Many Alumni would definitely want to continue being a part of CAPSI. Of note, people are more apt to give when they know where the money will be allocated

Point of Information: M. Contreras provides suggestions on where the funding can go.

“IDEAS FOR CAPSI Travel Aid Fund

Most of our expenses for CAPSI goes towards our Travel Expenses, therefore promoting the following Award:

CAPSI Travel Aid Fund

Criteria: To be awarded annually to CAPSI Council members given to support student expenses (travel and accommodation) incurred during the members' service during their council year.

Selection Process Ideas: The funds incurred annually is equally divided amongst all members who applied for this fund.

\$250 to \$500 with preference to those demonstrating increased financial need as determined by Finance and Ethics Committee.



#### CAPSI PDW Travel Aid Fund

Criteria: To be awarded annually to all CAPSI Council members given to support student expenses (amount equal to PDW hotel fees and registration) incurred during the respective year's PDW conference. The amount received per annum is divided between the recipients of the respective year. Decisions for handling of extra donations to be decided by current council (e.g. to be put on the next year's CAPSI PDW Travel Aid Fund?)

The following proposals affects the amount CAPSI will be absorbing for their CAPSI Council members

Deadline for Travel Fund, November? With 2 x release of notifications [early June + early September]"

L. Ford emphasizes our collective agreement that the first in-person meeting hold significant value for CAPSI executive council. Funding towards this in-person meeting could be another avenue to explore.

S. Schuhmacher suggests noting the number of alumni we are expecting to receive donations for or explaining that small donations are appreciated. If we list of a large number, individuals may be intimidated and not contribute.

J. Kwon suggests that one of the 3 Presidents can reach out to the alumni.

P. Ip suggests looking into starting an **endowment fund** with our donations. The graduating classes at UofT pharmacy uses endowment funds to create our sponsorships. This is more sustainable.

Point of information: An endowment fund can be established by collecting money over a 5-10-year period, investing this sum and using the interest accrued. This allows for a sustainable amount to be generated annually (i.e. if you collect \$25,000 total, the interest off that amounts to about 1k per year as an award amount [in a high interest account.]

*M. Suon (Incoming IPSF Liaison) entered the TC at 9:24 PM.*

#### 14. National Business Competition

#### M. Contreras

Background from P. Ip: Follow up item from PDW 2020. As per PDW 2020 meeting minutes.

There are already established business competitions in various schools. We had brainstormed the potential for an online submission-based application process, if a competition were to be created. VP Academics already has an exhaustive resume of competitions under their description, so this may fall onto another executive's portfolio.

Background: VP Communication has on their to do list to draft an email to send to Dayle Acorn regarding CFP's interest in hosting a business competition.

*"Hi Dayle,*

*After further re-assessing this potential new initiative with our council, there seems to be a benefit for this new contest that varies across the country. For that reason, we feel that an inter school leading to an annual competition, may prove to increase our annual workloads while possibly not achieving the reach or participation we hope to achieve. For this reason, we feel that if we were to continue with this new competition that we trial on the following terms:*

*Process: All applicants, regardless of school to enter the contest (max. of 2 per school) with a max. of 10 applicants per year on a first-come, first served basis).*

*Rubric: to be provided by CFP*

*Judges: to be provided by CFP*

*Award: Pharmacy Mgmt Textbook + PDW attendance + PDW travel subsidy provided by CFP??*

*Timeline:*

*Call for Applicants: early September 2020*

*Deadline: early October 2020*

Release of Winners: mid-November 2020

Plan:

CFP to further discuss this initiative with new VP Comm. However, I foresee CAPSI's involvement as liaisons similar to other CAPSI competitions. Consider VP Education's workload as this would likely fall under that role as well. "

**BIRT that this item is referred to the Competition Review Committee to be reassessed at the June meetings.**

**J. Kwon/P. Tram**

**Motion Carried**

## **15. Email Blast**

**M. Contreras**

Background from P. Ip: Follow up item from PDW 2020. VP Communication was previously in discussion with CPhA re: national email database for a listserv. It was agreed to have bi-semesterly updates with the top 5 issues/updates re: CAPSI National in an easily digestible manner (to be implemented in lieu of Meeting Minute Infographics). The follow up item should also include an update on how we should be forwarding the information to CPhA (re: template? Potential length of information (character limit?). Who would be the best point of contact?

Background: VP Comms has on their to do list to draft up a list of potential headings on emails. Who Will be In Charge of Making the Emails? Creating content?

*"CAPSI Top 5 Issues/Updates  
CAPSIL Excerpt Highlight  
CAPSI Membership Benefit Highlight  
Questions, Comments or Concerns  
Follow Us on Social Media"*

J. Kwon inquires whether this can be included into the Executive Secretary's portfolio.

P. Ip/ J. Young agrees that this can definitely be incorporated into our portfolio. We will need to increase communication within the council. Of note, email fatigue would be a major barrier.

## **16. Executive Checklist**

**J. Kwon**

Background: A motion was accepted at Spring TC 2019 to implement the checklist approach for all executive positions. However, some council members did not use this checklist throughout the year. This item is to explore the opinion of council members on this initiative.

M. Patrick believes the checklist is very useful. She has it open adjacent to the minutes during meetings and jots down notes. It is a great way to keep track of what the council is currently doing.

P. Tram comments that keeping the checklist updated was difficult for her position as she has a long to-do list with no links between the issues.

M. Kieley found it very helpful. The checklist made transition easy to track.

M. Patrick notes that the checklist can be very specific or very general.

P. Ip comments that she failed to maximize use of the checklist as she had multiple different working documents with the same information noted. It was not a habit that I developed and instead, used her own various documents to keep track of what needs to be done.

A. Chadha explains that from local perspective, the checklist is a helpful way to see what the executive council is up to and how much is on each of their plates. This may influence who they would reach out to at certain times.

J. Park echoes P. Ip. It would be helpful to make it a habit early on.

S. Terekhovska echoes M. Kieley. It increases transparency on what everyone is doing.

T. Rousseaux suggests auto-populating information from the transition documents into the checklist.

J. Kwon echoes T. Rousseaux. Useful for incoming council members to refer back to the checklist and to expose locals to what the position/role entails.

### **17. Conflict Resolution within CAPSI National**

**J. Kwon/M. Patrick**

Background: It has been brought up to our attention that there are no mentions in the OM about conflict resolution within CAPSI National or how to intervene in conflicts between executive and/or local council members. Should there be a statement in the OM stating how conflicts should be resolved?

P. Ip notes that the Undergraduate Pharmacy Society (UofT) has a similar council enacted in our Constitution (where it is an ad-hoc committee that only forms when an issue arises and dissolves upon completion of its duties).

D. d'Entremont comments on her own difficulties navigating conflict on the PDW planning committee (as she sits on multiple levels of CAPSI). Between, national, local and PDW planning committee, whose role is it to intervene when a situation arises?

J. Kwon notes that CAPSI's OM has an ethics committee is in the OM. We can adapt this to include conflict resolution.

T. Rousseaux echoes P. Ip. P. Ip will send over the paragraph from UPS's constitution.

### **18. Election Process Feedback**

**P. Ip/ J. Kwon**

Background: In order to have more information on a candidate running for an executive position, we would like to add a new section in the application process. The candidate would have to answer in written form 3 questions (different from the ones in the video) chosen by the current position holder. The limit of the 3 answers would be 1 page (a template would be provided). Additionally, are there any other changes you would suggest for us to adopt going forward for the election process?

Point of Information: This new application will be provided to everyone, not just national council.

S. Vos believes this is a great idea. As someone who went through the election process recently, the application allows candidates to showcase more of their ability to perform in this role. She also suggests having a reference letter.

J. Young echoes S. Vos re: reference letter. The letter may be more ideal as we will be receiving information on the candidate from an outside source, allowing for more perspectives into the qualities of the candidate.

Point of Information: this position application was proposed as a work around to collect more information on the candidate as the number of questions was reduced this year from 3 to 2.

E. Nguyen disagrees with the use of a reference letter. The letter may not be reflective of the candidate. They may not provide helpful information since they are usually positive. Also, there is an innate issue with how elegant the writing is between difference reference letters which unfairly penalize the candidate. Having a reference letter may also deter potential candidates from applying. This alone is a potential issue as CAPSI traditionally has an issue with low candidate turnout.

Referred to the Ad-hoc electoral committee to be reassessed at the June Meeting.

J. Kwon/S. Terekhovska

Motion Carried

### **19. Platform to Share Projects/Surveys from Canadian Pharmacy Students**

**J. Kwon**

Background: During my term, I have received multiple requests from Canadian pharmacy students and residents to share their projects/surveys/studies as a means to increase visibility. Should CAPSI be a platform for students to share their projects on a national level?

S. Bento-De Sousa believes that this is a great idea.

M. Patrick echoes S. Bento-De Sousa. We want the information to be beneficial to our members. We should filter the projects/surveys with a question on “how will this benefit our members” from the results of the survey. If members only see us as a means of communication for students to reach across Canada, that would be where we would draw the line. We need to come up with some criteria when deciding.

A. Chadha echoes M. Patrick re: filtering information. If the survey information will not benefit CAPSI or pharmacy advocacy, the surveys may not be well received.

J. Kwon agrees that it would be helpful to triage surveys. We don't want general members to see CAPSI as a national listserv.

P. Tram notes that if we are sharing a survey, we must consider bilingualism as we are a national society

D. Shymanski echoes J. Kwon. There may be some fatigue and we may not want to over utilize our platform. Can we potentially provide a link on our website instead and list the surveys collectively in one area?

J. Kwon is agreeable to the above idea and P. Tram ensures that this is feasible for the webmaster to perform.

T. Rousseaux suggests gathering all surveys sending it out during our bi-semester email rather than sending multiple individual emails. We also need to provide a way for students to unsubscribe.

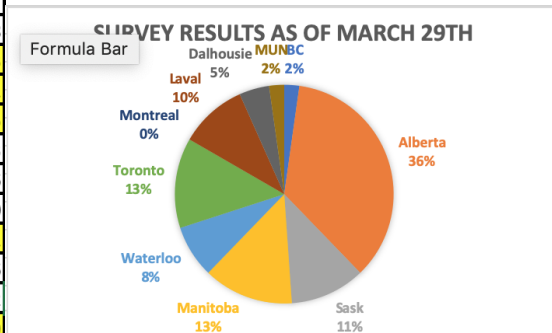
J. Kwon notes that we will not promote through social media at this time and will only do this once our email has been set up.

**20. U of A Professional Identity Survey**

**A. Chadha**

Background: Survey was distributed to locals on March 16<sup>th</sup> via email. Please forward to CAPSI members if you have not already done so, as the deadline to complete the survey is March 30<sup>th</sup>.

	# of respondents	Total CAPSI members	% of members who have answered
BC	2	279	0.716845878
Alberta	32	505	6.336633663
Sask	10	213	4.694835681
Manitoba	12	149	8.053691275
Waterloo	7	382	1.832460733
Toronto	12	846	1.418439716
Montreal	0	194	0
Laval	9	181	4.972375691
Dalhousie	4	358	1.117318436
MUN	2	138	1.449275362
Total	90	3245	2.773497689



*From AFPC Educational Outcomes: There is a lack of consensus in the literature as to the most effective approach to supporting student development of a professional identity and the assessment thereof.*

**21. SEP Update**

**S. Terekhovska**

Background: SEP is cancelled this summer (includes incoming and outgoing students). I am working on reimbursing outgoing students.

**22. Vaccine Hesitancy Article**

**S. Terekhovska/D. Shymanski**

Background: Finished working on [Vaccine Hesitancy article](#) – can pass it on to IPSF Policy Committee after council approves it. Wrote an accompanying [position statement](#) in support of the [IPSF Declaration on Vaccine Hesitancy](#). Please provide your feedback to Sofiya and Danielle by April 6th.

D. Shymanski inquires whether translation of these documents into multiple languages would be necessary.

S. Terekhovska explains that the positions statement will be posted on our website & our social media platforms. She believes two languages (French and English) are sufficient as those two are the national Languages of Canada. Additionally, having the article in English only may also be sufficient since that is the working language for IPSF.

**23. CAPSI Representation at IPSF Events**

**M. Kieley**

Background: CAPSI had 6 delegates register for PARS in Peru in July, 22 delegates registered for World Congress in Seoul in August and 2 delegates were chosen to attend World Health Assembly in May.

**24. Increased collaboration between CSHP & CAPSI local reps**

**J. Kelly**

Background: This is meant to be more of a short discussion about ideas/areas where CSHP and CAPSI local reps can collaborate more in the coming years. Open for discussion and ideas.

**25. Local Representatives Update**

**P. Ip**

Background: *Follow up item from PDW 2020 Meeting.* I would like to hear an update of whether any Local reps reached out to NCODA or MMM to potentially implement their initiatives

School	Q1: NCODA Q2: MMM
UBC	<ol style="list-style-type: none"> <li>1) NCODA - had discussion with them on March 27th, positive response from local council as well. Will likely be pursuing some sort of partnership as a CAPSI membership benefit (they seem pretty flexible).</li> <li>2) MMM - obviously done at UBC, was cancelled nationally this year though re. COVID.</li> </ol>
UofA	<ol style="list-style-type: none"> <li>1) NCODA - Currently, there is no interest at U of A for this initiative. We have yet to reply back to their email.</li> <li>2) MMM - Currently, there is no interest at U of A for this initiative.</li> </ol>
UofS	<ol style="list-style-type: none"> <li>1) We decided there wasn't enough interest at this time. Because NCODA reached out to us so recently, we thought it would be better for our incoming Jr and Sr to meet with them once the new CAPSI council is voted in. However, it's unlikely we'll start it at USask in the near future</li> <li>2) Not planning on it. Most students are not around in May unfortunately.</li> </ol>
UofM	<ol style="list-style-type: none"> <li>1) Spoke with Rebecca from NCODA on March 19. We will keep in touch with them over the summer with hopes to implement a U of M branch this upcoming academic year. Lots of student interest.</li> <li>2) No and not quite planning on it; our students currently do not have classes in May, and we do not have a large enough student population that will make the organization and execution of this event worthwhile.</li> </ol>
UW	<ol style="list-style-type: none"> <li>1) Re-directed NCODA to our oncology group at the pharmacy school and they are currently in discussions.</li> <li>2) School will be conducted online until August - haven't made any arrangements for MMM.</li> </ol>
UofT	<ol style="list-style-type: none"> <li>1) NCODA - Have not yet explored this initiative at UofT. The incoming junior and senior can look at redirecting to another club at UofT</li> <li>2) May be tricky for students to get involved in general because rotations start at this time, but again given the COVID situation we have no interest in implementing MMM at this time.</li> </ol>
UdeM	<ol style="list-style-type: none"> <li>1) NCODA: Actually, we were the first ones contacted by NCODA. I've actually met the founder and chairman of NCODA along with their rep (Stephen Ziter) back in December. I had 2 follow-up phone calls afterwards. We had a couple of students interested to join. We are securing right now who will be responsible for the continuity next year.</li> <li>2) MMM would be hard to implement since students are on rotations/break during the month of May.</li> </ol>
ULaval	<ol style="list-style-type: none"> <li>1) Spoke with Rebecca from NCODA and she didn't answer my last email from 2 weeks ago. I will send a follow-up email later this week, but we will have to see the feasibility with the local council.</li> <li>2) May is a pretty bad time to do any student activity, as most of our students are in rotations/on break</li> </ol>

Dal	<ol style="list-style-type: none"> <li>1) We had a discussion with NCODA a few weeks ago. We have student interest but anticipate getting pushback from faculty as we cannot have presentations outside of class time that overlap with topics covered in the curriculum. We had planned to have a follow up call with Rebecca on the 16th but elected to push it back 6 weeks or so until some of this dies down. Hope to discuss this further and bring it to our faculty this summer, we are hopeful but not optimistic.</li> <li>2) May is a bad time to get our students involved as normally we are on rotations at this time.</li> </ol>
MUN	<ol style="list-style-type: none"> <li>1) With such a small student base it is hard to gain enough interest to make it worth their or our time. We have not yet responded to them.</li> <li>2) Again, few students make it hard to get interest. Have not done anything further with it.</li> </ol>

Motion to adjourn the meeting at 10:16 PM

J. Kwon/S. Terekhovska

**Motion Carried**



**C A P S I   •   A C E I P**

Annex of Executive and Local Council Updates  
Spring TC 2020

Sunday, March 29, 2020  
8:00 PM EST



# **Local Council Updates**

## **University of British Columbia (K. Bishop)**

### **Position Update:**

- Elections Update
  - Had elections for new council. New council formed.
  - In the process of turning over council at the moment.
- Women's Sexual Health Seminar (Feb. 10, 2020)
  - Have 2 speakers confirmed - Jessy from Shift Education, Cara a grad student under Dr. Lori Brotto
  - Will be talking about how to communicate about sensitive topics in a non-judgmental way
  - Research and clinical insight on common but taboo issues around women and sex - pleasure, low desire, pain, anorgasmia, who's into BDSM, etc.
  - The event went really well. We had an audience of 50 people with attendees from medicine and nursing as well in addition to pharmacy.
- PAM 2020 (Month of March 2020)
  - Formed the PAM executive committee
  - Held a meeting with my Co-Chair to discuss the plan and goals for PAM 2020
  - Held a meeting with event coordinators on December 19
  - Women's Health and Minor Ailments Booth was successful with lots of outreach to UBC students. Many interesting discussions arose between volunteers and other students, not just about Women's Health and Minor Ailments.
  - Geriatric Talk was well received as well.
  - Pill drop, sleep clinic, OTC taste test, were cancelled in alignment with movement towards online classes and adherence to recommendations of "social distancing"
- Transforming Care: Addressing Transgender Stigma in Healthcare Seminar (March 12/2020)
  - Had Marni Panas and Cheryl Pacheco present
  - 70 people attended from other disciplines in addition to pharmacy
  - Marni had to talk over video conference. However, everyone appreciated and enjoyed her talk. Overall, this went well
- GSK Lunch and Learn (March 4th, 2020)
  - Presentation on pain and OTC management with emphasis on evidence around Voltaren.
  - The event went well. People loved it.
- PharmaChoice Lunch and Learn (March 25th, 2020)
  - Cancelled due to COVID-19.

### **Upcoming Events:**

- PAM 2020 (Month of March 2020)
  - Upcoming PAM events (smoking cessation booth, CAPSI EBP competition) have been cancelled.
  - Items from sponsors will be reserved for future use.

- Turnover Dinner
  - Details of event still in discussion, but will likely be an online meeting

### **University of Alberta (J. Young/A. Chadha)**

#### **Position Update:**

- First Year CPhA Lunch and Learn held on January 16th (~70 attendees)
- Issued PDW educational policy reimbursements and distributed competition prize money
- PAM Committee meetings on January 24th, February 26th, March 10th
- Radio (March 2nd) and Morning News (March 3rd) Interviews for PAM
- PAM Kick-Off (taco-in-a-bag) and PAM button distribution on March 2nd (~200 attendees)
- Light Up the Bridge (Blue and Gold for PAM) on March 3rd
- Indigenous Health Lunch and Learn on March 4th (~100 attendees)
- PAM-Cake Breakfast on March 5th (~50 attendees)
- Lung Health Clinic on March 6th (30+ student volunteers)
- MS IP Panel Lunch and Learn on March 9th (~100 attendees)
- Diabetes Clinic on March 9th (30+ student volunteers)
- Endocrinology and Diabetes Lunch and Learn on March 11th (~150 attendees)
- A Taste of Your Own Medicine (March 12th), PharmD Info Booth (March 13th), Hot Clinical Trials Lunch and Learn (March 16th), Pharmafacts (March 17th), Continuing Care Lunch and Learn (March 19th), Opioid Crisis Awareness Clinic (March 20th), Women's/Mental Health Clinic (March 24th), Professional Headshot Fundraiser (March 26th and 27th), Pharmachoice Lunch and Learn (March 27th), and Antimicrobial Stewardship Clinic (March 30th) cancelled due to COVID

#### **Upcoming Events:**

- Continuing to run daily Pharmafacts questions via Instagram
- Currently running a PAM Infographic Challenge via Facebook
- Election results for UAlberta CAPSI Junior
- Local AGM and transition TBD

### **University of Saskatchewan (D. d'Entremont/E. Zerr)**

#### **Position Update:**

- 
- POSITION UPDATE:
- Planned wellness panel where senior students and faculty discussed their personal journey with mental wellness and/or illness
- Held joint PAM & Nutrition Month Kick-Off
- Held Interdisciplinary Panel Discussion on MS
- Outreach Committee did a hypertension info booth and pill drop
- Plan then cancelled the following PAM events: NIHB Info Night, Mentorship Night, Pharmachoice Lunch and Learn, Rx1-3 Mock OSCEs, High School Presentations on Naloxone and Saskatchewan's Next Top Pharmacist. SNTP to be postponed until the fall.
- RxFiles and CPhA textbook sales

- Currently doing online PAM campaign
- Held elections for CAPSI Jr: Lauren Lueken was successful
- Currently holding elections for all other council members
- Planned National Symposium - Women's Health with Becky Palmer
- IPSF locals held Vampire Cup/Blood Drive
- Helped IPSF locals with their Diabetes Campaign. We sold cheesy valentines and held a "Clinical Pearls in Diabetes" talk with a pharmacist who is certified diabetes educator
- Our Finance officer organized a Scotiabank Lunch n Learn

### **Upcoming Events:**

- AGM

### **University of Manitoba (M. Kaushal/C. Vaccaro)**

#### **Position Update:**

- Local CAPSI Elections: Elections were held in January to allow for a longer transition period. All positions have been filed. Voting took place via Simply Voting, an online voting platform hosted by UMSU.
- Vampire Cup Blood Donations for IPSF: through CBS throughout winter term. We had a fair bit of interest from out student body especially after CBS 1) gave a presentation to U of M students and 2) came to do blood typing in our building.
- Mock OSCE's: Were held on March 14, 2020. Very successful event. Majority of the 3rd and 4th years participated.
- PAM Events:
  - PharmaChoice Lunch and Learn: A very engaging and successful presentation. Students really enjoyed speakers Kamran and Melanie from PharmaChoice.
  - Apothecary launch, High school/elementary outreach, CanU festival, High School IPE panel, Social media contests/photobooth, PAM Passport, CPhA COVID Webinar, wellness challenges/tree, bake sale (\$145 raised for Rainbow Resource Centre), COVID screening
  - \*Postponed (fall 2020): MS IPE panel, 2SLGBTQ+ Health Symposium, Recognizing and Responding to Burnout panel, Girl Guides Outreach, Winnipeg Interprofessional Student-Run Health Clinic (WISH Clinic)

### **University of Waterloo (M. Ney/K. Shchepanik)**

#### **Position Update:**

Winter Term:

The Rx2023 class is in the first term of first year (1A). Rx2022 class is on co-op. Rx2021 is in their first term of 3rd year (3A). Rx2020 just started out on their 6 months of rotations (and will graduate in August)

UW CAPSI local council held its most recent meeting on March 24th. Meetings are typically bi-weekly. This meeting we welcomed all incoming Junior Positions to the council. We reviewed PAM and what events worked well and what didn't and brain-stormed ideas for next year to be included in the handover document.

**Upcoming Events:**

Date: June?

Location: Bobby O'Briens

Description: Beach Volleyball Tournament

Date: July?

Location: UW School of Pharmacy

Description: OTC Week includes: Trivia night, mock OSCEs, Lunch & Learns, Social Media Challenge

Date: ?

Location: UW School of Pharmacy

Description: Succulent Sale

Date: July?

Location: UW School of Pharmacy

Description: IPSF Presentation

**University of Toronto (E. Nguyen/K. Miclat)****Position Update:****1. COMPLETED – CAPSI Social Media Challenge**

**Date:** February 2- 7, 2020

**Location:** Facebook

**Description:** We hosted our annual 1-week Facebook challenge where students were asked about their favourite CAPSI events, thought-provoking questions related to CAPSI/pharmacy practice, sample PEBC questions and more! Students completed challenges for a chance to win prizes.

**Cost:** \$0

**Support needed from CAPSI National:** We handed out Trudell backpacks as prizes

**2. COMPLETED – CAPSI Symposium**

**Date:** February 10, 2020

**Location:** Pharmacy Building, University of Toronto

**Description:** Students from all years attended our CAPSI Symposium on LGBTQ+ Health, featuring guest speaker Andrew Schonbe. We collaborated with the PharmaPride club at UofT to host this event, and they provided sandwiches, salad, and cookies to the attendees. Andrew is a certified HIV Pharmacist and owner of Toronto's PrEP Clinic. Topics discussed included the importance of LGBTQ+ health, challenges and barriers to access, and ways to provide improved care and a safer space. He also highlighted certain medications that are highly relevant to various members of the LGBTQ+ community.

**Cost:** ~\$30

**Support needed from CAPSI National:** We purchased drinks for attendees and a Starbucks gift card for the guest speaker.

### **3. COMPLETED – Mock OSCE for 2T1s (3rd year)**

**Date:** March 8, 2020

**Location:** Pharmacy Building, University of Toronto

**Description:** We hosted a mock OSCE session for the 2T1 class. Second year students volunteered to be standardized patients and judges for the 3rd year students going through the stations. Pizza was provided to volunteers.

**Cost:** ~\$150

**Support needed from CAPSI National:** None

### **4. ONGOING – PAM 2020**

**Date:** March 2020

**Location:** Pharmacy Building, University of Toronto

**Description:** CAPSI in collaboration with several pharmacy clubs hosted a variety of events and outreach initiatives throughout March. All in-person student events were cancelled on March 12 by the faculty due to COVID-19. Any events held by CAPSI or other pharmacy clubs for the rest of PAM will be held online.

**Cost:** \$1000

**Support needed from CAPSI National:** TEVA Kids in Medicine kits provided by CAPSI National

### **PAMburgers Kickoff**

To start the beginning of PAM, CAPSI and UPS hosted our “PAMburgers Kickoff”! Newly appointed dean Lisa Dolovich hosted a ceremonious ribbon cutting ceremony, with Allan Malek (Executive Vice-President and Chief Pharmacy Officer of the Ontario Pharmacists Association) and Nancy Lum-Wilson (Registrar and CEO of the Ontario College of Pharmacists) present to motivate students to advocate for the profession of pharmacy. Student booths from several clubs were at the event, where they had activities on topics such as expanded scope and advocacy initiatives; students participated in activities to receive a UPS point. We also provided students with the opportunity to contribute to a PAM mural where they responded to the prompt “What does Pharmacy mean to you?”. Students were encouraged to take a picture at the PAM photo booth with our Snapchat geofilter, PAM helium balloons, and had a chance to win prizes by posting their picture with the Snapchat geofilter on our Facebook event page. Burgers were provided to the students who were in attendance.

### **Kids in Medicine**

Presentations offered to schools to be run by pharmacy students included handwashing, allergies, and the dangers of smoking at Toronto elementary schools. Sexual health presentations at high schools were also offered. This year, a new KIM presentation was developed by the subcommittee on Flu season. A total of 9 Kids in Medicine presentations were conducted by UofT pharmacy students.

### **Pharmacy Outreach Days**

Pharmacy students ran educational booths at local pharmacies which educated patients on topics such as osteoporosis, diabetes, naloxone, blood pressure, and travel medicine. We

were also excited to add a new topic this year – asthma and COPD, with an emphasis on proper inhaler technique! A total of 8 outreach booths were conducted.

### **Facebook Cover Photo Contest**

Pharmacy students are entering to win our cover photo contest by changing their Facebook cover photo to our PAM 2020 banner, including in their caption what they are most looking forward to during pam, or what being a pharmacist means to them. The 2 winners of this contest will win a new copy of the 12<sup>th</sup> edition of RxFiles.

### **Université de Montreal (D. Bergeron/T. Duong)**

#### **Position Update:**

- We started some PAM activities during the first 2 weeks of March, and we had to cancel a couple of them due to the current situation. We might continue doing online giveaways and send the prize via mail. TBD

#### **Upcoming Events:**

- Elections for our next CAPSI Junior Representative

### **Université Laval (C. Beucher/P. Sanjab)**

#### **Position Update:**

- All PAM activities and events are cancelled
- Reimbursement for PDW are almost done (about 30% left in cheques)
- Still waiting on a response from David (FO) for the reimbursement for competition winners, competition expenses and confirmation of the membership fees.
- All classes online for spring and summer; no rotation for 1st years no hospital rotation for 4th year students (will be community rotation); some changes for the exams/evaluations

#### **Upcoming Events:**

- We put a hold on the Inhalers placebo event: confirmed with every company
- We put a hold on the OTC sampling: will be easy to put back in place when university will open back
- When the quarantine time (in 1 week or so) will be over: we will proceed on making contacts with the students who did not get their reimbursement.
- Keeping in touch with our faculty on developments.

### **Dalhousie University (L. Ford/H. Saunders)**

PAM events have been cancelled, for the semester unfortunately this includes the LGBTQ2AS+ symposium talk

Social media PAM campaign was run by Hannah during the month

Lunch and learns from the NSCP and PANS were organized and put on by our PAM directors prior to the cancelling of all events

Pharmacy button handout will be moved to orientation for the fall instead of this month

Elections should be taking place this week to elect our new CAPSI Jr and instate Hannah as the Sr

Currently working toward changeover for Hannah from Jr to Sr

## **Memorial University of Newfoundland (L. Symonds/S. Schuhmacher)**

### **Position Update:**

- Classes are all moved online for COVID containment, exams are either changed to assignments or online tests. Students have a choice of taking a grade or just pass/fail for the courses if they feel like this situation has affected their ability to get the grade they normally would. Pass/fail does not count towards GPA.

### **Upcoming Events:**

- Elections are in the works and CAPSI jr, social media and finance all have applicants
- PAM moved to online take overs and contests for the rest of March
- Mock OSCEs temporarily on hold until COVID-19 is contained

# **Executive Council Updates**

## **President-Elect (M. Patrick)**

### **Position Update:**

- Finalized all Wellness Wednesday Posts
- Shared Voices of CAPSI submissions with Sarah for spring edition of CAPSIL
- Working with Sofiya and Melissa on a #capsistaysathome initiative for wellness
- Had members of the constitution review committee review Bylaws
- Working with Tara and Jin to get the bylaws updated
- Started planning First In person meeting of 2020/21 council - on hold for now
- Created Facebook page for new council - continuing to invite newly elected juniors
- Conversated with William on the phone and via Facebook regarding transition
- Mailed William the Robert's Rules book

## **President (J. Kwon)**

### **Position Update:**

- Reviewed PDW2020 and by-election TC meeting minutes
- Released CAPSI Student Wellness Position Statement
- Went to CSHP PPC
- Review of PDW2021 Sponsorship package
- Updated and corresponded with council members and external stakeholders as necessary
- Submitted President's Address for Winter CAPSIL
- TC with NCODA
- Transition with President-Elect

## **Past-President (T. Rousseaux)**

## **Executive Secretary (P. Ip)**

### **Position Update:**

- by elections: their preparations, tallying results with JK, etc.
- membership Monday posts (courtesy of the membership committee)
- membership updates (first round, second semester; next round to be for the end of March - will be emailed in the coming weeks)

### **Upcoming Events:**

- Transitioning Jenn into the position (tentative aim by the end of April)
  - Transition document already sent over
  - First call scheduled for 1st week of April

## **Finance Officer (D. Low)**

### **Position Update:**

- Planning on completing reimbursements by March 30th.
- Worked with PDW 2022 on creation of a bank account
- Transition with Gabrielle of the Finance Officer Position



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

### **Position Update:**

- Fun Fact Friday-
  - All posts finalized and ready until May 2020
- Contracts to Be Finalized
  - RxFiles – to be followed up at the end of the week
  - All other contracts are done
- Email Blasts
  - Pending discussion on headings etc. Start of email blasts likely on start of September 2020
- Bugs and Drugs Codes
  - I have been consistently following up with Bugs and Drugs Rep who unfortunately is unable to provide me with a date of release at this time. Will further follow-up at the end of the week
- Notebooks
  - Contract with CU Ads finalized. Currently in the process of drafting and communicating with Mormark Notebooks on the agenda
- Proposed Alumni Funding, Fitness discounts and National Business Plan Competition with CFP
  - No updates at this time

## **VP Education (J. Park)**

### **Position Update:**

- CAPSI x CSHP EBM Competition finalized and sent off to the Translation Committee

### **Upcoming Events:**

- Completing the transition report and meeting with the successor.

## **Webmaster (P. Tram)**

### **Position Update:**

- Completing transition document
- Going to set online call with Svetlana next week to transition her
- Updating French site
- Making posts for PAM and COVID-19

## **CAPSIL Editor (S. Bento-De Sousa)**

### **Position Update:**

- Winter issue will be delayed slightly due to covid-19
- Plans for either a mini PAM issue to highlight our first two weeks or to highlight in spring issue

### **Upcoming Events:**

- Rescheduled OUD stakeholder meeting TBD
- End of March for winter issue
- End of May June for spring issue pending PEBCs

### **IPSF Liaison (M. Kieley)**

#### **Position Update:**

- PDW 2020 - Coordinated meeting for IPSF Locals & IPSF Booth at Health Fair
- Promoted WC & PARS on CAPSI social media & to IPSF local reps
- Coordinated registration for PARS & WC, confirmed CAPSI membership of registered students & chose official delegates for both
- Attended first global Contact Person (IPSF Liaison) Meeting
- Submitted article for PARO Newsletter
- Created IPSF social media posts for Thursdays in January/February
- Participated in and promoted IPSF International Women's Day Project
- Created Vampire Cup Testimonial & Shared photos from CAPSI Blood Drives
- Submitted 10 Activity Reports & 14 PARO Spotlights

#### **Upcoming Events:**

- Video call with Melody (incoming IPSF liaison) to start transition. Beginning of April
- Attending World Congress 2020 in Seoul (if it isn't cancelled 😞)

### **Student Exchange Officer (S. Terekhovska)**

#### **Position Update:**

- Organized and chaired the SEP Selection Committee meeting ☑ approved 19 outgoing SEP applications, four students unfortunately canceled
- Attended and chaired two CANZUKAUS meetings
- Registered for WC in South Korea (if coronavirus even allows me to go)
- Completed minutes for Internal Committee meeting
- Attended a Policy Committee meeting
- Attended By-election TC
- Placed 18 incoming SEP students in Canada ☑ already have started marking them as "placed" in the database
- Got IPSF Local Representatives to update Welcome Packs and reach out to incoming students
- Attended second SEO meeting
- Sent out Waivers of Liability to incoming and outgoing students
- Sent out Invitation Letters to students
- Worked on the Vaccine Hesitancy article with Danielle
- Sent out the PARO SEP Grant to outgoing SEP students
- Contributed to the WHA agenda
- Edited the Best Association Criteria document for CPs
- Cancelled SEP in Canada – including incoming and outgoing students – informed incoming, outgoing students, SEOs, and hosts

#### **Upcoming Events:**

- Finalize reimbursements for outgoing SEP students
- Work on support letter for students (for insurance companies)

- Finalize transition documents for Melissa
- Cry because what I've been working on for months is cancelled and I'm sad

**VP Professional Affairs (D. Shymanski)**

**Position Update:**

- Completion and release of the IPE case, French and English and accompanying PowerPoint for PAM 2020
- Drafting, editing and releasing the Vaccine Hesitancy Article with SEO to be published in Spring CAPSIL and through IPSF publications
- Drafting, editing and releasing of the IPSF Declaration of Vaccine Hesitancy with SEO to be published on the website and Facebook

**Upcoming Events:**

- Letter writing campaign to MLAs - postponed due to MLA priorities focusing on current pandemic needs. Information to be passed along to incoming VPPA to re-assess in the next term

**CSHP Liaison (J. Kelly)**

**Position Update:**

- Started "cross-Canada" TCs with local CSHP reps to help increase CSHP local rep support and enhance communication in the CSHP national network
- Contributed to the CAPSIL with a "CSHP Corner" update.
- Connecting provinces to help share local residency information
- Contributing to CSHP's response to the COVID-19 outbreak including participation in the board member and presidential officers network/committee.
- Liaising with CSHP national to increase student membership benefit, including access to COVID-19 clinical resources, in a more virtual means during the pandemic.
- Creation of National Student Committee Facebook page for increased communication.

**Upcoming Events:**

- Mid-term board meeting (in-person Ottawa meeting cancelled) as a TC - April 25th, 2020.
- Ongoing TCs with local CSHP reps across the country