



C A P S I • A C E I P

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

CAPSI National Executive Council Meeting

Thursday, August 24th, 2023

Executive Council Meeting

Location: Zoom

<https://us06web.zoom.us/j/82760961567?pwd=R0s1QXIydklyMIRmZk1FeENqT3dYUT09>

Meeting ID: 827 6096 1567

Passcode: 991153

8:00pm to 9:00 pm ADT

1. Call to Order

M. Wong

M. Wong calls the meeting to order at 8:04 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
Bhawani Jain	Finance Officer	<i>Absent</i>
Ryan Chan	VP Communications	Present
Melanie King	VP Education	Present
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	<i>Absent</i>
Alissa Kong	IPSF Liaison	<i>Absent</i>
Emma Fedusiak	Webmaster	Late arrival
Jasmine Ly	CAPSIL Editor	<i>Absent</i>
Jacqueline Tian-Tran	CSHP Student Liaison	Present

4. Position reports

M. Wong

Name + Position	Tasks completed since CPERC	Tasks to complete in September/October
<p>M. Wong <i>President</i></p>	<p>CAPSI</p> <ul style="list-style-type: none"> ● Transitioned with our new Pres-Elect (Wooje) ● Intro meeting with our new CSHP Student Delegate (Jacqeline) ● Established direction for welcoming UOttawa with VP Coms (Ryan), Pres-Elect (Wooje), and Past-Pres (Christine) ● Initiated mentorship program ● Exec general check-ins ● Determined PDW 2024 seat allocation ● Regular check-ins with PDWPC 2024 and 2025 ● Reviewing sponsorship contracts as needed <p>External meetings</p> <ul style="list-style-type: none"> ● L’Oreal ● Interview with Pharmacy Practice + Business ● CFP ● CCSMH ● Strategic Site Selection ● Pfizer <p>Conference associated meetings</p> <ul style="list-style-type: none"> ● IPSF ExCo meeting about WC 2024 ● Meeting with Toronto Sr about PDW 2024 progress ● Update meeting with PDWPC 2024 ● Update meeting with WC chair (Angie) 	<ul style="list-style-type: none"> ● Draft and send out Dean letters to each school (work on with Wooje) ● Continue checking in with PDWPC 2024 and 2025 ● Determining the host school for PDW 2026 ● Attend PDWPC 2024 meetings ● Help roll out mentorship program ● Schedule CAPSI intro with UOttawa class and connect with UOttawa students ● Lock down the process for the bridging the gaps fund ● Check-ins with execs and Sr reps

<p>W. Choi <i>President-Elect</i></p>	<p><u>CAPSI:</u></p> <ul style="list-style-type: none"> ● Transitioned into the position ● Met with incoming CSHP Rep, Jacqueline ● Met with Mentorship officer, Ashley <p><u>UOttawa:</u></p> <ul style="list-style-type: none"> ● Met with Chris, Madi & Ryan to discuss plans about UOttawa ● Inquired about tote bag gifts for UOttawa & received a quote → Sent excess amount to FO to get the “ok” from subcommittee <p><u>PDW 2024/WC 2024:</u></p> <ul style="list-style-type: none"> ● Met with PDWPC 2024 to discuss any updates + plans moving forward ● Met with WC 2024 Chair to discuss any updates + plans moving forward <p><u>Committees:</u></p> <ul style="list-style-type: none"> ● Accepted changes in OM from 22-23 & forwarded PDF to Webmaster to upload to website ● Began task list for OM & created a working document copy for CRC ● Sent out Doodle poll for Wellness Committee 	<p><u>CAPSI:</u></p> <ul style="list-style-type: none"> ● Jr. Reps check ins (early Sep/late Aug) ● Attend Fall meeting ● Send out letter to Deans w/ Madi ● Help out w/ mentorship program <p><u>PDW:</u></p> <ul style="list-style-type: none"> ● Attend PDWPC 2024 Meetings (possible rotate attendance w/ Madi) ● Check in with PDWPC 2025 <p><u>Committees:</u></p> <ul style="list-style-type: none"> ● Hold Wellness Meeting & find a direction for the Fall & Winter. ● Work w/ CRC to begin reviewing the OM & establish deadlines <p><u>UOttawa:</u></p> <ul style="list-style-type: none"> ● Finalise UOttawa tote bag order. ● Have an introductory meeting w/ UOttawa ● Have a transition meeting w/ UOttawa Jr & Sr once elected.
<p>C. Vaccaro <i>Past-President</i></p>	<p>Meetings</p> <ul style="list-style-type: none"> ● PDWPC ● Interviews with Pharmacy Practice + Business ● CPhA 	<ul style="list-style-type: none"> ● Ethics committee <ul style="list-style-type: none"> ○ PDW T-shirt information to be distributed to locals by end of September ● Advise folks PRN

	<ul style="list-style-type: none"> ● UOttawa discussion with Madi, Wooje and Ryan <p>Committees</p> <ul style="list-style-type: none"> ● Reviewed competitions, finance requests, bereavement statement ● Connected Cara with Wellness Task Force Committee <p>UOttawa</p> <ul style="list-style-type: none"> ● Completed local turnover / information documents and year calendar for distribution <p>Answered emails and questions / advised folks PRN</p>	
<p>C. Stevenson <i>Executive Secretary</i></p>	<ul style="list-style-type: none"> ● NAPRA Professionalism meeting with Ryan ● Assisted Madi with PDW2024 seat allocation ● Ran a successful first election of the council term (woohoo for Wooje) ● Finishing up meeting minutes for June meetings and by-elections ● Scheduled meetings (this one, fall council, pres-elect by-elections) ● Coordinated membership for 2 non-student members ● A few new general members for subcommittees (+ potential inquiries) 	<ul style="list-style-type: none"> ● Send Bhawani my receipt for the council name tags I ordered in June before I forget (reminder to self) ● Circulate committee descriptions to chairs for September promotion ● Finally get my election feedback gathering done ● Update elections documents and/or process based on feedback ● Contact locals re: membership drive deadlines to update to 2023-2024 membership ● Anyone absolutely against making a short video about your fave part of your position for future election promotion?

	<ul style="list-style-type: none"> ● August CPhA Wellness Task Force meeting 	<ul style="list-style-type: none"> ● Draft ad re: election promotion for fall CAPSIL ● Attend monthly Wellness Task Force meetings ● Finalize and disseminate fall council meeting agenda
B. Jain <i>Finance Officer</i>	<ul style="list-style-type: none"> ● Processed invoices for sponsorships and PDW. This is ongoing for pending invoices. ● Payments/Reimbursements for June meeting in progress. Processed payments and invoices for non student memberships. ● Ongoing communication with accountant for invoices and other tasks. 	
R. Chan <i>VP Communications</i>	<p>CONTRACTS</p> <ul style="list-style-type: none"> ● Renewed: RxFiles, CFP, belairdirect, FKJ, CCCEP, LCL ● Awaiting signatures: CPhA, Medisca ● Under review: Trudell, Pfizer, ● PDW Support: Apotex, SDM <p>INVOICES</p> <ul style="list-style-type: none"> ● Awaiting from FO: RxFiles, Medisca, Pharmachoice, Pyrils, CCCEP ● Emailed Partners: LCL, CFP, belairdirect x 2 <p>REQUESTED ROYALTIES AND REFERRAL FEES</p> <ul style="list-style-type: none"> ● PharmaEpass 	<p>CONTRACTS</p> <ul style="list-style-type: none"> ● To finalize: Trudell, Pfizer, SDM, ShiftPosts <p>PARTNER COMMITMENTS</p> <ul style="list-style-type: none"> ● Connect with RxFiles re: CAPSI discount and promoting 14th Edition Drug Comparison Chart and February Conference ● Distributing social media specs and CAPSIL deadlines with all partners ● ?revisit and reschedule QID platform for CAPSI National ● APOthecary Heroes Program Award Selection Committee member <p>PDW 2024</p> <ul style="list-style-type: none"> ● Connect and source sponsors for PDW 2024

	<ul style="list-style-type: none"> ● RxBillingGenie ● Rx vigilance <p>PARTNER COMMITMENTS</p> <ul style="list-style-type: none"> ● Finished e-meet introductions with all CAPSI partners ● Distributing social media specs and CAPSIL deadlines with all partners (ongoing) ● Connecting Webmaster with CU Ads for requested info. ● Sending Partner post requests to Webmaster <p>INTERNAL COMMITMENTS</p> <ul style="list-style-type: none"> ● Reviewed and updated CAPSIL partner commitments ● Created social media post commitments for Webmaster ● Joined and reviewed cases for VPEd ● Media interview with Pharmacy Practice+Business re: Bridging the Gaps ● NAPRA Standards Professional Practice Standards review <p>Action Items</p> <ul style="list-style-type: none"> ● CPhA Webinar ideas ● Executive attendance at NPAC (2 complimentary in-person passes and \$20 virtual fee for all CAPSI members) 	<ul style="list-style-type: none"> ● 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 <p>INTERNAL COMMITMENTS</p> <ul style="list-style-type: none"> ● BioScript CAPSI Leadership Award logistics and criteria <p>CONFERENCES/MEETINGS</p> <ul style="list-style-type: none"> ● Pfizer in early September ● OTC Spark eCortex Conference on September 23 ● CPhA meeting in early September
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<p>M. King <i>VP Education</i></p>	<ul style="list-style-type: none"> ● Created Cases for local PIC and OTC competitions ● Selected Symposia Topics with VPPA ● Sent PIC and OTC cases for translation ● Met with Pharmachoice for AFL competition planning ● Reviewed Medisca Local Case sent and waiting on French Translation ● Awarded Winter 2023, Award of Professionalism ● Set Local Competition Deadlines ● Received AoP applications 	<ul style="list-style-type: none"> ● Send out competitions to locals ● Ensure Medisca supplies is received in a timely manner ● Have AoP awards graded or in process of being graded by CPhA ● Arrange judges for national SLC judging ● Support schools with competitions and symposia ● Work on national PIC and OTC cases ● Send out call for next round of FoP award applications
<p>N. Barkhouse <i>VP Professional Affairs</i></p>	<ul style="list-style-type: none"> ● Helped in organizing a meeting with CCAPP for fall. ● 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 bimonthly APA meeting. 	<ul style="list-style-type: none"> ● Hosting APA meeting. ● Editing/finalizing NPAC article for fall issue. ● Finalize IPPC statement and prioritize translation. ● Following up with local MP about personal letter (professionally refusing lack of response lol) ● Communicate with locals and other advocacy stakeholders regarding curricular reform for diverse populations. ● Email local organizations about Bridging the Gaps Fund and try to engage with groups CAPSI hasn't met with yet. ● Engage with locals to prioritize local advocacy needs. ● Reach out to CFMS, CNSA, and FCDSA to provide

	<ul style="list-style-type: none"> ● Project EmpowHER universal contraceptive coverage communications. 	<p>perspective/awareness of our work.</p> <ul style="list-style-type: none"> ● CAPSIL article. ● Attend CCAPP meeting. ● Start to work on IPE case (insomnia). ● Come back to past work with CPhA seminar discussion (negotiations webinar). ● UOttawa help potentially?
F. Hadji <i>Student Exchange Officer</i>	Not submitted	Not submitted
A. Kong <i>IPSF Liaison</i>	<ul style="list-style-type: none"> ● Attended PARS 2023 (virtual) ● Presented global & regional position papers (in collaboration with Nicole) ● Assisted WC 2023 official delegates in increasing ticket price for IPSF events → CAPSI awarded Best Member Organization 2022-2023 !! ● Met with WC 2024 RC to determine goals and objectives within the coming months ● Met with IPSF ExCo regarding WC 2024 feasibility (along with Madi & Angie) ● Continuing to promote 2022-2023 Health Campaign Award application to local IPSF reps (current deadline of Aug 28); per Ryan, 	<ul style="list-style-type: none"> ● Schedule IPSF Locals meeting (along with Farah) in early September to set objectives for the mandate ● Onboard new IPSF Locals (4 individuals, pending by-elections in September) ● Create group chats with each school's IPSF Local Representatives ● Continue supporting WC 2024 RC in their activities and communicating developments with CAPSI National & IPSF ExCo ● May need to push deadline of Health Campaign Award by 1-2 weeks (currently no submissions as of Aug 23) ● Finalise judges for Health Campaign Award (would like one more judge, one judge to be appointed by Apotex per contract) ● Discuss with Bhawani regarding gift cards for judges of Health Campaign Award

	<p>confirmed Apotex sponsor</p> <ul style="list-style-type: none"> ● Recruited judges for health campaign award ● Hosted Bridging Our Borders in collaboration with 4 other IPSF member organizations ● Worked with Florence (UdeM Sr) to incorporate Quebec blood donations in Vampire Cup 2023 	<ul style="list-style-type: none"> ● Continue sharing Vampire Cup updates ● Considering to have a more streamlined competition in collaboration with CBS & Hema-Quebec for Vampire Cup 2024 ● Potential for showcasing IPSF Bridging Our Borders success through UofT Media Relations (context: a mentor that is a UofT alumni suggested this incentive) → to follow-up
<p>E. Fedusiak <i>Webmaster</i></p>	<ul style="list-style-type: none"> ● Manage ongoing portal applications and social media requests ● Update slack with current council members ● Update the “meet the council” section (still waiting on parts from 5 people) ● Attempted QID discussion ● Unlist french version of the website 	<ul style="list-style-type: none"> ● Finish suggested website changes ● Go through website looking for deadend links ● Update new portal with this year’s members ● Streamline social media info for sponsors (thanks Ryan for the neat chart to track posts)
<p>J. Ly <i>CAPSIL Editor</i></p>	<ul style="list-style-type: none"> ● Met with Lisa from Sero Communications to discuss translation services – planning to bring this up in the CAPSI meeting in Sept!!! ● looked into mailchimp further to ensure it was appropriate for our needs ● set deadlines for the upcoming year and informed Ryan and Madi 	<ul style="list-style-type: none"> ● Purchase mailchimp subscription closer to release of CAPSI ● Meet with translation committee to set expectations and review deadlines (also get their schedules to work around) ● Post “call for submissions” ● Create layout for CAPSIL

J. Tian-Tran <i>CSHP Liaison</i>	<ul style="list-style-type: none"> ● Met with President (Madi) and President-Elect (Wooje) ● Set up CAPSI email and slack account ● Met with current CSHP liaison, Abby 	<ul style="list-style-type: none"> ● Awaiting Abby's handover (Email, Google Drive, contact information for CSHP local reps) ● Attend to CSHP Fall Board Meetings 2023 ● Write an article about CSHP on the CAPSIL?
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5. Committee Reports

M. Wong

Committee	Tasks achieved	Tasks to complete this fall
Student Wellness W. Choi	<ul style="list-style-type: none"> ● Not met yet since AFPC 	<ul style="list-style-type: none"> ● Set up a time to meet between now and fall meeting (or after if that works best for everyone) ● Brainstorm ideas for Winter semester & begin working on it if possible
Electoral C. Stevenson	<ul style="list-style-type: none"> ● Not chatted since AFPC but hey there was a successful election 	<ul style="list-style-type: none"> ● Modify elections docs and/or process, elections promotion
Advocacy N. Barkhouse	<ul style="list-style-type: none"> ● Set up first meeting and agenda for next week :D 	<ul style="list-style-type: none"> ● Have meeting end of August and address outcomes of meeting moving forward (mentioned above).
Mock OSCE M. King	<ul style="list-style-type: none"> ● Not active yet. Will add a new case before the Fall term starts to our bank of OSCEs 	<ul style="list-style-type: none"> ● Add more OSCE cases and review old cases.
Membership and Communications R. Chan	<p>UOttawa</p> <ul style="list-style-type: none"> ● Sent working document to committee members to review and provide feedback re: UOttawa introduction ● Organizing a coordinated 	<p>Exploring new membership discounts and benefits</p> <ul style="list-style-type: none"> ● Food discounts (USask suggested) ● Gym membership discount for Quebec (as no GoodLife) <p>PharmAchieve</p>

	<p>presentation with CPhA for UOttawa</p> <ul style="list-style-type: none"> ● Met with Chris, Madi, and Wooje to discuss 'Welcome Gifts' for the incoming cohort <p>PharmAchieve</p> <ul style="list-style-type: none"> ● Distributed PharmAchieve guide for Class of 2024 to Locals (created, reviewed, and revised by PharmAchieve) 	<ul style="list-style-type: none"> ● Serving as a liaison between student reps/Locals and PharmAchieve <p>Benefits updates and renewals</p> <ul style="list-style-type: none"> ● Update membership lists for GoodLife and Sanford Guide
<p>Translation J. Ly</p>	<ul style="list-style-type: none"> ● No goals were achieved yet – unsure of whether we should pursue translation services or not 	<ul style="list-style-type: none"> ● set expectations ● start doing some translations for the committee (especially since there are some waiting to be translated i.e Mel's comp cases) ● integrate UOttawa students
<p>Student Exchange Program F. Hadji</p>		
<p>Competition Review M. King</p>	<ul style="list-style-type: none"> ● Reviewed local compounding, PIC and OTC cases 	<ul style="list-style-type: none"> ● Review FoP applications ● Review national compounding, PIC and OTC cases
<p>Ethics C. Vaccaro</p>	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● T-shirt information to be distributed in September
<p>Website E. Fedusiak</p>	<ul style="list-style-type: none"> ● Brainstorming 	<ul style="list-style-type: none"> ● September giveaway centred around being a CAPSI member and joining a committee ● Posts for all committees ● Posts to introduce capsicouncil ● World pharmacist day

		<ul style="list-style-type: none"> ● National Day for Truth and Reconciliation ● CAPSI National - Where are the now ● Plus whatever projects others want
Constitution Review W. Choi	<ul style="list-style-type: none"> ● Accepted OM changes from 22-23 & forwarded pdf to webmaster ● Began task list for OM & goals for this year for ● Created the working document ● Set some goals/things we want to complete in the task list 	<ul style="list-style-type: none"> ● Begin reviewing the OM by Sections either individually or as a group (by preference of committee members) ● Ask Execs to review their sections in the OM later in the fall/winter. ● Add Bridging the Gaps Fund & its ad-hoc committee into the OM
Finance B. Jain	<ul style="list-style-type: none"> ● Communications are ongoing regarding expenses and budget changes. Need a few more "thumbs up" for approving budget change to UOttawa tote bags. 	
Ad-hoc Bridging the Gaps Fund M. Wong	<ul style="list-style-type: none"> ● Not currently active 	<ul style="list-style-type: none"> ● Form Slack channel with members ● Review application process ● Determine disbursement process ● Create OM subsection

E. Fedusiak enters the meeting at 8:42 pm ADT.

6. Items for Discussion

M. Wong

a. World Congress Update

M. Wong

- i. There was a motion put forward and approved at World Congress 2023 in Bali to increase the daily maximum price that can be charged to

attendees for registration from 55 to 66 euros per day. This increase appears insufficient to close the gap that CAPSI is currently facing in planning World Congress 2024.

- ii. Other countries have struggled with the budget, including Bali, despite their budget being significantly lower than ours.
- iii. No progress has been made in terms of sponsorship, and it has been difficult to get companies to sponsor the event, particularly with the downsizing that has been done to reduce the budget.
- iv. The current gap CAPSI faces is approximately \$200,000, and the WC planning committee is realizing that continuing to plan may no longer be realistic. The committee will be discussing amongst themselves to determine if they would like to make the official decision on whether or not World Congress goes forward, or if the decision shall be brought to full council.

b. PDW 2024 Update

M. Wong

- i. The venue that a contract has been signed with has very expensive food prices, representing a significant chunk of the budget.
- ii. Sponsorship has been difficult to come by, which was not anticipated.
- iii. The committee has been trying to find ways to cut the budget down drastically, as it does not currently appear feasible. The event may end up looking a bit different than what has happened with previous PDWs.

c. PDW 2025 Update

M. Wong

- i. Planning is in the early stages, and the committee is currently in the process of looking into potential hotel venues, considering food prices to ensure the same issue is not encountered. A contract will likely be signed this fall.
- ii. Currently discussing possible themes, and will be filming the promotional video sometime in September.

d. Translation Services Update

M. Wong

- i. Jazzy met with a representative for a translation service, and was quoted a price around 20 cents per word, which is quite costly.
- ii. It is uncertain whether this makes sense financially for CAPSI and will provide enough value. Discussions will need to be had regarding what requires translation and what does not.

e. CSHP Residency Roadmap Program

C. Vaccaro

- i. The program is unlikely to be worth the exorbitant prices that are charged to students.

Motion to adjourn the meeting at 8:50 pm ADT.

M. Wong / M. King

Motion carried.