



**C A P S I • A C E I P**

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

# **June 2023 Meetings**

**CAPSI National Council Meetings**

Winnipeg, MB

Thursday, June 15th and Friday, June 16th

**[\\*\\*Welcome Package\\*\\*](#)**

## Message from the President

Dear Members of the 2023-2024 CAPSI National Council,

Congratulations and welcome (or welcome back) to the Canadian Association of Pharmacy Students and Interns National Council! Collectively, we represent the voices of over 4000 pharmacy students across Canada. Your peers have elected you to advocate on their behalf so as you navigate through your role, keep in mind this is both an incredible accomplishment and also a privilege. I know each of you will continue to demonstrate your passion for pharmacy and CAPSI will help you not only grow but thrive.

If this is your first year on council, that was me just a short year ago. Then (and still now as I step into this new role), I was equally as nervous as I was excited to attend my first CAPSI National meeting. It can be intimidating thinking about sitting in a room filled with some of the most passionate and hardworking individuals from across the country. You may find yourself uncertain in how you can best contribute to the conversations we'll have. I encourage you to lean into the idea of "being comfortable with being uncomfortable", a lot of this will be new to many of you and that's okay. Voice your ideas and opinions and know that we are an open and accepting space. No thought is unworthy of being explored and discussed.

In the year ahead, you can look forward to learning new things, meeting new people, and accomplishing lots. This will all start in Winnipeg during our first official CAPSI Meetings. New to everyone this year, AFPC (Association of Faculties of Pharmacy of Canada) will be hosting us at their annual conference, CPERC (Canadian Pharmacy Education and Research Conference). The core CAPSI values – Unity, Advocacy, Excellence, Professionalism and Academics - unite the (very soon to be) 11 pharmacy schools. We as a council consist of over 30 students empowered to advocate for pharmacy. CAPSI has many awesome traditions but that doesn't mean there isn't room for improvement. We as a council thrive because of our diversity and I know each of you have your unique strengths, insights, and passions. During our meetings, I encourage you to use that uniqueness to help find innovative, realistic, and tangible ways to improve the experiences of our members.

CAPSI is here to support and enrich the first few steps of your pharmacy career and beyond. Wherever your CAPSI journey takes you, you'll find that CAPSI magically leads to lasting connections that will continue to return throughout your career. I'm super excited to see you all in Winnipeg in just a few short weeks and I'm so grateful that I have you all on the team as we work together to represent pharmacy students all across Canada.

Congrats and see you soon,

Madi

A handwritten signature in black ink, appearing to read 'Madi', with a stylized flourish at the end.

## Day 1: Thursday June 15th, 2023

Location: Selkirk Room, Fort Garry

8:30 am to 12:30 pm CDT

2:30 pm to 5:30 pm CDT

[Zoom Link](#) (for those attending virtually)

Meeting ID: 638 678 6692 Passcode: CAPSI

- 1. Call to Order** **M. Wong**  
M. Wong calls the meeting to order at 8:33 am CDT.
- 2. Land Acknowledgement (2 min)** **M. Wong**
- 3. Introduction to New Council (1 min)** **M. Wong**  
Background: As we do attendance I would like everyone to introduce themselves and the position they hold as we do attendance.
- 4. Attendance (15 min)** **C. Stevenson**

Name	Position	Attendance
Madison Wong	President	Present
TBD	President-Elect	N/A
Christine Vaccaro	Past-President	Present
Cara Stevenson	Executive Secretary	Present
Kevin Huynh	Outgoing Finance Officer	Present
Bhawani Jain	Finance Officer	Present
Marianna Pozdirca	Outgoing VP Communications	Present
Ryan Chan	VP Communications	Present
Melanie King	VP Education	Present
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present
Alissa Kong	IPSF Liaison	Present

Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	Present
Abby Krupski	CSHP Student Liaison	<i>Absent</i>
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	<i>Absent</i>
Hannah Bouvier	Saskatchewan Junior Representative	Present
Meagan Wenzel	Saskatchewan Senior Representative	Present
Allison Lage	Manitoba Junior Representative	Present
Kezra Gerbrandt	Manitoba Senior Representative	Present
Cassandra Van Drunen	Waterloo Junior Representative	Present
Stephanie Lo	Waterloo Senior Representative	Present
Meriam Salih	Toronto Junior Representative	Present
Ayman Lakhani	Toronto Senior Representative	Present
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	<i>Absent</i>
Eloïse Lemay	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	Present
Alex Wade	Dalhousie Junior Representative	<i>Absent</i>
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	<i>Absent</i>
Wooje Choi	MUN Senior Representative	Present

**Guests:** Lydia Wadie and Alyssa Matsumura (Co-Chairs, PDW 2024 Planning Committee), Caroline Fitzpatrick and Kaelyn Budden (Co-Chairs, PDW 2025 Planning Committee), Angie Le (Chair, World Congress 2024 Planning Committee)

**5. Dissolution of CAPSI National 2022-2023 Council/Formation of CAPSI National 2023-2024 Council (1 min) M. Wong**

BIRT we dissolve the CAPSI National 2022-2023 Council and form the CAPSI National 2023-2024 Council, including all members listed in the June Meetings CAPSI National Council Meeting Attendance.

M. Wong / C. Vaccaro

**Motion carried.**

**6. Acceptance of Previous Minutes (2 min) M. Wong**

**☰ March 26 Full Council Meeting**

BIRT CAPSI National accepts the minutes from the March Full Council Teleconference on March 26th, 2023.

M. Wong / S. Lo

**Motion carried.**

**☰ March 2023 Executive Meeting**

BIRT CAPSI National accepts the minutes from the March Executive Council Teleconference on March 26th, 2023.

M. Wong / K. Gerbrandt

**Motion carried.**

**☰ April 2023 By-Elections Meeting**

BIRT CAPSI National accepts the minutes from the April By-Elections Teleconference on April 30th, 2023.

M. Wong / M. King

**Motion carried.**

**7. 3 Stars of CAPSI (3 min) M. Wong**

1. Emma Fedusiak (Webmaster) - very quick to post, look into things, and get to the bottom of issues. Attending meetings in the capacity of Outgoing Sask Sr. Joined working group re: AMS.
2. Ryan Chan (VP Communications) - challenging role to take on, tricky to transition with so many sponsors to take care of. Ryan has been great at reaching out to sponsors, renewing contracts, dealing with follow-ups/meetings.
3. Cara Stevenson (Executive Secretary) - on top of things since the start. Read OM prior to applying, done things without reminders which would otherwise be forgotten.

**8. President's Address (3 min) M. Wong**

M. Wong recited the mission, vision and values of CAPSI. M. Wong emphasizes the importance of taking care of yourself and taking time off if need be. Please let M. Wong know if you need to take some time to step away as it is important we cover the workload of all positions throughout the year.

**9. CAPSI Communication Expectations (2 min) M. Wong**

Background: Please use CAPSI emails and Slack to communicate regarding CAPSI matters - it helps us maintain a record for future councils. In terms of responsiveness: I expect folks to message/send a short email giving a realistic timeline for when they'll respond if it will be more than 2 business days for emails (especially those related to sponsors, external stakeholders, or PDW). The reason for this is we've had relationships and sponsorships break down due to infrequent, delayed communication on our end in the past.

**10. Review of Robert's Rules (10 min) M. Wong**

 Roberts Rules of Order 2023

[Robert's Rules Cheat Sheet](#)

**11. Position Updates/Agenda Items (2 min) C. Stevenson**

Background: Position updates are important to maintain transparency and accountability to our membership. Please do your best to submit position updates by the assigned deadline. Life does get busy sometimes, so if you are unable to submit it by the deadline, please reach out to me and let me know when you'll be able to send it to me! This will help me figure out when I can schedule time for myself to compile the agenda. As well, please remember to include a brief background, as well as an estimated time to allot for agenda items submitted throughout the year.

**12. Year End 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

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[See Annex](#)

Université de Montréal

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[See Annex](#)

Université Laval

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[See Annex](#)

Dalhousie University

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[See Annex](#)

Memorial University of Newfoundland and Labrador

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[See Annex](#)

### **13. Executive Reports**

President

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[See Annex](#)

President-Elect

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[See Annex](#)

Past President

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[See Annex](#)

Executive Secretary

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[See Annex](#)

Finance Officer

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[See Annex](#)

Outgoing Finance Officer

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[See Annex](#)

VP Communications

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[See Annex](#)

Outgoing VP Communications

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[See Annex](#)

VP Education

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[See Annex](#)

VP Professional Affairs

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[See Annex](#)

Student Exchange Officer

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[See Annex](#)

IPSF Liaison

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[See Annex](#)

Webmaster

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[See Annex](#)

CAPSIL Editor

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[See Annex](#)

CSHP Liaison


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[See Annex](#)

**14. Approval of the proposed OM amendments (3 min)**

**M. Wong**

Background: The OM has several areas that require updating in order to reflect how CAPSI currently operates and to reflect the addition of UOttawa as a new pharmacy school under CAPSI. The proposed changes will be distributed prior to the start of our meetings for everyone to view.

 Working Document OM

**BIRT CAPSI National accepts the proposed OM amendments as laid out in the above document.**

**M. Wong / S. Lo**

**Motion carried.**

*K. Huynh and M. Pozdirca enter the room at 9:07 am CDT.*

N. Barkhouse points out that the student wellness committee is not currently included within the Operating Manual, as it is classified as an ad-hoc committee, and asks if this will be transitioned to remove the ad-hoc status.

**BIRT CAPSI National refers the discussion on the ad-hoc Student Wellness committee to the Constitution Review Committee.**

**M. Wong / C. Stevenson**

**Motion carried.**

**15. CAPSI Email and Slack Channel Housekeeping (2 min)**

**E. Fedusiak**

Background: Please do not change your CAPSI email name to your name. In regards to the Slack channels please do not sign up with your personal university email - sign up with @capsi email; this helps with passing down Slack accounts to future councilors. For anyone who is a committee leader of each channel, please provide me with a list of your current committee members by the end of June and I will remove anyone who is not on the list.

**16. Social Media Posts (5 min)**

**E. Fedusiak**

Background: If there are any events or graphics you'd like posted on the CAPSI National IG, FB, Twitter, or LinkedIn page please sign up on the calendar. There is a section for you to link your graphic and type in the photo description. As well, if you tag CAPSI National on IG, I will share it as soon as I see it. Please share posts either on stories or repost if your local IG is tagged in it.

[Social Media Posting Sign Up](#)

**17. CAPSI Website Update (2 min)**

**E. Fedusiak**

Background: I will be updating the councilors page and the local chapters page in late June, all council members please fill out the survey **by June 23rd**. If you have any suggestions about changes you would like to see on the website please let me know by filling out this optional form.

[Form for Website Bios](#)



## [Website Suggestions](#)

### **18. Translations for Website/Social Media (5 min)**

**E. Fedusiak**

Background: Updating the French version of the website has been a task on the Webmaster's list for years that has never been successfully completed. Similarly there has been a backup in social media posts due to waiting for translations. Please discuss if it's necessary to have translations on everything and if the French version of the website is still needed. We have a limited translation team that we don't want to overwhelm and burn out.

F. Hadji speaks on behalf of UdeM, reporting that Florence wanted to say that she would be open to helping with website translations. It is very important for French students to have the CAPSI website to represent them in French. F. Hadji asks for opinions regarding the potential of getting a professional translator for official CAPSI document translations.

C. Vaccaro mentions that the 2022-2023 Translation committee consisted of only 5 members. CAPSI would need help from the representatives of French-speaking schools in finding a translator who would do it well. C. Vaccaro states that we would love to see the Bereavement statement done in both languages, but just require assistance in selecting an appropriate translator.

J. Kamal agrees with F. Hadji. This could be an idea CAPSI could explore further. CAPSI would not need a translator for everything, but should ensure our translations are done professionally. As students, the Translation committee is not always able to translate perfectly, and it may be more appropriate to use a professional. J. Kamal suggests looking into costs for translators and determining how this would fit into the CAPSI budget.

M. Wong clarifies that this would be more for official documents, not for things such as the website or social media posts.

F. Hadji agrees that students can try to translate the website, and then review it, but it is a big job.

M. Wong questions the accuracy of the current translation of the website, as CAPSI does have a French website that has not been updated in years.

C. Vaccaro wonders if there is a way to hide the French website from public access until it is ready. The French website is 3 years old, and is quite out of date. It may be prudent to flag the most important items to be translated in order to bring the website back to life.

K. Huynh states there is some room in the budget, and asks that once pricing and people have been identified, to send the matter along to the Finance committee for review.

M. Pozdirca seeks clarification on the definition of “official” CAPSI documents, and whether this would include the operating manual and bylaws, or just CAPSI statements.

J. Kamal answers that professional translation would be most appropriate for CAPSI statements or for items sent out to the Deans of Canadian pharmacy schools.

F. Hadji adds that professional translation would also include election materials.

M. Wong states CAPSI may need to contact a few people to determine an approximate price range, and whether rates would be per document or per page. Where the role of the translator would be for official documents, she inquires if the Translation committee would primarily be used for social media translation.

F. Hadji says the Translation committee would primarily deal with short items that can be done easily.

J. Kamal questions whether all materials related to the competitions would still be translated, as was done in the 2022-2023 council year.

M. Wong asks if competitions, social media, and the CAPSIL would be a feasible workload for the Translation committee moving forward.

J. Kamal mentions that this would be doable, but previously the deadlines for translations related to the CAPSIL were close to final exams, which made it difficult to keep up. It may be feasible especially where UOttawa is being added this fall as a new French pharmacy school.

M. King states that as it relates to competitions, the Medisca compounding competition is translated by the company, and translation is their responsibility.

M. Wong says that for our CAPSIL, authors are asked to attempt to translate their submissions themselves. Moving forward, more emphasis should be placed on this, while the Translation committee should primarily focus on CAPSI’s own translations. Reassessment of this discussion may occur with the possibility that the addition of UOttawa may grow the Translation committee membership. If prices can be negotiated for professional translation, the workload will be more doable for the committee.

C. Vaccaro adds that for election materials, there is quite a bit of material to translate in a short period of time. With the breakout sessions occurring tomorrow, the Translation committee will have an opportunity to discuss which items would have value in being translated, as the amount of volume with a mere week or two of turnaround is a significant undertaking.

**BIRT CAPSI National refers the above item to the Translation committee for further discussion.**

M. Wong / C. Stevenson  
**Motion carried.**

**19. Discount for Slack/Issuu (5 min)**

**E. Fedusiak**

Background: We are on free versions for these two accounts and I have been inquiring into non-profit discounts. Issuu is starting to charge us to publish the CAPSIL. Do we need to continue with their service?

E. Fedusiak informs that CAPSI currently has 172 accounts on Slack, with 108 being considered active. Slack has offered an 85% discount for subscription, and the Pro version costs \$7.25 USD per month per active user, which would run approximately \$114 each month using the current numbers.

M. Wong inquires if with a Pro subscription, previous messages would return to the accounts. Originally, the accounts had saved all messages, but with the change to the free payment model, accounts only allow review of messages within the prior 3 month period. This introduces difficulty even within a current term, which is why CAPSI would benefit from a switch to a Pro account.

M. Pozdirca suggests the potential to use QID, a free service CAPSI has access to which is similar to Facebook. M. Pozdirca expresses concern that larger committees with larger membership would increase the monthly cost, where pricing relies on the number of users. This is particularly worrying considering existing access to another platform that could be used. M. Pozdirca suggests that CAPSI connects with QID to assess its usability, as QID keeps all previous history, with no content expiring.

E. Fedusiak states that issues in prior discussions of QID were surrounding the lack of a mobile application, and inquires if any other concerns exist. It may be an option to use Slack only for the main council, and use more casual groups for subcommittee discussions.

K. Huynh wonders how Slack defines an active user.

E. Fedusiak references the account list downloaded from Slack, mentioning that some folks have two accounts, one CAPSI, one personal. Some overlap could be gotten rid of here. Slack is changing their definition of active user to include accounts that have used the app within the previous 28 days.

C. Vaccaro suggests discussing this issue during committee meetings tomorrow. Other options may include Google chat, or another platform linked to the CAPSI google accounts.

M. Pozdirca informs that QID does have the ability to create private or public channels.

C. Vaccaro questions whether CAPSI should wait for QID, or purchase Slack now, as discussion of considered purchasing should occur prior to August. C. Vaccaro suggests purchasing the Slack Pro subscription until August 2023, at which time the expense would be re-assessed. If old accounts from years ago are purged from Slack, there may not be a large number of members contributing to the cost.

E. Fedusiak adds that when billed monthly, the cost for the Pro subscription is increased to \$8.75 USD per person per month.

S. Lo wonders if Discord has been a platform considered, as it is free, is very user-friendly, and has an app. However, the platform is not encrypted. If CAPSI was worried about encryption, or wanted to retain the history from Slack, it may be best to go another route.

C. Vaccaro states that 4 years of CAPSI data are stored on Slack, which would be lost if the council switches to an alternative platform.

M. Pozdirca inquires as to what data from the previous 4 years we would need to recuperate. There is the possibility to subscribe for one month, save all of the history, and then cancel the subscription.

C. Vaccaro informs that the data consists of old conversations amongst presidents, which is quite relevant for the President role. Discussions within subcommittees would also be among the data stored in Slack.

A. Lakhani states that some UofT groups use Discord as their primary communication platform. Similar to Slack, different roles can be defined and assigned different permissions, while multiple channels can be created. However, Discord does impose a restriction on the size of documents shared through the platform.

W. Choi wonders if getting Zoom chat would be a potential solution.

M. Pozdirca answers that only CAPSI account currently on Zoom is that of the President. In order to use this, multiple accounts would need to be created.

E. Fedusiak moves the discussion to Issuu, the publishing site for the CAPSIL, which will also begin to charge for its services. She questions whether it would be worth continuing with Issuu moving forward, but another platform for the CAPSIL may need to be found.

M. Pozdirca inquires if the Issuu is that CAPSI can only have 5 documents posted to Issuu at the time.

E. Fedusiak clarifies that this is a total of 5 documents, not even 5 per year.

M. Pozdirca raises the question if the CAPSIL could be published on the CAPSI National website instead, as Issuu is only used to store the documents, not to create the publication.

C. Vaccaro informs that Issuu allows for storage of very large documents within their library, which often are unable to be published otherwise. C. Vaccaro references The Apothecary from U of M, which required publication on Issuu due to the large file size.

J. Ly states that the AI, the 2022-2023 CAPSIL Editor, had used multiple platforms in creating the CAPSIL, but that her primary resource is Canva. If the later discussion determines we would send the CAPSIL to members as a mass email, Issuu would not be needed, and we can just store the link to the Canva file.

C. Vaccaro inquires if the existing Adobe Pro subscription could be cancelled if Canva will be the primary platform used.

M. Wong refers the discussion to a later point, during the discussion of a potential Mailchimp subscription. Going back to Slack, M. Wong says if we can determine how many users exist on Slack by tomorrow prior to the Finance presentation, a motion to retain the subscription for the remainder of the summer could be made. M. Wong agrees that Issuu is not required.

K. Huynh shares that in terms of Slack discussions, it is important to consider how many people actually use it, as many individuals don't check it often, however we do need a platform we can connect to the CAPSI emails to be able to reference in the future.

C. Vaccaro states that if the Pro subscription is purchased, moving forward discussions regarding CAPSI should occur on Slack and Gmail.

K. Gerbrandt questions why QID is not a primary consideration for communication platforms.

M. Pozdirca replies that all CAPSI accounts have QID accounts set up, they just need to be claimed. It may be possible to review the platform this evening and reconvene tomorrow. The concern is that QID does not have an app, so all notifications are sent to the associated email, which is less convenient compared to Slack.

M. King wonders if QID requires separate accounts for separate channels, and if personal accounts could be used.

M. Wong answers that QID accounts would be associated with the CAPSI email address for ongoing retention with the organization, not with a personal account.

## **20. Quadripartite Working Group on Youth Engagement for Antimicrobial Resistance**

(2 min)

E. Fedusiak

**Background:** The Quadripartite is setting up the Working Group on Youth Engagement for AMR as a dynamic group of organizations, serving youth and/or representing youth themselves, in order to amplify the voices and experiences of young people, and to harness and expand their expertise, energy and ideas to address AMR. I put in an application for myself/CAPSI to partner with this group. I have provided a [link to the details](#) if interested - but no action is needed from the council at this time.

E. Fedusiak specifies that “youth” is defined as those under the age of 28, and that this relationship, if it happens, would exist as a partnership.

**21. Local CAPSI Council Structures (5 min)**

C. Stevenson

**Background:** Locals, please fill out the following table regarding the structure of your school’s CAPSI council. Some schools have smaller councils than others, which is important to take into consideration when comparing applicants from different schools during elections.

School	Local Council Structure (Position Names and Number of People for Each)
UBC	
UofA	Senior Rep (sits on APSA Executive Council) Junior Rep (sits on APSA General Council) CAPSI/IPSF Committee members
UofS	Senior Rep Junior Rep Secretary Finance Officer Public Relation Officer Promotion Coordinator Fundraising Officer IPSF Sr IPSF Jr Fourth Year Rep First Year Rep x2
UofM	Senior Rep Junior Rep Secretary Finance Officer (UMPhSA FO) CAPSI Marketing CAPSIL editor IPSF Jr

	IPSF Sr Support Manager First year Class Rep Second year Class Rep Third year Class Rep Fourth year Class Rep Sports Rep (non-voting) Social Convenor (non-voting) Pres-elect UMPPhSA rep Pres (UMPhSA rep) *1 person for each position*
<b>UofT</b>	CAPSI Senior Representative CAPSI Junior Representative IPSF Senior Representative IPSF Junior Representative 3rd Year CAPSI Representatives (2) 2nd Year CAPSI Representatives (2) 1st Year CAPSI Representatives (2)
<b>Waterloo</b>	Senior Rep (1) Junior Rep (1) Secretary (1) Finance Officer (1) Communications (2) IPSF - Sr, Jr (2 total) Competitions - Sr, Jr (2 total) Education and Outreach - Sr, Co-Junior (3 total) Social - Sr, Co-Junior (3 total) First Year Rep (1) PAM Chairs (2)
<b>UdeM</b>	Sr rep (1) Jr rep (1) Secretary (TBD (1) / 1st year reserved) IPSF rep (1)
<b>Laval</b>	Senior Rep (Sits on Student Executive Council) Junior Rep 1st Year Rep (IPSF Senior and Junior)
<b>Dal</b>	Senior Rep (1) Junior Rep (1) First Year Representative (1)

	Second Year Representative (1) Third Year Representative (1) Fourth Year Representative (1) IPSF Senior (1) IPSF Junior (1)
<b>MUN</b>	Senior Rep (1) Junior Rep (1) CAPSI Advisor (1 - It's the past Sr Rep that holds this role; Mel this year) First Year Liaison (1) Social Media Rep (1) Career Fair Rep (1) Finance Officer (1) ISPF Sr (1) ISPF Jr (1)

Detailed end-of-year structure queries for 2022-2023: [CAPSI Local Structure Scan](#)

C. Vaccaro - I have included the document in here, and it's not something that needs to be done right away, but I would suggest you go and fill things out at some point throughout the year. Would be nice to have the context moving forward in the future. You can also consult prior council/CAPSI grandparents for other information.

**22. PDW 2024 Update (15 min)**

**L. Wadie/A. Matsumura**

**10:00 am CDT**

Background: Set to be hosted by U of T in Toronto, Ontario.

**June Update**

M. Wong inquires as to how the registration pricing was obtained.

L. Wadie answers that this price is based on the cost of the rooms and meals, and that the room cost is \$190 per person.

M. Wong reminds that last year, it was \$400 per person, so \$500 for registration seems quite high. M. Wong suggests the PDW Planning Committee rework their budget with the goal of decreasing registration to \$450, with rooms and meals included.

L. Wadie states that the goal is to have the prices closer to \$450.

C. Vaccaro echoes M. Wong's suggestion and mentions that the extra \$50 per delegate is a lot of money, and the gap can likely be met through sponsorship.



M. Wong says the cost of the day pass could be increased to \$300, as last year in Saskatoon the day pass was \$250 per person, compared to the regular registration fee of \$400. The goal is to encourage students to participate in the full conference, as opposed to the day pass alone. M. Wong questions if there are talks occurring with any other groups for sponsorship, and if any contracts have been sent out.

L. Wadie affirms that there have been discussions with potential sponsors. Some have been open to participating in the health fair, and preferred not to sponsor.

M. Wong asks what the cost is for the keynote and motivational speakers.

L. Wadies answers that the speakers have requested approximately \$8000 each.

C. Vaccaro inquires if the sponsors were contacted directly or through a third party. There may be the potential for other phenomenal speakers at a lower price. C. Vaccaro refers to PDW 2023, where there were some flashy speakers, who cost a lot of money. She advises that there are many incredible pharmacies who would be willing to do a talk for significantly less money, potentially even for free. Some of these individuals are happy to be able to reminisce at PDW. C. Vaccaro mentions that an example would be Jaris Swidrovich, whose speaking fee is more reasonable, and who is an incredible speaker.

B. Jain asks if there is a running budget document with updates regarding costs and speaker fees that can be shared with the Finance Officers, who would be willing to look over it as well.

K. Huynh wonders if attendees will need to use the subway a lot to move between different locations, since transportation would be required.

L. Wadie advises that most events will be taking place at the hotel, but that for events such as the scavenger hunt, more detailed instructions regarding the subway systems can be provided.

R. Chan notes the \$70,000 to be received from sponsorship, and inquires if this is per sponsor, or in total.

L. Wadie clarifies that \$20,000 is being provided by Rexall, with Shopper's/Loblaws contributing \$50,000.

R. Chan asks what the sponsorship goal would be now, with a decrease to a \$450 registration fee.

L. Wadie informs that the initial goal of \$250,000 was an overestimate, and that they will likely have a similar goal moving forward.

C. Vaccaro wonders whether the use of after hours lounges would incur a fee.

L. Wadie specifies that this cost is included in the existing hotel expenses.

E. Fedusiak notes that the committee will need to connect with the local representatives to organize a presentation during orientation week, which would need to be done around the end of August. E. Fedusiak wonders if there is a plan in place to connect with locals.

L. Wadie thanks E. Fedusiak for the information, and affirms that this can be done.

M. Pozdirca asks what spreadsheet is being referenced for the sponsorship list, as the link in the slides navigates to the sponsorship package rather than the list of sponsors itself. Would it be possible for a list to be provided for the awareness of discussions that are going on?

L. Wadie mentions that the new master document has recently been completed, and that it will be shared with VP Communications R. Chan.

Referring to PDW 2023, C. Vaccaro mentions that day passes had been released later than the full passes, and wonders if there have been any conversations regarding whether the passes will be staggered, or released simultaneously.

L. Wadie clarifies that the goal is to sell as many full passes as possible prior to releasing the day pass.

C. Vaccaro points towards the PDW turnover document for reference to the release dates from Saskatoon. C. Vaccaro suggests that the first round begins in September, then October, then November, to prevent a scramble to fill the seats from occurring in November.

**23. PDW 2025 Update (Dal) (10 min)**

**C. Fitzpatrick/K. Budden**

**10:20 am CDT**

Background: Set to be hosted by Dalhousie in Halifax, Nova Scotia.

C. Fitzpatrick advises that their update is rather small where it is still quite early. All planning committee positions have been filled, a bank account has been opened, and the full loan has been received. C. Fitzpatrick mentions that they are still largely in the brainstorming phase, but that sponsorship officers have started reviewing the prior documents and have begun working on a sponsorship package.

K. Budden mentions that an agreement has been met with a videographer, and will be finalized shortly. The promotional video will be filmed in the fall. K. Budden informs that with regards to brainstorming, the theme/logo are in the works. K. Budden will be

meeting later today with Renee from Strategic Site Selection regarding hotels for the event.

M. Wong asks what the quoted price was for the videographer.

C. Fitzpatrick states the quote was a \$150 flat rate, and \$25 per hour for filming. The videographer is a film student, so the cost was lower than expected. The budget for the event has not yet been finalized.

M. Wong says that once a hotel is signed, it will be easier to solidify the budget, as rooms and food incur the greatest expense.

C. Vaccaro inquires about an estimated number of delegates, and C. Fitzpatrick clarifies it will likely be around 200 to 300 delegates. The planning committee is encouraged by C. Vaccaro to attend PDW in Toronto to see how things are going and meet in-person to discuss.

M. Wong motions for recess at 10:31 am CDT.

M. Wong / W. Choi

Motion carried.

M. Wong calls the meeting back to order at 10:50 am CDT.

#### **24. Mailchimp Service Subscription (5 min)**

**J. Ly**

Background: we are planning to change the distribution of the CAPSIL to a mass email format which may allow for more individuals to actually read the CAPSIL and see what is happening in pharmacy schools across Canada. For this service, there is a free version of Mailchimp but there are some additional features that I think would be handy if we purchased the “essentials” package. Also looking into Moosend.

→ Mailchimp: Free for 1 month and then \$17.58/month afterwards.

J. Ly finds that Moosend appears to be the cheaper alternative, but this is dependent on how many subscribers there are. Pricing would be via the essentials package.

M. Wong informs that CAPSI membership is slightly over 4,000 members.

J. Ly states that the price for Moosend will be \$48 per month if membership is slightly under 5,000.

M. King inquires if it would be feasible to send the CAPSIL out to locals instead, who can then forward it along to their school’s membership rather than subscribing to a service.

J. Ly answers that using a service, such as Mailchimp would allow for emails to be sent from the national level, rather than adding another task for locals to complete. Using a user-friendly platform such as this would streamline communication.

M. Pozdirca says that the council needs to find a way to get the CAPSIL into inboxes, and that the decision should be made prior to the release of the Fall CAPSIL. With a subscription, CAPSI would be paying for the guarantee that the emails would reach all 4,000 members.

*C. Vaccaro left the room at 10:53 am CDT.*

*C. Vaccaro entered the room at 10:57 am CDT.*

B. Jain inquires about how the list will be updated for ongoing accuracy if new memberships are coming in throughout the year.

C. Vaccaro answers this would be done via the membership database.

M. Pozdirca clarifies that the membership database is updated twice a year, with an initial huge update in the fall, and another in January for the incoming class of Waterloo and any new members. Considering this, the mailing list would be updated following this schedule, and would not require multiple updates between these times.

R. Chan informs that M. Pozdirca had set up a 50% discount for non-profit organizations with Mailchimp.

W. Choi asks if the price per month is calculated based on dividing a one-year lump sum, or if the subscription is only paid monthly. If it is the latter, the service may not be required all year round, and there would be the potential to pause the subscription for a few months when nothing is being sent out.

E. Fedusiak wonders if multiple mailing lists are possible, or if it is limited to a single sending group, as this would be a great tool to use for PDW.

J. Ly informs that the subscription allows 2 to 5 email accounts to send emails, so it would be possible to create separate mailing lists.

**BIRT CAPSI National refers the discussed subscription approval to the Finance Committee.**

**M. Wong / C. Stevenson**

**Motion carried.**

## **25. Membership Benefits and CAPSI Partners (15 min)**

**R. Chan**

Background: Review membership benefits and future CAPSI partners for 2023-2024

School	Membership benefits you like/hate/new ones you'd like to see this year
UBC	<p>We didn't get too much interest for the new GoodLife Fitness.</p> <p>Everyone appreciates the Rx Files</p> <p><b>Textbook sales:</b> UBC curriculum doesn't really require students to have textbooks as all required references are provided during classes and exams. In the past, newly accepted first year students who didn't know about this would purchase the textbooks through us, but did not appreciate the fact that they spent a fortune on the books once they realize that they didn't need them. This past year, CSHP's details of the textbook sale were released later than usual, and this was after the first year students realized they didn't need the textbooks. As a result, we had only 2 sales total which we had to refund them in the end because it didn't meet the quota for the group order.</p>
UA	Love the RxFiles and RxVigilance
USask	The staples discount! - sask loves it :) & love ish the PEBC prep that 4th years love / no hate from sask / maybe like food discounts or something like that which I feel like many students would appreciate
UofM	I don't think that people used goodlife much. Rxfiles, staples were great.
Waterloo	<p>Most used: RxFiles, Textbook sale Agro Health iMCQ (one person)</p> <ul style="list-style-type: none"> <li>- Most people</li> </ul> <p>A few used the Goodlife membership but the CAPSI</p>
UofT	<p>Most Popular:</p> <ul style="list-style-type: none"> <li>- RxFiles, textbook sales</li> <li>- I've heard students promote the CAPSI discount for Sanford Guide and highly recommend Pyrls to their classmates</li> </ul> <p>Some interest in:</p> <ul style="list-style-type: none"> <li>- PEBC prep</li> <li>- People tend to attend the RxVigilance Demo but don't follow through with activating their free trials</li> </ul> <p>Less Popular:</p> <ul style="list-style-type: none"> <li>- Goodlife (we get a larger discount through OPA)</li> <li>- Staples (CAPSI UofT has tried to use the Staples discount but I don't think the general student body is familiar with it)</li> </ul>
UdeM	<p>Most used: RxFiles, UpToDate, Sanford</p> <p>Gym discount not used since it's not available in Quebec</p>
Laval	I have asked/can ask again if someone would like a discount... Our students

	<p>already have free access to many databases/other sources (Uptodate, Lexicomp, Micromedex, Natural Medicines, RxVigilance, Sanford Guide, Briggs, CPS, PubMed, ...) through the faculty online library. RxFiles and Pyrls aren't well known, I could bring it up.</p> <p>Since Goodlife Fitness is accessible, it would be interesting to have a gym discount that's available in Quebec (Goodlife isn't), as we have a lot of athletic students.</p>
Dal	<p>Dal members love/use the UpToDate, Pyrls, &amp; RxFiles discounts the most from what I have gathered! Goodlife doesn't appear to be used much. Certain PEBC preparation resources have been used in the past (PharmaAchieve specifically).</p>
MUN	<p>For MUN, we don't use Goodlife as much since we get a larger DC via our association PANL(which is a mandatory membership for MUN students). Stanford guide was great, I (Mel) and other MUN students said they found it helpful.</p>

## 26. PharmAchieve (15 min)

R. Chan

Background: CAPSI, in partnership with PharmAchieve is facilitating a significant discount for the class of 2024 Canadian graduates of PharmD and BScPhm programs.

[PharmAchieve-CAPSI Event Guide \(Class of 2024\)](#)

S. Lo asks if this PharmAchieve discount differs from that which is already offered to students.

M. Pozdirca clarifies that the discount is technically not exclusive to CAPSI. Although it is facilitated by CAPSI, any pharmacy student can access, regardless of membership status.

M. Pozdirca also mentions that Waterloo has a tired discount system to look out for.

## 27. CAPSI Partnership Prospectus (15 min)

R. Chan

Background: Review of information provided to prospective partners of CAPSI.

[CAPSI Partnership Prospectus 2023-2024](#)

R. Chan stipulates that the document will be updated with headshots once they are completed.

M. Wong asks if a limit should be set on the amount of times a partner can post with CAPSI or on how often they post.

M. Pozdirca refers to the fine print that partners will review, which caps partner posts and reposts to three times per year.

E. Fedusiak mentions that it would be great for the Webmaster to have access to a list of who is entitled to what, and the process can then be streamlined.

M. Pozdirca mentions that the sponsor follow-up sheet has the name of the contact, their contact information, and what they are entitled to as partners. She clarifies that this does not include a la carte, which are one offs and has not become a contract.

R. Chan asks about the page sizes within the CAPSIL, to which J. Ly replies they are letter size, 8.5" x 11".

M. Pozdirca inquires if it is still appropriate to continue with platinum sponsors, lunch and learns, and webinars, as these are parts of sponsorships that are not just the responsibility of the VP Communications, but of local representatives as well. Other options have been discussed, for example allotting time during council meetings rather than hosting a national webinar. M. Pozdirca stresses the importance of defining the benefits as it is difficult to communicate to sponsors multiple times throughout the year that their benefits have changed.

W. Choi mentions that in terms of webinars, incentivization would increase student attendance, as pharmacy students are busy and unlikely to attend if there are no incentives to encourage their participation.

M. Pozdirca says this can be changed, for example, platinum sponsors could get time with CAPSI National, or for the \$25,000+ level webinars could be offered. No one is past this level at this point.

S. Lo informs that lunch and learns at Waterloo are restricted to non-advertisement talks, and that slides must receive approval by faculty beforehand. For advertisement talks, they may be approved if held online, and not on school grounds. Offering incentives such as providing food has successfully raised attendance in the past, for example.

B. Jain states that with the different requirements between different pharmacy schools, providing these talks to one school but not another limits the exposure students have to these events.

M. Wong mentions with online webinars, capacity is often maxed out at 50 people, and participation is better in person as food is often provided.

M. Salih points out that at UofT, lunch and learns are typically always attended by the same group of students, as many aren't aware of how these may benefit them.

M. Wong refers to lunch-and-learns at Manitoba, saying that advertisements of lunch and learns included nothing aside from who is presenting and people would come for the food. Emphasizing the true value to students will be important.

W. Choi adds that companies can look into providing coupons for DoorDash or UberEats for their virtual webinars, which would likely incentivize people to attend.

C. Vaccaro suggests this is a good conversation for local representatives to discuss tomorrow at their meeting, where they can go through the sponsorship package and determine what works at their school. There may be a way to balance the load, where only some schools get certain talks.

School	Policies around Lunch and Learns (can you host them? What requirements does faculty have for sponsored content?)
UBC	
UofA	
USask	We can host them and have no rules regarding sponsored content but there is limited spaces on campus that allow us to host them (ie. we can't use classrooms due to food rules and have only been able to book certain rooms which have capacity limits)
UofM	We can host them but we have a new policy "Interactions with Health-Related Industries". We are not allowed to receive food/gifts, lunches must be monitored by faculty member, must formally disclose all relationships with industry.
Waterloo	Lunch and learns are restricted to only non-advertisement talks, the slides have to be approved beforehand by faculty. If it is a for-profit discussion, it can approved if its online (not on School Grounds) and people will be more likely to come if they provide food - DoorDash/Uber Eats card sounds great (if we can confirm they will attend). Immunize.io was approved!
UofT	Lunch and learns hosted by for-profit companies are not organized by CAPSI's local council. For-profit companies have to get in touch with our Faculty Sr Development Officer, Candice Hamel ( <a href="mailto:candice.hamel@utoronto.ca">candice.hamel@utoronto.ca</a> ) for approval to host a lunch and learn at our school. Once they receive faculty approval, faculty will loop in our External Affairs Directors (2 students, a Senior and Junior that sit on our local pharmacy school council) to organize logistics. Non-profits can get in touch with us (CAPSI UofT) directly to coordinate lunch and learns.
UdeM	We have a lot of lunch and learns during the year, we can host and have no limitations (demands go through the VP professional affairs)
Laval	<i>Will look it up</i>



Dal	Able to host lunch-and-learns; no restrictions for who is able to come in to do a Lunch and Learn, but sometimes is difficult to host without support from the speaker to provide food, as well as needing a sufficient amount of time to book a room.
MUN	No restrictions on L&Ls. Would need at least 1 month heads up to book a room to host the event as the better rooms get booked up faster.

## 28. CU Advertising campaign 2023-2024 (15 min)

R. Chan

Background: Discussion of the newsletter, ad space, and the contract agreement extension discussion occurring in October-November 2023.

R. Chan says that after the first newsletter is done, there would be a good opportunity for discussion of contract extension.

M. Pozdirca mentions they are looking to see how many ads they get and how logistically feasible these things are, for example, putting them in the CAPSIL, and whether this would be easy to work with.

## 29. OTC Competition (15 min)

M. King

Background: With the expansion of minor ailment prescribing across the country I was wondering everybody's thoughts on making the OTC competition so it could be an OTC counsel or minor ailments prescribing? I compiled this list of minor ailments prescribing across the provinces and recognize it is variable which is a challenge. If I was to incorporate minor ailments, I would make it clear it would be from minor ailments common across all provinces and would provide a list of possibilities.

[Minor Ailments by Province](#)

A. Lakhani likes the idea, but inquires if this will complicate judging. Based on the different scopes that exist between provinces for the same ailment, there may be differences in scoring even if the rubrics are the same based on the scope of each province, regardless of the answer keys.

M. Wenzel echoes, and mentions that each province has a different assessment record to go through, and as a student, it is not yet within scope. Because of this, some students may not be comfortable with it as it is something that is not necessarily covered in school as much. It may not be feasible to work around all of the differing setups.

B. Jain refers to the reason the competition and assessment is done, as it is primarily to develop counselling skills and to practice patient communication. B. Jain suggests it may be more feasible to make a separate competition, potentially where a presentation is prepared to be judged.

M. King brings up the issue this may pose in finding sponsorship, and mentions the low participation in competitions.

J. Kamal says that the OTC competition gives first-year students the opportunity to participate in competitions early in their education. Adding minor ailments may limit competition accessibility further.

C. Vaccaro is interested to see where each school has scheduled this within their curriculum, as it has recently been added across the country.

M. King agrees that in the future when things are more unified, this may be more feasible, and the idea will be added to the transition report for future VP Education's to consider.

**30. Medisca Compounding Kits (5 min)**

**M. King**

Background: Medisca requires all schools to submit how many compounding kits they will need. Locals, as you are probably unsure now how many teams will participate, please make an estimate based off of previous years and confirm the mailing address for your school. I want to send Medisca this information early to prevent issues with receiving materials like last year.

[2023 Compounding Kits](#)

**31. CAPSI Symposia Topics (10 min)**

**M. King/N. Barkhouse**

Background: Nolan and I have compiled a list of 10 symposia topics. Locals, please select your top two choices (one vote per school). I will keep the poll open for 24 hours in case any locals are not present, so they have time to discuss with their fellow junior or senior. If there is a tie I will send a follow up poll via email.

[Symposia Topics](#)

[Voting Form](#)

**32. PAM Interprofessional Panel Case Discussion (10 min)**

**N. Barkhouse**

Background: Each year, we choose a topic to be incorporated into a patient case that is used during Pharmacy Appreciation Month in March. This patient case is developed to guide a fruitful discussion between different healthcare professionals of each local school's choosing to host an interprofessional event where each member can contribute with regards to what their profession's role would be for this patient case. Some members that have been involved in past cases included pharmacists, physicians, occupational therapists, physiotherapists, social workers, nurses, dieticians, and many more (get creative with who you ask!). It is ideal to have a topic where students will be engaged with the subject matter, and where the healthcare professionals will be able to share differing insights or opinions on how to approach the patient case. The past two years, the topics for these have been heart failure (2021) and bipolar disorder (2022). This year the topics to choose from are:

- (1) Irritable bowel syndrome—considerations for IBS-C, IBS-D, and IBS-M diagnoses, prioritization of nonpharmacological interventions where applicable, and drug therapy decisions based on patient presentations.
- (2) Cardiac arrhythmias—when do we choose rate versus rhythm control? Does this change depending on the patient presentation (how long have they been symptomatic? At what level of frailty would we consider avoiding rhythm control?)
- (3) Insomnia—how can we manage insomnia in an effective way that prioritizes CBTi over long-term Z-hypnotic or benzodiazepine use? What types of conversations should we be having during an OTC melatonin consultation? When should there be an intervention for a patient who is already established on long-term therapies?

\*Note that not all of these considerations are guaranteed to show up in the future case, but are things to consider when choosing a topic that will prompt discussion.

N. Barkhouse asks local representatives to send their preference for the topic they would be most interested in hosting at their school.

### **33. Student Loan Discussion & MP Conversation for Interested Students (5 min)**

**N. Barkhouse**

Background: Since last year, we have been trying to include pharmacists in the professions that are accommodated in student loan forgiveness (alongside nurses and physicians) for those willing to move to rural communities to practice. At that time, we reached out to Members of Parliament (MPs) in university ridings, and some of which we were fortunate enough to meet with last year. However, with the most recent budget that was released by the current government, this was not included. We have since sent out a letter in collaboration with CPhA regarding this, but we are also interested in engaging pharmacy students in hopes that they will reach out to other MPs, such as the MPs of their hometowns, to make our voices heard across the country. Currently, we think it would be of benefit to collect information from interested students to allow them to reach out to their MP of interest. This Excel form can be sent out to current students, the necessary contact information will be gathered by Adam from CPhA, and I will collaborate with these students moving forward.

[Student Loan Forgiveness Collaboration Interest Form](#)

### **34. IPPC Statement & School-Specific Information Gathering (5 min)**

**N. Barkhouse**

Background: We are currently finalizing a statement that Lynn started with The Indigenous Pharmacy Professionals of Canada (IPPC) surrounding allowance for students to have time off of placement to engage with associations like IPPC. The idea for this would be to have time off of placements that does not require make-up hours where these students could engage in advocacy activities. The table for the school-specific information from their placement manuals is largely complete (but if the information for your school is blank, please fill it in), but I was hoping that we could have the opportunity to review the information there and ensure it is current/correct.

**Table 1. Overview of policies allotting time for professional development activities for pharmacy students on experiential education**

<p><b><u>University of British Columbia</u></b></p>	<p>“A student receiving an award or in a leadership position may request time away from practicum to attend a professional conference. The student must formally make a request for this absence with the practice educator and course coordinator <u>in advance</u> of the practicum and the event itself. The student is required to make up the missed time and must be flexible to completing their practicum during a different month and/or at a different practice site.”</p>
<p><b><u>University of Alberta</u></b></p>	<p>“The Faculty supports student participation in professional development activities such as conferences, PDW and career fair, if feasible with the placement schedule, preceptor approval, and the time away from the placement is reasonable. Absences for professional development activities must be approved in advance of the activity by the preceptor and logged within CORE ELMS. The preceptor may deny a request for professional development should the standard of care to patients or practice site be negatively affected by the absence of the student or it’s anticipated that the time missed will impact the student’s ability to complete the placement successfully.”</p>
<p><b>University of Saskatchewan</b></p>	<p>“If an absence is feasible within the placement schedule, and if the preceptor approves and is agreeable and the time away from the placement is reasonable (does not exceed one day per placement), the student may be granted absence from the rotation for attendance at College-endorsed activities. For examples:</p> <ul style="list-style-type: none"> <li>- Professional Development Week (PDW) <ul style="list-style-type: none"> <li>- Arrangements to be absent for PDW must be made with the preceptor at the beginning of the rotation and agreed to by both the student and the preceptor. The College will NOT reschedule academic activities so that students can be away all week. There should be no pre-conference events.</li> </ul> </li> <li>- Educational courses, conference, or workshops related to pharmacy: <ul style="list-style-type: none"> <li>- Where it is felt that attending the course will be beneficial to the student, and relevant to the current rotation and the clinical work, the student may be permitted to attend an educational course.</li> <li>- The time off should not be disruptive to patient care.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Instructors may elect to take students to workshops, etc. if directly beneficial to the student's clinical experience</li> <li>- Requests for time off outside of the above will be reviewed on a case-by-case basis."</li> </ul>
University of Manitoba	<p>APPE students are allowed 2 days off for professional development/conference over the course of the entire APPE year that do not need to be made up. IPPE students are required to make up all time missed during their rotations for professional development reasons. Time off must be approved by the Experiential Program Coordinator. Students may be asked to submit a reflection or conduct a presentation describing how their activities met course objectives. In addition, students are permitted one "reflective day" per APPE rotation, which may be potentially rescheduled with mutual agreement of the preceptor, student, and Office of Experiential Education.</p>
University of Waterloo	<p>Faculty allows 2 days off for professional development activities, the hours of which do not have to be made up. It is unclear whether these hours can be split into smaller portions of time over several</p>
<u>University of Toronto</u>	<p>The Faculty recognizes the value of student participation in professional conferences (e.g. PDW, PPC, CPhA, OPA) however, APPE rotations are a mandatory academic requirement. Careful consideration must be given to allowing student absences from the rotation.</p> <ul style="list-style-type: none"> <li>- Each APPE student may be approved to have a maximum of 2 days during the APPE year as conference time for which they do not need to make-up. The preceptor must be in agreement with the missed days and students should be progressing successfully in rotations.</li> <li>- If the preceptor agrees to student attending conference days but requires the student to make-up some or all of the missed days, then a specific plan on how this will occur must be in place.</li> <li>- Conference Requests are submitted to OEE and approved or denied.</li> </ul> <p>The absence policy for EPE-1 and 2 does not reference time off for professional development. The general rule is that you can miss one day of EPE without a petition, but any additional days have to be petitioned and are assessed on a case-by-case basis.</p>
Université de Montréal	<p>i have to check with the school's precise policy</p>

<p><b>Université Laval</b></p>	<p>No clear statement in the faculty’s rotations policies &amp; procedures. It appears to be a case by case scenario, as for any type of absence.</p>
<p><b><u>Dalhousie University</u></b></p>	<p>Excused absences of greater than two days per rotation or a combination of excused absences and professional leave greater than two days per rotation must be made up. Professional leave must be requested in advance of a placement by both the preceptor and PEP coordinator.</p>
<p><b><u>Memorial University of Newfoundland</u></b></p>	<p>This is from our handbook for PPE and APPE, “Absences related to professional development (e.g., professional meetings) will not normally be required to be made up. These absences must be approved, prior to the activity, by both the preceptor and the PPE Coordinator”</p> <p><b>PPE:</b>  <a href="https://www.mun.ca/pharmacy/media/production/memorial/academic/school-of-pharmacy/media-library/programs/ppe-program/PPE%20Handbook%202022-23.pdf">https://www.mun.ca/pharmacy/media/production/memorial/academic/school-of-pharmacy/media-library/programs/ppe-program/PPE%20Handbook%202022-23.pdf</a></p> <p><b>APPE:</b>  <a href="https://www.mun.ca/pharmacy/media/production/memorial/academic/school-of-pharmacy/media-library/community/spe/APPE%20Manual.pdf">https://www.mun.ca/pharmacy/media/production/memorial/academic/school-of-pharmacy/media-library/community/spe/APPE%20Manual.pdf</a></p>

**35. CAPSI Statement on Student Bereavement (5 min)**

**M. Pozdirca**

Background: In early 2023, CAPSI started working on a [statement on Student Bereavement](#), specifically recommending 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. The statement has been sent to AFPC for comment and discussion. At this time, I’d like to suggest releasing the statement publicly via CAPSI’s website and social media by the end of June. Wondering if the statement needs to be translated/if Quebec schools would like to make any changes.

F. Hadji says that the statement can be sent out, as in Quebec, by law, you are granted up to 5 days as long as proof of death is provided. This is referred to in UdeM’s rotation documents.

J. Kamal states Laval failed to mention bereavement leave in their policies, and that if this is a provincial law, it should be true for Laval as well as UdeM.

F. Hadji clarifies that the hours do need to be made up, whether that is by working longer shifts or by extending the duration of the rotation.

M. Pozdirca specifies that the aim is to have 2 days that do not have to be made up across the country.

C. Vaccaro encourages the council to strongly advocate for this when it is released, as often people in these positions are not able to advocate for themselves.

**36. IPSF/SEP Presentation and Vote for Health Campaign Theme (15 min) A. Kong/F. Hadji**

Background: Brief overview of IPSF, SEP, and the Health Campaign. IPSF Local Representatives will be organizing events associated with one of the following IPSF Health Campaign themes: HIV/AIDS (2021-2022 theme), Tobacco Alert (2020-2021 theme), Healthy Living & Diabetes (2019-2020 theme), Tuberculosis Awareness (2018-2019 theme), Anti-Counterfeit Drugs, or Medication Awareness (2022-2023 theme). The theme for this year's Health Campaign and related charity is to be voted on by the CAPSI executive council. To aid the council in their decision, a poll has been posted in the IPSF Facebook group and results will be presented at the meeting.

☐ IPSF/SEP Intro 2023

Based on the poll results from the IPSF locals group, their majority vote was for the Healthy Living & Diabetes campaign, with proceeds donated to Diabetes Canada.

- Description of this campaign: Healthy Living & Diabetes Campaign: the aim of this campaign is to raise awareness of a healthy lifestyle in order to prevent and control diabetes and to encourage proactive rather than reactive health habits (*Theme in 2019-2020*)

**BIRT for the 2023-2024 health campaign to be for Healthy Living & Diabetes with proceeds donated to Diabetes Canada.**

**A. Kong / M. King**

**Motion carried.**

A. Kong wonders if the Apotex sponsorship will be renewed this year. R. Chan will look into it.

C. Vaccaro asks if students have started to arrive in Canada yet for the exchange program.

F. Hadji says that some students are coming around this time.

E. Fedusiak suggests adding a local to the IPSF group chat for awareness of the discussions going on.

**Motion to recess at 12:01 pm CDT.**

**M. Wong / C. Vaccaro**

**Motion carried.**

**M. Wong calls the meeting back to order at 2:26 pm CDT.**

**37. World Congress Update - Zoom (20 min)**

**A. Le**

**2:30 pm CDT**

Background: Angie Le, Chair of World Congress 2024 will be zooming in to share an update regarding World Congress planning in Montreal.

A. Le shares that after meeting with IPSF, it was decided that the event will be shortened from 11 days and 10 nights to 9 days 8 nights. With this change, the budget decreased from over \$1,000,000 to approximately \$900,000. This is still a large amount, and efforts are being made to try and cut down on costs. The bulk of this budget is going to the hotel to pay for accommodations as well as three meals per day, as well as large services fees and an accommodation fee as per Canadian regulations. A. Le adds that they have been considering different venues, and identified a private student residence next to McGill that would be significantly cheaper. This residence has two single beds per room and provides free breakfast; meals would be a lunchbox style with no supplementary fee like the hotel requests. Conference events would take place at a nearby conference centre, and this change further reduced the budget by \$173,000 to a total of \$741,000. A. Le adds that based on this budget reduction, the initial sponsorship goal of \$700,000 will be reduced to \$525,000. As far as sponsors go, A. Le mentions that they have an estimated \$156,000 coming from sponsors including L’Oreal, Loblaws, Shoppers, Montreal Tourism, Pharmasave, and Galenova, to name a few. However, no contracts have been signed yet pending the opening of the bank account, which should be opened shortly. A. Le says that the planning committee has two members working full-time on sponsorship, as well as some extra hands. Other potential sponsors have shown interest.

A huge chunk of the budget is going to the hotel for accommodations and food (all three meals). Hotels also have large service fees as well as an accommodation fee as per Canadian regulations. Tried to reduce by looking at different venues. Found a private student residence (next to McGill). Would be significantly cheaper - two single beds per room, free breakfast. Meals will be more of a lunchbox style, with no supplementary fee like the hotel requests. Conference events will take place at a conference center nearby. With a change of accommodations and centres, reduced budget by \$173k (914 to 741). This means that our sponsorship goal (initially 700 k) will be reduced to 525k. Currently, for sponsorship (none are signed yet due to bank not being open but will be opened shortly pending decision) we have around 156k including L’Oreal, Loblaw, Shoppers, Montreal Tourism, Pharmasave, Galenova, to name a few. We have two people working “full time” on sponsorship, along with extra hands. Other companies have shown interest, trying to push for a quick response.

 WC 2024 Provisional Budget



C. Vaccaro asks if the current budget includes the tour of Quebec city with the travel costs.

A. Le states that there is no limit on pricing for this conference, so it can be priced to break even.

C. Vaccaro inquires if there has been a World Congress planning committee in the past that had negotiated limits on pricing. It would be worthwhile to make an argument for the necessary changes.

A. Le mentions that historically, they do increase the price every few years. A. Le has spoken about this with an IPSF executive member who was a part of CAPSI a few years ago. It would be natural for there to be a price increase, especially now.

C. Vaccaro wonders if the \$156,000 figure includes the loan from CAPSI.

A. Le affirms that the loan is included in this figure, and that this number represents an estimate, as negotiations are ongoing with companies like Loblaw.

M. Wong asks about the maximum capacity available for the student residence.

A. Le says there will be 600 rooms available potentially for WC. As the residence currently has nothing reserved for that time, they would be able to block it off for the conference.

M. Pozdirca states that sponsorship contracts can be drafted without having an open bank account, and asks if they will be drafted shortly.

A. Le informs that the bank account will be open in the next 2 weeks, and is delayed due to an issue with the provincial registration that is needed.

M. Pozdirca mentions that sponsorship contracts take some time to be signed, speaking from experience at the national level. She suggests solidifying funding soon so that the money can be obtained sooner. M. Pozdirca inquires if the sponsorship number quoted only includes those listed, or all potential sponsors.

A. Le specifies that only those mentioned are included, and that talks are ongoing with other companies. For example, discussions are taking place with Jean Coutu, who are extremely interested in sponsoring.

M. Pozdirca looks forward to hearing how those discussions have gone coming up.

M. Wong asks if the exact dates have been determined by IPSF yet. A. Le responds they expect to hear by the end of August.

*A. Le leaves the call at 2:45 pm CDT.*

M. Wong raises concern that World Congress is a very large and very expensive conference, and at this point we are about a year out from when this is expected to occur. The planning committee is working very hard on this, but because of the cost and current sponsorships, we may not be able to continue with planning to host the event. If the conference goes forward and makes no money, CAPSI is required to pay the difference for that gap, which we do not have the money for. They are still working for ways to lower the budget and increase income for registration costs. If a motion is passed at this year's WC to increase the registration costs, that will still not be enough to fill the gap, which will need to be covered through sponsorship. It may pick up, but at this time that is uncertain. No decisions will be made today regarding whether or not this moves forward, but the discussion is open.

W. Choi states that council should not gamble on ifs, but on what is known. If it is uncertain how sponsorship will look after confirming the conference will go ahead, that is a huge risk to take.

M. Bell mentions the costs do seem like a lot of money for a non-profit advocacy group, and echoes that this seems like a gamble with only a year to go prior to the conference.

J. Kamal, E. Lemay echo.

A. Lakhani wonders what the timeline would be in the event that CAPSI cannot proceed with World Congress.

F. Hadji speaks on behalf of UdeM, pointing out that the budget has decreased significantly since the last meeting a few weeks ago, which is a huge accomplishment. With events such as COCEP for pharmacy students in Quebec, the money is obtained only a matter of months prior to the event, as sponsors need the time to evaluate the impact they could have on this conference and the benefits to them. F. Hadji reinforces that from experience, the majority of funds will come a few months prior, as is experienced with conferences held every year.

C. Vaccaro inquires as to the total budget for COCEP.

F. Hadji replies that COCEP typically has a budget over \$400,000, \$300,000 of which is gained from sponsorships every year.

M. Wong wonders if COCEP will continue in 2024 or if it will be replaced by World Congress.

J. Kamal opines that COCEP will occur, while F. Hadji disagrees. J. Kamal informs that the committee is selected and set up, so it will likely go forward.

C. Vaccaro asks if the speaking opportunities require accreditation for the credits needed in Montreal.

M. Pozdirca adds, inquiring if the sessions are just accredited through Quebec, or potentially for pharmacists in other provinces. If there is accreditation, there would be potential to incorporate pharmacist members, who will not have a cap on registration costs.

F. Hadji says a discussion with each province would be required for accreditation outside of Quebec.

M. King wonders where WC is not catered towards Quebec students, would sponsors be interested where things are catered more towards international students? The concern is that the sponsor will not primarily have a benefit towards students who will stay and practice in Canada.

M. Salih asks if WC has been held anywhere with this large of a budget previously, and whether we could connect with hosts to compare budgets.

C. Vaccaro responds that the budget is typically quite large. The liability is that CAPSI may need to pay the gap to IPSF.

S. Lo questions if attendance at World Congress is typically full, as the potential that beds may go unfilled warrants consideration.

C. Vaccaro informs that events have been pretty full in past years, as countries have to secure the allotted seats in order to partake.

K. Gerbrandt points out that the current sponsors are all Canadian sponsors, and inquires if the committee has looked into international sponsors.

M. Wong replies that when approaching Canadian sponsors, there have been difficulties where sponsors would rather fund Canadian events, and vice versa with international companies.

C. Vaccaro adds that there usually is not a lot of information provided until the previous WC is over. There will be very few spots for Canadian students, as this is an international conference. From the student perspective, CAPSI funding an international conference may compromise benefits to our membership.

M. Wenzel echoes previous concerns, and states the potential gap in funding is the primary concern regarding the conference.

A. Zhao says that if funding the conference would impact benefits offered to Canadian students, it may not be worth it, and it is uncertain whether it could run without negatively impacting member benefits.

F. Hadji mentions that it is hard to host WC in Canada, and that the USA did not want to host the event as it is much more costly to host versus other countries. The visa is also an issue in some countries, which prevents certain countries from participating. Almost all Latin countries may travel to Canada without a visa, and are very excited to come to a conference hosted in North America. F. Hadji suggests allowing a few months to sign contracts and to vote in September based on the progress that has been made.

A. Kong echoes F. Hadji, stating that they are torn with how this is going, as many international students want to come to Canada and see how Canadian pharmacy works.

M. Wong raises concerns that no contracts are signed or drafted at this point, and are more so theoretical.

R. Chan asks when planning began for WC 2024.

C. Vaccaro mentions the plan had its foundations 2 years ago, when a bid was put forward from two of our schools, UBC and UdeM.

M. Pozdirca emphasizes that this is a decision that this council makes, and a decision this council lives with. In terms of PDW, CAPSI makes money and has the benefit of exposing hundreds of Canadian pharmacy students to CAPSI. The risk is terrifying, and it is uncertain that can even equal the potential reward we could get. M. Pozdirca inquires if confirmation can be obtained from IPSF regarding the deadline for a final decision. If possible, would it be better to keep planning and trying until that point? Will CAPSI be penalized for it? M. Pozdirca also wonders if IPSF understood how close CAPSI is to backing out, if they would pass a motion to increase registration prices, as CAPSI is doing them a favour by hosting this.

K. Huynh echoes earlier sentiments, stating that CAPSI is in a decent financial position, but the question is how much of our budget will need to go towards this, as CAPSI cannot afford to lose \$700,000.

B. Jain and C. Stevenson echoed.

N. Barkhouse agrees that it would be nice to inquire a bit more about when CAPSI is able to back out, and says this is likely the determining factor in where we back out of it.

**Motion to table the above discussion and recess at 3:23 pm CDT for our discussion with Jaris Swidrovich.**

**M. Wong / C. Stevenson  
Motion carried.**

[IPPC Orange Shirt](#)

[Tensions between Western and Indigenous worldviews in pharmacy education and practice: Part I - Jaris Swidrovich, 2023](#)

**M. Wong calls the meeting back to order at 3:37 pm CDT.**

N. Barkhouse revisits the plan to obtain a date from IPSF as the deadline for officially backing out of hosting WC. Having this date, CAPSI can discuss goals with the WC planning committee, potentially to have a certain number of contracts or agreements with potential sponsors by a given date. This may provide the confidence that is currently lacking.

A. Zhao wonders if there may be potential consequences if CAPSI decides not to host, aside from potentially compromising the relationship between CAPSI and IPSF.

M. Wong states that if contracts are signed by that point, particularly with accommodations, CAPSI may need to finance some things regardless of whether WC is held or not.

*S. Lo and C. Van Drunen-LaChanse leave the room at 3:57 pm CDT.*

E. Fedusiak agrees that the date from IPSF will be key to a final decision. She remarks that budget changes over the past few weeks have been substantial, but that earlier conversations discussed having half of the sponsorship money confirmed by August, but with no contracts currently signed, the money cannot be relied on despite discussions around it. E. Fedusiak applauds the work that the committee has put in so far, but questions at what point the workload becomes too much to be worth bringing the conference to fruition.

*S. Lo and C. Van Drunen-LaChanse re-enter the room at 4:03 pm CDT.*

M. King inquires if there had been an issue with delegates already having booked flights when another group had cancelled hosting the event fairly late in the process.

F. Hadji answers that the situation was still amicable, but that that group had already been unresponsive, so there were no issues with the cancellation.

M. King advises to consider the impact that delaying the decision and posting the costs later on may have on flight costs, which may compromise delegate attendance.

F. Hadji mentions that Oliver from the WC planning committee has been in active discussions with Air Canada regarding the potential for student rates for flights.

J. Ly echoes earlier sentiments, raising concern that CAPSI may be negatively affected if the conference is held.

C. Vaccaro says that if WC does not occur, there may be an opportunity to put funds into something else to benefit Canadian students, but caution should be exercised moving forward.

M. Wong echoes and reflects that with the work the committee has done so far, if CAPSI pushes to go forward with the conference, whether the effort will be worth it for them in the end requires consideration.

M. Pozdirca asks who would be responsible for communicating the cutoff dates to council.

A. Kong hopes that bringing CAPSI's concerns to IPSF may encourage change, as the issue is being raised early on. F. Hadji suggests another executive member join in raising concerns to IPSF.

**BIRT that CAPSI National refers the discussion regarding World Congress 2024 to a later meeting.**

**M. Wong / C. Stevenson**

**Motion carried.**

**Motion to recess at 4:09 pm CDT.**

**M. Wong / C. Vaccaro**

**Motion carried.**

**M. Wong calls the meeting back to order at 4:19 pm CDT.**

### **38. COVID Clause Award of Professionalism (8 mins)**

#### ***Referred from June 2022 Meetings for Re-Assessment***

**Background:** Since 2020, there has been a clause in the Award of Professionalism that allowed PAM organizers to describe what changes/adjustments they made to account for the pandemic. Should this clause still be included for PAM 2024?

<b>School</b>	<b>Should this clause still be included? (Yes/No)</b>
<b>UBC</b>	
<b>UofA</b>	No
<b>UofS</b>	No
<b>UofM</b>	No

<b>UofT</b>	No
<b>Waterloo</b>	No
<b>UdeM</b>	No
<b>Laval</b>	No
<b>Dal</b>	No
<b>MUN</b>	No

### 39. EBP Competition (3 min)

#### *Referred from June 2022 Meetings for Re-assessment*

Background: How did things go running this competition this year? How do we feel about continuing this competition in the future? Any specific feedback?

<b>School</b>	<b>Any feedback?</b>
<b>UBC</b>	We were told that we would have to work with the local BC CSHP student reps this year although last year, it was entirely up to CAPSI to host the whole event. This year however, with the change in the planning committee, we were told the CSHP reps would have the competition details including the actual question sheets but none of us (CAPSI reps & CSHP reps) received it until the day of the event. In the upcoming year, it would be greatly appreciated if the roles were divided clearly without any confusion. Definitely more information ahead of time would be appreciated.
<b>UofA</b>	Local CSHP rep took over this competition and it went pretty smoothly; timing in March was good because it fell within PAM
<b>UofS</b>	More information ahead of time would be appreciated
<b>UofM</b>	There wasn't much participation (I think we had 2 teams) but we did give free supper. It could be because it is a new(ish) competition and people didn't know what was involved or that the national prize money wasn't enough motivation. Students felt that it was a long competition (as compared to other competitions like PIC).
<b>UofT</b>	Three teams of 4 students signed up for the competition. About half of the students who participated also participated in last year's competition, so it seems like the competition is most popular with repeat participants. Grading being deferred to CSHP made the competition much easier to hold this year, as

	did help from our local CSHP reps. It isn't a difficult competition to host in its current format but also doesn't get much participation, so we're pretty indifferent on continuing to host the competition.
<b>Waterloo</b>	We had three teams (12 students) that signed up. It was held at end of PAM and the three team that signed up said the case was very fair, within their wheelhouse of what they've learned and was good to apply their knowledge. It was very low-effort and collaborative with CSHP.  Cons: Not 100% sure until close to competition if it was \$150 nationally or per school (as last year it was a prize per school in 2022).
<b>UdeM</b>	No one signed up for the competition even tho we posted twice about the competition
<b>Laval</b>	No one signed up for the competition unfortunately :(
<b>Dal</b>	We had one team sign up (3 people), and they really enjoyed the competition (and also this was the only comp that Dal won so lets keep it :) )
<b>MUN</b>	Had 2 people sign up for the competition (had to ask/beg them). Indifferent to going ahead with this competition or not.

M. Wong mentions that each school has local CSHP representatives who should be involved in running the competition throughout the year.

M. King reflects that past communication regarding this competition has not been great, and if CAPSI continues to be involved it may be better to change it to a fully CAPSI competition.

**40. Committee Dissolution (1 min)**

**M. Wong**

BIRT the CAPSI National 2023-2024 Council dissolves all 2022-2023 standing and ad-hoc committees.

M. Wong / J. Kamal

**Motion carried.**

**41. Committee Formation (20 min)**

**M. Wong**

*B. Jain leaves the room at 4:30 pm CDT.*

*B. Jain re-enters the room at 4:35 pm CDT.*



**Finance Committee:** Addresses matters of financial concern outside of official CAPSI meeting times. Composed of:

Finance Officer (Chairperson)	B. Jain
Outgoing Finance Officer	K. Huynh
President	M. Wong
President-Elect	TBD
Past-President	C. Vaccaro
Senior Representative from Western Canada	M. Wenzel
Senior Representative from Eastern Canada	W. Choi
Other Executive	E. Fedusiak
Other Council Members	R. Chan

**Constitutional Review Committee:** Drafts, reviews and amends the CAPSI Constitution (By-Laws, and Operating Manual), in addition to other official documents and contracts, as necessary. Composed of:

President-Elect (Chairperson)	TBD
Executive Secretary	C. Stevenson
President	M. Wong
Two National Council Members (Jr, Sr, or Executive)	M. King
	C. Vaccaro
	M. Salih

**Membership and Communications Committee:** Responsible for ensuring that all the members of the Association receive the membership benefits to which they are entitled; to maintain a national database of membership information including, but not limited to, statistics, demographics, contact information; to facilitate promotion of the Association to current and prospective members; to evaluate branding strategy; to update the CAPSI promotional video. Composed of:

VP Communications (Chairperson)	R. Chan
President-Elect	TBD
Executive Secretary	C. Stevenson
CAPSIL Editor	J. Ly
Webmaster	E. Fedusiak
IPSF Liaison	A. Kong
One Local Representative from Quebec	J. Kamal
One Local Representative from Western Canada	K. Gerbrandt
One Local Representative from Eastern Canada	A. Lakhani
Other Council Members	N. Barkhouse

**Professional Development Week 2024 Planning Committee:** Facilitate the organization of PDW 2024 in Toronto, Ontario (hosted by the University of Toronto). Composed of:

Local Senior Representative from Host School	A. Lakhani
CAPSI President as an ex-officio member	M. Wong
Local Junior Representative	M. Salih
Local Planning Committee (host school's discretion)	

**Website Committee:** Responsible for maintaining and updating the CAPSI National Website, social media pages (Instagram and Facebook) including hosting social media campaigns, CAPSI promotion etc.. Composed of:

Webmaster (Chairperson)	E. Fedusiak
President-Elect	TBD
VP Communications	R. Chan
CAPSIL Editor	J. Ly
Local Representative from Quebec	F. Bédard Perrault
Local Representative from Western Canada	M. Wenzel
Local Representative from Eastern Canada	A. Lakhani
Other Executives	M. King
	A. Kong
Other Council Members	K. Gerbrandt
	E. Lemay
	S. Lo
	W. Choi
	M. Bell

**Ethics Committee:** Responsible for addressing all ethical matters brought to the CAPSI National Council. Composed of:

Past-President (Chairperson)	C. Vaccaro
President-Elect	TBD
CAPSIL Editor	J. Ly
VP Communications	R. Chan
Finance Officer	B. Jain
Local Representative from a French speaking school	A. Goulet
Local Representative from an English speaking school	C. Van Drunen-LaChanse
Other Council Members	E. Fedusiak
	M. Salih
	C. Stevenson
	N. Barkhouse
	M. Wong
	H. Bouvier
	W. Choi

A. Lage  
M. Wenzel

**Competition Review Committee:** Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level. Composed of:

VP Education (Chairperson)	M. King
Past-President	C. Vaccaro
Local Representative from a French speaking school*	E. Lemay
Local Representative from an English speaking school*	A. Lakhani
Other Council Members	B. Jain

*\*Different school from the VP Education*

**IPSF SEP Selection Committee:** Responsible for the review of all applications and for selecting candidates to participate in the IPSF Student Exchange Program. Composed of:

Student Exchange Officer (Chairperson)	F. Hadji
IPSF Liaison	A. Kong
Local Representative from Western Canada	K. Gerbrandt
Local Representative from Eastern Canada	C. Van Drunen-LaChanse
Other Council Members	E. Fedusiak
	M. King
	A. Lakhani
	M. Salih

**Translation Committee:** Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson)	J. Ly
Local Representative from University of Ottawa	TBD
Local Representative from Université de Montréal	F. Bédard Perrault
Local Representative from Université Laval	J. Kamal
Bilingual Council Member	F. Hadji
Other Council Members Interested	C. Stevenson
	E. Lemay

**Mock OSCE Committee:** Responsible for gathering and developing new mock OSCE questions for the bank, developing an assessment template, and having cases reviewed by PEBC as necessary. Composed of:

VP Education (Chairperson)	M. King
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Local Representative each school running mock OSCEs	
<i>University of Waterloo</i>	C. Van Drunen-LaChanse
<i>University of Manitoba</i>	K. Gerbrandt
<i>University of Saskatchewan</i>	M. Wenzel
<i>University of Alberta</i>	
<i>Memorial University of Newfoundland</i>	A. Young
<i>University of Toronto</i>	A. Lakhani
<i>University of British Columbia</i>	
Other Council Members Interested	W. Choi

**Advocacy and Professional Affairs Committee:** Responsible for developing a strategy to engage student opinion about issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession. Composed of:

VP Professional Affairs (Chairperson)	N. Barkhouse
VP Education	M. King
Past-President	C. Vaccaro
Local Representative from Quebec	F. Bédard Perrault
Local Representative from Western Canada	A. Zhao
Local Representative from Eastern Canada	M. Bell
Other Council Members Interested	M. Pozdirca
	B. Jain
	C. Stevenson
	W. Choi
	M. Salih
	H. Bouvier
	M. Wenzel
	S. Lo
	A. Lakhani
	K. Gerbrandt
	E. Fedusiak
	A. Kong
	M. Wong
	R. Chan
	J. Kamal
<i>Non-Council Members</i>	<i>Harshita Patel (UBC)</i>

**Ad-hoc Electoral Committee:** Responsible for increasing transparency about our election procedures, facilitating enhanced communication between members and local representatives during speeches and elections proceedings, and researching other methods of voting and logistics involved in order to make decisions about any changes to elections in the future. Composed of:

Executive Secretary (Chairperson)	C. Stevenson
Past-President	C. Vaccaro
Local Representative from Western Canada	H. Bouvier
Local Representative from Eastern Canada	W. Choi
Other Council Members Interested	E. Fedusiak
	M. Wong
	M. Bell

**Ad-Hoc Student Wellness Committee:** A national initiative to make a push for student wellness by sharing ideas and events in order to allow better collaboration between all ten (10) local CAPSI chapters and destigmatize mental health. Composed of:

President-Elect (Chairperson)	TBD
VP Professional Affairs	N. Barkhouse
Past-President	C. Vaccaro
Local Representative from each school	
<i>University of British Columbia</i>	
<i>University of Alberta</i>	A. Zhao
<i>University of Saskatchewan</i>	H. Bouvier
<i>University of Manitoba</i>	A. Lage
<i>University of Toronto</i>	M. Salih
<i>University of Ottawa</i>	TBD
<i>University of Waterloo</i>	S. Lo
<i>Université de Montréal</i>	A. Goulet
<i>Université Laval</i>	E. Lemay
<i>Dalhousie University</i>	M. Bell
<i>Memorial University of Newfoundland</i>	W. Choi
Other Council Members Interested	C. Stevenson
	M. King
	J. Ly
	E. Fedusiak
	A. Young

BIRT CAPSI National refers the above item for further discussion via email.

M. Wong / C. Stevenson

**Motion carried.**

Motion to adjourn the meeting at 4:37 pm CDT.

M. Wong / M. Pozdirca

**Motion carried.**

## Day 2: Friday, June 16th, 2023

Location: Selkirk Room, Fort Garry

8:30 am to 10:00 am CDT

[Zoom Link](#) (for those attending virtually)

Meeting ID: 638 678 6692 Passcode: CAPSI

### 42. Call to Order

M. Wong

M. Wong calls the meeting to order at 8:35 am CDT.

### 43. Land Acknowledgement (2 min)

M. Wong

### 44. Attendance (5 min)

C. Stevenson

Name	Position	Attendance
Madison Wong	President	Present
TBD	President-Elect	N/A
Christine Vaccaro	Past-President	Present
Cara Stevenson	Executive Secretary	Present
Kevin Huynh	Outgoing Finance Officer	Present
Bhawani Jain	Finance Officer	Present
Marianna Pozdirca	Outgoing VP Communications	Present
Ryan Chan	VP Communications	Present
Melanie King	VP Education	Present
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present
Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	Present
Abby Krupski	CSHP Student Liaison	<i>Absent</i>

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	<i>Absent</i>
Hannah Bouvier	Saskatchewan Junior Representative	Present
Meagan Wenzel	Saskatchewan Senior Representative	Present
Allison Lage	Manitoba Junior Representative	Present
Kezra Gerbrandt	Manitoba Senior Representative	Present
Cassandra Van Drunen	Waterloo Junior Representative	Present
Stephanie Lo	Waterloo Senior Representative	Present
Meriam Salih	Toronto Junior Representative	Present
Ayman Lakhani	Toronto Senior Representative	Present
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	<i>Absent</i>
Eloïse Lemay	Laval Junior Representative	Present
Joe Kamal	Laval Senior Representative	Present
Alex Wade	Dalhousie Junior Representative	<i>Absent</i>
Madison Bell	Dalhousie Senior Representative	Present
Alexis Young	MUN Junior Representative	Present (virtual)
Wooje Choi	MUN Senior Representative	Present

**Guests:** Hira Tauqeer (CSHP)

**45. CSHP Update**  
**8:40 am CDT**

**H. Tauqeer**



H. Tauqeer welcomes new CAPSI council members and applauds the success of the recent Evidence-Based Practice competition in partnership with CSHP. She updates that CSHP has currently received a good number of applications for the next CSHP representative, and reminds that the CAPSI representatives involved in selection should submit their evaluations by June 20th. H. Tauqeer informs that the CSHP Professional Practice Conference 2024 will be held April 18th to 22nd, and that agreements are being made with speakers. Based on CSHP Membership reports, she raises concerns that student membership numbers are dwindling, and encourages council to reach out with any ideas to increase engagement of pharmacy students. H. Tauqeer shares that the Sustainability Task Force, currently consisting of 7 pharmacists and 3 students, has begun working on draft recommendations regarding sustainability in pharmacy practice. She states that a 6-month evaluation report of their continuing education initiative, Hospital Pharmacy 101, showing that it has been well-attended by members from Ontario and Manitoba, and that the best attendance of the 7 modules has been that of educating on Antimicrobials in Hospital Practice, followed by Independently Managing Electrolytes. H. Tauqeer ends the update asking for assistance in highlighting the benefits of CSHP membership for students, such as conferences and resources.

C. Vaccaro asks if a Google form may be best to obtain data on the decline in membership numbers and residency applicants, and whether this should be organized by school-specific feedback.

H. Tauqeer agrees, emphasizing that CSHP's primary concerns are about membership numbers, and that it would be useful to have information on why students are not joining, what their concerns are, and what other factors are at play. H. Tauqeer appreciates and looks forward to future efforts to strengthen the partnership between CAPSI and CSHP.

#### **46. Strategic Planning (5 min)**

**M. Wong**

M. Wong prefaces that a strategic plan has not been completed since 2019, and that a review of previous work done may help to determine where CAPSI goes from there. M. Wong encourages anyone who is interested in contributing to connect with her.

B. Jain inquires what this strategic planning will entail.

M. Wong states that there is no set plan in place at this point, but that planning will likely involve a review of CAPSI's mission, vision, and values in consultation with a collection of member opinions to determine next steps.

#### **47. Annual Budget Presentation (20 min)**

**B. Jain**

Background: Introduction to myself and my goals as Finance Officer. Outline the annual budget. Time allotted to present the budget for the 2023-2024 year, engage in questions/discussion regarding the proposed budget and decide on whether to accept, amend, or dismiss the proposed budget.

**Presentation:** [Budget Presentation](#)

**Budget:** [CAPSI 2023-2024 Budget](#)

B. Jain shares that reimbursement will typically be provided via e-transfer, and reminds council members to ensure that receipts are itemized and to provide a non-CAPSI email on the reimbursement form for the e-transfer. She refers to the payment form for any purchases made on behalf of CAPSI, and advises council members to reach out with any questions.

C. Vaccaro adds that reimbursement has been revised and improved for council members, and that any questions on this may be addressed to herself, M. Wong, or B. Jain.

M. Wong refers to the CPERC conference, saying that following the conference, a representative from AFPC will send one large invoice to CAPSI for hotel and conference fees. Council members will be required to pay for their hotel stay, split amongst the number of people sharing the room.

E. Fedusiak seeks clarification that this is the same for those who will be staying an additional day at the conference.

C. Vaccaro comments that the budget document is huge, and that several items may be outdated. A project moving forward may be to spend some time reviewing the document to remove items that are out of date.

B. Jain mentions that one such thing to be removed will be the one-time funds from community fund sponsors.

M. Pozdirca reminds that sponsorship for awards are not guaranteed to be renewed for each year, and that in the past when CAPSI provided notebooks, CU used to provide funds as a buffer for printing costs, while this may not be funding receiving this council year.

E. Fedusiak refers to the earlier conversation on Slack, updating that if 37 of us were active on the platform, a subscription would cost \$145.69 USD for a three month period.

**BIRT CAPSI National refers the decision regarding Slack subscription, as well as potentially cancelling subscriptions to Issuu and Adobe Pro to the Finance Committee.**

**M. Wong / C. Stevenson**

**Motion carried.**

**BIRT CAPSI National table the 2023-24 budget approval until the August meeting or a vote by email prior to that.**

**C. Vaccaro/ M. Pozdirca**

**Motion carried.**

**48. Future of the Bridging the Gaps Community Fund (15 min)**

**M. Wong**

Background: The Community Fund is an initiative established by the 2022-2023 CAPSI National Council to support pharmacy students who demonstrate financial need and leadership. Moving forward, the following items require discussion:

- What types of things do we want it to go towards (i.e. events, conference fees, etc)?
- How will we determine which applications will be approved? (Potential role of the Finance Committee with VP Com?)
- How will funds be distributed?
- K. Huynh provides an example from the uWaterloo Student Success Fund
  - [Student Success Fund Requests | School of Pharmacy | University of Waterloo](#)
- GIC Investments for the community fund thus far total \$132,381.62

Where the community fund is newly established, M. Wong says that no guidelines have been determined as to who this money will be for, how much will be distributed each year, and the approval process for dissemination of the funds. M. Wong suggests that the Finance committee may be the existing committee that is most well-equipped to deal with this, and that distribution of funds above a certain threshold would be referred back to the council for a vote.

C. Stevenson suggests the VP Communications becomes a required member of the Finance committee in approving the community fund, where the role is essential in receiving money for the fund from sponsors.

M. Pozdirca clarifies that the purpose of this fund will be to bridge the gaps for students from marginalized communities, and further suggests that the VP Professional Affairs be involved in the discussions regarding the community fund, regardless of whether that is as a required member of the Finance committee.

M. Wong. puts forward an idea to create a new ad-hoc committee to deal with the Bridging the Gaps Fund, and that she is willing to act as the chair in her capacity as President. M. Wong suggests this committee manage the application process and approval, then approved applications can be referred to either the Finance committee or to the full council for final approval of funding.

Given the early stage of development, M. Pozdirca says that CAPSI welcomes ideas, whether these surround potential sponsors or how the fund may be used. M. Pozdirca informs that at this point the money is locked in an endowment, so the amount is uncertain, and that the fund currently has no named sponsor. A sponsorship push would be the best course of action at this point in the fund's development, and seeking sponsorship at different levels may give an opportunity to advise the role of the fund moving forward.

Example of last year's application / funding we provide through the Bridging the Gaps Fund

[CAPSI\\_Community\\_Fund\\_Application\\_BPSA\\_Mar23](#)

**BIRT CAPSI National establishes an Ad-Hoc Bridging the Gaps Fund Committee to be re-evaluated in June council meeting in 2024.**

**Including the following members:**

President (Chairperson)	M. Wong
Past-President	C. Vaccaro
VP Communications	R. Chan
VP Professional Affairs	N. Barkhouse
Finance Officer	B. Jain
One representative from Western Canada	M. Wenzel
One representative from a French-speaking school	F. Hadji
One representative from Eastern Canada	A. Lakhani
Representatives from any Community Fund Core Partner	
Any other council members interested	M. Pozdirca
	A. Lage
	C. Stevenson
	K. Huynh
	A. Zhao
	W. Choi
	S. Lo

**M. Wong / N. Barkhouse**

**Motion carried.**

**BIRT CAPSI National refers the above item to further discussion via email.**

**M. Wong / N. Barkhouse**

**Motion carried.**

**49. UOttawa CAPSI Membership Integration**

***Referred from March 2023 Meeting***

**C. Vaccaro**

Background: All UOttawa pharmacy students will automatically be CAPSI members! Their faculty administration are strong CAPSI supporters and will help us communicate information with students until their local chapter establishes themselves. Things we should discuss and set a plan for before their 1st class starts:

- CAPSI information session
- CAPSI Awareness Week
- Generate, share, and help support their elections for picking local representatives (will be 2 x 1st years in 2023-2024)
- Supporting their local representatives PRN for competitions, local council structure, PDW, etc.
- Timeline for our CAPSI year (local and national events, deadlines)

*“C. Vaccaro: adding 50-60 UOttawa students to the mix of every national event we plan. Need to chat about how to get them established (eg info sessions, CAPSI awareness week, sharing resources with local reps, sharing calendar)”*

C. Vaccaro shares that planning has been ongoing since 2018 regarding UOttawa, and discussions have been ongoing. At this point, 52 of 60 possible seats are being held for students. Christine and Pierre from UOttawa are strong advocates for CAPSI, and have ensured that all students will automatically be CAPSI members. C. Vaccaro speculates that the largest challenge moving forward will be how CAPSI wants to introduce the organization to this new school. She shares that CAPSI has been invited to attend the UOttawa white coat and welcome to the profession ceremony, and that UOttawa has been provided regarding local council structure at other schools, as well as a local transition document from a similarly sized school, MUN.

C. Van Drunen-LaChanse asks if local assistance from Ontario representatives may be useful in welcoming UOttawa.

C. Vaccaro welcomes this and adds that CAPSI will also have former representatives still in their residency. Any possible help will be useful.

M. King shares that discussions have been ongoing with Christine at UOttawa regarding waiting to host certain competitions until the following academic year, as not all competitions are accessible to the level of education of a first-year student.

C. Vaccaro states that the Student Literary Challenge and Advice for Life competitions should be possible this year.

M. Salih voices that local competition winners receive subsidies towards PDW attendance, and asks if it will be possible to provide UOttawa with subsidies despite them not having the ability to host all of the competitions this year. PDW will help to showcase the profession and introduce students to CAPSI.

C. Vaccaro says this will require discussions with sponsors, and M. Pozdirca informs that conversations have been occurring with sponsors to increase funding to include the UOttawa prize money already.

C. Vaccaro agrees that PDW will be a key opportunity to get their class out, and if the students love PDW and love CAPSI, that will promote the organization.

F. Hadji offers the possibility of local help with Quebec, as there are tight links with Quebec faculties and UOttawa as a new French school.

**BIRT CAPSI National refers this item to the membership and communications committee with a plan to be proposed by August 2023.**

**C. Vaccaro/ M. Wong**

**Motion carried.**

## **50. Honorary Life Member Nomination (5 mins)**

**C. Vaccaro**

### ***Referred from August 2022 Meeting***

**Background:** The following nomination was accepted by the 2022-2023 council, subject to a vote of approval by the 2023-2024 council: *"It has been several years since CAPSI has nominated anyone as a Honorary Life Member. I would like to put forward a nomination this year. Christine Dalgeish from CPhA has worked closely with CAPSI since 2010. In my four years on CAPSI, Christine has helped CAPSI with pretty much everything. From CAPSI videos, to textbook sales, to fixing the membership portal and connecting locals to speakers, the support she provides CAPSI is invaluable. I've included a screenshot of the OM regarding Honorary Life Members below. Pending the vote next year at [CPERC], we could potentially recognize her in person at PDW 2024 in Toronto."*

#### **2.1.4 Honorary Life Members**

Defined as an individual who has demonstrated high qualities of character and who has actively supported the Association directly or indirectly and has made a significant contribution to the work of the Association.

Candidates must have had at least a five (5) year active relationship with the Association. The National Council nominates Honorary Life Members and their acceptance is subject to the passing of the motion by the following year's council to ensure continuity. Only one (1) honorary life membership may be awarded per 12-month period.

##### **2.1.4.1 Honorary Life Member Privileges**

These members shall be entitled to the following:

- A certificate to be presented by the Association in-person or by mail
- The opportunity to voice interests and opinions through members of the CAPSI National Council
- One (1) CAPSI Welcome gift annually (upon publication) if applicable
- Access to all issues of the CAPSIL
- Additional membership benefits may be awarded at council's discretion

M. Pozdirca says that council members who are recipients of the CPhA Centennial Leadership Award will have the opportunity to meet with Christine throughout the year. Her relationship with CAPSI is strong, she takes care of CAPSI throughout the year. M. Pozdirca states she cannot think of any other individuals who have done this much with CAPSI, and the relationship has been consistent and ongoing.

**BIRT CAPSI National approves the August 2022 nomination for Christine Dalgeish to become an Honorary Life Member.**

**C. Vaccaro / M. Pozdirca**

**Motion carried.**

**Motion to adjourn the meeting at 9:53 am CDT.**

**M. Wong / S. Lo**

**Motion carried.**



**C A P S I   •   A C E I P**

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

## **June Meetings**

**CAPSI National Executive Council Meeting**

Friday, June 16th, 2023



## Executive Meet and Greet

Location: Selkirk Room, Fort Garry

10:00 am to 11:30 am CDT

The Executive Meet and Greet is an opportunity for you to solidify specific position goals for the year ahead and connect with your fellow executive council members. Take this time to consider where you would like to see the position develop during your term, what you hope to accomplish and/or change, and how to best utilize your committee and/or fellow council members to accomplish these objectives. Discuss your goals for the year with your fellow executives to determine areas in which you can potentially support or collaborate with one another.

### 51. Call to Order

M. Wong

M. Wong calls the meeting to order at 10:11 am CDT.

### 52. Land Acknowledgement (2 min)

M. Wong

### 53. Attendance (5 min)

C. Stevenson

Name	Position	Attendance
Madison Wong	President	Present
TBD	President-Elect	N/A
Christine Vaccaro	Past-President	Present
Cara Stevenson	Executive Secretary	Present
Kevin Huynh	Outgoing Finance Officer	Present
Bhawani Jain	Finance Officer	Present
Marianna Pozdirca	Outgoing VP Communications	Present
Ryan Chan	VP Communications	Present
Melanie King	VP Education	Present
Nolan Barkhouse	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present

Alissa Kong	IPSF Liaison	Present
Emma Fedusiak	Webmaster	Present
Jasmine Ly	CAPSIL Editor	Present
Abby Krupski	CSHP Student Liaison	<i>Absent</i>

#### 54. Goals for the year

M. Wong

Name	Position	Goals for the year (can link to your google doc)
M. Wong	President	<ul style="list-style-type: none"> <li>- Supporting your goals of the year (cop out)</li> <li>- Support Bridging the Gaps ad-hoc committee and direct it</li> </ul>
TBD	President-Elect	
C. Vaccaro	Past-President	<ul style="list-style-type: none"> <li>- Advise council as required, Bridging the Gaps ad hoc fund, PDW / WC</li> </ul>
B. Jain	Finance Officer	<ul style="list-style-type: none"> <li>- Supporting CAPSI National Financially</li> <li>- Ensuring budget is updated</li> </ul>
R. Chan	VP Communications	<ul style="list-style-type: none"> <li>- Support and lead the Membership and Communications committee</li> <li>- Increase and maintain CAPSI sponsorship/partnership engagement</li> <li>- Work-life balance between CAPSI/VPC and other commitments; communicate with the council as needed</li> <li>- Provide support and assistance to CAPSI/council as needed</li> </ul>
M. King	VP Education	<ul style="list-style-type: none"> <li>- Have all competitions sent to locals by beginning of September</li> <li>- Creating good professional relationships with competition sponsors by working closely with Ryan</li> <li>- Supporting locals with symposia</li> <li>- Add new mock OSCEs cases to the drive every couple months</li> <li>- Making a smoother process for receiving compounding materials</li> <li>- Considering the possibility of sessions on topics where there is a gap in local curriculum (poll students because do not want poorly attended webinars)</li> </ul>

N. Barkhouse	VP Professional Affairs	☰ VPPA Goals for the Year - 2023/24
C. Stevenson	Executive Secretary	<ul style="list-style-type: none"> <li>- Continue upon the work that Steven did last year to streamline the elections process</li> <li>- Increase communication between CAPSI National and its members - that Mailchimp thing may come in handy</li> <li>- The above would also include increasing promotion of available committees to CAPSI members to increase overall involvement</li> <li>- Re-learn French via the Translations committee :) (bonjour, baguette, that's about it)</li> </ul>
F. Hadji	Student Exchange Officer	<ul style="list-style-type: none"> <li>-Increase students participation in SEP</li> <li>-Supporting locals in planning SEP activities and motivation to increase their level in participation in IPSF</li> <li>-Finding more host sites</li> <li>-Represent CAPSI in international events</li> <li>-Increasing collaboration with other international OD</li> </ul>
A. Kong	IPSF Liaison	☰ IPSF Liaison Goals for 2023-2024
E. Fedusiak	Webmaster	<ul style="list-style-type: none"> <li>- Increase engagement and activity on the social media</li> <li>- Streamline the process for sponsor posting and requests</li> <li>- Update the website</li> <li>- Figure out our best messaging system</li> <li>- Update members portal with the new changes</li> </ul>
J. Ly	CAPSIL Editor	☰ CAPSIL Editor 2023-2024 Goals (in progress still)

### 55. Committee Reports

M. Wong

Committee	Chairperson	Specific Goals/Tasks for the year	Notes
Student Wellness	TBD (interim M. Wong)	<ul style="list-style-type: none"> <li>- Pres-Elect will set direction for the year</li> <li>- In the interim: see what the rest of the committee is interested in pursuing</li> </ul>	

		<p>this year</p>	
<p><b>Electoral</b></p>	<p>C. Stevenson</p>	<ul style="list-style-type: none"> <li>- Get us a dang Pres-Elect</li> <li>- Changing the speech prompt to cater more towards the student's skills in advocacy, not necessarily just focusing primarily on CAPSI (although that's still super important!) but more translatable experiences that will provide success within the role</li> <li>- Increase awareness of difference in local council structures to consider the opportunities (or lack thereof) available to them to get involved with CAPSI</li> <li>- Promotion of elections - I'd like to get folks to do a short like one minute video like "hi I'm Cara I'm the exec sec, this is what I do and my favourite thing" because videos often get more engagement versus a post alone</li> <li>- TBD based on the pres-elect by-elections</li> <li>- Also - make me not an ad hoc committee anymore please :)</li> </ul>	<p>Currently zero applicants for Pres-Elect :(</p> <p>Morgan Patrick's year video? Chris conflicteddddd - revamp towards elections, not so much a welcome thing</p>
<p><b>Advocacy</b></p>	<p>N. Barkhouse</p>	<p>→ Continue to collaborate with Wellness Committee members for continued communications about the</p>	

		<p>Wellness Report (and other surrounding issues); ensure this doesn't die in the transition to the next school year.</p> <p>→ Assess the needs of locals and act accordingly to assist them with local advocacy issues that arise.</p> <p>→ Continue to collaborate with this group to continue current and new advocacy efforts (student loans, Bridging the Gaps fund, IPPC statement, curricula discussion, etc.).</p>	
<b>Mock OSCE</b>	M. King	- add some new cases every couple months	
<b>Membership and Communications</b>	R. Chan	<p>Promote and communicate CAPSI student membership benefits to its members</p> <p>Increase CAPSI student membership among faculties</p> <p>Review and discuss with council members/locals about student membership benefits: likes, dislikes, wants, etc.</p> <p>Increase student engagement with pharmacy opportunities (industry webinars, lunch and learns [where appropriate], etc.)</p>	Maybe non-traditional pharmacy careers?
<b>Translation</b>	J. Ly	<p>-work with the committee members to figure out the best workflow for the year</p> <p>-increase committee members and participation</p> <p>-set deadlines and be firm</p>	

<b>SEP</b>	F. Hadji	-Work with the committee to select outgoing and incoming students : determined the criterias of selection and priority of each criteria, double checking every application forms	
<b>Competition Review</b>	M. King	<ul style="list-style-type: none"> <li>- providing cases far in advance to give members enough to review cases without being overwhelmed</li> <li>- simplifying the FoP marking scheme as the current process is kinda confusing</li> </ul>	
<b>Ethics</b>	C. Vaccaro	<ul style="list-style-type: none"> <li>- Address ethical concerns as they come up</li> <li>- Approve PDW t-shirts (in Dec)</li> </ul>	
<b>Website</b>	E. Fedusiak	<ul style="list-style-type: none"> <li>- Create projects that the committee is interested and passionate about</li> <li>- Partner with other organizations for educational posts</li> <li>- Partner with other committees to best support their goals and promote their content when applicable</li> <li>- Be timely with our posts and follow-through with initiatives</li> <li>- Update some basic annual posts (committees, elections, etc.)</li> </ul>	Ideally, other committees should make their own post rather than get the website committee to create it for them

		<ul style="list-style-type: none"> <li>- Giveaways perhaps....</li> </ul>	
<b>Constitution Review</b>	TBD (interim M. Wong)	<ul style="list-style-type: none"> <li>- Recent OM changes, PDW planning committees</li> <li>- Will continue to revise OM PRN               <ul style="list-style-type: none"> <li>- Add Ad-hoc committee</li> <li>- Establish standing committees for electoral and student wellness committee</li> </ul> </li> </ul>	
<b>Finance</b>	B. Jain	<ul style="list-style-type: none"> <li>- Discuss budget updates and changes</li> <li>- Address proposals made during meetings (e.g. professional translator, slack membership, etc.)</li> <li>-</li> </ul>	
<b>Ad-hoc Bridging the Gaps Fund Committee</b>	M. Wong	<ul style="list-style-type: none"> <li>- Determine what parameters are for the fund, submission criteria / form, clear groups/people that are eligible from this fund and example activities, selection process, money distribution per year (and plans as it grows/invests)</li> </ul>	

**56. Items for Discussion**

**a. CSHP Delegate Onboarding**

**C. Vaccaro**

- i. Timeline of the CSHP delegate’s term is inconvenient relative to the CAPSI council year. The delegate is selected each October for a 2-year term. CSHP is stubborn about changing the start date and the length of the term. There is currently no vote of confidence for the position, which may be a good suggestion to be considered, as CAPSI positions such as President-Elect require a vote of confidence before progressing to the next year of the 3-year term.
- ii. When the CSHP delegate is selected, please connect with them if they’re from your school! Folks who have done the role in the past are also willing to help reset the role and ensure the CSHP delegate is prepared.

**b. President-Elect By-Elections**

- i. C. Vaccaro suggests making a fresh post, and refreshing the election documents to hopefully get a President-Elect by fall. Currently, there have been no applicants, which provides the opportunity to make some changes for this by-election.

Motion to adjourn the Executive Meet and Greet meeting at 11:15 am CDT.

M. Wong / J. Ly

Motion carried.

**57. CAPSI Jr-Sr Representative Meeting (60 min)**

Background: The Jr-Sr Representative Meeting is an opportunity for local representatives to discuss successes and challenges from the year prior, share ideas for the year to come, and connect with local representatives from the other faculties of pharmacy. Prior to the meeting, please review each schools’ Position Updates so that your conversations can be as specific and productive as possible.

 **June 16: Local's Meeting**

**CSHP Discussion**

- CSHP is +++ concerned at declining student membership numbers and is looking for feedback from each school on what they can do to increase membership and provide better opportunities for students across the country.
- Would recommend each school consider local and national differences w/in CSHP branches and their value for membership.
- They have also wondered why residency applications have decreased

	Student Membership
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	<ol style="list-style-type: none"> <li>1. What are students expecting from a CSHP membership?</li> <li>2. What CSHP can offer students?</li> <li>3. What can CSHP do to increase CSHP members?</li> </ol> <p>Awareness of hospital pharmacy</p> <ol style="list-style-type: none"> <li>4. How can CSHP increase awareness of hospital pharmacy / does CSHP need to work on this or is hospital pharmacy practice (+ its realities already well known)?</li> </ol> <p>Residency</p> <ol style="list-style-type: none"> <li>5. What can CSHP do to increase residency applicants?</li> <li>6. What can CSHP do to better promote residencies?</li> </ol>
<b>UBC</b>	
<b>UofA</b>	
<b>UofS</b>	
<b>UofM</b>	
<b>UofT</b>	
<b>UWaterloo</b>	
<b>UdeM</b>	
<b>Laval</b>	
<b>Dal</b>	
<b>MUN</b>	
<b>Execs</b>	<ol style="list-style-type: none"> <li>3. <ul style="list-style-type: none"> <li>- Lower student rates</li> <li>- Consider free or reduced rates for marginalized communities / rural students / francophone students</li> </ul> </li> <li>4. <ul style="list-style-type: none"> <li>- If all spots are being filled would not aim to increase applicants unless the # of residency spots increases to match the demand</li> <li>- Lower application fees</li> <li>- Continue to offer hybrid model for interviews (it's great)</li> <li>- Offer open houses that are promoted at all schools of pharmacy not just the city the program is (or make this recording available and accessible online)</li> </ul> </li> <li>5.</li> </ol>

	<ul style="list-style-type: none"> <li>- Living wage</li> <li>- Standardized benefit packages</li> </ul>
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**58. Committee Breakout Sessions (1:00 pm)**

**M. Wong**

Background: Use this time to meet fellow committee members and brainstorm ideas and projects for the year! Can break off into corners of the meeting room and/ hotel.

<p>1 20m</p>	<p style="text-align: center;"><b>Wellness Committee</b></p> <p><u>Previous</u></p> <ul style="list-style-type: none"> <li>● Voices of CAPSI - submit writing pieces/art related to wellness</li> <li>● Wellness week (F/W) recipe night, paint night or posts to do for wellness Main Con: not much engagement - we had 4000 members and 10 are involved Contests (to increase engagement) didn't work!</li> <li>● Focus on ONE thing vs instead of many? Last year = focused on the Wellness Survey + wholistic report. Fall: was school-specific reports. Winter: social media series of what schools have been doing for wellness! End = chart comparing things that were important for fall reading week nationwide between schools.</li> </ul> <p><i>This Year:</i> Meet with the Deans = one year check in - what's been happening?</p> <ul style="list-style-type: none"> <li>● M. Wong - How can wellness committee do</li> </ul>	<p style="text-align: center;">Competition Review Committee / Mock OSCE Committee</p>
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	<p>that? Do we want to make a drafted standard email/statement?</p> <ul style="list-style-type: none"> <li>• What things have changed - review and collaborate on shared strategies.</li> <li>• Update the chart with the additions!!</li> </ul> <p>Deans were contacted in Fall. To-do: share specific reports with this year's cohort.</p> <p>Do we want to bring the school survey back this year?</p> <ul style="list-style-type: none"> <li>- Maybe if the school had limited responses initially</li> </ul> <p><b>Wellness Services Crash Course:</b> how to interact with wellness services!</p> <ul style="list-style-type: none"> <li>- On the website? Do we want to update it?</li> </ul>	
5m	Transition time	
2 20m	<p>Website Committee <a href="#">Meeting Minutes</a></p>	<p>Translation Committee</p> <p>Main goal for Jazzi : Not to overwhelm the French Speaking members with translation, keep the balance between school work and CAPSI work =&gt; making the team bigger, finding new members!</p> <p>More promotion : Mailchimp? + local reps talk/post about it. (ex : opportunity to publish an article)</p> <p>Don't hesitate to tell Jazzi when something isn't doable, or requires more time.</p> <p>Professional translator :</p> <ul style="list-style-type: none"> <li>- Finding a couple people</li> <li>- Comparing price ranges</li> </ul>

		<ul style="list-style-type: none"> <li>- How prices work? (per page? hour?)</li> <li>- What do we use them for specifically?</li> <li>- Idea : should we hire a language student instead? Would be less expensive...</li> </ul>
5m	Transition time	
3 20m	<p>Membership and Communications Committee</p> <p>How do we integrate UOttawa? How do we communicate to a totally new school why to join, membership benefits, and what CAPSI is? Need to plan on how we want to engage with UOttawa. They will be having reps elective, but will have the first reps be from the same class. Can work with them to figure out how to carry this out. Meet with reps once elected and do a brainstorming session.</p> <p>Resources - every school in Quebec and Ontario, social media, their faculty is hella pro-CAPSI</p> <p>Membership benefits, and promotion of those that exist - which do we like/want/hate. Any benefits we would like to pursue?</p> <p>Last year, had done membership Mondays - social media posts discussing membership benefits of being part of CAPSI</p> <p>Good to have a local in discussions with sponsors, to have a</p>	<p>Advocacy Committee</p> <p>We have to work on the Student Fund as soon as possible (send out form soon)</p> <p>Changes made : UofT : <b>Fall reading week finally introduced as of next year!</b> Laval and MUN : strike was only one month long, yay Dal : 14 weeks (560 hours) of unpaid internship before getting license =&gt; reduced by half</p> <p>Goals/ideas/things happening :</p> <ul style="list-style-type: none"> <li>- More fall reading weeks</li> <li>- UofM: Nice things for student wellness : student access to the garden thing, suggested by dean. Break between 3rd and 4th year, may be cut in half in the future</li> <li>- Dal : Pass/Fail for all classes (random switch happened) =&gt; e-mail sent to address the situation, no answer yet #donttellcapsi</li> <li>- MUN : fall reading week (not available throughout the university, there is a MUN student council, but not much participation). Seems to have been brought up at a meeting with deans, Mel will follow up</li> </ul>

	<p>discussion with perspective from both levels of the organization</p> <p>If a sponsor is interested in something different, the committee will act as a sounding board</p> <p>People like to receive something tangible to associate with CAPSI - are there any items we would like to provide at a national level? (i.e. stickers, pins, keychains?) - want to pick something that is an identifiable thing to unite all CAPSI members. Doesn't need to be expensive - need to consider shipping costs for bulk ordering. Would want to provide an approximate quote to council, with breakdown into how much would be national versus local</p> <p>Locals run CAPSI! Love y'all. Consult them with decisions and take into account their opinions</p>	<ul style="list-style-type: none"> <li>- UofA : huge tuition increase for pharmacy (smaller increase university wide) : 12000 =&gt; 18000 a year (i think), will most probably keep going up. By Angela's 4th year : will be a 74% increase. Brought up with student services (townhall?) : Angela's asking for transparency on what they were doing with that extra income.</li> <li>- Laval : complaints about exams not being spaced enough, especially for 3rd years, our Educational VP wants to work with class reps and the faculty if there's a way to space them more in the schedule</li> </ul>
5m	Transition time	
4 20m	<p style="text-align: center;">Electoral Committee</p> <p>Changing the prompt slightly - ensuring people are aware that the video does involve a prompt so that it's not just repetition of the letter of intent</p> <p>Promotions - taking advantage of Mailchimp</p> <p>How to collect feedback - could standardize a form nationally rather than having each school responsible</p>	<p style="text-align: center;">Finance Committee</p> <ul style="list-style-type: none"> <li>● Future motion to include Comms on Finance Committee</li> <li>● \$10 giveaway per month (Webmaster)</li> <li>● Slack - Free version allows you to see the history of 3 months for messages, but we want new members to be able to look back and see how things were done, so this isn't possible.</li> <li>● Need time to see if QID/Discord/Others works</li> <li>● Slack Pro for 3 months until the end of the summer</li> </ul>

	<p>Update the document with the position descriptions</p> <p>It's advised to reach out to prior position holder. For pres-elect, should definitely be asking pres/pres-elect about the role prior for</p>	<ul style="list-style-type: none"> <li>• 8.75/person/month and we have 37 people on council total \$145.69 for the 3 months (Canadian) - Finance to be invoiced (this is approved)</li> <li>• 17.58/month for MailChimp to send emails to CAPSI Members with PDF copies of CAPSIL</li> <li>•</li> </ul>
5min	Transition time	
5 20m	<p>IPSF SEP Selection Committee</p> <p>Meeting in PDW to screen applicants</p> <p>Criteria for Applicants:</p> <ul style="list-style-type: none"> <li>- responses were relevant (ie. why you want to do it) → know the WHY (what they can get from SEP and what they can do for SEP)</li> <li>- level of seriousness/maturity in responses</li> <li>- screened for grammar to ensure it read well</li> <li>- Looking for someone to represent CAPSI well overseas</li> </ul> <p>Sites for Incoming Students</p> <ul style="list-style-type: none"> <li>- Majority community</li> <li>- Not much in hospital / industry <ul style="list-style-type: none"> <li>- Try to push more for industry</li> </ul> </li> <li>- Interest in research? YES</li> <li>- Looking to diversify host sites**</li> <li>- If you have any ideas of potential sites, please let SEO/IPSF Liaison know :)</li> </ul>	<p>Constitutional Review Committee</p> <p>“Shouldn’t take a lot of your time”</p> <p>Just updated the OM, but now other things to update as well</p> <ul style="list-style-type: none"> <li>- Changing from ad hoc to standing for wellness and electoral</li> <li>- Adding new Bridging Gaps Fund committee</li> </ul> <p>A lot of old stuff exists in the OM that is not necessarily relevant. If we start early, we can pick apart and analyze the relevance of any of these items. If anything else needs to be added that hasn’t been yet, we can do that too. May want to go through the resignation of a council member process again to determine how to get the position filled</p> <p>Bylaws likely will not need updating (also costs an arm and a leg) other than changing to make inclusive language (“their” vs “he/she”)</p> <p>With bylaws, if we were to make a change, the proposed changes have to go through our lawyers and approved prior to the AGM at PDW in January 2024</p> <p>Going through the election documents :)</p>

	Will try to send applicants prior to meeting to review	
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**C A P S I   •   A C E I P**

**Annex of Executive and Local Council Updates**

# **June Meetings 2023**

Thursday, June 15th and Friday, June 16th



## Local Council Updates

University of British Columbia

M. Seo/J. Gill

### POSITION UPDATE:

#### COMPLETED TASKS

- NAME OF EVENT/Task: CAPSI UBC Local Council By-Election
  - **Date:** Mar 28, 2023
  - **Location:** UBC Pharmaceutical Sciences Building (room 3202)
  - **Description:** local council members elected positions (Secretary, Junior Rep, Fundraising Jr, 4th year rep, Community Education and Outreach Officer)
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: CAPSI UBC Local Council Turnover Di
  - **Date:** Apr 19, 2023
  - **Location:** UBC Gallery Patio and Lounge
  - **Description:** local council members enjoyed food and drinks
  - **Cost:** ~\$100
  - **Support Needed from CAPSI National:** N/A

#### Ongoing Tasks

- NAME OF EVENT/Task: **Application open for vacant council positions**
  - **Date:** Present
  - **Location:** Facebook/Instagram
  - **Description:** Posts promoting vacant local council positions available for application
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

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

- NAME OF EVENT/Task: BAYER IUD + Contraception Presentation
  - **Date:** Monday, Mar 27, 2023
  - **Location:** U of A – ECHA 2-190
  - **Description:** Students will have the opportunity to learn about Kyleena and Mirena and review information on counseling to contraception so that we, as future healthcare providers, can integrate this into our practice within a community pharmacy. Students will also have the chance to see and participate in an IUD insertion demonstration led by Cecilia and Renu. Lunch will be provided prior to the presentation and there will be some educational resources for you to take at the end of the session!
  - **Cost:** Lunch is provided by the sponsor
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Pharmafacts Trivia Night
  - **Date:** Friday, Mar 31, 2023
  - **Location:** U of A 2-190
  - **Description:** Students and professors will compete in teams of 4 and will battle it out to claim the title of SUPERIOR PHARMACISTS
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Pharmacy undergrad journal club
  - **Date:** March 29, March 30 and April 4
  - **Location:** U of A
  - **Description:** The pharmacy undergraduate journal club is an opportunity for pharmacy students to gather for an hour to discuss and interpret new research on various topics in pharmacy literature. Hosted by our VP Academic – Tamara Gligoric
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: CPhA & RxA Lunch & Learn
  - **Date:** Friday, Mar 31, 2023
  - **Location:** U of A - ECHA 2-490
  - **Description:** Students are invited for lunch and to learn about the role of CPhA and RxA for pharmacists and pharmacy students.
  - **Cost:** \$0 - lunch provided by RxA/CPhA
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Pharm vs. Dent Hockey Game
  - **Date:** Saturday, Apr 1, 2023
  - **Location:** U of A Clare Drake Arena
  - **Description:** Students can come and cheer on our U of A pharmacy hockey team as they take on the dentistry team! In collaboration with APSA executive team.
  - **Cost:** Unknown (total was not released to us)
  - **Support Needed from CAPSI National:** N/A

- **NAME OF EVENT/Task:** Transition Meeting

- **Date:** Jun 8, 2023
- **Location:** Google Meets
- **Description:** Outgoing Senior transitioned Senior and Junior into their roles and provided guidance on their respective portfolios. Emails were transitioned.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- **N/A** - planning for the upcoming fall term will begin in August.

## POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: SunSmart SK awareness posts
  - **Date:** month of may
  - **Location:** instagram posts
  - **Description:** Sharing informational posts regarding sun safety and skin cancer awareness in collaboration with SunSmart SK
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: Women in Stem SCI-FI camp
  - **Date:** May 27, 2023
  - **Location:** USask pharmacy labs
  - **Description:** Held a workshop to high school age girls and taught them about pharmacy as well as had a lip balm compounding and checked out different devices (inhalers, blood pressure machines, etc.)
  - **Cost:** \$50
  - **Support Needed from CAPSI National:** NA

## UPCOMING EVENTS/Tasks:

**NAME OF EVENT:** CIBC run for the cure

**Date:** first weekend of october

**Location:** saskatoon

**Description:** Fundraising activities as well as participating in the run

**Cost:**

**Support Needed from CAPSI National:** NA

- NAME OF EVENT/Task: Double Denim night at Louis with SNTPD
  - **Date:** September 28, 2023
  - **Location:** Louis on campus
  - **Description:** Hosting Saskatchewan's next top pharmacist and dietitian with the double denim night hosted at louis
  - **Cost:** rental costs
  - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: welcome week activities
  - **Date:** first week of September
  - **Location:** usask campus
  - **Description:** hosting welcome week activities and lunch and learns in collaboration with SPNSS
  - **Cost:** unsure yet but using money from national
  - **Support Needed from CAPSI National:** NA

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

- NAME OF EVENT/Task: Pill Drop
  - **Date:** March 31st
  - **Location:** Apotex
  - **Description:** PAM event for the public to drop off their old medications (received about 200 pills)
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: IPE Bipolar Case
  - **Date:** March 31st
  - **Location:** Apotex
  - **Description:** HCP panelists discuss their perspective on the bipolar IPE case during lunch
  - **Cost:** \$350
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: CPhA Lunch and Learn
  - **Date:** April 5<sup>th</sup>
  - **Location:** Apotex
  - **Description:** Lunch and learn to discuss how students can get involved more in CPhA and Pharmacists MB with Carey Lai
  - **Cost:** \$50
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: The Apothecary (4<sup>th</sup> edition)
  - **Date:** March 31st
  - **Location:** Online
  - **Description:** Interviews from pharmacy leaders, recipes and workouts from students
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Mock OSCE
  - **Date:** April 1<sup>st</sup>
  - **Location:** Apotex
  - **Description:** Mock OSCEs for the fourth years to practice for upcoming OSCEs
  - **Cost:** Approx \$400
  - **Support Needed from CAPSI National:** N/A

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: 1<sup>st</sup> year Orientation**

**Date:** August 28th

**Location:** Apotex

**Description:** Event for 1<sup>st</sup> years to learn what CAPSI is and how to get involved

**Cost:** N/A

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

**NAME OF EVENT: Annual CAPSI Potluck**

**Date:** TBD (Mid-september)

**Location:** Assiniboine Park

**Description:** Potluck for all students to get to know each other and learn more about CAPSI

**Cost:** N/A

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

**NAME OF EVENT: CIBC Run for the Cure**

**Date:** October 1st

**Location:** Shaw Park

**Description:** Fundraising and walk for CIBC Run for the Cure for the CCS

**Cost:** N/A

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

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

- **NAME OF EVENT/Task:** CAPSI Awareness Week
  - **Date:** January 16-20
  - **Location:** Virtual and In-person
  - **Description:** CAPSI's first recruitment of CAPSI Membership for Rx2026 students
- Events include:
  - Social Media Promotion:
    - PDW 2023 Saskatoon Highlight Reel
    - UW 2022-2023 Meet the Council Introductory Video
    - CAPSI Year in Review Video (highlighting all events in the last year)
    - Sr/Jr Representatives Instagram Takeover
    - Promotion of Available Positions 2023-2024 Council
    - CTMA + CAPSI Backpack Giveaway
  - In-Person
    - CAPSI Council Fair Booth
  - **Cost:** \$350 towards CAPSI Stickers for first-year students students and promoting CAPSI Membership

**Support Needed from CAPSI National: N/A - Donation from CAPSI National in 2023 will be put towards financing CAPSI Merchandise for CAPSI Awareness Week 2024**

**COMPLETED TASKS**

- **NAME OF EVENT/Task:** PAM 2023: Moving Forward
  - **Date:** March 2023
  - **Location:** In-person and virtual events
  - **Description:** Full month of events, lunch and learns to promote Pharmacy Appreciation Month

Events include:

- **CTV Kitchener Interview:** PAM Chairs raising awareness for Pharmacy Appreciation Month and the profession of pharmacy
- **PAM 2023 Kick-Off Celebration:** Festivities including speeches from the PAM Chairs, Hallman Director, OPA, photo booth with PAM 2023 balloons and sweet treats for all attendees
- **Conestoga Mall Showcase** (Sharing about the services provided by pharmacists in a timely discussion with the new expanded scope Jan 2023)
- **FrancoPharm x CAPSI Jeopardy Event**
- **International Women's Day Video** highlighting the contributions and insights of raising up and coming Women Leaders
- **IPE Events:**
  - OPhIG x CAPSI: Oropharyngeal Cancer Event
  - UT x UW: IPE Collaboration in Context of Bipolar Disorder

- **Minor Ailments Panel** - Invited four community pharmacists with diverse backgrounds to complete Q&A and discussion about the logistics, challenges and feasibility with the first three months of the Expanded Scope of Practice
- **IPSF Vampire Cup Showcase** - to encourage students to join the Waterloo Blood Drive Team and participate in taxi services
- **Trauma Informed Care with Gezina Behr** - Dinner and Learn event explaining how to provide more culturally-sensitive care for indigenous peoples
- **Immunize.io Vaccine Program for Excellence Lunch & Learn**
- **Social Media Events**
  - PAM Bingo Card
  - PAM Punch Cards - a completed card gives you a CAPSI Notebook + enter for a chance for a \$500 gift basket
  - Down Syndrome Awareness - Colorful/mismatched socks Social Media Event
  - **Cost:** \$3235.00\*
  - **Support Needed from CAPSI National:** N/A

### **COMPLETED TASKS**

- **NAME OF EVENT/Task: Elementary/High School Presentations**
  - **Date:** March 2023
  - **Location:** Online and in-person presentations in Kitchener-Waterloo local high schools and elementary schools
  - **Description:**
    - Pharmacy students sign up to present health promotion and the pharmacy profession to local schools (K-12) in the vicinity of the pharmacy campus
    - Presentations are tailored based on the grade-level and interest from the local school teacher
    - Presentations include:
      - Operation Wash Up: Promotion of good bodily hygiene and proper hand-washing techniques
      - Kids and Allergies: A brief overview on food intolerances, true allergies, what to do in an anaphylaxis situation and a True & False myth busting activity
      - Vaccination and COVID-19 Myths: Explaining the mechanism behind the attenuated and mRNA vaccines. Explaining the theory behind herd immunity and busting common vaccine hesitancy myths
      - Pharmacy 101: Introduction to the profession of pharmacy, scope of pharmacy in Ontario, and the pathway to attending pharmacy school starting at the high-school level
    - In collaboration with RxPRN (a student peer-network within the Waterloo Pharmacy School) CAPSI and local schools participated in an opportunity to share encouragements/information
      - Waterloo Pharmacy Students: created cards with health promotion facts/Did you know's about the pharmacy profession
      - Elementary/High school Students: cards with encouragements



- All the cards made by the local schools were put into the Exam Care Packages for pharmacy students to open during Exam Season
- **Cost: \$200.00**
- **Support Needed from CAPSI National: N/A**

### **COMPLETED TASKS**

- **NAME OF EVENT/Task:** Local Council 2023-2024 Recruitment and Handover
  - **Date:** February 2023
  - **Location:** Online (emailed submissions) and virtually (Council election)
  - **Description:** The CAPSI 2022-2023 Council helped promote the open positions available to Rx2026, Rx2025, Rx2024 students for the 2023-2024 Council Year.
    - Positions available to each cohort were posted on Facebook in the Pharmacy Student Groups and applicants were required to complete a written application by the proposed deadline
    - Positions were blinded and provided to the 2022-2023 council in advance of the in-camera election
    - Election meeting met quorum and all new 2023-2024 Council Members were elected based on an anonymous vote
    - Positions were all filled from the first election. However, early April one recently elected council member withdrew from the position. In a expedited meeting, a replacement council member was elected.
    - Votes of confidence were completed for all Junior positions transitioning to their senior role. All Junior positions were able to move on without concerns.
  - **Cost: \$0.00**
  - **Support Needed from CAPSI National: N/A**

### **Ongoing Tasks**

- **NAME OF EVENT/Task:** Vampire Cup
  - **Date:** One day per month
  - **Location:** Canadian Blood Services - Bridgeport Location
  - **Description:** Students are provided a free-taxi once per week funded by the Canadian Blood Services to travel to the clinic to donate blood. Students that donate in the spring term will be entered into a draw to receive CBS swag and a giftcard funded by CBS.
  - **Cost:** \$25-50 per term
  - **Support Needed from CAPSI National: N/A**

**UPCOMING EVENTS/Tasks:**

- NAME OF EVENT/Task: OTC Week
  - **Date:** July 10-14
  - **Location:** In-person
  - **Description:** Students will participate in a variety of events including:
    - OTC Trivia Night: Dinner provided at McCabe's Irish Pub where teams of 3-4 compete to win for a cash prize while answering Jeopardy style OTC questions
    - OSCE Tips & Tricks session: In collaboration with the OSCE Prep Club geared towards students in first year providing them with information to help prepare for their first OSCE - this event was modified as the OSCE Prep Club will be running a mock OSCE this term
    - Lunch and Learn: A faculty member/community pharmacist will be providing a presentation with a meal provided
    - Social media contest: Instagram/Facebook contest asking students over the counter-related questions
  - **Cost:** \$800
  - **Support Needed from CAPSI National:** N/A currently
  
- NAME OF EVENT/Task: Outdoor Movie Night
  - **Date:** July 20
  - **Location:** Pharmacy School
  - **Description:** Students can attend an outdoor movie night as a social event to promote student engagement. Students will receive a Beavertail and cotton candy and are able to watch the movie as the sun sets.
  - **Cost:** \$3500 final budget goal; students will be charged \$5 as CAPSI members and \$15 for non-CAPSI members
  - **Support Needed from CAPSI National:** N/A currently
  
- NAME OF EVENT/Task: Summer Drink Dates with Upper Year Mates
  - **Date:** June 21
  - **Location:** Pharmacy School
  - **Description:** First Year Students are matched with Upper Year Students based on pharmacy future interests and hobbies. Students will be provided a free beverage to accompany the conversation. \*CAPSI MEMBERS ONLY\*
  - **Cost:** \$300
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: SEP/IPSF Presentation
  - **Date:** End of June - Date TBD
  - **Location:** Virtual
  - **Description:** Our experiential education coordinator, Anthony Miller will be doing a presentation on out of province and international experiential education. A raffle will be provided at the end of the presentation for all attendees.
  - **Cost:** \$25
  - **Support Needed from CAPSI National:** N/A

- NAME OF EVENT/Task: First Year Crash Course
  - **Date:** End of August - Date TBD
  - **Location:** Virtual
  - **Description:** In collaboration with the UW Pharmacy Student Society (SoPhS) and UW Chapter of CSHP - we will be hosting a first year crash course to help students in the transition to second year.
    - Agenda Includes:
      - Second Year Courses Review (tips and tricks, prioritizing specific courses, academic additions)
      - Introduction to Co-op and Waterloo Works Program
      - Q&A Session
      - Breakout rooms with Upper Year Students (who have completed a variety of different roles)
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** N/A

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

- Senior and Junior transition meetings
- Organization of local Google Drive for the upcoming academic year

**Ongoing Tasks**

- UPS Summer Package
  - **Deadline:** June 18 2023
  - **Location:** Email order form
  - **Description:** The summer package from the Undergraduate Pharmacy Society (UPS) is being drafted and will be sent out later this summer to incoming first years and upper-year students. CAPSI UofT's contribution to the package includes a welcome letter from CAPSI, a form for students to opt-in to their CPhA Benefits, and an order form for this year's DiPiro textbook and handbook sales.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- CAPSI Award of Professionalism:
  - **Deadline:** June 30 2023
  - **Location:** N/A
  - **Description:** CAPSI UofT has been compiling photos, event synopses and budgets for events held by UofT pharmacy clubs during PAM. We are contacting club executives to acquire additional photos and information to submit as part of our AoP application.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- Application to TDSB to host Kids in Pharmacy (KIP) during PAM2024
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** Since COVID, the Toronto District School Board has revised their requirements pertaining to guest speakers in elementary and high school. We are working closely with UofT Pharmacy's Director of Education Programs to submit an application to the TDSB in order to continue to present on health topics in schools during PAM.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- CAPSI Welcome Events (Ice Cream Social, Back to School BBQ, and CAPSI Awareness Week) planning is underway

**UPCOMING EVENTS/Tasks:**

- Updating local bank account/signing authorities
- Annual Clubs Fair:
  - **Date:** TBD
  - **Location:** In-person
  - **Description:** The Phrosh Planning Committee is currently planning to host the first year orientation week in person. During Phrosh week, CAPSI UofT will be presenting to the incoming first year students and inform them about CAPSI. We will be informing them of what we do, how students can get involved, receive membership benefits, and will provide an overview of our events/competitions. We also hope to answer any questions students may have about CAPSI.
- First Year 2T7 CAPSI Rep Elections:
  - **Date:** Mid/Late September
  - **Location:** N/A
  - **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.

**University of Ottawa**

**TBD**

Not applicable

<p><b>POSITION UPDATE:</b></p> <p><b>COMPLETED TASKS</b></p> <ul style="list-style-type: none"> <li>● <u>NAME OF EVENT/Task: Sr rep election</u> <ul style="list-style-type: none"> <li>○ <b>Date:</b> April 2023</li> <li>○ <b>Location:</b> UdeM</li> <li>○ <b>Description:</b> Presenting a Power Point of what I've done as a Jr and what are my ideas as Sr (Florence). Vote of confidence by AEPUM.</li> <li>○ <b>Cost:</b> 0\$</li> <li>○ <b>Support Needed from CAPSI National:</b> N/A</li> </ul> </li> <li>● <u>NAME OF EVENT/Task: Jr rep election</u> <ul style="list-style-type: none"> <li>○ <b>Date:</b> April 2023</li> <li>○ <b>Location:</b> UdeM</li> <li>○ <b>Description:</b> Vote by the students.</li> <li>○ <b>Cost:</b> 0\$</li> <li>○ <b>Support Needed from CAPSI National:</b> N/A</li> </ul> </li> </ul> <p><b>Ongoing Tasks</b></p> <ul style="list-style-type: none"> <li>● <u>NAME OF EVENT/Task: Transition of both CAPSI Sr and Jr</u> <ul style="list-style-type: none"> <li>○ <b>Date:</b> May-June 2023</li> <li>○ <b>Location:</b> Montreal</li> <li>○ <b>Description:</b> We both received our transition documents, but we still have to familiarize ourselves with our new responsibilities.</li> <li>○ <b>Cost:</b> 0\$</li> <li>○ <b>Support Needed from CAPSI National:</b> N/A</li> </ul> </li> </ul>
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<p><b>UPCOMING EVENTS/Tasks:</b></p> <p><b><u>NAME OF EVENT: CAPSI Information booth and sale of products</u></b>  <b>Date:</b> September  <b>Location:</b> UdeM - Pavillon Jean Coutu  <b>Description:</b> 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 and sale of CAPSI products  <b>Cost:</b> 0\$  <b>Support Needed from CAPSI National:</b> N/A</p> <p><b><u>NAME OF EVENT: ACEIP Disclaimer</u></b>  <b>Date:</b> September  <b>Location:</b> UdeM - Pavillon Jean Coutu  <b>Description:</b> Compilation of students who want to withdraw from CAPSI, and their informations  <b>Cost:</b> 0\$  <b>Support Needed from CAPSI National:</b> N/A</p>
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**NAME OF EVENT: RxFiles Order**

**Date:** September

**Location:** UdeM - Pavillon Jean Coutu

**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:** UdeM - Pavillon Jean Coutu

**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



**POSITION UPDATE:**

**COMPLETED TASKS**

- NAME OF EVENT/Task: Senior representative election
  - **Date:** March 2023
  - **Location:** N/A
  - **Description:** Vote of confidence by Administrative Council
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: Senior representative transition
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** N/A
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: Junior representative election
  - **Date:** May 2023
  - **Location:** N/A
  - **Description:** Voted by the upcoming 2<sup>nd</sup> year students
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- NAME OF EVENT/Task: Senior transition
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** N/A
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- NAME OF EVENT/Task: Junior transition
  - **Date:** N/A
  - **Location:** N/A
  - **Description:** N/A
  - **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\$

**POSITION UPDATE:****COMPLETED TASKS****NAME OF EVENT: CAPSI Local Transition (Local Elections and Verbal Transition)****Date:** April 2023**Location:** Virtual (elections) and in-person at College of Pharmacy (verbal transition)

**Description:** Elections included campaigning, virtual speeches and voting for incoming Senior, Junior and class representatives (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). Speeches were distributed to students virtually and positions were voted on via Google Forms. All positions were filled. Outgoing Senior (Nolan) and Junior (Baraa) met with incoming Senior (Madison) and Junior (Alex) to review how CAPSI operates on both a local and national level, what the roles entail, as well as a month- by-month breakdown of CAPSI events throughout the year and how to prepare.

**Cost:** N/A**Support Needed from CAPSI National:** N/A**NAME OF EVENT: Finalization of PDW 2025 Planning Committee & First Meeting****Date:** April 12, 2023**Location:** College of Pharmacy

**Description:** The PDW 2025 planning committee is complete! The first meeting with the full team has occurred where themes for PDW were discussed, all officers received their PDW e-mails, and any questions were answered about the event. A bank account for the event has been opened and the full loan amount has been received by the finance officers. Ongoing meetings with the PDW 2025 team will occur in the coming months 😊

**Cost:** N/A**Support Needed from CAPSI National:** Continued support and guidance re: planning.**Ongoing Tasks**

N/A

**NAME OF EVENT: Meeting re: P/F System Change with Director****Date:** March 20, 2023**Location:** Burbidge building

**Description:** Nolan (outgoing Senior) met with the Director of Pharmacy to discuss the recent transition from P/F system to letter grades to obtain more information about rationale and provide a student perspective on this issue.

**Cost:** N/A**Support Needed from CAPSI National:** Continued collaboration with APA group.**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: Race Against Racism****Date:** September 2023 (Exact date TBD)**Location:** Halifax, NS (Exact location TBD)

**Description:** In collaboration with the Dalhousie Student Pharmacy Society (DSPS) Equity and Inclusion Representatives and Athletic Directors, an annual run/walk is held to raise awareness and money to promote anti-racism through student donations. A local organization will be selected for donations to go to (organization TBD). Following the event, participants will be sent a newsletter with educational content on antiracism, such as improving healthcare for newcomers, information on NIHB, and information on indigenous communities. A google form is distributed towards the end of August for students and alumni to register for the event and make a monetary donation if they wish. In previous years, CAPSI has been responsible for registration, fees, sending out emails, as well as making certificates and receipts for participants.

**Cost:** TBD**Support Needed from CAPSI National:** N/A 😊**NAME OF EVENT: CAPSI Information Session****Date:** TBD (September)**Location:** Dalhousie College of Pharmacy

**Description:** CAPSI Senior and Junior Representatives, as well as class representatives, will hold a presentation regarding what CAPSI is/what CAPSI does and the benefits being a member offers to students. This will be oriented towards first year pharmacy students but will be advertised to upper years as well. We will also promote ways to get involved with CAPSI/the first-year representative election.

**Cost:** TBD**Support Needed from CAPSI National:** N/A**NAME OF EVENT: Dalhousie Pharmacy Orientation Week CAPSI Social Event****Date:** September 5-9/2023**Location:** Dalhousie College of Pharmacy

**Description:** The CAPSI team will collaborate with the DSPS social directors to host a social event for incoming pharmacy students to participate in during their orientation week. This has previously been a photo scavenger hunt. We are currently communicating with the social directors to determine what is best suited with their current orientation week schedule and to maximize student engagement. Plans should be finalized in the coming weeks!

**Cost:** TBD

**Support Needed from CAPSI National:** Social directors have reached out regarding CAPSI notebooks which they have previously included in orientation packages/if these will be distributed this year 😊

**NAME OF EVENT: First Year CAPSI Representative Election****Date:** September 2023**Location:** Dalhousie College of Pharmacy

**Description:** First year students will campaign, do speeches and vote on a first year CAPSI representative beginning-mid September. In the same manner as the election that has just passed, voting and speech distribution will occur virtually.

**Cost:** TBD

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

## POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: IPSF Lunch and Learn
  - **Date:** March 20, 2023
  - **Location:** MUN School of Pharmacy
  - **Description:** Presentation with SWAP who is a harm reduction group in St. John's
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Faculty Appreciation Day
  - **Date:** March 22, 2023
  - **Location:** MUN School of Pharmacy
  - **Description:** Snack and positive messages to show appreciation for faculty at MUN School of Pharmacy
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Immunize.io Lunch and Learn
  - **Date:** March 23, 2023
  - **Location:** MUN School of Pharmacy
  - **Description:** Presentation on vaccination
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: IPSF Blood Drive
  - **Date:** March 25, 2023
  - **Location:** Canadian Blood Services, St. John's
  - **Description:** Blood drive as part of vampire cup
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: School of Pharmacy Outreach
  - **Date:** March 27, 2023
  - **Location:** University Centre, MUN, St. John's
  - **Description:** Set up booth for MUN students to ask about MUN Pharmacy Program
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: CSHP Evidence Based Practice Competition
  - **Date:** March 29, 2023
  - **Location:** PPL, MUN School of Pharmacy
  - **Description:** CSHP competition
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task:
  - **Date:** March 28, 2023
  - **Location:** MUN
  - **Description:** Elected the local CAPSI council for 23-24 (bar Recruitment Officer)

- **Cost: N/A**
- **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Gathering Place Hygiene Drive
  - **Date:** Throughout March
  - **Location:** Pharmacy Lounge, MUN School of Pharmacy
  - **Description:** Donation drive for hygiene items like soap, toothbrushes etc
  - **Cost:** N/A
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Takeover Tuesdays
  - **Date:** Tuesdays throughout March
  - **Location:** MUN PAM instgram
  - **Description:** Different pharmacy professionals due takeovers on Tuesdays on our MUN PAM instgram
  - **Cost:** N/A
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Fit Fridays
  - **Date:** Fridays throughout March (exception of Saturday March 25 instead of 24 as 25th is formal)
  - **Location:** MUN School of Pharmacy
  - **Description:** Themed outfit days
  - **Cost:** \$20 (5 dollar gift card for weekly draws)
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Social Saturdays
  - **Date:** Saturdays throughout March
  - **Location:** Virtual
  - **Description:** Various Social Media Contests
  - **Cost:** \$20 (\$5 dollar gift card for weekly draws)
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Script Sundays/ Mock OSCE Mondays
  - **Date:** Sunday and Mondays throughout march
  - **Location:** Virtual
  - **Description:** People who get both the correct answer for translation a handwritten script and screening prescriptions OSCEs correct are entered in a draw to win a gift card
  - **Cost:** \$40 (\$10 dollar gift card for weekly draws)
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: Apotex Pill Drop
  - **Date:** April 1, 2023
  - **Location:** MTS Clinic, St. John's
  - **Description:** Our annual pill drop
  - **Cost:** N/A
  - **Support Needed from CAPSI National: N/A**
- NAME OF EVENT/Task: CAPSI Jr. Turnover Document handover
  - **Date:** April 1, 2023
  - **Location:** MUN

- **Description:** Handed over the new 23-24 CAPSI Jr. Turnover document to Alexis Young, the incoming MUN CAPSI Jr. and discussed some items in-person.
- **Cost: N/A**
- **Support Needed from CAPSI National: N/A**
- **NAME OF EVENT/Task:** CAPSI Sr. Turnover Document handover
  - **Date:** April 23, 2023
  - **Location:** MUN
  - **Description:** Handed over the new 23-24 CAPSI Jr. Turnover document to Wooje Choi, the incoming MUN CAPSI Sr. and discussed items via text.
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**
- **NAME OF EVENT/Task:** Class of 2023 Mock-OSCEs
  - **Date:** May 21, 2023
  - **Location:** MUN Professional Practice Laboratory
  - **Description:** Hosted the Mock-OSCEs for the graduating class consisting of 3 sessions of 9 stations (including rest station). Feedback forms were handed out afterwards to find areas of improvement
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**

**Ongoing Tasks**

- **NAME OF EVENT/Task:** Planning of 2023 Career Fair
  - **Date:** Throughout the Summer
  - **Location:** Glass Atrium in MUN Medicine Building
  - **Description:** Confirmed booking of the location, currently 8 employers confirmed, more to confirm later on.
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** Planning of 2023 CIBC Run for the Cure

**Date:** Throughout Summer (Event is Oct 1, 2023)

**Location:** Quidi Vidi Lake Trail

**Description:** Register a CAPSI MUN team and brainstorm fundraising ideas for the event

**Cost: N/A**

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

**NAME OF EVENT:** Planning of 2023 Saving Second Base Tournament

**Date:** Throughout Summer

**Location:** TBD

**Description:** Alexis will be planning the annual Saving Second Base Tournament as a fundraiser for the CIBC Run for the Cure. Will provide guidance and help PRN.

**Cost: N/A**

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



**NAME OF EVENT:** Planning of 2023 CAPSI Awareness Week

**Date:** A week in September (Most likely 3rd week)

**Location:** MUN

**Description:** Need to plan a week to raise awareness of CAPSI, begin the membership drive, have some speaker come in for L&L (Haleon showed interest due to a great showing from PAM), and possibly textbook sale if applicable.

**Cost:** N/A

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

## Executive Council Updates

President

M. Wong

### POSITION UPDATE:

#### COMPLETED TASKS

- Transitioned with Past-Pres (Christine)
- Executive Council Check-in Meetings
  - VP Comms & Outgoing VP Comms (Ryan and Marianna) - May 9th
  - IPSF Rep (Alissa) - May 17th
  - Exec Sec (Cara) - May 20th
  - VPPA (Nolan) - May 23rd
  - Webmaster (Emma) - May 26th
  - SEO (Farah) - May 26th
  - CAPSIL editor (Jasmine) - June 1st
  - VP ed (Melanie) - June 2nd
  - FO & Outgoing FO (Bhawani & Kevin) - June 4th
- Conference-related meetings
  - CPERC working group - May 2nd
  - World Congress check-in - May 10th
  - PDWPC 2024 check-in - May 17th
    - Provided guidance and feedback on the budget and sponsorship efforts
  - World Congress planning committee full update - May 30th
  - PDWPC 2025 Introductions - May 31st
    - Connected the Co-chairs to Strategic Site Selection
- Other meetings
  - CPhA Strategic Planning Student focus group - May 29th
  - Belairdirect - June 1st
  - MediaPlanet - May 31st & June 5th
  - ShiftPosts - June 9th
- Created welcome package for our in-person June meetings
- Completed organizing the rooming list for CPERC/ Ensured everyone was registered
- Worked with Cara to prepare for Pres-Elect By-by-by Elections
- Worked with Nolan to provide input for NAPRA surveys (professionalism and compounding practices)
- Completed reviewing the OM and provided suggestions for updates
- Reviewed contract updates with Ryan
  - Fresenius Kabi
  - LCL
  - Belair Insurance
  - RxFiles

#### Ongoing Tasks

- Continue checking in with execs and locals
- Continue checking in with PDWPC 2024 & 2025 planning progress

- Continue checking in with World Congress
- Finding a Pres-Elect

#### UPCOMING EVENTS/Tasks:

- Meeting with L'Oreal - June 20th
- Meeting with CFP - June 21st
- Set up JOMs as needed during the summer
- Meet with mentorship coordinators
- Onboarding Pres-Elect when they get elected!

**President-Elect**

**TBD**

Not applicable

**POSITION UPDATE:**

**COMPLETED TASKS**

- Meetings
  - Transitioned with Madi and Will
  - Bridging the Gaps Fund
  - CPhA
    - CPS Focus Group
    - Strategic Plan Focus Group
    - Wellness Task Force
    - Christine Dagleish
  - World Congress
  - CSHP
  - LCL-SDM
  - Post election candidate meetings
- Reviewed
  - CSHP Student Liaison application criteria
  - Bereavement statement
  - Transition packages and feedback forms
  - Scotiabank investment options
- Worked with Jonathan to secure Slack non-profit rate
- Checked in with UOttawa faculty

**Ongoing Tasks**

- Provide support & guidance to council PRN
- Follow up with UofT's finances, PDW
- Meet with CFP

**POSITION UPDATE:**

**COMPLETED TASKS**

- Met with Steven on May 17th, 2023 to complete transition into the Exec Sec role
- Met with Madi on May 20th, 2023 regarding goals for the role and the year ahead, as well as preliminary logistics for elections and June meetings
- Organized and disseminated the June Meetings Agenda - have now added the values in French to the template as well to represent both official languages of Canada's pharmacy students
- Sent way too many emails to council regarding elections, position updates/agenda items, name pronunciations, OM and bylaws, deadline to transition to CAPSI email, Google Calendar 😊
- Created and printed council name tags on cardstock for in-person meetings in the 2023-2024 council term

**Ongoing Tasks**

- Pres-Elect By-by-by Elections opened on May 26th, 2023 and will close on June 30th, 2023 with a council electoral meeting to come around mid-July - please promote to your school's CAPSI members!

**UPCOMING EVENTS/Tasks:**

- NAPRA meeting on June 19th, 2023 with Ryan
- Form the electoral committee!
- Promote all open subcommittees to CAPSI members
- Schedule and complete the elections meeting with council following the closing of Pres-Elect by-by-by elections
- Re-evaluate elections application process as is appropriate following the by-election
- Start thinking about promotions for the 2024-2025 Council Elections occurring in the fall semester

**POSITION UPDATE:**

**COMPLETED TASKS**

- Completed Handover Meeting with Kevin Huynh
  - Date: May 20-21, 2023
  - Location: Zoom
  - Description: Handover and Introduction to CAPSI Finance Operations
  - Cost: \$0.00
  - Support Needed from CAPSI National: Kevin Huynh
- Obtained Business Debit Card from Scotiabank
  - Date: June 3, 2023
  - Location: Scotiabank (222 Queen St. W, Toronto, ON, M5V 1Z3)
  - Description: Obtained access to CAPSI National Scotiabank Account
  - Cost: \$0.00
  - Support Needed from CAPSI National: Kevin Huynh

**Ongoing Tasks**

- Presentation for June 2023 Meeting
- Set up Online Banking
- Invoices and other tasks

**Outgoing Finance Officer**

**K. Huynh**

Not received



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

- AstraZeneca x CAPSI Webinar for CAPSI
- VPC started using and responding to VPC account
- VPC reviewed 2022-23 VPC folders (for historic context)
- VPC Zoom Meeting: VPC, Pres, and O-VPC
- CAPSI-CSHP EBM Competition
- EcoloPharm: campaign ad on socials
- Post-PharmacieU in Montreal
- [RxFiles CONTRACT REVIEW]; RxFiles 3-Year Contract **SIGNED**
- CU Advertising: introduction, phone call about CAPSIL issues, sales reports, ad space, etc.
- CPhA Virtual Focus Group
- WC 2024 inquired about PDW 2023's Patient Counselling Competition sponsorship

**Ongoing Tasks**

- [FKC Ltd. CONTRACT REVIEW], FKC contract updates (one-year term contract), will resend contract once reviewed
- CAPhE x CAPSI - discussing interview submission for Fall CAPSIL 2023
- Emailed FO regarding outstanding sponsorship payments from L'Oreal (received), Fresenius Kabi Canada Ltd. (finalizing), BioScripts Solutions (received)
- [Loblaws Companies Limited CONTRACT REVIEW], awaiting to be signed for 3-Years (2023-2026)
- CFP-CAPSI contract renewal discussions
- [belairdirect CONTRACT REVIEW] Pres and VPC reviewed, awaiting to be signed for 2-Years (2023-2025)
- Invoicing sponsors, emailing
- Pharmacy Practice+Business contacted CAPSI regarding Bridging the Gaps Fund
- CSHP Student Delegate Position 2023-2025 Selection Committee: Pres and VPC

**UPCOMING EVENTS/Tasks:****NAME OF EVENT:**

- 2023/06/09-present: ShiftPosts x CAPSI: discuss the à la carte CAPSI options, finalize contract agreement
- 2023/06/19: Culture of Professionalism within Pharmacy Meeting Information (Exec. Sec. attending too)
- 2023/06/20: L'Oreal x CAPSI: VPC and Pres contract obligation next steps
- 2023/06/21: CFP x CAPSI: VPC, Pres, O-VPC, and Past-Pres contract renewals
- 2023/07/04: CAPSI-AFL Planning (VPEd attending)
- PharmacyU Vancouver - contact about tickets for student delegates
- Sending invoice requests to sponsors
- Forward CAPSIL ad info and contest information to CAPSIL editor and Webmaster

- JOM with CPhA
- JOM with CSHP
- Update CAPSI Prospectus Sponsorship 2023-2024
- Contract renewals

**POSITION UPDATE:**

**COMPLETED TASKS**

- Transitioned VP Communications role to Ryan Chan, supporting a smooth turnover in the following ways:
  - Creating CAPSI Sponsors Follow-up 2023-2024 spreadsheet
  - Following-up with sponsors and FO RE: outstanding invoices from 2022-2023 term
  - Advising on contract revisions with Fresenius Kabi
  - Liaising with CSHP RE: CAPSIL 2023-24 timelines and submissions
  - Liaising with CU Ads RE: 2023-24 CAPSIL advertisements and process
  - Meeting with Pres and VP Com to answer outstanding questions (May 9)
  - Clarifications RE: EcoloPharm social media advertisements
  - Liaising with PDW PC 2024 RE: Sponsorship Package edits
  - Liaising with LCL RE: revised contract + providing feedback to current VP Com
  - Connecting with new Executive Director at CFP to discuss 2023-24 partnership
- May 31 meeting with World Congress Planning Committee
- Booked reservations for June 14 and June 16 CAPSI Council dinners in Winnipeg
- Finalized CAPSI Statement on Student Bereavement

**UPCOMING EVENTS/Tasks:**

- June 21 meeting with CFP RE: continuing partnership for 2023-24
- Releasing CAPSI Statement on Student Bereavement
- Continuing to support VP Communications and President as needed RE: CAPSI partnerships

**POSITION UPDATE:**

**COMPLETED TASKS**

- **NAME OF EVENT/Task:** Emailed out Award of Professionalism Application to Locals
  - **Date:** May 28, 2023
  - **Location:** N/A
  - **Description:** I emailed the award of professionalism application for PAM 2023 to locals. I set the deadline for June 30, 2023.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- **NAME OF EVENT/Task:** Medisca Compounding Competition
  - **Date:** TBD
  - **Location:** N/A
  - **Description:** I have been in contact with Medisca. They will have the draft for the local competition handbooks sent by the end of July.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task:** PIC Competition
  - **Date:** TBD
  - **Location:** N/A
  - **Description:** I have started working on the PIC competition case.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** Select Future of Pharmacy Award

**Date:** TBD

**Location:** N/A

**Description:** There have been no new submissions so I will look at previous scores of people who have been nominated in the past year who have not won.

**Cost:** N/A

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

**NAME OF EVENT:** Prepare other competitions documents for locals

**Date:** TBD

**Location:** N/A

**Description:** I will be working on competition documents over the summer and will aim to have all competition documents sent to locals by early September.

**Cost:** N/A

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

**POSITION UPDATE:**

**COMPLETED TASKS**

- Collaborated with Lynn and Marianna re: student loan response letter with CPhA.
- Completed transition with Lynn in early/mid May.
- Had a meeting with Madi to discuss goals for the year.
- Discussed symposia topics with Melanie.
- Finalized IPE panel topics for PAM 2024.

**UPCOMING EVENTS/Tasks:**

- Form APA committee for 2023/24 and have our first meeting (prioritize school-specific goals at this meeting).
- Continued work towards Bridging the Gaps Fund and including pertinent individuals in future conversations/efforts.
- Continued work with student loan efforts.
- Maintain and strengthen relationships with external stakeholders (IPPC being a priority).
- Get an idea of the priorities for each school and assist in advocating for change wherever appropriate.
- Communication with Kyle Wilby and other valuable individuals about starting a conversation re: inclusion of diverse populations in pharmacy curricula (conversations on darker skin and dermatological assessments, 2SLGBTQIA+, weight bias, two-eyed seeing in pharmacy practice, individuals with disabilities, substance use conversations, low health literacy, rurality/low SES).

**POSITION UPDATE:**

**COMPLETED TASKS**

- NAME OF EVENTS/Tasks:
- Waiver of liability (March 2023)
- Coordinating incoming and outgoing students: Confirmed 5 incoming and 8 outgoing student exchanges for international students and CAPSI members, respectively.
- Submitted monthly updates to chairperson of student exchange regarding roles and interactions as the CAPSI student exchange officer.
- Preparing reimbursement charts for SEP students

**Ongoing Tasks**

- NAME OF EVENTS/Tasks:
- Supporting incoming and outgoing students with their travail plans and requirements
- Promotion of IPSF Events (Email/Facebook/Instagram)
  - **Description:** Disseminating information about IPSF events to Canadian pharmacy students via IPSF Locals (i.e. World Health Assembly, IPSF webinars and competitions)
- Submission of IPSF SEO Activity Reports (monthly) : highlight the events that CAPSI is doing to other IPSF SEOs and SEO Chairperson.
- Follow up with locals regarding incoming students (helping them find accommodations, planning activities and planning airport pickups)
- Preparing for Regional and General assemblies (July and August)

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** SEO second annual IPSF meeting

**Date:** June 18<sup>th</sup>

**Location:** online

**Description:** Meeting regarding SEP and the end of term

**Cost:** N/A

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

**NAME OF EVENT:** Regional Annual Assembly

**Date:** July 2023

**Location:** Sao Paulo, Brazil

**Description:**

**Cost:** 2,5-3k

**Support Needed from CAPSI National:** 2k

**NAME OF EVENT:** General Assembly, World Congress

**Date:** August 2023

**Location:** Bali, Indonesia

**Description:**

**Cost:** 4k

**Support Needed from CAPSI National:** 2k

**NAME OF EVENT:** Locals IPSF meeting

**Date:** to be determined, probably late August or September

**Location:** online

**Description:** Meeting regarding IPSF Locals roles and tasks, presenting SEP

**Cost:** N/A

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

**POSITION UPDATE:**

- Completed transition meeting with outgoing IPSF Liaison (Nicole Bakowski) on May 7
- Reviewed IPSF Liaison turnover documents and familiarized myself with the IPSF Liaison email, Google Drive, and relevant documents/forms.

**COMPLETED TASKS**

- NAME OF EVENT/Task: Regional & Global Policy Session Paper
  - **Date:** June 2 & July 10 (respectively)
  - **Location:** Submission to the PARO & IPSF Global Google Drives, respectively
  - **Description:** Topic for the Regional Policy Paper is “Pharmacist’s Role in Realizing Sustainable and Accessible Healthcare Systems”. Nicole wrote the Global Policy Paper on “Advancing Equity in Rare Disease Healthcare”.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** none
- NAME OF EVENT/Task: Health Campaign 2023-2024 Theme Poll
  - **Date:** June 4
  - **Location:** Facebook
  - **Description:** Local Representatives were invited to a mandatory vote for a theme/charity for this year’s Health Campaign. All relevant information was provided in the Facebook post, with a deadline for voting set for June 13.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** To be voted on at the executive council meeting
- NAME OF EVENT/Task: Global Consultation on IPSF Policy Session
  - **Date:** June 10 @ 12:00 UTC+0
  - **Location:** Zoom
  - **Description:** Presentation/reading of the Regional & Global Policy Papers by IPSF Liaison, SEO, and/or IPSF Local Representatives who can attend the sessions.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** none

**Ongoing Tasks**

- NAME OF EVENT/Task: Bridging Our Borders 2023
  - **Date:** June 3 - July 22, 2023
  - **Location:** Zoom
  - **Description:** Bridging Our Borders is a new initiative proposed by NUSPS (Singapore) to improve students’ awareness of pharmacy practice and the pharmaceutical industry abroad. This initiative is in collaboration with various pharmaceutical students’ associations, including CAPSI (Canada), KNAPS (Korea), MyPSA (Malaysia), and PSA-Taiwan (Taiwan).
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** none
- NAME OF EVENT/Task: Vampire Cup 2023
  - **Date:** Jan - Dec 2023



- **Location:** N/A
- **Description:** Coordinate with Canadian Blood Services for Vampire Cup competition amongst Canadian schools (outside of Quebec), winner to be announced later in 2023.
- **Cost:** \$0
- **Support Needed from CAPSI National:** additional social media promotions in September/October
- **NAME OF EVENT/Task:** Submission of Activity Reports & PARO Spotlights
  - **Date:** ongoing
  - **Location:** CP Forum
  - **Description:** Activity Reports describe events hosted by CAPSI to IPSF CP's, where they may ask questions regarding the events on the forum. PARO Spotlights highlight events hosted by CAPSI to IPSF CP's in the Pan-American Region on the IPSF PARO Instagram page.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** none

#### UPCOMING EVENTS/Tasks:

**NAME OF EVENT:** Health Campaign Award 2022-2023

**Date:** July-August 2023, tentative due date is August 21

**Location:** N/A

**Description:** The three Health Campaign Award is an annual prize awarded to the three schools that held the most organized, professional, and creative Health Campaigns.

**Cost:** none (if award provided by sponsor) or \$150 (first place - \$25, 2nd place - \$15, 3rd place - \$10).

**Support Needed from CAPSI National:** Confirm with CAPSI Finance Officer regarding Health Campaign prizes - awards for 2021-2022 year sponsored by Apotex as the "IPSF-Apotex Health Campaign Award" (1st place \$250, 2nd place \$150, 3rd place \$100). Contract due to be renewed on August 31, 2023.

**NAME OF EVENT:** Health Campaign Award - Judges & Rubrics

**Date:** TBD (by August 21)

**Location:** N/A

**Description:** Email past judges to see if they would be interested in being part of the Judges panel again. Should Apotex remain as sponsors, at least one judging spot will be left for Apotex to fill per the 2022-2023 contract. The judging rubric will be revised and provided with completed applications.

**Cost:** \$0

**Support Needed from CAPSI National:** none

**NAME OF EVENT:** IPSF Local Representatives Pre-Mandate Meeting

**Date:** August 2023 (TBD)

**Location:** Zoom

**Description:** Along with the SEO, host a virtual meeting with all Local Representatives (Sr/Jr) to outline upcoming events and expectations regarding IPSF for the upcoming mandate. Will determine the most appropriate means of communication and set up group chats with the IPSF Liaison, SEO, and each school's representatives.

**Cost:** \$0

**Support Needed from CAPSI National:** none

**NAME OF EVENT:** World Congress 2024

**Date:** August 2024

**Location:** Montreal, QB

**Description:** Liaising between IPSF Executive Committee and WC 2024 Reception Committee (Montreal), updated on process of WC 2024 RC periodically. Pending response from IPSF ExCo regarding any documents/agreements signed between the two parties, pending response. Aid in drafting motion requesting price increase, to be presented at WC 2023 in Bali.

**Cost:** TBD

**Support Needed from CAPSI National:** follow-up with WC 2024 RC about sponsorship progress

**POSITION UPDATE:**

**COMPLETED TASKS**

- Webmaster Transition
  - **Date:** May 10, 2023
  - **Location:** Online
  - **Description:** I met with Jonathon to discuss the role.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- Webmaster x President Meeting
  - **Date:** May 26, 2023
  - **Location:** Online
  - **Description:** I met with Madi to discuss the role and goals for the year.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- World Congress Meeting
  - **Date:** May 30, 2023
  - **Location:** Online
  - **Description:** I listened and asked questions to the World Congress 2024 Committee as they presented updates.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- Posting on Social Media as Required
- Looking into Non-Profit Discounts for Slack and Issuu

**UPCOMING EVENTS/Tasks:**

**Take Headshots/Group Photos**

**Support Needed from CAPSI National:** Fill out the biography form that is in the meeting minutes. (I'll also email it out).

**Website Updates**

**Support Needed from CAPSI National:** If you have website suggestions please let me know via the google form.

**Transitioning the Slack Group Chats to Current Committee Members**

## POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: CAPSIL Editor Transition Meeting
  - **Date:** May 16, 2023
  - **Location:** Virtual
  - **Description:** AI, the previous CAPSIL editor, thoroughly went over the tasks and details about the CAPSIL editor and what to expect from the role
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: CAPSIL Editor X President Meeting
  - **Date:** June 1, 2023
  - **Location:** Virtual
  - **Description:** discussed with Madi, the current CAPSI President, about expectations and goals for CAPSIL editor moving forward
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- NAME OF EVENT/Task: Subscribing to the Mailchimp mass email platform
  - **Date:** no specific date
  - **Location:** virtual
  - **Description:** choosing on the best package for CAPSI use
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** Will require a vote during the meetings to go forward with the package
- NAME OF EVENT/Task: Sero Communications
  - **Date:** no specific date
  - **Location:** virtual
  - **Description:** discussions regarding their services to see if it may benefit us!
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** N/A

## UPCOMING EVENTS/Tasks:

- NAME OF EVENT/Task: CAPSI National June Meetings in Winnipeg
  - **Date:** June 15-16, 2023
  - **Location:** Winnipeg
  - **Description:** start off the 2023-2024 CAPSI National council year and to set goals and intentions for the upcoming academic year
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Assembling Translation Committee

- **Date:** After June meetings
- **Location:** virtual
- **Description:** will need to recruit and assemble a strong translation committee ASAP
- **Cost:** N/A
- **Support Needed from CAPSI National:** Promote this please!

**CSHP Liaison**

**A. Krupski**

No CSHP updates. Applications were due for the next CSHP Liaison, so are likely being revised now (or will be shortly)