



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

CPhA 2018

CAPSI National Council Meetings

Fredericton, NB

Friday June 1st - Monday June 4th, 2018.

Friday, June 1st, 2018
CAPSI Jr/Sr Representative Meeting
Location: Room #226, Alberta/Sask Room, Crowne Plaza
9:00-10:30am

The Jr/Sr Representative Meeting is an opportunity for local representatives to discuss successes and challenges from the year ahead, 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.

https://docs.google.com/document/d/19SZ27oV3jZ_CmQUDKB2vd8j7u1EZ0ghPhSsr983fs/e/dit?usp=sharing

Overall goal: develop new ideas to further promote CAPSI's values of *academics, advocacy, professionalism, excellence, and unity.*

Executive Meet and Greet
Location: Room #357, USask Exec/VP PA/FO Room, Crowne Plaza
9:00-10:30am

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.

Please use the link below to record 3-5 goals for the year ahead. Discuss these goals with your fellow executives to determine areas in which you can potentially support or collaborate with one another.

<https://docs.google.com/document/d/1MseqyIxUwMeqWxekpl6CsahwnYo6OdsUdEKPQU6LaBw/edit?usp=sharing>

Day 1: Friday June 1st, 2018

Location: Nashwaaksis Room, Fredericton Convention Centre

10:30am-12:00pm, 1:00-4:30pm

1. Call to Order **T. Sanders**

T. Sanders called the meeting to order at 10:40 AM.

2. President's address **T. Sanders**

T. Sanders recited the mission, vision and values of CAPSI.

3. Dissolution of CAPSI National 2017-2018 Council/Formation of CAPSI National 2018-2019 Council

BIRT we dissolve the CAPSI National 2017-2018 Council and form the 2018-2019 Council, including all members listed in the CPhA 2018 CAPSI National Council Meeting Attendance.

T.Sanders/D.Shymanski

Motion Carried

4. Attendance **T. Sanders**

T. Sanders	President
J. Kwon	President-Elect
S. Barillaro	Outgoing Finance Officer
S. Yu	VP Education
R. Ward	VP Professional Affairs
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
N. Srimurugathan	CAPSIL Editor
K. Bishop	UBC Junior Representative
M. Contreras	Alberta Senior Representative
D. Shymanski	Saskatchewan Senior Representative
L. Wu	Saskatchewan Junior Representative
L. Kotyrba	Manitoba Senior Representative
M. Kaushal	Manitoba Junior Representative
R. Anisman	Toronto Senior Representative
E. Nguyen	Toronto Junior Representative
D. Bergeron	Montreal Junior Representative
W. Lee	Dalhousie Senior Representative
L. Ford	Dalhousie Junior Representative
A. Clarke	MUN Senior Representative
L. Symonds	MUN Junior Representative

Guests: C. Caron, K. Nisar

Regrets: P. Thabet, N. Gajaria, G. Anhoury-Sauvé, M. Belsek, B. Houle, M. Ney, F. Paré, C. Beucher, K. MacMillan, J. Butler, M. Contreras, M. Wei, D. Moulton

5. Welcome and Introductions **T. Sanders**

6. Review of Robert's Rules **J. Kwon**

For quick reference: <http://diphi.web.unc.edu/files/2016/10/cheat-sheet.pdf>

Presentation:

<https://docs.google.com/presentation/d/14qrZVtBm4Kbgjigz4smriyUgaxA0mJS5-dlvUJZycuQ/edit>

7. Acceptance of Previous Minutes **T. Sanders**

7.1 Spring 2018 TC Minutes

<https://docs.google.com/document/d/1SukKmH8mvmhSazVN00nwCQQwsqhyXeEbuo2Aksntg6A/edit?usp=sharing>

BIRT CAPSI National accept the minutes from the Spring 2018 Teleconference of April 20, 2018.

T.Sanders/L.Ford

Motion Carried

C.Caron left the room at 11:10AM.

8. 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

Université de Montréal

See Annex

Université Laval

See Annex

Dalhousie University

See Annex

Memorial University of Newfoundland and Labrador

See Annex

T. Sanders brought forward that all locals should take the time to read each update in detail in order to create new ideas for their own school and be inspired for further local activities.

9. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Finance Officer

See Annex

VP Professional Affairs

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison
See Annex

Student Exchange Officer
See Annex

Webmaster
See Annex

10. Use of CAPSI Council Facebook Page

T. Sanders

Background: The purpose of the CAPSI Council Facebook page is to ask questions, post reminders, etc. However, please remember to utilize your email accounts for specific points of information, such as locating documents or action items. Keeping a record on your CAPSI email account allows these conversations to be utilized for reference in the future and for turnover purposes. Any discussions via Facebook Messenger or text that are pertinent to your position should also be documented in email.

T.Sanders highlighted the importance of keeping a paper trail in order to facilitate transition between position holders and to have a record for future reference.

11. Scheduling of Social Media Posts

P. Tram

Background: P. Tram will review with council the process of scheduling and pre-writing social media posts for the coming year as well as access to the CAPSI National Google Calendar. The shared Google calendar that can be edited by all council members and is available for members to view on our website. Examples of events could include, but are not limited to, conference dates, PAM, teleconferences, committee meetings, etc.

<http://capsi.ca/capsi-national-calendar/>

P.Tram wants to build the social media presence and increase the number of social media posts in order to promote CAPSI. She proposed to open up the social media accounts to other council members to help increase the number and content of the posts.

T.Sanders stressed the importance of utilizing our social media accounts to our advantage in order to promote CAPSI and the benefits it provides to our members.

L. Kotyrba mentioned an idea of using the reposting app in order to share posts related to CAPSI (i.e. reposting from each school's respective Instagram page) in order to expand our reach.

T. Sanders mentioned to take lots of pictures during events in order to have content built up, which we may post in the future

D. Shymanski inquired whether there was a preferred platform to send pre-written posts to P. Tram for posting. D. Shymanski recommended creating a Google document to have different dates for the respective events at the local level.

T. Sanders emphasized the opportunity available by utilizing our website to update member on dates of local events.

12. Unified PAM Theme

R. Anisman/E. Nguyen

Each year at UofT marketing directors of our local student body create a PAM logo and branding for UofT's PAM campaign. Last year the marketing director suggested it would be a good idea for all schools to use the same branding to show unity during PAM. What are other locals thoughts on this?

T. Sanders stressed that she feels like this is a really great idea going forward.

R. Anisman inquired whether there was a potential option to create a unified theme across all of the local schools.

T. Sanders expressed that each year CPhA releases a standardized theme across the nation that is advertised on social media.

M. Contreras, A. Mew, D. Moulton and M. Wei entered the room at 11:20AM.

R.Ward talked about her experience with MUN and different items that they put on during PAM and used in terms of marketing.

T. Sanders echoed R. Ward's perspective. She said that she will try and work with CPhA to see if they can create a unified theme with materials that can be distributed to each school.

13. CAPSI Pamphlet

R. Ward

It is traditionally a duty of the VPPA to maintain the CAPSI Pamphlet for locals to use to promote CAPSI at the beginning of the year. Last year, it was not updated and circulated. However, would locals like to have an updated pamphlet for use this year? in addition, what would you like to see featured in it?

https://drive.google.com/file/d/1n5SVr-8QOB2Bljwe-9sElanA_LTPasD/view

R.Ward shed light on the CAPSI Pamphlet available for local councils and whether we should update it, circulate it with the local councils and wanted the opinions from the local councils of whether or not they would utilize it.

School	<ol style="list-style-type: none"> 1. Have you used it in the past? 2. Would you like it to be updated to use it this year? 3. What modifications or additions would you like to see? 4. If you were to use it, when would you like the updated pamphlet?
UBC	<ol style="list-style-type: none"> 1. Yes, due to the lack of inventory at UBC we have a make-shift one: we prefer a unified one. 2. No comment. 3. No comment. 4. First two weeks of September
UofA	<ol style="list-style-type: none"> 1. No have not been used in the past as membership rate has been high as CAPSI membership is incorporated with our local student associations' membership 2. Yes an update would be great. 3. Agree with USask's comments 4. First week of September
USask	<ol style="list-style-type: none"> 1. Not in the last two years. 2. Yes, given suggestion in point 3. 3. Could we make the format friendly for an e-pamphlet. We have found similar pamphlets to have greater costs than benefits for how many students utilized it. 4. Mid-late August (our PharmD students start the last week of August)
Manitoba	<ol style="list-style-type: none"> 1. Yes (year before last - orientation day for first years) 2. Yes 3. More concise if possible but otherwise looks great (echo having a type of e-pamphlet, going paperless) 4. End of August
Waterloo	<ol style="list-style-type: none"> 1. No, I don't believe the Waterloo 2019's (and possibly before that) received a pamphlet 2. Yes 3. E-pamphlet would be helpful 4. Before January
Toronto	<ol style="list-style-type: none"> 1. No 2. Yes 3. E-pamphlet to minimize printing costs 4. End of August
UdeM	<ol style="list-style-type: none"> 1. Don't know 2. Yes 3. Nothing that we didn't mentioned 4. By mid-august (school starts in the last week of august)
Laval	<ol style="list-style-type: none"> 5. No 6. Yes 7. (wasn't there during the discussion)

	8. End of August
Dalhousie	<ol style="list-style-type: none"> 1. Yes, sent out in frosh packages early to mid August 2. Updates suggested are fine 3. Nothing to add 4. First of August would be ideal
MUN	<ol style="list-style-type: none"> 1. Yes, we leave copies in the student lounge and we use them at our CAPSI career fair booth in September. Printed enough to leave in each first year student's mailbox 2. Yes 3. E-pamphlet would be useful. 4. Early September

S. Barillaro commented on the advocacy actions CAPSI has taken part in over the past few years and suggested adding promotion of those actions to the pamphlet.

D. Shymanski suggested adding the new Student Leadership Award to the pamphlets.

A Mew questioned the incorporation of pharmacy technicians incorporation into CAPSI.

T.Sanders mentioned that she was in talks with K. Tress and Membership Committee to try and coordinate this matter.

T.Sanders motioned to recess until 12:35pm
T.Sanders/A.Mew
Motion Carried

14. Strategic Planning

T. Sanders

T. Sanders called the meeting to order at 12:50 ADT. She informed council that CPhA has asked J. Kwon and herself to present CAPSI National's strategic plan to them. She also noted that other student groups from professional faculties have strategic plans.

T. Sanders shared the history of CAPSI's beginnings with council. She encouraged council to think about where they hope to see CAPSI in the next 50 years.

https://docs.google.com/document/d/1bi6NElw3Prph6WqaBUUioP1csXYYxXdhV9Agm3Pr_Mc/edit?usp=sharing

W. Lee left the room at 1:16PM
W. Lee re-entered the room at 1:20PM

T. Sanders motioned to recess until 3:26pm

T. Sanders/ P. Thabet
Motion Carried

15. CAPSI Symposia Topics 2018-2019

S. Yu/R. Ward

Background: Local chapters will hold one symposium each term to present topics to their students. 5-10 topics will be presented to council and 2 will be selected.

https://docs.google.com/document/d/194lxmvkDsrrsF3CV_H1OmDjUj0eQ3Tq3GjHKhncnslk/edit?usp=sharing

S. Yu highlighted what each of the potential topics entail.

School	Feedback on Topics
UBC	-BC has one of the largest PM advocacy bodies which is tied into the PPA -annual event on PM -LQBTQ: many LGQBTQ advocates in health professions at UBC
UofA	-UofA curriculum does not explore a lot of the suggested topics such as LGBTQ health and traditional medicine; these are topics that can complement the UofA curriculum
USask	-curriculums are not up to date on gut health -traditional medicine: option to consider first nations medicine
Manitoba	-third year of the curriculum has a natural medicines course, may not be something that the upper years would be interested in -Manitoba has several workshops on resilience, everyone has their own ways of managing stress so difficult to have a symposium on this that is applicable to everyone
Waterloo	
Toronto	- Symposium often focuses on therapeutic topics, would be interesting to expand to other areas, such as mental health (UofT also has a new mental health counselor, and having a presentation on mental health could spread awareness about new resources available through the faculty)

	<ul style="list-style-type: none"> - UofT has specialized lecturers for women's health – could either draw more students to attend, or students may no longer be interested in this topic - UofT already has student clubs that host talks on topics 3, 4, 5
UdeM	-mental health is prevalent at UdeM, would be great for CAPSI to align with this interest at UdeM
Laval	-At ULaval, mental health is a big concern, multiple subcommittees organizing material about different topics relating to the suggested symposia topics (pediatrics, mental health)
Dalhousie	<ul style="list-style-type: none"> -Dal has a good relationship with a local children's hospital, this aligns with the pediatrics topic -pharmacists struggle with pediatric populations given that the curriculum focuses on therapeutics for adults
MUN	<ul style="list-style-type: none"> -women visiting IVF clinics require regular monitoring which provides a good opportunity for pharmacists to build rapport with these patients -Amelia has resources available for IVF clinics across Canada which she can share with local representatives

P. Tram suggested traditional medicine would be a good topic to cover to understand how to use it alongside traditional medicine.

S. Terekhovska echoes that we are often only taught about western medicine in school.

M. Wei mentioned that stress management and mental health is more of an individualized approach towards different individuals so it may not be as useful for students to cope with this issue.

P. Thabet suggested that pharmacist centred topics are engaging for students. Topics 7 and 8 are a unique contrast to therapeutic topics that have been suggested in the past.

T. Sanders shared that at USask the faculty of medicine has a panel of medical students that shares their experience on mental health and strategies they used to cope.

J. Kwon highlights that it's important to choose a topic that applies to students in all years of study.

S. Barillaro suggested that it could be a good idea to highlight key information such as statistics to show the value of pharmacists.

D. Moulton requested clarification regarding the logistics of the symposia.

T. Sanders clarified the format of the symposia for council.

D. Moulton cautioned council to select speakers that share accurate information for topics such as LGBTQ health. He also shared that mental health is a topic that is prevalent and it's important to approach the topic in a unique way in order to engage students in an effective manner.

N. Srimurugathan shared that UofT has a variety of clubs focusing on different populations therefore it may not be helpful for CAPSI to overlap with topics that other clubs already hold symposia for.

BIRT CAPSI National symposia topics for the 2018-19 academic year be Stress Management/Practicing Resilience and/or Personalized Medicine and Pharmacogenomics.

**S. Yu/ N. Gajaria
Motion Carried**

16. Advice For Life Update

K. Nisar/T. Sanders

Background: Brief update on introducing the PharmaChoice Advice For Life Award in the upcoming school year. T. Sanders will send a formal email looking for feedback tonight. The deadline for providing the topic will be June 11.

K. Nisar stated that often in our practice as pharmacists in hospital and community we will be required to give presentations and demonstrate the value of pharmacists. Advocacy bodies refer to Pharmachoice for advice on how to present the value of pharmacists to government individuals. The AFL is asking students to do an in-service to health care professionals on a variety of health-related topics. Students will do a presentation that will be judged based on criteria outlined in a rubric. Presentations created by students are evaluated by consultant pharmacists and are used to present to healthcare professionals. AFL currently takes place at MUN, Dalhousie and Waterloo. First place receives \$1500, second place receives \$750 and third place receives \$300. Pharmachoice would like to expand the AFL to all 10 schools across Canada and make the presentations bilingual. Prizes will be awarded locally for first and second place. Local winners will move onto a national competition.

D.Moulton left the room at 4:28PM.

D.Moulton entered the room at 4:31PM.

17. Challenges with Members Accessing CPhA Membership Benefits**N. Gajaria**Background Information/Summary:

Students at the UofA have had challenges accessing membership benefits because as a membership benefit of their local student body, they become members of the provincial advocacy body. RxA is also affiliated with CPhA and when students register with CPhA, they can choose to register as CAPSI or as Alberta RxA Associates. As the CPhA and CAPSI websites are linked, those who have registered as Alberta RxA Associates are not recognized by the CAPSI website, and thus these members are not able to access the members-only portal. At present, the only way we can register as CAPSI Associates is by individually emailing membership services to switch the account types. Additionally, several students from Dalhousie have emailed the secretary with issues logging into the members only portal. Are there any other schools having issues accessing membership benefits with the CPhA login?

S.Barillaro left the room at 4:31PM.

School	Any issues with CPhA login?
UBC	None reported. Long lag time in registration though Some have reported PPA membership validation error
UofA	As reported above. Students are also getting the “Your PPA membership validation has failed” message
USask	Referral to “how-to” document was sufficient.
Manitoba	Error with affiliating as an associate member for CAPSI, when school email is put in, message pops up saying “Your PPA membership validation has failed” and “Sorry, we could not validate your membership with the association selected. Please contact Customer Service at [...]”
Waterloo	Waterloo membership ends before PEBCs due to our modified schedule so it makes members only discounts a hassle to get to them. This was discussed with Kaitlyn however and now I believe is resolved and waterloo students will be removed at a different time. Otherwise students who register and validate their membership are typically successful.
Toronto	Yes, students frequently get following notification when logging in to access their membership benefits: “Your PPA membership validation has failed.”
UdeM	None that I know

Laval	None reported.
Dalhousie	Students had many troubles logging in to the membership portal. Despite following the steps provided they either signed up with the correct email and were unable to gain access or were signing up with the wrong email. There was also the issue mentioned above of signing in as PANS or NBPA members instead of CAPSI. Is there a way to change membership association once you have selected one?
MUN	Yes, a few students needed more help with logging in. Rachel has been sending them the step-by-step PDF to help with login. Main issue seems to be that they are registered associated with PANL instead of CAPSI--solved by contacting CPhA.

L. Wu left the room at 4:32PM.

L. Wu re-entered the room at 4:35PM.

S.Barillaro entered the room at 4:35PM.

18. Translation Committee

N. Srimurugathan

Background: Do universities have any incentives to promote and sustain participation? (e.g. UPS extracurricular points for UofT students which are redeemed for awards at the end of the year)

N. Srimurugathan informed council that there is a lack of participation from members of the translation committee. UPS points work well at UofT to incentivize extracurricular engagement from students.

School	Comments 1. Do you have any incentives to promote any sort of participation in your school? 2. Is there a pharmacy newspaper at your school?
UBC	1.-PhUS has pharmaletics - Athletic participation in sports-related activities -CAPSI - Award of Professionalism award given to those who demonstrate extraordinary contributions -CAPSI Fundraising Committee - Participation in Fundraising translate to contributions to their PDW activities - UBC's Award Committee (faculty only) takes extracurricular activities into their decision making - badges? 2. No, we do not have a student-led newspaper but we have weekly emails from our undergrad society
UofA	1. Awards and scholarships funded by the Faculty for extracurricular

	<p>participation</p> <p>2.</p>
UofS	<p>1. None currently for translation, specifically. Our student groups are working on getting student positions being recognized on the co-curricular records, however this is a lengthy process.</p> <p>None by students, but faculty has an e-newsletter.</p> <p>2.</p>
Manitoba	<p>1. Volunteering for school-related activities could potentially be something to put on a resumé under the section for volunteer activities; first year students are required to submit a certain amount of volunteer hours in one course and this is where a lot of PAM participation can come in (co-curricular record recognition is available for members of student council)</p> <p>2. No newspaper/letter</p>
UWaterloo	<p>1. Not directly, perhaps participation awards.</p> <p>2. Yes, PharmPhile. Small but we have a CAPSI Corner where the Sr/Jr rep contribute and/or our local CAPSI Communications Rep.</p>
UofT	<p>1. “UPS Points” for participating in activities/extracurriculars which are redeemed for awards at the end of the year at the annual awards ceremony</p> <p>2. Yes</p>
UdeM	<p>1. Gift card for contests (ex: winner of the “Valentine’s Day quote”, share this video), but nothing proper for extracurricular activities</p> <p>2. Yes we have a newspaper published 4 times per year</p>
ULaval	<p>1. ULaval has a criteria within their curriculum where it is required to get involved in extracurricular activities and presidents of subcommittees give proof that students got involved during the year. They can use this evidence of involvement in their « rendre-compte » so they can continue the next year of the program</p> <p>2. Yes (L’Imparnation)</p>
Dal	<p>1. No real recognition or incentives to get students to participate due to the worry of having the fee increase being approved for the year. The locals reps were weary to spend too much out of the budget in the case that they would need to cover the additional 3\$ per student for membership fee increases-this was passed this year however and may allow for more incentives of this nature.</p> <p>2. No news letter, was discontinued this year due to lack of readership and submissions to the paper</p>
MUN	<p>1. MUPS points, gift cards, small cash prizes, awards and recognition</p> <p>The new PharmD program has set volunteer requirements for a course in first year (CAPSI events can count towards these hours as long as the CAPSI representatives sign a sheet to confirm their participation and how</p>

	many hours). 2. Student Newsletter - No Newsletter from Faculty - Yes ("Phar-Side").
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Motion to adjourn at 5:19pm.

T. Sanders/M. Wei
Motion Carried

Day 2: Saturday June 2nd, 2018

Location: Nashwaaksis Room, Fredericton Convention Centre

8:30am-12:00pm, 1:00-3:00pm

1. Call to Order

T. Sanders

T. Sanders called the meeting to order at 8:39am.

2. Attendance

T. Sanders

P. Thabet	Past President
T. Sanders	President
H. Kwon	President-Elect
S. Barillaro	Outgoing Finance Officer
D. Moulton	Finance Officer
M. Wei	VP Communications
R. Ward	VP Professional Affairs
N. Gajaria	Executive Secretary
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
N. Srimurugathan	CAPSIL Editor
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior Representative
M. Contreras	Alberta Senior Representative
D. Shymanski	Saskatchewan Senior Representative
L. Wu	Saskatchewan Junior Representative
L. Kotyrba	Manitoba Senior Representative
M. Kaushal	Manitoba Junior Representative
B. Houle	Waterloo Senior Representative
M. Ney	Waterloo Junior Representative
R. Anisman	Toronto Senior Representative
E. Nguyen	Toronto Junior Representative
D. Bergeron	Montreal Junior Representative
F. Paré	Laval Senior Representative
C. Beucher	Laval Junior Representative
W. Lee	Dalhousie Senior Representative
L. Ford	Dalhousie Junior Representative
A. Clarke	MUN Senior Representative
L. Symonds	MUN Junior Representative

Regrets: S. Yu, G. Anhoury-Sauvé, M. Belsek, K. MacMillan, J. Butler

3. CAPSI Council Rooming Requirement

T. Sanders

Background: The following motion was passed at PDW 2014:

12. CAPSI Rooming Requirements at Conferences

J. Sharpe

Motion: BIRT CAPSI National must room with other National members for both CPhA and PDW Conferences moving forward.

(J. Sharpe/A. Carriere)

Motion Passed

- J. Sharpe stated that the reason for this was so that the secretary for future conferences could go forward and book rooms earlier on and figure out the rooming situations at a later date. This would be beneficial, as rooms and special rates tend to get cut off at a certain time.
- C. McEwan stated that it also helps the Sr and Jr reps to keep reigns on their student delegation, as they will not be rooming with their friends. She stated that she felt it may be harder to do it if you're rooming with classmates, and that we count on the reps to keep people in check.
- C. Sinclair stated that if there are only two people per room, that it would be off-setting to have to pay for that.
- A. Prata felt that it would be excited to be able to spend more time with each other, seeing as how we only see one another twice a year.
- S. Miller stated that logistically it makes sense to do it this way.

Section 3.1.3:

FROM:

"Each National Council member:

- Is accountable to the Association and is expected to support the decisions of the National Council,
- Is expected to submit periodic reports to the Association of matters pertaining to his/her respective portfolio and shall make these reports available to General Student Members of the Association upon request
- Is expected to be familiar with the documents of the Association including the Operating Manual and the constitutional By-laws
- Is expected to submit an updated year-end turnover document to the Association (executive members) or to their local CAPSI chapter (local representatives) to act as a guideline for the position successor. Turn-over documents must be submitted to the Executive Secretary prior to the Initial Council Meetings during the Canadian Pharmacists' Association conference. The turn-over of these documents must be documented and tracked by the Executive Secretary"

TO:

"Each National Council member:

- Is accountable to the Association and is expected to support the decisions of the National Council
- Is expected to submit periodic reports to the Association of matters pertaining to his/her respective portfolio and shall make these reports available to General Student Members of the Association upon request

- Is expected to be familiar with the documents of the Association including the Operating Manual and the constitutional By-laws
- Is expected to submit an updated year-end turnover document to the Association (executive members) or to their local CAPSI chapter (local representatives) to act as a guideline for the position successor. Turn-over documents must be submitted to the Executive Secretary prior to the Initial Council Meetings during the Canadian Pharmacists' Association conference. The turn-over of these documents must be documented and tracked by the Executive Secretary
- **Is expected to room with their respective council members at the Canadian Pharmacists' Association conference and Professional Development Week conference."**

T. Sanders/A. Mew

T. Sanders stated that this a motion that was passed at PDW 2014 and has been in practice since. Although we try to keep our operating manual up to date, at times updates get overlooked. She highlighted that CAPSI National rooming together make logistics and reimbursement run smoothly.

D. Shymanski asked if this rule applies to Centennial Award winners who have not been rooming with CAPSI National at the CPhA Conference in the past few years.

T. Sanders clarified that out of respect for our partnership with CPhA who also organizes room logistics for CAPSI National and Centennial winners that this hasn't been an issue in the past.

M. Contreras asked if non-CAPSI National members will be allowed to fill open spaces in the CAPSI National rooms.

T. Sanders clarified that it is acceptable for non-CAPSI National members to fill open spaces and that the ghost of CAPSI pays for open spaces should they go unfilled.

Motion to amend to:

Is expected to room with their respective council members at the Canadian Pharmacists' Association conference and Professional Development Week conference, provided they are not a Centennial Award Winner"

T. Sanders/ D. Shymanski Amendment Carried

BIRT CAPSI National 2018-2019 council approve the above addition to section 3.1.3 of the Operations Manual.

T. Sanders/ R. Ward
Motion carried

4. Committee Dissolution

T. Sanders

T. Sanders highlighted that subcommittees are an efficient way to have more focused discussions

BIRT the CAPSI National 2018-2019 Council dissolves all 2017-2018 standing and ad-hoc committees.

T. Sanders/A. Mew
Motion carried

5. Committee Formation

T. Sanders

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

Finance Officer (Chairperson) ----- D. Moulton
President ----- T. Sanders
President-Elect ----- J. Kwon
Past-President ----- P. Thabet
One Sr. Rep. from Western Canada* ----- M. Contreras
One Sr. Rep. from Eastern Canada** ----- D. Bergeron
Other Council Members ----- R. Ward, L. Ford, B. Houle, D. Shymanski
Outgoing Finance Officer *as an ex-officio member*----- S. Barillaro

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) ----- J. Kwon
Executive Secretary ----- N. Gajaria
Two other members, which may include Jr./Sr. representatives, or executive members of the National Council -----M. Ney, B. Houle, D. Shymanski, A. Mew, D. Bergeron

Membership Committee: Responsible for ensuring that all CAPSI members receive their membership benefits and work to facilitate the promotion of CAPSI during CAPSI Awareness Week. Composed of:

Executive Secretary ----- N. Gajaria
VP Communications ----- M. Wei
One Senior Representative ----- B. Houle
Other Council Members ----- P. Thabet, R. Anisman, N. Srimurugathan, P. Tram, K. Bishop

Professional Development Week 2019 Planning Committee: Facilitate the organization of PDW 2019 in St. John's Newfoundland (hosted by the Memorial University of Newfoundland).

Composed of:

Local Sr. representative from the host school -----A. Clarke
CAPSI President as an *ex-officio* member -----T. Sanders
Local Jr. representative -----L. Symonds
Local Planning Committee as per discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website.

Composed of:

Webmaster (Chairperson) ----- P. Tram
President-Elect ----- J. Kwon
VP Communications ----- M. Wei
CAPSIL Editor ----- N. Srimurugathan
One Sr. or Jr. rep. from Quebec -----D. Bergeron
One Sr. or Jr. rep. from Western Canada* ----- L. Kotyrba,
One Sr. or Jr. rep. From Eastern Canada** ----- A. Clarke
Other Executives: ----- P. Thabet, N. Gajaria, E.
Nguyen, M. Belsek, K. Bishop, R.Ward, L. Wu

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

Past-President (Chairperson) ----- P. Thabet
President-elect ----- J. Kwon
CAPSIL Editor -----N. Srimurugathan
VP Communications ----- M. Wei
Finance Officer ----- D. Moulton
Sr. or Jr. rep. from a French speaking school ----- C. Beucher
Sr. or Jr. rep. from an English speaking school ----- M. Kaushal
Other Council Members ----- M. Belsek, B. Houle, M. Ney,
L. Symonds, A. Clarke, R. Ward, N. Gajaria, L. Ford, W. Lee, L. Wu, D. Shymanski, E.
Nguyen, K. Bishop

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) ----- S. Yu
Past-President ----- P. Thabet
Sr. or Jr. rep. from a French speaking school* ----- D. Bergeron
Sr. or Jr. rep. from an English speaking school ----- A. Clarke
Other council members ----- M. Kaushal, R. Anisman, E.
Nguyen, N. Gajaria, M. Ney, B. Houle, A. Mew

**Must be different from the home school of 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) ----- G. Anhoury-Sauve
IPSF Liaison ----- S. Terekhovska
One Sr. or Jr. rep. from Western Canada* ----- M. Contreras
One Sr. or Jr. rep. From Eastern Canada** ----- E. Nguyen
Other council members: ----- R. Anisman, N.
Srimurugathan, J. Kwon, A. Mew, W. Lee

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

CAPSIL Editor (Chairperson) ----- N. Srimurugathan
One rep. from Université de Montréal ----- D. Bergeron
One rep. from Université Laval ----- F. Paré
One bilingual council member ----- L. Kotyrba
Any other council members interested ----- A. Clarke, P. Thabet, S.
Terekhovska, A. Mew

Ad-hoc Communications and Marketing Committee: Responsible for streamlining communications with membership, looking for a more effective way to deliver CAPSI National's message, evaluating the branding strategy, and upkeep of the CAPSI promotional video. Composed of:

VP Communications (Chairperson) ----- M. Wei
CAPSIL Editor ----- N. Srimurugathan
President-Elect ----- J. Kwon
Webmaster ----- P. Tram
One Sr. or Jr. rep. from Quebec ----- F. Paré
One Sr. or Jr. rep. from Western Canada* ----- K. Bishop
One Sr. or Jr. rep. From Eastern Canada** ----- L. Symonds
Any other council members interested ----- M. Contreras, P. Thabet, A.
Mew

Ad-Hoc 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) ----- S. Yu
One Sr. or Jr. rep. From each school that runs mock OSCEs:
University of Waterloo ----- B. Houle
University of Manitoba ----- L. Kotyrba
University of Saskatchewan ----- L. Wu
University of Alberta ----- M. Contreras
Memorial University of Newfoundland ----- L. Symonds

University of Toronto ----- R. Anisman
University of British Columbia----- A. Mew
Any other council members interested ----- P. Thabet, N. Gajaria

Ad-hoc Advocacy Committee: Responsible for developing a strategy to engage student opinion about any and all 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) ----- R. Ward
VP Education ----- S. Yu
Past-President ----- P. Thabet
One Sr. or Jr. rep. from Quebec ----- C. Beucher
One Sr. or Jr. rep. from Western Canada* ----- A. Mew
One Sr. or Jr. rep. From Eastern Canada** ----- L. Symonds
Any other council members interested ----- J. Kwon, M. Ney, D.
Bergeron, B. Houle, S. Terekhovska, D. Shymanski

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.

Executive Secretary (Chairperson) ----- N. Gajaria
Past-President ----- P. Thabet
One Sr. or Jr. rep. from Western Canada* ----- D. Shymanski
One Sr. or Jr. rep. From Eastern Canada** ----- L. Ford
Any other council members interested ----- S. Terekhovska, M. Wei,
S. Yu

BIRT the CAPSI National 2018-2019 council form the following committees: Finance Committee, Constitutional Review Committee, Membership Committee, PDW 2019 Conference Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee

Motion Tabled until June 3rd,2018.

T. Sanders/ L. Wu

Table carried

6. Student involvement in Committees (Facebook Live)

T. Sanders

Background: In the 2017-2018 council year the following committees were opened to general members: Ad-Hoc CAPSI 50th Celebration Committee, Membership Committee,

Website Committee, Ad-hoc Electoral Committee, Translation Committee. The goal of opening these committees is to get general members further involved in CAPSI National Council and is included as a membership benefit.

P. Thabet stated that the Translation Committee has always been a good committee to keep open as there has always been participation from general members.

T. Sanders shared that the membership committee had a general member last year.

N. Srimurugrathasan stated that he previously participated in the translation committee as a general member and there has been participation from other students at UofT.

D. Shymanski commented that with the recent adjustments to the elections procedure the Ad-hoc Electoral Committee it would be timely to open the committee up to general members for feedback. Particularly in Saskatchewan there has been a lot of member feedback on the new election procedures.

P. Thabet stated that sometimes the objectives of subcommittees are general but if any committee chairs have focused objectives or goals it would be a good way to gain feedback from general members.

T. Sanders questioned if the marketing committee would be a good committee to open general members.

M. Wei stated that it may be difficult to manage the tasks of the committee with a large group of individuals

A. Mew reflected on the challenges faced opening up the Ad-Hoc Advocacy committee to the general members. J. Meija's aim was to create Ad-hoc advocacy meeting in each of the 10 schools and send a representative to the national committee.

T. Sanders stated that it may be a good idea to poll general members or gain feedback from them through other avenues to gain their perspective even if opening the marketing committee is not the best avenue to receive general member feedback.

D. Moulton commented that CAPSI National would like to increase our presence and improve communication with our general members and it would be great to gain insight from general members who have a different perspective than members of council.

M. Wei echoes that general members would be able to provide a fresh perspective for marketing strategies.

BIRT the CAPSI National 2018-2019 Council open the following committees at the discretion of the chairperson, for a trial of 1 year: Translation, Ad-hoc Advocacy, Membership, Ad-hoc Electoral, Ad-hoc Communication and Marketing, Website

T. Sanders / M. Wei
Motion carried

7. Open Subcommittee Recruitment Strategy

N. Gajaria

Looking for feedback from locals as to how the open subcommittees were perceived by general members. Is this something we should continue? Does anyone have suggestions for improving the recruitment process to engage members?

P. Thabet shared that last year we made Facebook posts and it stated that members were required to do a 500 word write up and although there may be value, it could have been a barrier to applicants.

T. Sanders clarified that if we are advertising open subcommittees as a membership benefit and it may not be appropriate to have an application process

M. Contreras stated that the expectations of committees are unclear and that greater transparency can increase interest in the committee

T. Sanders commented that it would be helpful for committee chairs to clearly stated goals and objectives so that general members are made aware of what the focus of committee will be

A. Mew proposes it may be beneficial to make a calendar for meeting times and update.

N. Srimurugathan stated that application process shows a level of commitment.

T. Sanders shared that open committees are a membership benefit. While members may not return throughout the year, the committee chair is ultimately responsible to ensure the tasks of the committee are complete.

P. Thabet suggested providing general members with the opportunity to drop into committee meetings and that if a general member continues to drop into meetings it shows a level of interest in the meeting.

P. Tram shared that we can use the Facebook account to share meeting details to increase engagement of general members

T. Sanders stated that it may not be appropriate to share the teleconference line information on Facebook as it belongs to CPhA.

D. Shymanski suggested that general members can be encouraged to contact their locals if they're interested in receiving the TC line information to join meetings. D. Shymanski inquired whether the open sub-committees TC times could be posted on the CAPSI calendar to keep locals and members up to date.

M. Contreras asked if anyone can join subcommittees. Some committees would have ethical issues to deal with and may not be appropriate to involve any general member

T. Sanders confirmed that any general member can join an open subcommittee but there is no formal wording on this in our operating manual.

S.Barillaro left the room at 9:31AM.

E. Nguyen left the room at 9:39AM.

S.Barillaro entered the room at 9:39AM.

A. Clarke left the room at 9:41AM.

E. Nguyen entered the room at 9:43AM.

A. Clarke entered the room at 9:51 AM

8. Issues Forum

T. Sanders

Background: The discussion of hosting an in-person or online issues forum where members can voice their concerns to CAPSI National, has been discussed at previous meeting (CPhA 2016, CPhA 2017). In order to adequately represent our members we need to ensure their opinions/voice can be heard by providing them with avenues to express concerns and ask questions. Ultimately, the hosting of a local issues forum once annually was left to the local reps discretion.

There is an online CAPSI forum that was created several years ago that was used to for communication between council members, pick meeting times, etc. We currently have blocked all new registrations for the forum as spam was being posted in previous years. Does council think it would be beneficial to revamp and promote this forum?

T. Sanders stated that general members may be intimidated to share their feedback in person at the AGM, and that a forum could be another avenue for students to share their thoughts. However, it would take a lot of effort for members to register an account.

K. Bishop shared that she had created a survey locally and only received 1 response.

R. Ward commented that it is not possible to confirm someone's identity if it's posted online. She shared that this topic has been referred to the ethics committee in the past and it was difficult to come to a conclusion on the best way to receive feedback.

P. Thabet stated that the effort that it would take to set up an online forum would likely not outweigh the lack of a response that we would receive. He suggested that it would be good to encourage general members to approach their locals to share any issues.

R. Anisman stated that Google forms were sent out at UofT, but no responses were received.

D. Shymanski shared that at USask general members had an opportunity to share issues with their local in person, however only 3 students attended.

A. Mew shared that by having an issues forum we show our accountability to our members, and that even if it is not utilized, it is important for members to have an avenue to voice their thoughts.

B. Houle echoed they also posted a form for their members to submit, moderate response received by members. However, a similar form is sent out to member that is not CAPSI specific but rather a general student form.

P. Thabet commented that it may be beneficial to make Facebook posts asking general members to email the President with their issues on a monthly basis and this may have a larger impact than developing an online forum. It may also be beneficial to reach out to student leaders from all schools to gain additional perspective from all schools.

Motion to refer to Constitutional Review Committee

L. Ford/P. Thabet

M. Contreras asked for clarification for referral to the Constitutional Review Committee.

P. Thabet suggested that it would be beneficial to have this under the President-elect's portfolio

Motion to amend to read;

Motion to refer to Ad-hoc Communications and Marketing committee

D. Moulton/M. Contreras

Amendment carried

Motion to refer to Ad-hoc Communications and Marketing committee in collaboration with Membership Committee

S.Barillaro/ J. Kwon

Amendment Carried

Motion to refer to Ad-hoc Communications and Marketing committee in collaboration with Membership Committee for discussion at the summer teleconference.

T. Sanders/ S. Barillaro

Amendment carried

BIRT that CAPSI National refer the establishment of an issues forum to the Ad-hoc Communications and Marketing committee in collaboration with Membership Committee for discussion at the summer teleconference.

T. Sanders/ L. Ford
Motion carried

Motion for recess until 10:15am

T. Sanders/ J. Kwon
Motion carried

9. Proposed 2018-2019 Budget Review/Presentation

S. Barillaro/D. Moulton

Background: Time allotted to introduce the new Finance Officer for the 2018-2019 year, review last year's finances, present the budget for the 2018-2019 year, engage in questions/discussion regarding the proposed budget and decide on whether to accept, amend, or dismiss proposed budget.

Budget:

<https://docs.google.com/spreadsheets/d/1kTCLYEnON47usfwXaH3YAOWVyaxfAd6CSV2TQXzqdeg/edit?usp=sharing>

Presentation:

https://drive.google.com/open?id=1AfgU0ehnSM2CQ2h8bSI_L06ln2_fYS_I

Motion to go into camera at 10:48am

T. Sanders/ S. Barillaro
Motion carried

Motion to go out of camera at 10:53am

T. Sanders/
Motion carried

P. Thabet left the room at 11:07am

L. Ford left the room at 11:07 am

L. Ford reentered the room at 11:12 am

C. Beucher left the room at 11:14 am

C. Beucher reentered the room at 11:18 am

M. Contreras asked what amount of money would be considered a good cushion.

D. Moulton clarified that PDW revenue and increase in sponsorship can help move toward a revenue of \$60 000.

**BIRT that CAPSI National approve the 2018/2019 budget
T. Sanders/C. Beucher**

M. Contreras asked about the operating cost of CAPSI National.

S. Barillaro informed that CAPSI National's operating cost is \$200 000.

P. Thabet clarified the operating cost does not include the budget of the PDW Planning Committee.

D. Shymanski asked if the budget presented included current sponsors or forecasted potential sponsors.

S. Barillaro clarified that the budget presented took into account current sponsors.

A Clarke asked if alternate reimbursement can be provided in lieu of travel as both CPhA and PDW are close to her area of residence

S. Barillaro clarified that requests can be brought forward to the Finance Committee

**Abstentions: D. Moulton, S. Barillaro
Motion carried**

10. Update of Sponsors

M. Wei

M. Wei provided council with an update on sponsorship.

T. Sanders shared that one of her goals for the year is to diversify sponsorship

M. Wei echoes T. Sanders as local student councils also approach similar companies in the pharmaceutical industry.

D. Moulton questioned if CAPSI National has asked faculties for award money for local competitions.

P. Thabet how we could standardize prizes if not all 10 faculties agreed to pay for local competition awards

D. Moulton said that faculties that do not sponsor awards could be supplemented by CAPSI National.

N. Gajaria shared that some faculties have funds to pay for awards like Guy Genest.

D. Shymanski shared that the Faculty at Saskatchewan has been generous with sponsorship of local initiatives but stated that it may not be reasonable to exhaust funds from the same source.

A Clarke left the room at 11:31 AM

A Clarke re-entered the room at 11:36 AM

A Mew shared that the Faculty at UBC has endowed an award for Guy Genest, however costs for endowment have largely increased in the last few years.

M. Contreras echoed D. Moulton. Each local should consider asking their faculty on sponsoring the awards and it is based on their discretion of whether or not to approach their Faculty

F. Paré shared that at ULaval the faculty sets aside a certain amount of money for PDW delegates, and is concerned that if the Laval local council were to turn to the faculty for competition sponsorship it can compromise funding available for PDW and subsequently PDW attendance.

D. Moulton suggested that council can draft up a sponsorship request following the structure of the endowment at UBC to approach other faculties.

T. Sanders stated that locals know their schools the best and whether or not it would be appropriate to approach the faculty.

P. Thabet highlighted the difference between local and national council and that each has its own endeavors.

N. Gajaria shared that with the backpack sponsorship history, too many local reps are approaching the same sponsors resulted in a lack of unity.

D. Shymanski stated that approaching faculties may require further investigation from local representatives.

P. Thabet shared that it may not be appropriate to put National's responsibility on local councils at this time. He stated that if local councils receive sponsorship that may be a potential national sponsor, this should be brought forward to VP Communications.

D. Moulton stated time can be taken on this matter and feels like as local representatives if they aren't comfortable approaching their local sponsors to not rush anything.

P. Thabet suggested that it may not be an efficient use of our time as a council to discuss this issue as an entire council and may require a more focused discussion

S. Barillaro highlighted that it is important is to have a national approach in order to do what is best for everyone.

T. Sanders stated that sponsors like to sponsor both local and national competitions and it may be disjointed for CAPSI National to approach sponsors for certain schools but not others for local competitions.

A. Mew would like clarity on how we should approach this year's awards. Summer is typically when UBC approaches sponsors for the local council. Avoid the following competitions: Compounding, OTC, PIC, SLC.

T. Sanders clarified that local councils should pursue sponsorship for local events.

P. Thabet echoes T. Sanders.

S. Barillaro left the room at 11:32AM.

W. Lee left the room at 11:34AM

W. Lee re-entered the room at 11:38AM

F. Paré left the room at 11:37AM

N. Srimurugathan left the room at 11: 38AM

M. Kaushal left the room at 11:40AM.

S. Terekhovska left the room at 11:41 am.

F. Paré reentered the room at 11:41AM

N. Srimurugathan re-entered the room at 11:42AM

S. Barillaro reentered the room at 11:42AM.

P. Tram left the room at -11:42am

S. Terekhovska re-entered the room at 11:44 am.

M. Kaushal re-entered the room at 11:45AM.

P. Tram re-entered room at 11:46am

L. Wu left the room at 11:51AM

L. Wu re-entered room at 11:54am

Motion to recess until 1:00pm

T. Sanders/ L. Kotyrba

Motion Carried.

T. Sanders called the meeting to order at 1:04pm

S.Barillaro left the room at 1:11PM.

11. Committee Breakout Session

Discuss during breakout sessions:

- Goal/purpose of committee
- Strategic plan to achieve above goals
- Expectations for the year ahead
- Communication method that will be utilized/preferred (ex. Facebook page, email, Dropbox, etc.)

1	Constitutional Review Committee	Membership Committee	Competition Review Committee
2	Website Committee	IPSF SEP Selection Committee	Communications and Marketing Committee
3	Advocacy Committee	Electoral Committee	Translation Committee

S.Barillaro re-entered the room at 1:19PM.

D. Moulton left the room at 1:54PM.

D. Moulton re-entered the room at 1:58PM.

Motion to adjourn

T. Sanders/L. Ford

Motion carried.

Day 3: Sunday June 3rd, 2018

Location: Nashwaaksis Room, Fredericton Convention Centre

1:30-6:00pm

T. Sanders called the meeting to order at 1:44pm

1. Call to Order

T. Sanders

2. Attendance

P. Thabet	Past President
T. Sanders	President
H. Kwon	President-Elect
S. Barillaro	Outgoing Finance Officer
D. Moulton	Finance Officer
M. Wei	VP Communications
R. Ward	VP Professional Affairs
N. Gajaria	Executive Secretary
G. Anhoury-Sauvé	Student Exchange Officer
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
N. Srimurugathan	CAPSIL Editor
K. MacMillan	CSHP Student Liaison
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior Representative
M. Contreras	Alberta Senior Representative
D. Shymanski	Saskatchewan Senior Representative
L. Wu	Saskatchewan Junior Representative
L. Kotyrba	Manitoba Senior Representative
M. Kaushal	Manitoba Junior Representative
B. Houle	Waterloo Senior Representative
M. Ney	Waterloo Junior Representative
R. Anisman	Toronto Senior Representative
E. Nguyen	Toronto Junior Representative
D. Bergeron	Montreal Junior Representative
F. Paré	Laval Senior Representative
C. Beucher	Laval Junior Representative
W. Lee	Dalhousie Senior Representative
L. Ford	Dalhousie Junior Representative
A. Clarke	MUN Senior Representative
L. Symonds	MUN Junior Representative

Regrets: S. Yu, M. Belsek

Guests: Y. Zhou, M. Dove, S. Winsor, A. Thomas

3. IPSF Health Campaign Topic Selection 2018-2019
Terekhovska

G. Anhoury-Sauve/S.

Background: Each year CAPSI selects an IPSF Health Campaign topic in which our philanthropic efforts are focused for the year. Event(s) are held to help raise both funds and awareness surrounding a global issue. In 2016/17 the campaign topic was Tobacco Awareness with proceeds donated to the Canadian Lung Association. In 2017/18 the topic was HIV/AIDS Awareness with fundraising efforts contributing to Canadian Foundation for AIDS Research. Council will be selecting both a Health Campaign Topic as well as a national charity.

There are 6 major campaigns that IPSF focuses on each year:

- HIV/AIDS Awareness Campaign (last done 2017/18)
- Tobacco Alert Campaign (last done 2016/17)
- Tuberculosis Awareness Campaign
- Healthy Living and Diabetes Campaign (last done 2014/15)
- Anti-Counterfeit Drug Campaign (last done 2015/16)
- Medicine Awareness Campaign

G. Anhoury-Sauve and S. Terekhovska gave an overview of the IPSF Health Campaign topics.

School	Comments
UBC	Medicine Awareness Campaign is on creating awareness for the essentiality of pharmacist. Diabetes was national IPE activity last year
UofA	HIV/Awareness and Tobacco Cessation are recent campaigns from the previous couple of years. Consider the repetition in resources and member experience when choosing a topic. Curious of what the charity will be if medication awareness is chosen
Sask	Presence of Tuberculosis in Canada is lesser known, nice to create awareness for an area that is not advocated for
Manitoba	Nothing to add
Waterloo	Nothing to add
Toronto	Topics is covered in the curriculum may not be of interest to students ex. diabetes
UdeM	Nothing to add
ULaval	Nothing to add
Dalhousie	Nothing to add
MUN	Nothing to add

T. Sanders clarified that first a topic will be chosen followed by a charity.

P. Tram suggested that TB may have affected immigrants and we can spread awareness about this and also suggested to create awareness catered towards learning about OTC drugs as they can interact with chronic medications.

M. Kaushal left the room at 2:00PM.

R. Ward shared that the anti-counterfeit drug campaign ties into fentanyl overdose.

P. Thabet stated that TB is becoming prevalent especially as light is being shed on indigenous issues and can be a good link to schools that don't have indigenous studies in their curriculum.

J. Kwon shared that it is important to increase exposure of underfunded charities.

N. Srimurugathan stated that TB is still prevalent and can be highlighted through the campaign.

M. Kaushal re-entered the room at 2:06PM.

L. Symonds left the room at 2:07PM.

R. Ward left the room at 2:09 pm.

L. Symonds re-entered the room at 2:13PM.

T. Sanders stated that The Lung Association is a well-known charity and has broad ranging efforts.

R. Ward re-entered the room at 2:20PM.

M. Dove entered the room at 2:20PM.

S. Winsor entered the room at 2:20PM.

A Thomas entered the room at 2:20PM.

D. Shymanski shared that there is also the Canadian Thoracic Society however it is also broad.

L. Kotyrba shared that another charity is the Respiratory Research Society however it is also broad ranging.

K. Bishop asked if we need to decide on a topic immediately or if this can be decided on a later date.

Motion to table the selection of an IPSF Health Campaign topic and charity until after the PDW 2019 presentation.

T. Sanders/A. Mew

Table carried

4. PDW 2019 Update

M. Dove/R. Ward

https://docs.google.com/presentation/d/1F-yUqaKN6keAa1llcsbIV5hYD6Mbarflu_LO5s9hiHI/edit?usp=sharing

https://docs.google.com/spreadsheets/d/18QCx1Fd_LEZiQHMHigXnhWbCbM2b8qsS9Q8pODP1Mg/edit

W. Lee left the room at 2:32PM.

W. Lee re-entered the room at 2:35PM.

E. Nguyen left the room at 2:37PM.

A. Mew left room at 2:38PM.

S. Barillaro left the room at 2:39PM.

E. Nguyen re-entered the room at 2:39PM.

S. Barillaro re-entered the room at 2:42PM.

N. Srimurugathan left the room at 2:47PM.

N. Srimurugathan re-entered the room at 2:50PM.

A. Mew re-entered the room at 2:50PM

L. Kotyrba left the room at 2:50 PM.

L. Kotyrba re-entered the room at 2:55 PM.

M. Contreras asked if there will be a PDW 2019 app.

S. Winsor stated that it was planned, however due to financial constraints it would be one of the first items cut.

D. Moulton shared that there was a lot of positive feedback from PDW 2018, however he echoed that it is reasonable to be one of the first items to cut.

G. Anhoury-Sauve, S. Winsor and K. MacMillan left the room at 2:57pm

D. Moulton highlighted that it's important to cater sponsorship benefits to the preferences of the sponsor.

T. Sanders stated that it's okay for a higher tier sponsor to obtain benefits of lower tiers but would be hesitant about offering higher tier benefits to a company who sponsors a lower tier.

M. Dove shared that round 1 closes on Oct 26, round 2 opens on Nov 2 opens and closes Nov 5.

L. Ford shared that the dates for 4th year placements at Dalhousie come out on Oct 25.

D. Shymanski shared that 4th year students at Usask had a similar situation last year, however the 4th year students were given priority in the second round.

C. Beucher left the room at 3:13 PM

W. Lee stated that there is an option for 4th year students to select an option to check off at they are planning to attend PDW when selecting 4th year rotations. He requested to delay round 1 to Oct 29.

S. Barillaro recommended going to the Faculty to request credit from the Faculty for attending the conference as it is an educational event.

C. Beucher reentered the room at 3:16 PM.

D. Moulton cautioned the PDW 2019 planning committee for delaying the registration deadline as the weekend is useful for gathering registration information. He stated that it is expensive for western schools to fly out east and there are typically high number of attendees from western schools.

K. Bishop left the room at 3:18PM.

P. Thabet stated that Dalhousie is likely to have a large presence at PDW 2019. He echoed that the weekend will be useful for the planning committee to use to collect registration information. He stated that it would be okay to extend the deadline for Dalhousie.

T. Sanders shared that MUN has asked for the full 25% seat allocation for the host school.

BIRT CAPSI National approves the seat request for PDW 2019's host school allocation to 25% or 100 out of 400 seats in first-round.

T. Sanders/M. Kaushal
Motion carried

S. Terekhovska left the room at 3:23 pm.

D. Moulton questioned what would be cut.

R. Ward stated that it would be wine at dinners and the app.

D. Moulton asked if parking fees were taken into considerations for guest speakers and recommended that 5 per day were reasonable. He also asked if meals would be provided to speakers.

M. Dove shared that complimentary meals are offered with the signature club rooms.

D. Moulton recommended giving the venue advance notice for about 20 heads for meals. He asked for clarification regarding guest attendance for the CE events. He shared that it may be unfair to sell day passes to pharmacists but not offer students the opportunity to only attend selected events.

S. Terekhovska re-entered the room at 3:26 pm.

S. Barillaro highlighted that it would be disrespectful to refuse sponsors at the health fair a meal considering they have made a significant investment in the conference.

L. Ford left the room at 3:24

M. Wei left the room at 3:28pm

L. Ford re-entered the room at 3:28

M. Wei re-entered the room at 3:31pm

Motion to recess until 3:39pm

T. Sanders/R. Ward
Motion carried

5. PDW 2020 Update

D. Bergeron

T. Sanders called the meeting to order at 3:46pm

<https://drive.google.com/file/d/1I5pJxrupbnGoXKtvzsgSW7c8sSsUb3rr/view?usp=sharing>

P. Thabet clarified if the attrition for hotel rooms was 15%.

D. Moulton asked for clarification regarding the deposit deadlines.

D. Bergeron confirmed that venue fees would be waived.

D. Moulton asked for clarification about speaker fees and speaker agencies.

A Clarke left the room at 3:59 pm

P. Thabet shared a previous PDW was charged a lot of cleaning fees for feathers that were left behind for a speakeasy theme.

E. Nguyen left the room at 4:01pm

D. Moulton shared that volunteers can be recruited to help with cleaning.

P. Thabet suggested that the PDW 2020 should keep in contact with M. Wei regarding the a la carte sponsorship options.

Council acknowledged that the passport idea for the health fair is a great way to ensure delegates engage with the sponsors at their booths.

E. Nguyen reentered the room at 4:06pm

A. Clarke reentered the room at 4:06 pm

D. Moulton commented that it is difficult to finalize meals costs until closer to the date. He suggested providing your budget per plate including tax and service fees when deciding on a menu and to ask about bringing in external wine and the corkage fee.

R. Ward shared that it is beneficial to pay for the planning committee to go to the previous year's PDW as a learning opportunity.

P. Thabet asked if there was any intent for the planning committee to incorporate the 100th anniversary of the faculty. He suggested using a student leader to champion engagement with PDW.

6. PDW 2021 Update

D. Shymanski/L. Wu

D. Shymanski shared that there is full support from the college and Faculty to accept the ask for PDW 2021 in Saskatoon. The co-chairs are excited to move forward with recruiting a planning committee.

7. IPSF Introduction & SEP Presentation

G. Anhoury-Sauve/S. Terekhovska

Background: G. Anhoury-Sauve and S. Terekhovska will be presenting to council what IPSF is, the impact it has internationally, and the importance of having Canadian pharmacy students recognized on an international scale.

https://docs.google.com/presentation/d/14hZSTyreTEnnarRWYwT7PkUbiW9DQhEIB88tCJ_YBGU/edit?usp=sharing

8. Committee Formation

T. Sanders

Tabled from Saturday June 2, 2018.

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

Finance Officer (Chairperson) ----- D. Moulton

President ----- T. Sanders

President-Elect ----- J. Kwon

Past-President ----- P. Thabet
One Sr. Rep. from Western Canada* ----- M. Contreras
One Sr. Rep. from Eastern Canada** ----- D. Bergeron
Other Executive ----- R. Ward, L. Ford, B. Houle
Other council members----- D. Shymanski

Outgoing Finance Officer *as an ex-officio member*----- S. Barillaro

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) ----- J. Kwon
Executive Secretary ----- N. Gajaria
Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- M. Ney, B. Houle, D. Shymanski, A. Mew, D. Bergeron

Membership Committee: Responsible for ensuring that all CAPSI members receive their membership benefits and work to facilitate the promotion of CAPSI during CAPSI Awareness Week. Composed of:

Executive Secretary ----- N. Gajaria
VP Communications ----- M. Wei
One Senior Representative ----- B. Houle
Other Council Members ----- P. Thabet, R. Anisman, N. Srimurugathan, P. Tram, K. Bishop

Professional Development Week 2019 Planning Committee: Facilitate the organization of PDW 2019 in St. John's Newfoundland (hosted by the Memorial University of Newfoundland). Composed of:

Local Sr. representative from the host school ----- A. Clarke
CAPSI President as an *ex-officio* member ----- T. Sanders
Local Jr. representative ----- L. Symonds
Local Planning Committee as per discretion of the host school

Website Committee: Responsible for maintaining and updating the CAPSI National Website. Composed of:

Webmaster (Chairperson) ----- P. Tram
President-Elect ----- J. Kwon
VP Communications ----- M. Wei
CAPSIL Editor ----- N. Srimurugathan
One Sr. or Jr. rep. from Quebec ----- D. Bergeron
One Sr. or Jr. rep. from Western Canada* ----- L. Kotyrba
One Sr. or Jr. rep. From Eastern Canada** ----- A. Clarke

Other Council Members: ----- P. Thabet, N. Gajaria, E. Nguyen, M. Belsek, K. Bishop, R.Ward

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

Past-President (Chairperson) ----- P. Thabet
President-elect ----- J. Kwon
CAPSIL Editor ----- N. Srimurugathan
VP Communications ----- M. Wei
Finance Officer ----- D. Moulton
Sr. or Jr. rep. from a French speaking school ----- C. Beucher
Sr. or Jr. rep. from an English speaking school ----- M. Kaushal
Other Council Members ----- M. Belsek, B. Houle, M. Ney, L. Symonds, A. Clarke, R. Ward, N. Gajaria, L. Ford, W. Lee, L. Wu, D. Shymanski, E. Nguyen

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) ----- S. Yu
Past-President ----- P. Thabet
Sr. or Jr. rep. from a French speaking school* ----- D. Bergeron
Sr. or Jr. rep. from an English speaking school ----- A. Clarke
Other council members ----- M. Kaushal, R. Anisman, E. Nguyen, N. Gajaria, M. Ney, B. Houle

**Must be different from the home school of 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) ----- G. Anhoury-Sauve
IPSF Liaison ----- S. Terekhovska
One Sr. or Jr. rep. from Western Canada* ----- M. Contreras
One Sr. or Jr. rep. From Eastern Canada** ----- E. Nguyen
Other execs: ----- R. Anisman, N. Srimurugathan, J. Kwon, W. Lee, A. Mew

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

CAPSIL Editor (Chairperson) ----- N. Srimurugathan
One rep. from Université de Montréal ----- D. Bergeron
One rep. from Université Laval ----- F. Paré
One bilingual council member ----- L. Kotyrba
Any other council members interested ----- A. Clarke, P. Thabet, S. Terekhovska, A. Mew

Ad-hoc Communications and Marketing Committee: Responsible for streamlining communications with membership, looking for a more effective way to deliver CAPSI National's message, evaluating the branding strategy, and upkeep of the CAPSI promotional video.

Composed of:

VP Communications (Chairperson) ----- M. Wei
CAPSIL Editor ----- N. Srimurugathan
President-Elect ----- J. Kwon
Webmaster ----- P. Tram
One Sr. or Jr. rep. from Quebec ----- F. Paré
One Sr. or Jr. rep. from Western Canada* ----- K. Bishop
One Sr. or Jr. rep. From Eastern Canada** ----- L. Symonds
Any other council members interested ----- M. Contreras, P. Thabet, A. Mew

Ad-Hoc 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) ----- S. Yu
One Sr. or Jr. rep. From each school that runs mock OSCEs:
University of Waterloo ----- B. Houle
University of Manitoba ----- L. Kotyrba
University of Saskatchewan ----- L. Wu
University of Alberta ----- M. Contreras
Memorial University of Newfoundland----- L. Symonds
University of Toronto ----- R. Anisman
University of British Columbia----- A. Mew
Any other council members interested ----- P. Thabet, N. Gajaria

Ad-hoc Advocacy Committee: Responsible for developing a strategy to engage student opinion about any and all 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) ----- R. Ward
VP Education ----- S. Yu
Past-President ----- P. Thabet
One Sr. or Jr. rep. from Quebec ----- C. Beucher
One Sr. or Jr. rep. from Western Canada* ----- A. Mew, D. Shymanski
One Sr. or Jr. rep. From Eastern Canada** ----- L. Symonds
Any other council members interested ----- J. Kwon, M. Ney, D. Bergeron, B. Houle, S. Terekhovska

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.

Executive Secretary (Chairperson) ----- N. Gajaria
Past-President ----- P. Thabet
One Sr. or Jr. rep. from Western Canada* ----- D. Shymanski
One Sr. or Jr. rep. From Eastern Canada** ----- L. Ford
Any other council members interested ----- S. Terekhovska, M. Wei, S.
Yu, B. Houle, A. Mew

BIRT the CAPSI National 2018-2019 council form the following committees: Finance Committee, Constitutional Review Committee, Membership Committee, PDW 2019 Conference Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation Committee, Ad-hoc Communications and Marketing Committee, Ad-Hoc Mock OSCE Committee, Ad-Hoc Advocacy Committee, Ad-Hoc Electoral Committee

T. Sanders/P. Thabet
Motion carried

Motion to adjourn

T. Sanders/N. Gajaria
Motion carried

Day 4: Monday June 4th, 2018

Location: Nashwaaksis Room, Fredericton Convention Centre

12:30-1:30pm

1. Call to Order

T. Sanders

T. Sanders called the meeting to order at 12:37pm

2. Attendance

P. Thabet	Past President
T. Sanders	President
H. Kwon	President-Elect
S. Barillaro	Outgoing Finance Officer
D. Moulton	Finance Officer
S. Yu	VP Education
R. Ward	VP Professional Affairs
N. Gajaria	Executive Secretary
G. Anhoury-Sauvé	Student Exchange Officer
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
K. MacMillan	CSHP Student Liaison
K. Bishop	UBC Junior Representative
M. Contreras	Alberta Senior Representative
D. Shymanski	Saskatchewan Senior Representative
L. Wu	Saskatchewan Junior Representative
L. Kotyrba	Manitoba Senior Representative
M. Kaushal	Manitoba Junior Representative
B. Houle	Waterloo Senior Representative
M. Ney	Waterloo Junior Representative
R. Anisman	Toronto Senior Representative
E. Nguyen	Toronto Junior Representative
D. Bergeron	Montreal Junior Representative
W. Lee	Dalhousie Senior Representative
L. Ford	Dalhousie Junior Representative
A. Clarke	MUN Senior Representative
L. Symonds	MUN Junior Representative

Regrets: M. Wei, N. Srimurugathan, A. Mew, M. Belsek, F. Paré, C. Beucher

3. IPSF Health Campaign Topic Selection 2018-2019 Terekhovska

G. Anhoury-Sauvé/S.

Tabled from Sunday June 3rd, 2018.

S. Terekhovska gave an overview of The Lung Association and Stop TB Canada.

L. Ford suggested Pharmacists Without Borders.

P. Thabet gave a summary of Pharmacists Without Borders and stated that their operations take place in countries where there is TB.

R. Ward asked if there was a charity associated with Stop TB Canada and asked if they take donations.

T. Sanders explained that we are not required to select a Canadian charity, however it has been a focus in the past as we are a national Canadian association.

BIRT the 2018-2019 CAPSI National Health Campaign topic will be tuberculosis and that the 2018-2019 CAPSI fundraising efforts contribute to The Lung Association.

**T. Sanders/L. Kotyrba
Motion Carried**

4. JOM Update

T. Sanders

T. Sanders, P. Thabet and K. MacMillan highlighted the discussion of JOMs with AFPC and CSHP.

N. Srimurugathan and M. Wei entered the room at 12:52pm

5. CAPSI UBC Flyer

A. Mew

Background: CAPSI UBC will be making a British Columbia flyer: JP exam URL, requirements, scope of practice. Would other provinces be interested so we can compile all the different college's requirements as a resource for students interested in practicing out of province?

K. Bishop stated that the JP exam in BC can only be written by 4th year students which makes it challenging as 4th year students go on rotation in that year. The local CAPSI BC council wants to make a quick tips sheet on information regarding registering for the exam. Do other locals want to include this information for their respective province as well?

P. Thabet shared that it would be easy to collect this information from locals and it can be information posted on the resources section of the CAPSI website.

L. Symonds suggested it can cause some friction if we are advertising opportunities to leave provinces where it can be challenging to fill rural position in NL.

R. Ward shared that there are provinces that don't have schools of pharmacy and those provinces also require pharmacists to practice in these provinces.

M. Contreras stated that this can be included on the resources section of the website.

R. Ward shared that this has been discussed with the ad-hoc advocacy committee.

Motion to refer to Ad-hoc Advocacy Committee.

R. Ward/P. Thabet
Motion carried

A Mew entered the room at 1:07pm

School	1. Would your school be interested in participating?
UBC	Yes
UofA	Yes
Sask	
Manitoba	Potentially, should consult with faculty first
Waterloo	
Toronto	Yes
UdeM	Yes
ULaval	Not applicable (no PB exam)
Dalhousie	
MUN	Interested, would like to first discuss with faculty.

6. Flights for PDW 2019

A. Mew

Background: UBC students who are interested in PDW 2019 are worried about flight costs. Would it be beneficial to get other provinces to make a deal with flight airlines (similar to PDW 2018)?

T. Sanders shared that council members have discussed the potential of approaching sponsors for flight discounts

S. Barillaro shared that medical students receive flight discounts during residency interviews.

A. Mew clarified that if we were to approach sponsors for flight discounts for both residency and PDW, PDW should be a priority.

T. Sanders highlighted the importance of the work CAPSI National is doing and thanked council for their hard work.

Motion to adjourn at 1:16pm

T. Sanders/A. Mew
Motion carried



Annex of Executive and Local Council Updates
CPhA Conference 2018

Friday June 1 to Monday June 4, 2018.

Local Council Updates

University of British Columbia (A. Mew/K. Bishop)

Position update:

-CAPSI UBC x HTN Canada host May Measurement Month

Upcoming events:

Date: TBD in June

Location: TBD

Description: CAPSI UBC hosts CAPSI Alumni BBQ

- A BBQ to reunite previous UBC Alumni and current students

Cost: \$200

Support needed from CAPSI National: N/A

Date: TBD in August

Location: UBC Pharmaceutical Sciences Building

Description: SSRP+Welcome First Year BBQ

- Welcome incoming students (grad 2022) with a BBQ, faculty vs student sports activities
- Advocate for pharmacist in research through Summer student research project students

Cost: \$200

Support from CAPSI Nation: N/A

Date: TBD in August

Location: TBD

Description: CAPSI UBC hosts UBC SSRP BBQ

- A BBQ to welcome the incoming class of 2022 and celebrate the different student research projects going on in the faculty of Pharmacy

Cost: \$300

Support needed from CAPSI National: N/A

Date: TBD in August

Location: SilverLane Resort

Description: UBC CAPSI x PhUS Summer Retreat

- Weekend of leadership activities and meeting to ensure smooth transition and run-through of the upcoming year

Cost: \$1000

Support from CAPSI Nation: N/A

University of Alberta (M. Contreras/M. Belsek)

Position update:

Alberta update: April – June 2018

In April, we completed our local transition from CAPSI Jr. to Sr., with Mark moving into the Sr. position and Hannah being elected into the Jr. position by our pharmacy student body.

The two of us are continuing on working to create a plan for local CAPSI initiatives for the 2017-2018 school year.

University of Saskatchewan (D. Shymanksi/L. Wu)

Position update:

April 2017

CAPSI USask's AGM was held on April 3rd, resulting in changes to the Operations Manual and transition to the 2018-2019 local council.

The college has formally approved support to host PDW 2021 in Saskatoon!

With local council turnover occurring planning for the 2018-2019 year has begun.

Upcoming events:

Date: July

Location: Saskatoon

Description:

USask will be hosting 5 IPSF exchange students in July. IPSF local representatives alongside the local SEP committee will be making arrangements for students' lodgings and entertainment.

Cost: N/A

Support needed from CAPSI National: N/A

University of Manitoba (L. Kotyrba/M. Kaushal)

Position update:

Will begin planning our next events over the next few months:

- Saving Second Base 2018
- CAPSI Awareness Week
- CIBC Run for the Cure

Upcoming Events:

Date: TBD (August or September 2018)

Location: TBD

Description: Saving Second Base Softball Tournament 2018

Cost: TBD

Support needed from CAPSI National: N/A

University of Waterloo (B. Houle/M. Ney)

Position update:

Spring Semester:

Currently the Rx2021 class is in their second semester of first year (1B) and the Rx2020 class is in their second semester of second year (2B).

Rx2019 is on co-op and Rx2018 is on PharmD rotations.

May 10th, 2018:

UW CAPSI local council held their first meeting of the term. As of now, all council positions except the PAM chair have been filled. 1 application for this position was received and will be voted on by council at the next meeting. The first meeting discussed upcoming events for the spring and fall terms (see below for more details). Council will be meeting bi-weekly throughout the spring term.

Upcoming events:

Date: May 21 st - May 25 th

Location: School of Pharmacy 1 st floor outside 1004

Description: t-shirt sales

Date: TBD (June)

Location: School of Pharmacy 1 st floor outside 1004

Description: Succulent sale

Date: TBD

Location: 1004 or 1008 or 1012

Description: Lunch and Learn, potential speakers: Hydralyte, La Roche Posay, or Trudell Medical (Aerochamber)

Date: July 14 th

Location: Bobby O'Brien's

Description: Beach volleyball tournament fundraising for The Canadian Foundation for AIDs Research

Date: July 2 nd - July 6 th

Location: School of Pharmacy/Taste at the Tannery (To be confirmed)

Description: OTC Week, including dinner and learn (potentially La Roche Posay), Mock OTC OSCE, OTC Trivia night, Social Media Challenge.

Date: September 8 th

Location: To be confirmed

Description: Waterloo's Next Top Pharmacist

Support needed from CAPSI National: None

University of Toronto (R. Anisman/E. Nguyen)

Position update:

1. COMPLETED – Evidence Based Practice Competition

Date: April 3, 2018

Location: Pharmacy Building, University of Toronto

Description: We held the annual EBP competition on April 3, 2018. We had 8 groups of ~4 students participate. The winning team members each received a \$25 gift card of their choice. Light refreshments (donuts, muffins, etc.) were provided to students.

Cost: ~\$150

Support needed from CAPSI National: Case provided by CAPSI National

Upcoming events:

1. Phrosh CAPSI Ice Cream Social

Date: To be decided (~September 1-5, 2018)

Location: Pharmacy Building, University of Toronto

Description: In collaboration with IPSF, we will be hosting our annual phrosh ice cream social to welcome the incoming pharmacy class into the faculty. We will have activities to introduce students to CAPSI activities at the local and national level, and IPSF initiatives. For example, we will have trivia for the chance to win prizes. We will also have an ice cream and toppings station, a photo booth, and an information booth where first year students can meet the local representatives and learn about CAPSI and IPSF. It is also a chance for first year students to pick up their backpacks, and CAPSI swag such as their TEVA water bottle and CAPSI agenda.

Cost: ~ \$250

Support needed from CAPSI National: None

2. Textbook Sales:

Date: Orders due mid August

Location: Pharmacy Building, University of Toronto

Description: Every summer we sell Dipiro - Pharmacotherapy A Pathophysiologic Approach textbooks and handbooks. Students order through an online form created by our student body UPS.

Cost: N/A

Support needed from CAPSI National: None

2. ONGOING – CAPSI National Fee Increase

We have had initial meetings with the University of Toronto governing council to discuss strategies to implement a \$3/student tuition increase by September 2019. We are working towards formulating our referendum question which we hope to be voted on during the fall.

Université de Montreal (D. Bergeron)

Position update:

PAM 2018:

We launched PAM on March 2nd with our annual photobooth. Pharmacy students were posing with various pharmaceutical accessories and were asked to hold a white board on which they answered the question: “The pharmacist, a ____ professional!” or “Pharmacy, a ____ profession!” Just like the past years, this activity was a huge success. During that day, we also introduced the giant medication vial which people could fill by writing their wish for the future of pharmacy on little colorful pill-shaped paper. On March 14th, we held an informative booth in a mall in downtown Montreal with around 10 students. We stayed from

12pm to 4pm and we were able to reach many people and get them interested in the subject of hypertension. On March 20th, we invited one of our professor, Nathalie Letarte, to give a conference on Immunotherapy in Cancer where around 30 students attended.

This year, we collaborated with a local advocacy committee called CÉPPUM. It was a success since we were able to get more students interested in participating in advocacy event such as the hypertension booth.

OBJECTIVES FOR THE UPCOMING YEAR:

Continue everything that has been successful in the past years (local competitions, PharmAcademie, PDW, PAM, etc.)

Increase CAPSI membership in Montreal

Inform Montreal students about news on pharmacy across Canada through the CAPSIInfo

Formalize our CAPSI committee as a part of our student society

Making sure that the planning of PDW2020 continues to go smoothly

Université Laval (F. Paré/C. Beucher)

Position update:

- Clementine Beucher has been elected as the Laval Jr.
 - Florence : transition to senior.
- Nothing new since the spring TC

Upcoming events:

Next Top Pharmacist

Date: May 10th 2018

Location: Jack Saloon Sainte-Foy

Description: Competition: Talent show, lab coat parade, prescription reading, pill identification (image), how many tablets in the vial, and more.

Preparation to order the backpacks with Financière des Professionnels.
(during spring/summer)

Cost: ø

Support needed from CAPSI National: ø

Dalhousie University (W. Lee/L. Ford)

Position update:

Our biggest update from CAPSI at Dalhousie is that we were able to pass the referendum through our students voting to increase their CAPSI fees (included in tuition) to stay a part of national council.

Although CAPSI at Dal does not directly plan Pharmacy Awareness Month (PAM), we did put on certain events. We assisted with planning and holding a OneMatch Swabbing event, where students were able to submit their DNA into the bone marrow donating system. We planned three Kids and Medicine presentations at a local elementary school and had students from 1st-3rd year who volunteered to give the presentations. We planned and organized the Interprofessional Panel on Diabetes and had a panel consisting of two nurses, a pharmacist, a dietician and a mother of a child with diabetes. The panel was well received by students who attended.

Lastly, three groups participated in EBP competition which was held on Apr 9th, 2018. The transition has almost been completed, and Carolanne will be attending CPhA's first day of meetings to help with the changeover due to there being a new junior and senior duo.

Memorial University of Newfoundland (A. Clarke/L. Symonds)

Position update:

PAM 2018:

Student committee directors were chosen back in November to start planning PAM 2018. Followed by meetings with the committee directors, Heidi Wicks (Communications Coordinator) and Csop Glew (Manager of Academic Programs) in January. Glenda Power, Executive Director of the Pharmacist Association of Newfoundland and Labrador (PANL) attended some meetings and was in constant contact to coordinate our PAM efforts. We focused primarily on showing the public that pharmacists are the most accessible health care providers in the community.

PAM kick-off Brunch and Learn

- Provided breakfast foods and had speaker from Dale Carnegie leadership do a presentation.
- Also held a MUN PAM kick-off snapchat filter contest.

Mortar and pestle Contest

- Students decorated paper cut outs of a mortar and pestle on their lockers with the theme, "qualities of a great pharmacist" and "future career goals".

Bake Sale

- Raised just under \$300 to help fund other PAM initiatives

Lip Gloss Compounding

- 20 Girl Guides came to learn about pharmacy practice and compounded lip-gloss in our Professional Practice Lab. They earned a badge for this.

School Outreach Presentations

- Presented to 457 students.
- Presentations included: Operation Butt Out,, School of Pharmacy and Expanded Scope as well as Kids and Medicine.

School of Pharmacy Student Information Sessions

- Cancer Immunotherapy Symposium - Dr. Edwards
- Medical Marijuana: proper patient language and understanding.

Faculty and Staff Appreciation Day

- Joint effort with student society.

Ronald McDonald House Home for Dinner Program:

- 8 students prepared macaroni and cheese, with a hot bun as well as dessert for over 35 people staying at the Ronald McDonald House.

Blood pressure monitoring at Kenmount Bingo

- Measured blood pressure for people who were interested and got to talk with them about expanded scope and the importance of medication adherence.

Shoppers Lunch and Learn

- 50 students from various years and 6 SDM representatives in attendance.
- Pizza, drinks and bags donated by SDM (Troy Ferguson)
- Discussed SDM, their values, programs and fundraising initiatives. Talked about owning a pharmacy and had 5 owners on a panel to talk about their experiences.

Public Pill Drop

- Collaborated with the RNC, RCMP and the school of pharmacy.
- Collected just over 32 000 tablets, capsules, inhalers, powders, liquids and other medication formulations.

Newfoundland and Labrador's Next Top Pharmacist

- Held at Dusk Ultra lounge Friday March 23rd/
- Great turnout of student, faculty and staff. Judges included: two of the school of pharmacy's professors as well as the PANL Executive Director.
- There were 4 contestants, 4 events (white coat fashion show, spelling bee, mock-mock-OSCEs, talent).
- Ben Edwards (Class of 2019) will compete in the national competition at PDW 2019.

Booth at the Avalon Mall

- Gave out pamphlets, buttons and pens to the public. Educated them on the expanding role of pharmacists in their health care. Gave advice on medication adherence.

IPSF Trivia

- Hosted trivia at campus pub and IPSF donated all money to CANFAR (this event was open to the public).

Mock OSCEs

30 fourth year students participated in this year's Mock OSCEs on May 12th. With the help of 37 volunteers (students and faculty), we were able to organize 7 practice stations (with two sessions happening simultaneously in order to fit in all the students in one day).

Elections

MUN has a new CAPSI Junior (Lexi Symmonds), a returning Finance Officer (Hayley Freeman) and a new social media representative (Kaitlyn Dwyer). We have yet to fill positions for the first year representative and CAPSIL representative.

Executive Council Updates

Past President (P. Thabet)

President (T. Sanders)

Position update:

Completed:

- Reviewed previous meeting minutes, Operating Manual, Bylaws, and Robert's Rules of Order
- Finalized Operating Manual and Bylaw amendments and distributed accordingly
- Updated and distributed President-Elect Transition document
- Coordinated general council meetings and JOMs (CSHP, CPhA, PharmaChoice, AFPC) to take place at CPhA Conference

In progress:

- Writing, formatting, and finalizing letters to the Deans of each Faculty of Pharmacy
- Continue to answer both preselect@capci.ca and pres@capci.ca emails
- Continued turnover with incoming President-Elect, President, and Past-President
- Create and record a strategic plan for CAPSI National's upcoming year
- Meet with each incoming executive council member to align goals for the upcoming year
- Prepare and review agenda for CPhA Conference alongside CAPSI National Secretary

President-Elect (H. Kwon)

Position update:

April/May:

- Transition with President (Tara) and Past-President (Pierre)
- Review of OM and By-laws in preparation for CPhA
- Review of previous minutes
- Review of Robert's Rule + mini presentation to explain briefly what it is

Executive Secretary (N. Gajaria)

-completed transition meeting on April 20, 2018 with outgoing Executive Secretary Kaitlyn Tress

-regularly checked secretary@capci.ca emails

-facilitate booking of TC line

-initiate conversation with CPhA about membership access issues

-support President with creation of documents in preparation for CPhA 2018 including council contact info, rooming list, and meeting agenda

-compiled position updates in preparation for CPhA 2018

-printed name tags for council meetings

-facilitate non-student membership

-reviewed OM and by-laws

-reviewed meeting minutes from past council years

Outgoing Finance Officer (S. Barillaro)

Position update:

- Created budget for 2018-2019 fiscal year
- Spoke with accounting firm on April 26, 2018 regarding plans for GST/HST registration going forward with the new fiscal year

- Spoke with account manager from Scotiabank on April 26, 2018 regarding CAPSI accounts and moving dormant savings / investment account into a temporary Cashable GIC to gain some interest
- Transition between incoming and outgoing Finance Officer is still ongoing
- Began closing books for 2016-2017 fiscal year with accountants
- Will be meeting with accounting firm over the summer to begin closing our books for the 2017-2018 fiscal year

Finance Officer (D. Moulton)

Position update:

Attended finance teleconference meetings

- Attended spring TC
- Began transition process with 2017 – 2018 Finance Officer
- Reviewed proposed budget for 2018 – 2019
- Reviewed transition document
- Reviewed CAPSI OM and bylaws
- Spoke with local ScotiaBank/advisor about transition of accounts from past to current FO
- Began CPhA FO Presentation

VP Communications (M. Wei)

Position:

Action Items:

- Solicit sponsors at the tradeshow at CPhA 2018 and follow-up with all potential sponsors afterwards
- Send all sponsors an updated list of new council members
- Compile numbers from each school regarding TEVA pediatric kit use, photographs, and feedback to forward to TEVA

Revise and revamp sponsorship package

VP Education (S. Yu)

Position Update

- __CAPSI Symposia
 - topics are in the process of being picked
 - A list of 5 – 10 symposia topics to be compiled and presented at CPhA
 - 2 topics to be selected for the upcoming year
- Will begin the brainstorming phase for PIC and OTC Competitions. They will be written in the months of June – July.
- Will be making necessary updates to the awards page on the CAPSI website

Webmaster (P. Tram)

- _ PAM Social Media Campaign is over
- I made the LinkedIn – I don't know how to add you guys

Turnover is done, welcome Pauline

CAPSIL Editor (N. Srimurugathan)

Position update:

- Transition with Injeong Yang completed April 26, 2018
- Translation of the Operating Manual from English to French is still incomplete (roughly 75% complete).
- Most of the CAPSI website has been translated from English to French; certain pages/sections still incomplete but there is someone working on it.
- Looking into creating interactive PDFs of CAPSIL for a more user friendly experience
- Goal for 2018-2019: Promote readership and a sense of community across the country by incorporating elements that cater to individual schools

IPSF Liaison (S. Terekhovska)

Position Update:

I have completed the following tasks in order to prepare for my position as the IPSF Liaison:

- Participated in the PARO teleconference in February
- Taking over the Contact Person (CP) IPSF meetings as of May 26th, 2018

Registered to attend the Pan American Regional Symposium (PARS) and World Congress (WC)

Student Exchange Officer (G. Anhoury-Sauvé)

Position update:

- Still placing Students due to Cancellations: 1 more left.
- Helping IPSF Local Representatives to prepare the arrival of the incoming SEP students;
- Initiated Transition with Incoming IPSF Liaison
- Preparing SEP in Montreal with ULaVal and UdeM Local Reps

Outgoing Student Exchange Officer (J. Yu)

Position update:

Finalizing placement of outgoing students – 7 placed, 2 students withdrawn due to financial reasons, 2 students withdrawn due to scheduling conflicts with rotations; 3 in midst of finding placements.

Preparation of transition materials for incoming SEO

Completing SEC buddy updates and IPSF Project Accreditation Forms

VP Professional Affairs (R. Ward)

Position update:

Turn over completed with Jerry before CPhA. I look forward to working with you all over the coming year.

My goals for this year are:

1. a focus on student mental health and wellness, and what CAPSI can do
2. advocacy:

- a. engage pharmacy students across the country regarding current events in pharmacy through social media
- b. inspire a passion to advocate for the profession
3. continue collaborating with other health care students via CAHPSA
4. explore CAPSIs role in patient advocacy
5. write an article for each issue of the CAPSIL during my term

CSHP Liaison (K. MacMillan)

Position update:

I have contacted the University of Montreal and they have expressed interest in joining the CSHP Student Subcommittee. Therefore, the only University we are missing student representatives from now is Laval. I am currently tidying up the CSHP Student Subcommittee background document. I'm hoping to have this document modified, finalized and agreed upon by the CSHP Student Subcommittee members before the beginning of next semester.

Originally, CAPSI was hoping that we could standardize the roles of CSHP Student Executive members across Canada so that CAPSI would be better able to collaborate with them. CAPSI may be interested to hear that we are working toward that standardization.

In summary, I will be speaking to the progress that has been made with regards to standardization during the CSHP/CAPSI JOM, but as the background document is still being reviewed and modified, it will be more for CAPSI's general information. If all goes well, we will have lots of updates for CAPSI at our next meeting during PDW which I plan to share during the PDW CAPSI meetings.

