



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Summer Teleconference 2018

CAPSI National Council Meeting

Monday August 27, 2018.

8:00pm EST

1. Call to Order

T. Rousseaux called the meeting to order at 8:06pm EST.

T. Rousseaux

2. Attendance

T. Rousseaux	President
J. 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
M. Wei	VP Communications
N. Srimurugathan	CAPSIL Editor
S. Terekhovska	IPSF Liaison
A Mew	UBC Senior Representative
M. Contreras	Alberta Senior Representative
M. Patrick	Alberta Junior 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 Senior Representative
F. Pare	Laval Senior Representative
C. Beucher	Laval Junior Representative
W. Lee	Dalhousie Senior Representative
A Clarke	MUN Senior Representative
L. Symonds	MUN Junior Representative

N. Gajaria

Regrets: P. Thabet, G. Anhoury-Sauvé, P. Tram, K. MacMillan, K. Bishop, L. Ford

3. Acceptance of Previous Meeting Minutes

CPhA 2018 Meeting Minutes

T. Rousseaux

BIRT CAPSI National accept the meeting minutes from CPhA 2018

T. Rousseaux/M. Contreras

Motion carried

4. Position Updates

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

5. CAPSI Backpacks

M. Contreras/ M. Patrick

Historically, backpacks have been a first-year benefit. As of last year, due to sponsorship issues, the 2021 graduates were not able to receive this benefit. This year, due to Aerochambers' sponsorship, CAPSI has a limited number of backpacks to supply to their members. During the CPhA meeting, it was discussed that due to the limited supply that this would be distributed to 1st years only (2022 graduates), leaving the 2021 without backpacks. An idea that came up is that instead of backpacks being a first-year benefit, would it be possible to change this to a second-year benefit to accommodate for the 2021 members?

If this is a trial period for this year, it is possible that for next year we can ask for more backpacks to accommodate for first and second years (2022 and 2023 graduates), shifting this to a first-year benefit again. Otherwise, this would be permanently kept as a second-year benefit.

S. Barillaro entered the meeting at 8:11pm

W. Lee entered the meeting at 8:12pm

T. Rousseaux stated that AeroChamber said the benefit is for first years. It would not relay well to our members that an entire year was skipped. We can reach out to AeroChamber and inform them that we would like to give the backpacks to second year students.

A. Mew shared that a year of backpacks was skipped at UBC, however Rexall was a sponsor for the class of 2021. She is looking for clarification on how the new AeroChamber backpacks can be supplied for continuity.

R. Ward clarified that this is not an issue as older sponsor's backpacks are currently being used at MUN.

T. Rousseaux shared that it's not certain what the best approach moving forward is as this is our first year of partnership with AeroChamber. She suggested that M. Wei contact AeroChamber to discuss the potential of providing the backpacks to second years and potentially increasing the number of backpacks made available in the future.

R. Anisman shared that backpacks are a first-year benefit at UofT, and it would not work well to switch it to a second-year benefit at UofT. However, it would be great if we were able to provide backpacks for the class of 2021.

L. Kotyrba shared that it would work well to provide it as a second-year benefit as there is no intake in 2019 so there is no need for backpacks for first years this year.

School	When do you give out backpacks?
UBC	September (full month) and February (full month)
UofA	September 10, 2018
USask	Second week of September
UManitoba	First or second week of September
UofT	Phrosh Ice Cream Social (first week of September) for first year class
Waterloo	3rd week of January, membership drive for Waterloo 1st years (January start).
Université de Montréal	As soon as we get them in the beginning of September
Laval University	Second week of september (September 10th)

Dalhousie University	Very first day of orientation week
MUN	Third week of September (during CAPSI innovation week)

M. Ney entered the meeting at 8:18pm

M. Wei asked for locals to take pictures of any membership benefits for her to pass onto sponsors.

6. Operating Manual Sponsorship Amendment

T. Rousseaux

ADD to Section 9.1 Awards of the Association:

"The party willing to sponsor any award of the Association shall be granted an appropriate CAPSI Club Membership upon providing the necessary financial contribution for the award."

STRIKE OUT from Section 9.1.4 CAPSI IPSF Health Campaign Award:

"The party willing to sponsor the IPSF Health Campaign Award shall be granted a Bronze membership upon providing a \$1000 financial contribution to the award."

ADD to Section 9.2 Competitions of the Association:

"The party willing to sponsor any competition of the Association shall be granted an appropriate CAPSI Club Membership upon providing the necessary financial contribution for the competition."

BIRT CAPSI National approve the amendments, listed above, to the Association's Operating Manual.

**T. Rousseaux/B. Houle
Motion carried**

7. WestJet Flight Discount for PDW 2019

T. Rousseaux/S. Barillaro

Background: S. Barillaro has kindly contacted WestJet and secured flight discounts for delegates attending PDW 2019. Please see the information below for reference:

Our delegates will be offered 5% off Econo* and Flex and 10% off Plus base fares for Domestic Travel and 2% off Econo*, 5% off Flex and 10% off Plus base fares for guests travelling Trans-border between St. Johns, Newfoundland and anywhere WestJet flies in North America (including their Delta code-share partner network). To take advantage of the offer, delegates will need the discount code listed below. Visit www.westjet.com/conventions to make a booking online.

Travel from: January 3 - 19, 2019

Coupon code: S31HR37

Promo code *travel agent use only: WAA16

*travel agents --if booking in GDS please use Promo code

Changes/cancellations: You can change or cancel reservations within 24 hours of booking at no charge. Further changes or cancellations can be made up to 2 hours prior to the flight; please note additional fees or charges may apply for each guest depending on fare class booked and differences in fare.

T. Rousseaux has shared the discount codes with PDW 2019 Planning Committee.

S. Barillaro shared that CAPSI National should inform PDW Planning Committees so there is no overlap of efforts. S. Barillaro asked if we should look to secure a similar arrangement with Air Canada.

M. Patrick shared that WestJet and Air Canada have similar flight times so it may not add a lot of benefit.

D. Moulton stated that it could be a good idea to look into similar deals with Air Canada.

D. Shymanski asked if there was a specific time-point that the code has to be used by.

S. Barillaro clarified that the flights can be booked at any time as long as the flight itself lands between the travel time (January 3-19) listed above.

A Mew asked if we can post the coupon code on social media or if it is specific to that one destination.

8. Ideas to Increase IPSF Presence within CAPSI

S.Terekhovska

S. Terekhovska stated that she will be discussing ways to increase IPSF's presence as well as CAPSI's presence. She asked 3 questions:

1. Are CAPSI members at your university aware that they are also IPSF members?
2. What is the main way that you promote IPSF at your university?
3. What is one way to improve IPSF's awareness at your university?

School	Response
UBC	<ol style="list-style-type: none">1. Unfortunately UBC has not taken a recent poll on this metric. Can we update you during November when we send out our satisfaction survey?2. Social media! We try to have our IPSF reps present at every event that CAPSI hosts and we do a small promotional blip each time

	<ol style="list-style-type: none"> 3. Could we be provided a list of available countries each year so we can highlight some photos?
UofA	<ol style="list-style-type: none"> 1. We bring this up during CAPSI Lunch and Learn, during orientation and other events, so generally yes. 2. There is an IPSF Lunch and Learn in the Fall semester set up by the IPSF Rep 3. A social media post etc. on the benefits IPSF provides to its members
USask	<ol style="list-style-type: none"> 1) Yes, it is advertised at the membership drive 2) Our first years are told at the CAPSI orientation lunch'n'learn; social media campaigns, IPSF Health Campaign awareness, very active local IPSF reps on the local CAPSI council 3) Having the IPSF reps speak at the membership drive, increase social media collaboration with CAPSI local pages
UManitoba	<ol style="list-style-type: none"> 1) Yes (somewhat), although this could be brought up more often 2) Mentioned in first year presentation; IPSF reps also do a presentation on what it is about + social media (FB) 3) More events/social media recognition
UofT	<ol style="list-style-type: none"> 1) Somewhat, we have been trying to improve this over the past year, although most are only aware of their CAPSI membership 2) Social media campaigns, better marketing, presence at CAPSI events 3) This year we are doing a joint CAPSI/IPSF phrosh presentation as well as a CAPSI/IPSF social media awareness campaign during the second week of school so that students are exposed to IPSF immediately upon entering pharmacy school
Waterloo	<ol style="list-style-type: none"> 1) Not overly 2) Information session, Waterloo IPSF facebook page

	<p>3) Increasing awareness that it's available after we graduate because our co-op stream limits exchange possibilities. Our local IPSF reps are however working with faculty trying to organize international co-ops.</p>
Université de Montréal	<p>1) Yes, we mention it to first year students every year and on facebook posts for everyone at the beginning of the year</p> <p>2) The IPSF rep is present when we present the student council to first year students and has a booth on the first day of school. Our current IPSF rep created a Facebook page this year and will be with me during membership recruitment.</p> <p>3) IPSF rep will be included to CAPSI council and participate in both CAPSI and IPSF events. More posts about student exchange opportunities and IPSF events will be made throughout the year.</p>
Laval University	<p>1. Yes, we remind them at the beginning of the year, but not everybody is aware of it.</p> <p>2. We have IPSF senior and junior who promotes it through facebook and announcements in class.</p> <p>3. More events or social media posts. More CAPSI + IPSF collaborations</p>
Dalhousie University	<p>1. Yes, although more promotion would be better as I believe not everybody is fully aware of it.</p> <p>2. We have IPSF senior and junior who promotes it mainly through facebook and visiting classes for quick announcements.</p> <p>3. I think better access to well organized info on how to apply for it and benefits of IPSF (maybe also personal experience as well) would really help students get a better idea.</p>
MUN	<p>1. Yes, there has been an increase in IPSF interest in the past year, most students are aware of the committee</p>

	<p>(although I am not sure that they are aware of actual membership).</p> <ol style="list-style-type: none"> 2. IPSF Trivia and blood drive (one per semester), one IPSF lunch and learn first semester and a big percentage of the money raised during Next Top Pharmacist goes towards IPSF's health campaign that year. 3. Maybe make a slide show with pictures of students that went on an exchange from each school? Also keeping up with student events/social media campaigns.
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9. National Pharmacare Consultation

R. Ward

The Advisory Council on the Implementation of National Pharmacare is leading a national consultation on how to implement affordable national pharmacare for Canadians and their families, employers and governments. The Ad-hoc Advocacy committee will be submitting a response on behalf of CAPSI. All Council members are invited to share their input and encourage members to do as well. Deadline: October 1st.
would

Link:
<https://docs.google.com/document/d/1gRmW3gE3ZHK6uCT7A34rjAc3Rmou6eDar5BjgcAiQ44/edit>

- R. Ward shared that the format will be similar to the opioid letter done last year.
- T. Rousseaux asked if general members should be provided with the same link to provide feedback.
- R. Ward clarified that locals should collect ideas from general members separately.
- T. Rousseaux shared that this is a relevant topic and encourages locals to get ideas from general members. She also shared CPhA has a statement published should anyone be looking for more information on this topic.

10. Constitutional Review Committee Referrals

J. Kwon

International Students Attending PDW

The Constitutional Review Committee (CRC) believes that a trial should be done for this referral at PDW2020 and PDW2021 in order to receive feedback and make proper adjustments before officially amending the Operating Manual. The CRC proposes that for the trial period 5 seats should be reserved for International Students. The invites will be sent to IPSF members in the first round only as it allows enough time for participants to address visa issues. As written in the PDW Educational Policy, the deposit will be non-refundable and the possible refunds will be considered on a case-by-case basis (educational, medical, sympathetic reasons and visa issues) by the PDW-hosting CAPSI Local Representative. If an International delegate has to cancel less

than 1 month prior to the beginning of PDW, the deposit will not be refunded. In the case an International student cancels within this period, the spot will be given to a Canadian student.

The CRC thinks that International Students should not participate in competitions during the trial period due to logistics and sponsorship issues and that it should be reconsidered for PDW 2022. Furthermore, International Students will be paired up with the following PDW hosts (ex: at PDW2020, paired with PDW2021, USask students) so that they can receive a shirt and cheer for a team during events (ex: Pharmafacts).

M. Contreras asked for clarification regarding finding a replacement.

J. Kwon clarified that this is intended to reduce logistical issues for local representatives in terms of finding a student to replace the seat.

A Clarke left the room at 8:42 pm

T. Rousseaux asked S. Terekhovska if 5 seats is a reasonable amount of seats to allocate for international students.

S. Terekhovska shared that 5 seats is reasonable as a trial. Austria shares their event with international students and it is usually successful.

D. Moulton shared that multiple international students emailed the PDW 2018 Planning Committee with inquiries about attending PDW. He shared that he thinks that 5 seats is appropriate for international seat allocation. He asked for clarification surrounding international students finding a replacement.

J. Kwon clarified that international students can receive a refund up to 1 month prior to PDW. After 1 month, it would be a logistical issue to provide a refund. At that point it would be up to the student to find a replacement delegate to receive a refund.

D. Moulton shared that it is difficult for international students to attend, therefore the wording should be clear to avoid miscommunication with students. Exceptional circumstances can be dealt with on a case by case basis.

S. Terekhovska asked D. Moulton for how much international interest there was for PDW 2018.

D. Moulton shared that he could look into numbers from PDW 2018.

S. Terekhovska offered to advertise this opportunity to international students.

A Clarke re-entered the room at 9:49 pm

J. Kwon clarified that 3 international students showed interest in PDW 2018.

BIRT CAPSI National trial reserving 5 seats for International Students in the first round draw for PDW 2020 and PDW 2021, to be reassessed yearly at PDW.

**J. Kwon/T. Rousseaux
Motion Carried**

Local Competition Winnings

The Constitutional Review Committee (CRC) believes that it is important to have a national guideline concerning this issue as the local competitions are standardized nationally. Since competition prizes are meant to be a subsidy for travel/accommodation, the CRC proposes that the winner of local competitions can only receive the prize (\$250 subsidy) if they attend PDW. If the winner decides not to attend PDW, the full prize goes to the runner up (if there is no other delegate willing to represent their school at PDW, the money goes back to CAPSI National). If the local winner wins more subsidies than all their travel accommodations and PDW registration expenses, the excess goes back to CAPSI National. If the delegate cannot participate on the day of the competition even though they are present at PDW, the case will be referred to the finance committee.

The CRC proposes these modifications in section 9.2 of the OM:

From:

“The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

If a member wins more than one competition, his or her travel subsidy can be used cumulatively whereas the complimentary registration to PDW shall not be treated as a cash prize, and is not cumulative.”

To:

“The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the Local CAPSI Council (at the discretion of the Local CAPSI Council). The winner is only eligible for their subsidy if they attend PDW to represent their school.

If a member wins more than one competition, his or her travel subsidy can be used cumulatively whereas the complimentary registration to PDW shall not be treated as a cash prize, and is not cumulative. If the cumulative subsidy exceeds all their travel accommodations, the excess will go back to CAPSI National.

If the winner is unable to attend PDW the travel subsidy and complimentary registration will go to the runner up. If no alternative delegate is found to represent their school in the competition, the travel subsidy and complimentary registration will go back to CAPSI National.

In the case that the winner of the Student Literary Challenge (SLC) is unable to attend PDW, the winner would still be eligible for their prize. The travel subsidy and complimentary registration will go to the runner up.

If a local winner does attend PDW, but is not able to compete on the day of the competition (ex: illness), the case will be referred to the Finance Committee in order to determine if the delegate will receive for their subsidy and complimentary registration.”

N. Gajaria asked for clarification regarding the travel subsidy for local SLC winners.

T. Rousseaux clarified that the local winner could keep the subsidy as a cash prize as they do not have to be physically present at PDW to participate in the national competition and queried council for their thoughts on this.

N. Gajaria shared that at UofT, the runner up in the past has received the travel subsidy, but the local first place winner would still be entered into the national competition.

N. Srimurugathan stated that the travel subsidy should go back to local or national council if the local winner does not attend PDW.

T. Rousseaux shared that the purpose of the referral was to have a concrete idea of what to do with the winnings if the winner was unable to attend. The original intention of the subsidies was to provide students with support to showcase themselves at PDW. She shared that the travel subsidy should be provided to the local runner up to help them showcase their excellence at PDW on a national scale.

L. Wu left the room at 9:02 pm

BIRT CAPSI National accept the proposed amendments of the Operating Manual.

J. Kwon/M. Contreras
Motion carried

Waterloo Students Running for President-Elect

Currently, Waterloo students can only apply for the President-Elect position in their 2nd year as the 1st year students miss the deadline to apply and 3rd year students are students for only another 1.5 years, whereas students from other schools can apply in both their first and second year. The Competition Review Committee (CRC) believes that current guidelines inhibit equal opportunity for members running for the President-Elect position. By amending the Operating Manual to “at least half of the 3-year term has to be done as an undergraduate student” (instead of “at least 2 of the 3 years”), it would allow Waterloo students to apply in their 3rd year, which would allow all CAPSI members to apply at least twice for this position.

The issue has been raised that if a Waterloo student is elected as President-Elect, they could be disconnected from student life and not represent CAPSI members to the fullest as they become a licensed pharmacist in the second half of their presidential term (Jan-Jun of the Presidential year). However, the CRC believes that amending the Operating Manual does not automatically result in a Waterloo student becoming President-Elect, rather it gives a fair opportunity to students from all 10 faculties. Furthermore, CAPSI members will vote for the best candidate keeping in mind this situation for Waterloo students and that all candidates have unique challenges.

Moreover, the CRC does not believe it is necessary to limit students from 5-year pharmacy programs (ex. MUN) as some students from other programs could take longer to complete their degree.

The CRC proposes this amendment in the section 3.2.1 of the Operating Manual:

From:

“... This position is a three (3) year commitment for which at least two (2) of the years must be served as an undergraduate pharmacy student at a Canadian Faculty of Pharmacy.”

To:

“... This position is a three (3) year commitment for which at least half (1.5) of the years must be served as an undergraduate pharmacy student at a Canadian Faculty of Pharmacy.”

A Clarke left the call at 10:08 pm

BIRT CAPSI National accept the proposed amendments of the Operating Manual.

J. Kwon/T. Rousseaux

Motion carried

Student Wellness Officer

The Constitutional Review Committee (CRC) believes that CAPSI must advocate for student wellness by establishing good relationships with representatives, organizations and local wellness offices that already exist, for example, through a position statement or communications via the Vice-President of Professional Affairs. The CRC proposes 2 specific objectives for all local CAPSI chapters and then to re-evaluate the possibility of creating an Ad-hoc Committee for 2019-2020.

For the first objective, since our symposia topic this year touches upon student wellness, the CRC proposes local CAPSI chapters to organize an activity (ex: therapy dogs session, massage chairs, etc.) during the organization of the symposium. The second objective will be to contact each faculty at the beginning of the year to find out what support is available for students and to work with them throughout the school year to bring more resources to students.

J. Kwon shared that having a dedicated position on national council may not be able to effectively reach all schools.

R. Anisman asked if the event must be held during PAM.

J. Kwon clarified that the event does not have to take place during PAM.

A Mew agreed that initiatives should start at a local level. However there is difficulty in assessing the success of the position as the local budget has already been allocated for the year.

R. Ward clarified that the purpose is to organize an activity at the local level and would not necessarily require monetary allocation.

J. Kwon clarified that there would not be a local or national officer as of now.

BIRT that local representatives hold a mental health activity throughout the 2018-2019 year and research available mental health resources for students at each Canadian Faculty of Pharmacy. To be re-assessed at the Spring TC 2019.

J. Kwon/N. Gajaria

Motion carried

Open Subcommittees

The Constitutional Review Committee (CRC) believes that the Finance Committee, Ethics Committee, Student Exchange Program Committee and the Competition Review Committee should not be open to the General members. The Competition Review Committee should receive and provide feedback from members via local representatives at the VP Education's discretion. The Constitutional Review Committee could have a 1-year trial open to General members and re-evaluate the permanent amendment of the Operating Manual.

The CRC suggests adding following the section 7.1

“The Finance Committee, Ethics Committee, Student Exchange Program Committee and the Competition Review Committee are not be open to the General members. The other standing committees are open to General members, at the committee chair’s discretion.”

BIRT CAPSI National accepts to add this paragraph following the section 7.1 in the Operating Manual.

J. Kwon/T. Rousseaux
Motion carried

10. Interprofessional PAM Event

T. Rousseaux/R.Ward

Background: For the past two years CAPSI has trialed hosting an interprofessional PAM event. The topics chosen for the previous two years were Schizophrenia and Diabetes respectively. The case-based event is created by the VPPA and executed uniquely by each local council. If approved, a topic will be voted upon by council each year during PDW meetings. Should this become an annual event hosted by CAPSI during PAM each year?

T. Rousseaux shared that the event has taken place successfully over the last two years and suggested that we make it a permanent event.

M. Contreras asked if the topic can be confirmed at CPhA in order to have enough time to plan the event.

T. Rousseaux confirmed that the topic can be decided at CPhA.

BIRT CAPSI National organize an interprofessional event to be executed at the discretion of the local councils as part of the annual Pharmacist Awareness Month campaign.

T. Rousseaux/S. Terekhovska
Motion carried

11. Addition of Standing Committee

T. Rousseaux/R. Ward

Background: The ad-hoc advocacy committee was created with the re-introduction of the VPPA position in 2015. The committee was formed with the ad-hoc distinction since the VPPA position was still in its new stages. After years of development and active representation of our value of advocacy, it would be fitting to include this as one of our standing committees, with the suggestion of re-naming it to be called the **Advocacy and Professional Affairs Committee**.

Mandate:

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.

Composition:

VP Professional Affairs (Chair)

VP Education

Past-President

One (1) Senior or Junior Representative from Quebec

One (1) Senior or Junior Representative from Eastern Canada

One (1) Senior or Junior Representative from Western Canada

Meetings:

This committee shall meet, as a minimum, at both of the National Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail.

Reporting Requirements:

The Chairperson shall include the Committee's progress notes and proposals in the Vice President Professional Affairs' bi-annual report to the National Council.

BIRT CAPSI National approve the addition of the described Advocacy and Professional Affairs Committee as a standing committee of the organization, pending membership approval at the CAPSI 2019 Annual General Meeting.

T. Rousseaux/J. Kwon
Motion carried

12. Elections Updates

N. Gajaria

i) In 2017-2018, a new elections procedure was trialed where candidates submitted their elections packages along with a pre-recorded speech prior to PDW instead of presenting their speeches in person at PDW. Would council like to continue the trial of the 2017-2018 elections procedure?

ii) Last year, when candidate speeches were recorded prior to PDW, speeches were only made available via the Members Only Portal. However, it is thought that there was low viewership/awareness about the speeches being posted on the Members Only Portal due to access issues. Would council be open to making the YouTube links public?

iii) Last year, the elections viewing went over time at PDW, and it was found that candidates were using the speech to read out their letter of intent instead of using it as an avenue to present unique information about their candidacy. The Ad-hoc Electoral Committee feels that it would be appropriate to reduce the time allotted for the speech from 5 to 4 minutes.

BIRT CAPSI National continue the trial of the 2017-2018 elections procedure for the 2018-2019 year.

N. Gajaria/B. Houle
Motion carried

N. Gajaria queried council about posting a link to candidate speech videos outside of the Member's Only Portal in order to increase viewership.

D. Moulton shared that it is a good idea as there are issues accessing the portal, but it must be made clear to the candidates that videos will be posted publicly.

T. Rousseaux echoed D. Moulton's thoughts. The thought process behind only posting on the portal was to increase members utilization of the portal, but if posting candidate speech videos

outside the portal would increase members participation in election procedures it is something we should pursue.

BIRT section 4.1.3 of the Operating Manual be updated from “A time of 5 minutes shall be allotted for candidate speeches” to “A time of 4 minutes shall be allotted for candidate speeches”

N. Srimurugathan shared that the advertising last year said that the speech should be based off the letter intent. Wording should be clarified for elections advertising this year.

N. Gajaria stated that the wording will be clarified for elections advertising this year.

N. Gajaria/M. Contreras

Motion carried.

BIRT local representatives will arrange for the collection of feedback of elections candidates from non-delegate general members prior to PDW.

N. Gajaria/D. Shymanski

Motion Carried.

Motion to adjourn

T. Rousseaux/S. Barillaro

Motion carried



Annex of Executive and Local Council Updates
Summer Teleconference 2018

Monday August 27, 2018.

Executive Council Updates

President (T. Rousseaux)

Position Update:

Completed:

- Reviewed CPhA 2018 meeting minutes
- Sent letters to the Deans of each Faculty of Pharmacy
- Submitted President's message for 2018-2019 agenda
- Submitted message for PDW 2019 Welcome Package
- Actively participated in Ad-hoc Advocacy Committee and PDW Finance Officer meetings
- Followed up with outgoing executive council members to acquire a suggested timeline for check ins for each position to increase accountability
- Updated and corresponded with both council members and external stakeholders as necessary

In progress:

- Continue to answer pres@capci.ca emails
- Ongoing communication with incoming President-Elect and Past-President
- Design, format, and finalize both internal and external "Frequently Asked Questions" documents
- Finalize procedural and promotional documents for Advice For Life award
- Format and finalize strategic plan for 2018-2019
- Prepare and review agenda for Summer TC alongside CAPSI National Secretary
- Touch base with each council member prior to the beginning of the school year to answer questions and offer support

President-Elect (J. Kwon)

Position Update:

- 1st Constitutional Review Committee TC
- Finalized all referrals and submissions to agenda for Summer TC
- Discussion with Finance Officer concerning taxes (potential meeting involving PDW2020 FO and Outgoing FO in Montreal with accountants)
- Started editing of Operating Manual (planning to finalize edits for PDW2019)

Past President (P. Thabet)

Executive Secretary (N. Gajaria)

Position Update:

- prepared CPhA 2018 meeting minutes
- continue to answer secretary@capci.ca email
- work with Webmaster to update website
- work with VP Communications on Membership Committee referrals
- brainstorm ideas for changes to elections with Ad-hoc Electoral Committee
- work with committee chairs on open subcommittee recruitment

-attended CPhA teleconference with Webmaster to discuss Members Only Portal and Membership Benefits

Finance Officer (D.Moulton)

Position Update:

- 1) Completed CPhA Reimbursements
- 2) Reconfiguring document storage/statement coding to fit with tax requirements
- 3) Helping PDW 2019 and 2020 solidify budgets
- 4) Preparing for PDW 2019 reimbursement process
- 5) Investigating cost-effective options for agendas (potential Edmonton printing)
- 6) Completed 1st CAPSI National FO – PDW FO's Meeting

Outgoing Finance Officer (S. Barillaro)

Position Update:

- Finished turnover with new Finance Officer
- Closed books and filed NPO taxes for 2017-2018
- Secured contact and flight discount for PDW 2019
- Met with accountants to discuss financial matters pertaining to PDW and new GST/HST registration (organization, documentation, statement coding, etc.)

Webmaster (P. Tram)

Position Update:

- I made the jurisprudence and pharmacy schools page for the website
- Website translation in progress
- Made plans to have a meeting after Aug 20 with the team to make scheduled posts
- Met with Secretary to go over the CAPSI website and decide what needs to be worked on and updated all those items
- All council member profiles updated
- Sent out email to local reps to provide dates to put onto national calendar
- Asked VPPA and President-Elect about the resources for mental health but nothing is done yet, they are working on it

CAPSIL Editor (N. Srimurugathan)

Position Update:

- Preliminary work for issue 1 has begun. Tentative release date is Nov 2018
- Continued promotion of CAPSIL via social media
- In contact with Staples to confirm and expand membership benefits

Student Exchange Officer (G.Anhoury-Sauve)

Position Update:

- Supported current IPSF Liaison in her current position within IPSF;
- Takes care of incoming SEP students in Montreal;

- Supports IPSF local representatives in need of help or encountering issues with SEP/SEP students (Visa are still an issue).

Preparing the SEP certificates for International Students

IPSF Liaison (S. Terekhovska)

Position Update:

- I have attended the Pan American Regional Symposium in Trujillo, Peru, where I have represented CAPSI during the Regional Assembly.
- I have attended the IPSF World Congress in Mendoza, Argentina, where I have represented CAPSI during the General Assembly.
- I have five judges confirmed for the Health Campaign Award, for which the deadline is August 15th.
- I have started working on the Health Campaign Award transition document, to assist in search for judges for the future IPSF Liaisons.
- Have not had a chance to think of inclusion of IPSF local reps on IPSF national committee – however, there is a Facebook page for all local reps. I have been thinking of ways to improve communication between local reps and the National Liaison.
- Have not had a chance to think of World Pharmacists Day ideas.

VP Communications (M. Wei)

Position Update:

Completed:

- Followed up with all vendors that were approached at CPhA to discuss sponsorship opportunities
- Sent emails to several other companies to solicit new sponsors for CAPSI
- Recruited Ecolopharm as a new CAPSI Club Member at the Bronze Level (\$1000)
- Contacted locals regarding shipment of new sponsorship items from Shoppers Drug Mart
- Provided webmaster with updates on our sponsors to revise our website
- Designed new sponsorship package

In Progress:

- Confirmed renewal of Shoppers Drug Mart contract, pending payment and contract sign off
- Contacted Scotiabank, CPhA, and Jones Packaging to renew contracts
- Re-evaluating contract with CU Ads for the 2019-2020 year
- Following up with McKesson regarding payment from PIC competition last year
- Seeking for alternative agenda printing companies and options for the 2019-2020 school year
- Continue to solicit sponsors to become CAPSI Club Members as well as to sponsor competitions

Action Items:

- Develop a plan for a CAPSI promotional video to potentially be filmed at PDW 2019 or CPhA 2019

CSHP Liaison (K. MacMillan)

Position Update:

Working on creating a facebook group that includes a student hospital representative from ALL Canadian schools (if they are interested in being included J). A draft of the new CSHP Sub-Committee guideline has been shared with the CSHP National Board is now ready to be shared and reviewed by all Canadian university student hospital representatives. After reviewing and editing the document together, I hope to present this guideline to the CSHP National Board during the 2018 Fall Board Meetings on behalf of the student hospital representatives for final approval.

Upcoming Events:

Date: Oct 20-22

Location: Winnipeg

Description: CSHP 2018 Fall Board Meetings and AGM

Cost: NA

Support needed from CAPSI National: NA

VP Education (S. Yu)

Position Update:

Competitions:

OTC/PIC - are currently in the process of writing. Should be finished and reviewed by the CRC by mid-August.

Compounding - have been in contact with Medisca and we have set a timeline for the competition drafts. First draft has been received and is in review with the CRC. Any concerns will be send back to Medisca by August 20th to allow for changes and translation.

Planning to work updating the competition rules and guidelines at the end of August.

Action List:

- CRC has members from almost every school so review should be adequate. Will be consulting with pharmacists.
- Will be releasing a feedback form for locals to use after each competition
- Will be organizing and releasing the mock OSCE bank for use around Oct-Nov

Upcoming Events:

OTC, PIC, Compounding, SLC competitions

Date: September - October

Location: Local chapters

Support needed from CAPSI National: translation of competitions, budget for competitions to be dispatched to locals

VP Professional Affairs (R. Ward)

The Ad-hoc Advocacy Committee has had two meetings so far. As a committee, we are working on resources for students including a table with information about registration and jurisprudence. Should be available near the beginning of the school year.

We also decided to participate in the PharmaCare consultation put out by the Federal Government and will be looking for insight from council and CAPSI members.

A survey was created to learn about the current status of mental health among pharmacy students. Currently it has 139 responses. Hoping to do another push for responses as the school year starts and get a good number to represent across all schools.

I updated the CAPSI promotional pamphlet for this year and also created matching social media graphics that locals and national can use to promote CAPSI membership during drives.

I attended one CAHPSA meeting during July. Hoping to get the vaccine awareness campaign up and running in the next few months. There is a potential for collaboration with CNSA for a Mental Health Awareness Week during October.

Local Council Updates

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

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

Position Update:

- Finalized some fundraising events and initiatives for CIBC Run for the Cure
 - Continuously planning initiatives that will be done for PAM 2019
 - Contacted Christine Dalglish to organize a CPhA Lunch and Learn for the coming year

Upcoming Events:

1. Date: August 25, 2018 to September 30, 2018
 - Location: Edmonton
 - Description: CIBC Run for the Cure events, including a bottle drive, breast cancer survivor lunch and learn and
 - Cost: TBD
 - Support needed from CAPSI National: None
2. Date: September 9, 2018 to September 17, 2018
 - Location: Edmonton
 - Description: CAPSI Awareness Week initiatives, including social media challenges, lunch and learn and ice cream social
 - Cost: TBD
 - Support needed from CAPSI National: None

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

Position Update:

USask hosted 5 SEP students in the month of July. Planning is underway for the new school year with fundraising initiatives and sponsorship being sought out. September will be packed with the membership drive, textbook sale and the Bump, Bat, Bowl for Boobies RFTC fundraising.

Upcoming Events:

Date: August 27th

Location: TBD

Description: CAPSI Welcome Lunch 'n' Learn. Our first event of the school year is for the incoming pharmacy class held during orientation week to introduce the students to CAPSI and share with them all that CAPSI has to offer.

Cost: ~\$200

Support needed from CAPSI National: none

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

Position Update:

Currently in the middle of planning our Saving Second Base softball tournament, gathering sponsorship (has been slightly more difficult this year than last).

Also planning events for CAPSI Awareness Week during the first full week of school (i.e. bake sale, textbook sales, bowling night, etc.).

Manitoba's Next Top Pharmacist is the next major event, booked for late November

Upcoming Events:

Date: September 8, 2018

Location: John Blumberg Softball Complex

Description: Saving Second Base 2018 - Softball tournament fundraiser for tuberculosis awareness, going towards The Lung Association

Cost: TBD

Support needed from CAPSI National: None

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

Position Update:

Summer Semester:

The Rx2021 class just completed their second semester of first year (1B) and the Rx2020 class finished their second semester of second year (2B).

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

UW CAPSI local council held their last meeting of the term at the end of July. The Waterloo's Next Top Pharmacist Committee had their first meeting and is currently planning the event which will be the first weekend back at school in September. The last meeting discussed events from the spring (succulent sale, beach volleyball, OTC week) and fall events (see below for more details). Council will be meeting bi-weekly once the fall term resumes

Upcoming Events:

Date: September 8th

Location: University of Waterloo FEDS Hall

Description: Waterloo's Next Top Pharmacist

Date: Fall term

Location: School of Pharmacy

Description: High Stake Mock OSCE

Date: Fall term

Location: University of Waterloo

Description: Let's Talk Science – event for kids

Date: Fall term

Location: School of Pharmacy

Description: CAPSI Competitions

Pending: Visit to Aerochamber in London during September

Support needed from CAPSI National: None

University of Toronto (R. Anisman/E. Nguyen)**Upcoming Events:****1. Phrosh CAPSI Ice Cream Social**

Date: September 2, 2018

Location: Pharmacy Building, University of Toronto

Description: Each year, our faculty hosts a Phrosh Week to welcome the incoming first year students to the program. In collaboration with IPSF, we will be hosting our annual ice cream social during this orientation week. During the social, students will have the opportunity to meet our local representatives and learn more about CAPSI (at both the local and national level) over free ice cream. First year students will also be able to pick up their CAPSI backpacks and agendas during the event.

Cost: ~ \$250-\$300

Support needed from CAPSI National: Agendas

2. Textbook Sales

Date: Orders due early 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 for created by our student body, UPS.

Cost: N/A

Support needed from CAPSI National: None

3. CAPSI/IPSF Social Media Awareness Week + Cookies with CAPSI Event

Date: TBD; early September

Location: Pharmacy Building, University of Toronto

Description: We plan on hosting a week-long social media campaign in early September orienting students to CAPSI. After the first-years have familiarized themselves a bit with our school community, we will be hosting an event where both first-year and upper-year students can learn more about the CAPSI/IPSF initiatives we have planned for them throughout the school year (with emphasis on first semester). Tentatively, this event is set to be our second ever "Cookies with CAPSI" event, in which students will enjoy free cookies and beverages during an interactive presentation on CAPSI and what events/competitions our students are looking forward to the most. Overall, this will be a good opportunity for students to gain early exposure to CAPSI and IPSF before we begin promoting our events and competitions. Details still need to be determined.

Cost: TBD

Support needed from CAPSI National: None

4. 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.

Universite de Montreal (D. Bergeron)

Position Update:

MEMBERSHIP- SEPTEMBER 2018

I am working on officializing our CAPSI committee in our local council OM. I am also planning the recruitment of new students / book sale in the first week of school.

CNTP 2018 (PHARMACADÉMIE) - NOVEMBER 2018

I started to prepare the local competition of CNTP for November by selecting a date and finding a place to hold it.

IPSF

I have discussed with our IPSF representative to prepare the events for the upcoming year and how we would collaborate.

PDW 2020

The contract with the hotel (Sheraton) has been signed. The sponsorship package is finished, both in French and in English. We currently have submissions with at least 3 companies for the AV. Many potential speakers have been contacted, but no contract has been signed yet.

Upcoming Events:

MEMBERSHIP RECRUITMENT AND TEXTBOOK SALE

Date: August 24th and other date in the first week of September

Location: Pavillon Jean-Coutu, Université de Montréal

Description: I will be holding the membership recruitment at the same time as the other committees of our local student council. I will also be doing the same in the first week of September in collaboration with our IPSF representative.

Cost: 0\$

Support needed from CAPSI National: 0\$

Universite Laval (F.Pare/C. Beucher)

Position Update:

-Backpacks order in progress. We will receive them at the end of August

-Organization of a CAPSI/AGEP BBQ to give the backpacks and welcome the new students.

Upcoming Events:

Beginning of the school year and meeting the 1st years

- CAPSI/AGEP BBQ to give the backpacks and welcome the new students

- CAPSI presentation to 1st year students. Talk about the association and the PDW (upcoming competitions)

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.

Orientation insert has been sent out to the DSPS social directors.

Currently working on Mini Olympic events for September 6th, 2018.

UPCOMING EVENTS:

Orientation BBQ and mini Olympic will be held September 6th, 2018 and Dal's Next Top Pharmacist will happen on Nov 2nd, 2018.

Book sale and bag sale will happen on Sept/October

Memorial University of Newfoundland (A.Clarke/L. Symonds)**Position Update:**

After CPhA, our local council held our own Summer TC to discuss what happened at CPhA and what events we would be holding in the new school year. We are planning on doing another antibiotic awareness week event this year but changing the event type, not sure what we will do yet.

Currently, we are closing our books for the 2017-2018 year and preparing a budget for the next year. We will be looking for opportunities to fundraise as we ran a small deficit last year, but would like to avoid running a deficit in the future. We are also looking into integrating our grad students into CAPSI events by trying to find a grad student representative.

Upcoming Events:**CAPSI Innovation Week (September 17-24) at MUN**

Resume building session (Date TBD)

CAPSI, PANL, and CPhA lunch and learn (Monday 17)

Career Fair (Tuesday, Sep. 18)

Bake Sale in support of Run for the Cure (Wednesday, Sep. 19)

PharmaChoice lunch and learn (Thursday, Sep. 20)

Saving Second Base Softball Tournament in support of RFTC (Saturday, Sep. 15)

Our textbook sale will also run during the week.

Run for the Cure (September 30th)