



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Professional Development Week 2019

CAPSI National Council Meeting

Wednesday January 9-Saturday January 12, 2019.

St. John's, Newfoundland

Day 1: Wednesday January 9, 2019.

Council Meetings: 9am-12pm, 1-5pm

1. Call to Order

T. Rousseaux

T. Rousseaux called the meeting to order at 9:05am.

T. Rousseaux acknowledged council's commitment to CAPSI over the past semester.

2. Attendance

N. Gajaria

T. Rousseaux	President
J. Kwon	President-Elect
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
G. Anhoury-Sauvé	Student Exchange Officer
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior 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
T. Duong	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: P. Thabet, K. MacMillan

3. Local School Reports

T. Rousseaux encouraged council to review the position updates to stay updated on all activities of CAPSI National.

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

4. 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

CSHP Liaison

See Annex

5. Acceptance of Previous Meeting Minutes

T. Rousseaux

BIRT CAPSI National accept the meeting minutes from the Fall 2018 Teleconference.

T. Rousseaux/J. Kwon

Motion carried

6. Strategic Plan

T. Rousseaux

Background: Brief review of the strategic plan we created back in June which can be found in the resources section of our website.

<https://capsi.ca/resources/>

7. Mid-year Finance Update

D. Moulton

D. Moulton provided an update of CAPSI National's financial status for the 2018-2019 term

https://docs.google.com/spreadsheets/d/1OKuo30zS4P_VHaZWL37r9FiV3HIzvE75zED5Vr0NO9s

8. Outgoing Finance Officer Attendance at CPhA 2019

T. Rousseaux

Background: Last year, council approved the Outgoing Finance Officer to attend CPhA 2018 to assist the transition with the new Finance Officer given the recent financial restructuring of CAPSI National. The reimbursement was as follows and was similar to Outgoing VP Comm:

- Flight
- ½ cost of registration
- 1 night accommodation

This reimbursement was to be reassessed annually depending on the financial stability of CAPSI National.

T. Rousseaux informed that S. Barillario (Outgoing Finance Officer) came to CPhA 2018 to assist with financial turnover. She reiterated that finance is a large priority to maintain sustainability for the future.

D. Moulton shared that this is a new initiative on CAPSI's behalf. He informed council that he may not be able to attend CPhA 2019 based on his schedule, however he feels that it's imperative for Finance Officers to complete turnover in person as he found a lot of value from getting an in-person transition for the Finance Officer position.

T. Rousseaux clarified that the motion we are passing is for 1 year only.

R. Ward asked what the total expense for this initiative was this year.

D. Moulton shared that it was approximately \$800. He predicts the cost will be \$600-800 with the next conference taking place in Toronto.

Motion to discuss:

BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at CPhA 2019 in order to facilitate financial handover as per the 2019-2020 budget, to be re-assessed at PDW 2020.

T. Rousseaux/D. Shymanski

Abstentions: D. Moulton

Motion Carried

9. Outgoing Finance Officer Creation of Budget

T. Rousseaux

Background: At PDW 2018 a motion was passed to have the Finance Officer responsible for creating the following year's budget, as a trial period of one year, which was to be re-evaluated at PDW 2019.

T. Rousseaux shared that the outgoing Finance Officer leaves the position with knowledge they gained from their term. It logistically makes more sense for the outgoing finance officer to create a budget for incoming council.

D. Shymanski asked if the incoming Finance Officer could be involved in the creation of the following year's budget.

D. Moulton shared that this was a possibility if the Finance Officer was elected at PDW. Historically, the Finance Officer position has gone to by-election, so the timeline may not allow for collaboration between the outgoing and incoming finance officer.

D. Shymanski asked if the incoming finance officer can be included during teleconferences and have access to CAPSI's budget documents.

N. Gajaria clarified that the Finance Committee is a closed subcommittee. The Operating Manual was amended during a teleconference earlier this year to state that the Finance Committee is not an open subcommittee. The Operating Manual would require an amendment to read that the incoming Finance Officer would be allowed to sit in on Finance Committee meetings.

Motion to discuss:

BIRT the Finance Officer be responsible for the creation of the following year's budget

T. Rousseaux/D. Moulton

Motion carried

10. Luggage/seat selection non-reimbursement in OM

D. Moulton

- Airlines have changed their payment model to include "ticket tiers" including and excluding luggage and seat selection
- In my opinion, we are required to dress professionally and appropriately for CAPSI meetings and the conference; luggage is necessary to accommodate this type of wardrobe and SHOULD be reimbursed (1x suitcase)
- Since many of these tiers have luggage + seat selection, but no "luggage only" option, it seems the current wording in the Operating Manual (OM) is unclear and leading to confusion amongst council members when booking flights; we need to be clear so each member is receiving the same level of travel comfort and personal financial loss

T. Rousseaux shared that it's important to note that bearing costs out of pocket should not be a requirement for council.

R. Anisman left the room at 9:44am.

M. Contreras clarified if council could set a maximum financial limit.

T. Rousseaux shared that council should make it a limit of 1 item and not set a limit.

R. Ward asked if individuals could add on 1 check-in baggage instead of council covering a tier that includes baggage and/or seat selection.

M. Patrick asked if all council members would receive baggage privileges or only individuals who have flights covered.

D. Moulton clarified that it would only be for individuals who have flights covered.

M. Patrick shared that it would be beneficial for council to pay for a fraction of CPhA registration for example, versus paying for baggage as everyone would benefit from that.

M. Kaushal clarified whether luggage would be covered for the round trip or only for a single trip.

A. Mew clarified that only those who are submitting reimbursements for flights are eligible for the baggage reimbursement. She also recognized the benefit of this option as many local representatives forfeit luggage space to carry items on behalf of their delegates. She echoed that council should be frugal with the budget.

L. Wu left the room at 9:51am.

R. Anisman re-entered the room at 9:52am.

D. Shymanski echoed M. Patrick. She shared that she would like to see the benefits added onto council members distributed equally versus the same individuals who are already receive the benefit of having flights covered.

M. Ney echoed D. Shymanski in regards to re-allocating the funds.

Motion to postpone agenda item to January 10, 2019.

T. Rousseaux/R. Ward

Motion Carried.

11. PIC/OTC Expenses

D. Moulton

Background: I discovered, after the competitions, that there is no written outline of how much each local council can spend on the PIC/OTC competitions. Most council members have been going off of previous year's expenditures, others were told \$500, some do not incur any expenses. This necessitates a conversation:

- How are some schools able to operate with no expenses?
- How are some schools able to operate at ~\$250, while others require \$500+?
- What is being done at each school?

B. Houle clarified that seniors assumed the reimbursement was \$500 for PIC/OTC.

D. Moulton confirmed that it is \$500, however this is not documented anywhere. Moving forward, it is important to have this in writing.

School	Response
UBC	Food (\$120) Printing Costs (\$30) SP/Judges/Resource Provider Honorariums (Totaling \$100) OTC products from our lab (\$10 to Lab Manager)
UofA	We spend the money on printing materials, snacks/food and gift cards for the 9 judges and SP [SPs are volunteer students] (\$25 each, total \$225). Note: We don't have a local budget for PIC/OTC which is why it is closer to \$500
UofS	<ol style="list-style-type: none"> 1) N/A 2) Our expenses include printing materials and one patient actor at each PIC and OTC who are given a \$50 honorarium each. We also provide a \$10 gift card for each of the two judges but have not asked for reimbursement from national. 3) Our student union offers printing credit for ratified student groups which helps reduce expenses. We book the compounding/counselling lab at no cost. Patient actors are booked through one of our faculty lab coordinators. Interviews are video recorded and sent to the judges to allow more flexibility for them to judge.
U of M	SPs ONLY (two SPs) - appears the price this year (\$525) has increased since last year (\$345), but this was not determined until we were invoiced.
Waterloo	SP expenses conestoga college (~200), paper printing expenses (\$35-40, gift card for evaluators (faculty) (4 x \$20), lunch for evaluators (subway ~\$50).
UofT	4-6 SPs (not used this year as too expensive), food for judges/volunteers, judge gifts (usually 6x\$20 gift cards), printing costs
Montreal	Gifts for judges only (about 10-15\$ each) + about 5\$ of printing SPs (1 for PIC and 1 for OTC, sometimes more depending on the participation each year) are usually teachers or lab tutors that volunteer each year I covered these expenses with my local budget
Laval	Giftcards for judges/teachers (50\$ each) and food for judges (4) and actors/students (2).
Dalhousie	Gift for Judges and SPs (usually ~\$25 per person), also maybe

	~20~30\$ if the school lab does not have OTC products that are needed for the competition
MUN	NOTHING We don't buy food. We don't hire SPs. We give small gifts to the judges (5\$ gift cards). We rarely have to buy new products for the OTC competitions.

S. Terekhovska left the room at 9:59 am

To ensure that each local chapter is able to provide similar competition experiences, we need consistency, especially financial consistency:

- I suggest a MAXIMUM amount be instated for PIC/OTC expenses that allows each local chapter to fairly promote/facilitate their events
- I will review an acceptable amount when I hear from all local councils, I am currently in the reimbursement phase now and will be finished by PDW; currently investigating \$500/school

D. Moulton shared that it would be beneficial to clarify what should be reimbursed for PIC/OTC expenses and to have a maximum that can be reimbursed.

A Clarke left the room at 9:57 am

L. Wu re-entered the room at 9:58am

S. Terekhovska re-entered the room at 10:08 am

M. Wei left the room at 10:06am

D. Moulton shared that he is actively looking for ways to cut back on expenses given the loss of a sponsor.

T. Rousseaux shared that last year was the first year that PIC/OTC was reimbursed based on submitting receipts. In the past, local councils were given a lump sum due to the amount allocated to each school by sponsors.

M. Wei re-entered the room at 10:11am

D. Shymanski asked for D. Moulton to share estimates of areas that would be beneficial to cut down on so it can be discussed during the senior/junior meeting.

D. Moulton asked if there are any schools that would feel that recording PIC/OTC interactions would not be feasible.

R. Anisman shared that it is not feasible to record PIC/OTC at UofT due to volume of participants.

L. Symonds shared that judges are being provided gifts based on what has historically been given at each school. However, if we clarify that there are cutbacks being made nationally, it would help set expectations for volunteers.

M. Patrick clarified that D. Moulton wanted to cap the amount on the gift cards given to SP and judges.

S. Yu left the room at 10:22am

12. Council Bank accounts

D. Moulton

Background: It has become clear to me that each local council has a different bank account set-up. It would be great if we could have a more streamlined approach (Ex: same bank, same plan type, etc.). This may be challenging, so overall my main goal is to ensure ALL COUNCIL ACCOUNTS CAN ACCEPT AN e-TRANSFER (not necessarily send; difficult with 2-cheque signing). This is how I conducted CAPSI National financially this year and it is a much more cost and time effective approach than cheques. I would like to see this happen for the next financial year.

School	<ol style="list-style-type: none"> 1. Can you accept an e-Transfer? 2. Can you send an eT-ransfer? 3. Do you have control of your own bank account or is it partnered with another group?
UBC	<ol style="list-style-type: none"> 1. No 2. No 3. Partnered w/AMS: https://www.ams.ubc.ca/wp-content/uploads/2018/09/Procedure-Guide-2018-19.pdf <p>AMS a US-accredited credit union: we are unable to make a new account due to the following :</p> <p>AMS Subsidiaries are not, under any circumstances, permitted to use any outside bank accounts (as they are not legal entities, only the AMS is a recognized legal party). If you discover that your club maintains an outside bank account, please inform us immediately. You will be asked to close this account and redeposit all funds into your AMS account; otherwise, your club/constituency will be <i>immediately</i> de-constituted.</p>
UofA	<ol style="list-style-type: none"> 1. No. 2. Yes we can send up to \$200 3. We are partnered with APSA and do not have a control of our own bank account. We cannot open our own bank account as

	our annual budget is tied with APSA. We are partnered with Scotiabank.
UofS	<ol style="list-style-type: none"> 1. No. 2. No, We have double signing authority. 3. We control our own local account with Scotiabank.
UofM	<ol style="list-style-type: none"> 1. No 2. No (2-sign authority) 3. Student council treasurer looks after our accounts (local CAPSI, UMPPhSA, Grad Committee are under the same main account via Scotiabank)
Waterloo	<ol style="list-style-type: none"> 1. Yes, we can. However we only have 25 free transactions per month and sometimes accumulate fees. If we have many transactions we will use a personal bank account and then transfer larger amounts into the CAPSI account. Our account is a TD Community Plus Plan. **because sales utilize the CAPSI Sr account for accountability, during the high use times auto deposit to Waterloo Sr may deposit into the Sr's personal account. 2. Yes, we can. 3. Control of own bank account.
UofT	<ol style="list-style-type: none"> 1) Yes, but there is a fee associated with accepting e-transfers 2) Yes 3) Yes, independent CAPSI bank account
Montreal	<ol style="list-style-type: none"> 1. No 2. No 3. We are affiliated with our student association's account, but we have our own folio right now. <p>Our student association's FO is currently looking at the possibility of switching bank (as our fees are really high right now). So if you have any suggestions of banks that accept e-transfers for enterprise accounts, we would like to have your advice.</p>
Laval	<ol style="list-style-type: none"> 1. No. I can accept the e-transfer on my own bank account, and then make a check to our CAPSI account. 2. No. 3. Yes, we have control. <p>We've been to the bank lately and have changed to 1 signatory, so maybe it works, but we have not tried it yet.</p>
Dalhousie	<ol style="list-style-type: none"> 1. Yes, we can accept e-transfer (dalsr@capsi.ca) 2. Yes, we can send e-transfer 3. Yes, Dal CAPSI has our own bank account.

MUN	<ol style="list-style-type: none"> 1. Yes, we can accept e-transfers. 2. Yes, despite having 2-signing authority, we have a \$500 limit set on transfers per week. 3. We have our own separate bank account.
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T. Rousseaux clarified that CAPSI National does not dictate what bank local councils choose.

S. Yu re-entered the room at 10:30am

Motion for recess called at 10:45am.

T. Rousseaux/D. Bergeron

Motion carried

T. Rousseaux called the meeting to order at 11:08am

13. AFL Prize Money

W. Lee/L. Ford

Background: It has come to our attention that if the AFL winner does not go to PDW, the winners actually receive less award money than the second place winner. We wanted to discuss whether it's possible to change the award scheme so that we can merit the first place winner appropriately.

14. AFL Feedback

T. Rousseaux

Background: Given that this was our first year implementing the Advice For Life Competition sponsored by PharmaChoice, feedback would be much appreciated. What went well? What changes would locals like to see for next year? Any feedback from your members?

Suggested changes:

- Increasing local first place winners prize from \$350 to \$400 by reallocating \$50 from second place to first place
- To replace the previous standardized national timeline, instead provide hard deadlines and locals can time their competitions according to local needs (ex. National submissions must be submitted by November 16 and local winners must be given 2 weeks to modify their submission following local winner announcement)

T. Rousseaux informed council that a few members of the executive council will be meeting with PharmaChoice during PDW to discuss updates on AFL and suggest potential changes to the competition from next year.

N. Gajaria shared that it may be more appropriate to share reallocate funds from second place to first place instead of asking sponsors for more money.

M. Contreras shared that judges at UofA felt it would be appropriate to have more guidance with the rubric.

B. Houle shared that the timeline for the competition was different at Waterloo when it was solely a local competition prior to the competition taking place nationally. He shared that the presentations from a course used to be submitted to the competition. However, with the shifted timelines, students who create a presentation for their coursework can no longer be submit the presentation for consideration in the competition. Additionally, the prizes are substantially smaller than when the competition only took place locally.

R. Ward entered the room at 11:21 am.

N. Srimurugathan asked for clarification regarding the timeline at Waterloo. Additionally he asked if the timeline can be shifted, the same way that Next Top Pharmacist competitions take place at different times throughout the year.

N. Gajaria clarified that Next Top Pharmacist is not a core CAPSI competition the same way SLC, PIC, OTC, compounding and AFL are. As a result, the timelines for these competitions are not flexible the same way Next Top Pharmacist is.

15. Mid-year Sponsorship Update

M. Wei

M. Wei will provide an update of CAPSI National’s sponsorship status for the 2018-2019 term.

	2017-2018	2018-2019
Club Member	CU Advertising, Nature’s Way, AgroHealth	CU Advertising, RxFiles, Nature’s Way
Bronze		Ecolopharm, AgroHealth
Silver		
Gold	CPhA, Shoppers Drug Mart	CPhA, Shoppers Drug Mart
Platinum	Medisca, Scotiabank, Teva	Medisca, PharmaChoice, Jamieson

	Local	National
AFL Competition	PharmaChoice	
Compounding Competition	Medisca	
OTC Competition	GSK	
PIC	N/A	N/A
SLC	N/A	CPhA

Award of Professionalism	CPhA	
IPSF Health Campaign	N/A	N/A
Guy Genest Award	N/A	N/A

T. Rousseaux recognized the efforts of M. Wei in acquiring new sponsors and diversifying sponsorship.

M. Contreras asked what is sponsored by GSK for the OTC Competition. It was clarified that this would go towards awards for the competitions.

A. Mew asked for clarification on the difference in sponsorship amount from last year and this year.

D. Moulton shared that we have about \$30 000 less in sponsorship compared to the 2017-2018 year.

D. Bergeron asked for clarification regarding sponsorship for PDW 2020.

N. Gajaria shared that our previous sponsor for OTC sponsored schools for funds for running the OTC competition, although schools usually run PIC and OTC simultaneously.

D. Shymanski asked if locals should pursue sponsorship locally.

T. Rousseaux clarified that any sponsorship pursued locally should be run by national council and VP Communications first.

16. IPSF Presentation to CAPSI Council

S. Terekhovska

Background: This presentation will be about 10 minutes. The presentation can be distributed to executive council members ahead of time so that they can prepare their questions. The main aim of the presentation is to familiarize CAPSI council members with IPSF, its structure and our role within the Federation.

Link to presentation:

https://drive.google.com/open?id=1CMm7InOZj_bkcLWNV8B6z1dXVU6mE6yN

Motion to recess at 12:00pm

T. Rousseaux/L. Symonds

Motion carried

T. Rousseaux called the meeting to order at 2:23pm

17. Vampire Cup

S. Terekhovska

Background: In order to increase CAPSI's participation in the Vampire Cup (IPSF blood drive competition), I encourage local IPSF representatives to collaborate with either the CAPSI local council, or other student clubs that regularly organize blood drives.

For reference, answers to questions from previous discussion:

1. Does your local CAPSI council (or any pharmacy student council at your school) already organize blood drives?
2. If so, would you be willing to collaborate with your IPSF representative to have these blood drives be part of the Vampire Cup competition?

School	Opportunities for Blood Drives
UBC	<p>Our IPSF representatives attempted the vampire cup last year but I think the events fizzled out. I believe there is a blood drive organized through another club but I'm not 100% on that. I've passed this along to our representatives and I will update!</p> <p><i>Update - there is not another club that organizes blood drives. It has been attempted by local IPSF liaisons and is being attempted this year but turnout is low.</i></p>
UofA	Yes we organize monthly group blood donations for all pharmacy students. And yes we would be interested in collaborating.
USask	UofS Blood Club holds regular blood drives. Our local IPSF Representatives are looking into collaborating with them.
Manitoba	The IPSF representatives on our CAPSI council organize a blood drive annually and participate in the Vampire Cup competition.
Waterloo	Yes our community outreach club organized blood drives, they're always open to collaborating with capsu so it shouldn't be a problem
Toronto	<ol style="list-style-type: none">1. Community Outreach Committee runs 1 blood drive per semester2. Yes
Montreal	<ol style="list-style-type: none">1. Our student council organizes 2 blood drives per year (one in fall and one in winter).2. Yes
Laval	<ol style="list-style-type: none">1. Yes, during winter.2. Yes sure <p>The group organising the blood drive is AGEF, so as I am a member of that council, I already told them about it in a meeting, and everyone agreed. Our local IPSF can work with us as well, but I haven't talk to her about that yet.</p>
Dal	<ol style="list-style-type: none">1. No, Dal pharmacy society does not have our own blood

	<p>drive. However, it is sometimes done together with other health professions.</p> <p>2. I would have to ask our IPSF representatives but we are willing to participate (will need to coordinate with other health professions though)</p>
MUN	Our local IPSF is having a local blood drive this Saturday. We are willing to make it a part of the vampire cup competition (Melissa Kieley is our representative)

18. Separating the IPSF Liaison and SEO positions

S. Terekhovska

Background: This will make each position a one year term, which will allow pharmacy students in their third year of studies to apply for either position.

Some benefits include: more CAPSI members get to be involved with IPSF, more experienced candidates can apply for the positions and candidates that are interested in only one position (either IPSF Liaison or SEO) can dedicate their full attention to one role. Furthermore, we would get fresh ideas as more people will get to be involved with these two positions. Moreover, the duties of Liaison and SEO are completely different so no continuity is required.

Some drawbacks include: the IPSF Liaison will no longer be a learning role, lengthier election process, poses a problem if there is not much interest in the SEO position (as we will not get a “guaranteed” SEO) – promotion may be needed for the new role and we can potentially involve students that have participated in SEP.

Overall, most countries have the IPSF Liaison and SEO positions separated and it has been proved to be fairly efficient in their associations. I would like to hear the council’s opinion on my initiative to separate these two positions. I do not plan to make any changes as of yet, I just want to hear everyone’s feedback on this idea.

T. Rousseaux shared that last year council re-structured the IPSF Liaison and SEO positions. IPSF Liaison focuses on liaising with local IPSF representatives and the SEO mainly deals with organizing SEP for incoming and outgoing students.

G. Anhoury-Sauvé commented that the positions are unrelated and transitioning from IPSF liaison to SEO does not add value to the position of SEO.

M. Contreras acknowledged that there is a lot of work to be done prior to this change coming to fruition, however he stated that it is a good idea to separate the roles as there has been previous interest at UofA where students are interested in one part of position but not the other.

BIRT that CAPSI National refer the topic of separating the IPSF Liaison and SEO positions to the Constitution Review Committee in consultation with IPSF Liaison and SEO for re-assessment at Spring TC.

T. Rousseaux/D. Moulton
Motion Carried

19. Compounding Competition Resources

S. Yu

Background: While preparing for the National compounding competition, we encountered some issues regarding the resources that students may use. The rules from CAPSI/Medisca do not clearly talk about the use of personal notes and resources. I am hoping to standardize this across each of the schools so that there is smoother transition between local and national competitions.

School	What Resources are Allowed
UBC	<ul style="list-style-type: none"> -No class notes and no communications/discussion -All textbook references available (CPS, Merck, Martindale, Remington) -All online resources are available including Youtube, online search engine/google are allowed
UofA	<ul style="list-style-type: none"> -All textbook references available (CPS, Merck, Martindale, Remington) -class notes are allowed -no outside communication -same as Sask
USask	<ul style="list-style-type: none"> -All textbook materials listed are supplied. -Personal textbooks are allowed (recommended classroom textbooks including Shewsbury and Thompson) -Laptops or lab computers can be used for online resources or notes, monitoring for no additional uses -Lecture notes are allowed -No phones allowed
UofM	One laptop allowed per team (includes online resources e.g. Lexicomp, RxTx, etc. – no restrictions)
Waterloo	List of allowed textbooks (martindales, remington) provided in advance, MerckIndex, online resources on lab computer (no personal computers or notes).
UofT	No restrictions
Montreal	They are allowed one laptop per team and textbooks that are proposed by VP Ed in the competitions (CPS, Remington, Merck Index, Martindale, etc.)
Laval	They have access to an online library with multiple resources as RxTx, Micromedex, Lexicomp, PubMed, RxVigilance. They have full access to their laptop (1 laptop per team).

Dalhousie	No outside resources allowed, gave them access to Martindales, Remingtons, Merck Index and CPS (no laptops were used).
MUN	Students were allowed to use the desktops in their compounding area, all books that were recommended were provided as well as class notes.

T. Rousseaux asked for clarification on what was used in the past at PDW.

D. Moulton shared that it would not make sense to restrict students from using resources that we would normally have access to in practice. However, he acknowledges that there should be a standardized approach.

D. Shymanski asked for clarification on what was allowed last year.

S. Yu shared that school notes and multiple laptops were allowed.

N. Gajaria commented that due to the turnover of VP Education and Competitions Officer for PDW that the national competitions change from year to year.

J. Kwon left the room at 2:45PM

T. Rousseaux echoed that access to resources that you would normally have in practice should be allowed as this reflects the pharmacists we want to make in the future.

D. Shymanski shared that USask follows the rules as outlined in the competition documents from CAPSI National. However, there is ambiguity with how to interpret some of the rules. She suggested a more explicit outline of allowed resources for use in competitions, either locally or nationally.

A. Mew stated that rules are the primary approach for organizing the competition in the hopes that it will reflect the national competition. She shared that any gaps in information are filled by looking through turnover documents and finally by contacting the VP Education or PDW Competitions Officer. She stated that it would be beneficial to outline FAQs in a competition handout.

F. Paré asked if students at the PDW 2019 competitions will have access to a computer.

D. Moulton shared that the new approach to PDW planning is to bring all 3 PDW Planning Committees together, and he feels that this will help with continuity in the future.

S. Yu commented that she will re-do the rule documents for local competitions to limit room for interpretation in competition implementation.

20. Discuss a Checklist Approach to Role Organization

D. Moulton

Background: I use a checklist approach to record professional activities. This is great for documenting engagements, organizing commitments, creating accountability, and most of all allowing for transparency between members.

- Instead of having to constantly inquire, we can review each other's checklists to see what's been done, what is being worked on, and what needs to be done.
- This allows leadership positions to effectively oversee operations as well

I would suggest entire council adopt this approach, but national executive especially. This is not an attempt to impose my own organizational style on others; I learned this approach from previous groups and it works very well.

Example: <https://docs.google.com/spreadsheets/d/1pxql4KB4qhWszQZTyJ-wN4TpXgg5rAuVosarEoyLUm4/edit#gid=0>

A. Mew left the room at 2:52 pm

W. Lee left the room at 2:52 pm

W. Lee re-entered the room at 2:54 pm

J.Kwon entered the room at 2:54 pm

L. Kotyrba left the room at 2:56pm

L. Kotyrba re-entered the room at 3:01pm

T. Rousseaux stated that she would like to see council adopt this method.

R. Anisman shared that at UofT they created a task list for class representatives planning competitions.

M. Patrick echoed that this is a positive idea for efficiency and transparency.

T. Rousseaux stated that it would make doing position updates more streamlined for council.

R. Ward shared that it may not be feasible for all of council to adopt a standardized style given everyone's differences in organizational styles.

M. Ney commented that there should be clarification on whether it would require local representative to only update their national responsibilities or include local as well as this may be a lot of information.

D. Moulton shared that he had difficulty adopting this method initially, however he feels that he has transitioned well into adopting this method.

D. Shymanski echoed M. Ney. However, she shared that it may also be appropriate to share an overview of projects that locals are completing that pertain to executives.

M. Wei left the room at 3:01pm

J.Kwon shared that it is worth trialing but it should be used as a method to keep track of key actions rather than the entire list of everything done, especially for more flexible council positions.

M. Contreras shared that locals have accountability to their members to complete their tasks. He feels that as long as there is accountability on council members to complete their tasks, it should not be a requirement to follow a specific format as everyone has different organizational styles.

A. Mew entered the room at 3:05pm

L. Symonds left the room at 3:05pm

G. Anhoury-Sauvé left the room at 3:08pm

M. Wei entered the room at 3:08pm

L. Symonds entered the room at 3:11pm

G. Anhoury-Sauvé entered the room at 3:11pm

D. Moulton shared that the checklist approach is valuable for transition reference. He added that locals can comment to the right of the notes column to share their current stance on a national approach.

S. Terekhovska shared that her responsibilities change from year-to-year and it requires adaptation. However, she is open to trying this if council decides to adopt a standardized approach.

BIRT CAPSI National Executive members trial the use of a standardized checklist approach until the Spring Teleconference, with the option for locals to participate at their discretion.

T. Rousseaux/M. Contreras

Motion Carried

Motion to recess at 3:13pm

T. Rousseaux/S. Terekhovska

Motion Carried

T. Rousseaux called the meeting to order at 3:26pm

21. Student Engagement with PPAs

N. Gajaria

Given that CAPSI has a good working relationship with CPhA, I am wondering what level of student engagement exists with provincial advocacy bodies across the country?

Motion to go into camera at 3:28pm

Motion to go out of camera at 3:40pm

22. Professionalism

T. Rousseaux/N. Gajaria/ J. Kwon

Background: Friendly reminder to be cognisant of your professionalism year round both on social media, your interactions, etc. As Professionalism is one of CAPSI's core values, it is important for us to lead by example. If any situations arise while at PDW please feel free to contact T. Rousseaux or J. Kwon for help. Additionally, please ensure that all official council communication takes place via email.

Motion to adjourn at 3:42pm

T. Rousseaux/J. Kwon

Motion carried

Day 2: Thursday January 10, 2019.

General Council Meetings 2-5pm

1. Call to Order

T. Rousseaux called the meeting to order at 2:06pm

T. Rousseaux

2. Attendance

T. Rousseaux	President
J. Kwon	President-Elect
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
G. Anhoury-Sauvé	Student Exchange Officer
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
K. MacMillan	CSHP Liaison
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior 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
T. Duong	Montreal Junior Representative
F. Paré	Laval Senior Representative
C. Beucher	Laval Junior Representative
L. Ford	Dalhousie Junior Representative
L. Symonds	MUN Junior Representative

N. Gajaria

Regrets: P. Thabet, W. Lee, A. Clarke

Guests: D. MacCuish, S. Schuhmacher, M. Luu, S. Bento-De Sousa, P. Ip, W. Chen, M. Reynen, Y. Zhou, E. Tran

3. Student Wellness Position Statement

J.Kwon/R. Ward

Background: A Pharmacy Student Wellness Position Statement is planned for the Winter 2019 semester. The CAPSI Presidents and VPPA would like to bring this idea up during the Presidents meeting during PDW 2019 so that this position statement can be more powerful by being a national initiative supported by all the local councils of Canadian pharmacy schools.

Questions for council:

- 1- Is this a good idea? Should the position statement only be through the Advocacy and Professional Affairs Committee?
- 2- Do you think sending another survey to students with questions written by CAPSI in collaboration with all the local councils would be a good idea?
- 3- Any comments/ideas you would like to see through this position statement

W. Lee, M. Luu, S. Bento-De Sousa, P. Ip, W. Chen, M. Reynen entered the room at 2:18pm

Y. Zhou entered the room at 2:21pm

E. Tran entered the room at 2:23pm

School	1- Is this a good idea? Should the position statement only be through the Advocacy and Professional Affairs Committee? 2-Do you think sending another survey to students with questions written by CAPSI in collaboration with all the local councils would be a good idea? 3-Any comments/ideas you would like to see through this position statement
UBC	<ol style="list-style-type: none"> 1. Yes, the position statement should go through Advocacy committee 2. We believe the first survey is reflective of a good reputation from UBC. A second survey may not get the same response as the first (or it might get more) → would the survey be to get ideas for the statement? <ol style="list-style-type: none"> a. Surveys are good for seeing if people are affected, but it's not that personal especially when dealing with heavy issues like mental health 3. UBC specifically would benefit from talking about loss and depression
UofA	<ol style="list-style-type: none"> 1. Yes, this is a good idea. Yes because it is more directed and focused with quicker timeline of developing a position statement. 2. Yes, but consider other questions to not gain unnecessary duplication of answers 3. Mental health hygiene strategies like proper time management, work/life balance
USask	<ol style="list-style-type: none"> 1. Yes, this is a good idea. This should be created by the Advocacy

	<p>committee as they have an established system for effectively creating position statements.</p> <ol style="list-style-type: none"> 2. Although it's important to take in the feedback of our members, we would like to do it in a way that does not overload information 3. Work/life balance, lack of resources available to pharmacy students
U of M	<ol style="list-style-type: none"> 1. Yes, through the Advocacy and Professional Affairs Committee 2. Yes, I think another survey can be useful however the amount of response from members may not be as much if the survey is similar to the one that was sent before or long. 3. Addressing work load and balance in life could be beneficial and also mentioning the resources that currently exist and ideas for others that don't that could possibly be of benefit
Waterloo	<ol style="list-style-type: none"> 1. Yes, 2. I think the first survey was a good representation from Waterloo. It had high uptake 3. A consideration of things to include: Actionable items. Will there be any actions taken following the statement?
UofT	<ol style="list-style-type: none"> 1. Yes 2. No - UofT did not receive many responses when we sent an email and made a Facebook post over the summer and in the fall. We believe it is unlikely to gain enough responses to reflect larger issue. Questions should be more specific? We can add more incentives like UPS points 3. Alternate methods of care provision, increased mental health resources and continuity of care, better connection to mental health services and a way to navigate the system (e.g. referral services)
UdeM	<ol style="list-style-type: none"> 1. Yes, this is an important issue right now in Montreal and we think it would add power to have a position statement that would be supported nationally. That could definitely go through the Advocacy and Professional Affairs Committee. 2. It would be a good idea, but there would need to be a french version of it. It might also be easier if it was short answer/multiples choices. We currently have access to some data about student wellness in our Faculty that we could send you instead if you need more infos about mental health and student wellness' situation. 3. We are working at our school on life balance, good sleep habits and sentiment of loneliness. But talking about work load would also be a good thing as our practice now involves learning more and more stuff each year without cutting anything from previous years.
Laval	<ol style="list-style-type: none"> 1. Yes, this is a good idea. We already have a few committees working on that issue so it would make our position more powerful. 2. Yes, but as in ULaval most of the students are French speaking, it would be appreciated that we have access a French version as soon as possible. 3. If there is a statement, there will have to be a plan of action to guide the local representatives.

Dalhousie	<ol style="list-style-type: none"> 1. Yes, we think it is a good idea to have an organized position statement that is supported nationally. 2. I think it is a good idea. However, trying to reach high participation rate is always a challenge (especially with current restriction on facebook post by local student body). 3. In Dal, we have a professor (David Gardner) who organized a society called Sleepwell which tries to help out with insomnia from pharmacist point of view. So we would love to talk about how to treat insomnia not necessarily using medication but also by various non-pharm techniques.
MUN	<ol style="list-style-type: none"> 1. Yes, the position statement would be a great first initiative for the newly formed committee and is an essential topic to address. Once completed though, all of the CAPSI council should support the statement. 2. Not necessarily, the same students who answered the first survey would likely respond again, likely leading to a lack of new participation. 3. As pharmacy students we are learning to help patients - we can't help them to the best of our abilities if we don't first take care of ourselves. Self-care should be a priority along with academics.

4. Symposia

T. Rousseaux

Background: Reminder that the symposia topics for the 2018-2019 year were selected to be Stress Management/Practicing Resilience and/or Personalized Medicine and Pharmacogenomics. How are things going so far? Any issues coordinating speakers or any support CAPSI National can provide?

School	
UBC	<ol style="list-style-type: none"> 1. Mental Stress/Resilience: We attempted the session but it didn't go as well as hoped, attendance was low and the presentation ended up being not exactly what we'd hoped for (Not beneficial). If we have time hopefully we can do another mental health symposia (after PGx) <ol style="list-style-type: none"> a. UBC also has a local Advocacy committee that has been undertaking our mental health initiatives: #CAPSIcares, Final Exam CAPSI Care Packages, Drugs and Pugs, possible Yoga night 2. PGx: We have not done this but are in midst of planning for term 2, we have been waiting on response from BCPhA. Potential to have a student volunteer to go through with the 23andMe
UofA	<ol style="list-style-type: none"> 1. Dr. Ravina Sanghera has done a stress management session for 25 tips on how to be a better student for both 1st and 2nd years. Focus on Pam for providing better health and wellness initiatives (meditation, yoga and

	<p>volunteer (Ronald McDonald House). No issues coordinating speakers nor any support CAPSI National can provide at this time.</p> <p>2. PGx: Not in the works for this year as it is covered in our pharmacy courses</p>
USask	<p>1. Stress Management/Practicing Resiliency: symposia is scheduled for late January. We have a student panel discussion planned and are working on a presentation. Two students scheduled and searching for a third and maybe fourth panelist.</p> <p>2. Pharmacogenetics and Personalized Medicin:. We are struggling with finding a speaker. Had planned one for November but scheduling did not align for our speaker. Considering re-scheduling for PAM if we can find a new speaker.</p>
UofM	<p>Currently looking for speaker to present on pharmacogenomics (we've had stress management presentations that were not well attended in the past). Waiting to hear back for one speaker, may look into contacting one of the biotechnology professors when their lecture comes up.</p>
Waterloo	<p>Not yet completed.</p>
UofT	<p>We reached out to our new counsellor to give a talk on Stress Management and Resilience for first semester, but she cancelled last minute and is no longer interested in being involved. We are currently looking into new speakers and have a few ideas in mind.</p>
UdeM	<p>Obviously didn't have the time for that yet :) but definitely thinking about it for winter semester. We currently already have a lot of initiatives in our local student association about stress management. We had a graduate student come during a lunch and give some advice to 1st year students about her experience getting through the PharmD program.</p>
Laval	<p>AGEP (our local student association) organizes a lot of symposiums during the semesters and it would be too much to add more, but we are actually working on other activities about stress management, like yoga, zootherapy and student pairing with the school committees.</p>
Dalhousie	<p>We are planning to host it during second semester. We were searching for the suitable speaker but couldn't find during first semester. However, we have few ideas for the potential speaker.</p>
MUN	<p>We were having trouble arranging a speaker for the mental wellness topic in the fall semester due to availability conflicts, but have some potential guests in the works for this semester. We are hoping to hold it soon after PDW. For pharmacogenomics, we have some potential ideas of speakers and will look into that later into the semester.</p>

M. Reynen left the room at 2:53pm

T. Rousseaux commented that doing a symposia on both topics is not required.

M. Luu, E. Tran, Y. Zhou, S. Bento-De Sousa, P. Ip, W. Chen left the room at 2:56pm

5. Standardized CAPSI Guy Genest Passion for Pharmacy Award application J. Kwon/N. Gajaria/S. Yu

Background: This item was discussed by the Competition Review Committee in 2017-2018. At the moment, there is no standard application form for the award. Last year, arguments have been made that the award does not need a standardized application form as opposed to the competitions since there isn't a national competition amongst the local winners. However, in order to reflect the core CAPSI value of unity, the application process should be the same throughout the schools. Furthermore, since it is an award for "passion" should the application questions reflect this more?

A Mew clarified that the faculty at UBC provides a generic award form template.

M. Patrick shared that at UofA APSA has an awards committee that screens the applications. She feels that it would be helpful to use a standardized form.

K. MacMillan asked for clarification on whether we're looking to standardize the awards procedure or the application process.

B. Houle left the room at 3:01pm

F. Paré shared that at ULaval the Faculty implements the award selection and the form is different and lengthier.

E. Nguyen commented that at UofT it was assumed that the form was a requirement. Additionally, she feels that standardization is valuable as the same title is being awarded to all winners through the same association.

B. Houle re-entered the room at 3:04pm

M. Contreras asked whether we're looking to standardize the form or the entire application process.

J. Kwon acknowledged that it is realistically not possible to standardize the awards process, but it would be good to standardize the questions on the form administered by VP Education.

W. Lee shared that the Faculty at Dalhousie uses a standardized rubric for awards. Students at Dalhousie feel discouraged about requiring 1-3 reference letters as the timeline for Guy Genest overlaps with residency applications and trying to acquire several reference letters may not be feasible.

N. Gajaria shared that it would be sufficient for applicants to submit 1 reference as the form stated anywhere from 1 to 3 references would be accepted.

E. Nguyen and R. Anisman echoed N. Gajaria. They do not feel the question regarding what the association has brought them is not appropriate to describe their passion for pharmacy.

B. Houle shared the some students felt uncomfortable sharing their transcripts with classmates as students at the University of Waterloo coordinate the Guy Genest Award application process.

K. MacMillan left the room at 3:13pm

K. MacMillan re-entered the room at 3:17pm

BIRT CAPSI National refer this item to the Competition Review Committee regarding the application questions, to be reviewed at the Spring Teleconference.

T. Rousseaux/M. Kaushal

Motion Carried

6. Future of Pharmacy Excellence Award

T. Rousseaux/J. Kwon

Background:

Structure of the award:

- Trimesterly nomination based award (one winner nationally per semester)
- CAPSI National Council members excluded from receiving the award
- Nomination form available at: <https://capsi.ca/awards-competitions/>
- Winners bio featured on our website, social media, corresponding edition of the CAPSIL, and a certificate at PDW
- Winner selected by CAPSI National Council

At PDW 2018 the following discussion occurred and a motion was passed:

8. Student of the Month Award

P. Thabet/JF. Cote

Background:

What we know:

- i. Semesterly award
- ii. CAPSI National Council excluded

What we need:

- i. Name
- ii. # of recipients
- iii. Marking - trial?

K. Tress suggested including the CAPSI value of excellence within the title.

H. Kwon suggested incorporating the title of the pharmacist within the title.

C. Caron suggested Future of Pharmacy Excellence Award.

Cumulative suggestions:

- Student of the Semester
- Future of Pharmacy Excellence Award
- Future Pharmacist Excellence Award

C. McGrath suggested that a competition incur wherein CAPSI members can name the competition.

P. Thabet questioned how many students would win each award, and whether one student school.

R. Hui suggested that one winner, that encompasses all CAPSI values, is ideal, with special mention.

C. McGrath appreciated how three winners correlates with three CAPSIL issues, and that the winner can exemplify a certain CAPSI value.

D. Shymanski asked whether we could include one winner from east and one from west.

P. Thabet questioned whether the opportunity is equal among the two divisions.

M. Wei (general member) asked about the recognition that students receive when they received the award.

P. Thabet discussed that there is no prize, but rather recognition on social media, in the CAPSIL, at PDW, etc.

R. Ward mentioned that there should only be one winner every time to ensure the honour of the award. Since the award is only recognition, they should receive a large amount of recognition.

K. Yeo agreed with R. Ward and C. McGrath. She thinks that the award description should include a write up highlighting the CAPSI values.

R. Anisman agreed that there should be one winner and that the student should be recognized for a different CAPSI value each time (i.e. unity, academics).

C. Sehgal agreed that one winner each semester is best. She suggested that council be cognizant as per ensuring equal recognition at each school.

P. Thabet appreciated C. Sehgal's point and suggested that this will be demonstrated over time. He noted that this can also be included in honorable mentions as R. Hui suggested.

P. Thabet summarized that one winner a semester was agreeable among council members.

H. Kwon asked how this would be different than the Guy Genest Award winners?

C. McGrath and R. Ward expressed that this award would ideally go to other members.

S. Trivedi discussed that the qualifications for the award will be based on CAPSI values, rather than the Guy Genest criteria.

P. Thabet informed council that JF. Cote and him had discussed the best way to select winners, and that a rubric may not necessarily be best. He suggested that the Competition Review Committee vote on the best candidate.

K. Tress suggested that the entire National Council vote on the winner.

P. Thabet summarized that council was in favour of the entire CAPSI National Council voting for the award, rather than just the committee.

P. Thabet asked council what types of recognition the winner should receive. He noted that being featured in the CAPSIL, the website, on social media, and through a certificate at PDW are evident suggestions.

R. Ward suggested that we include winners in the agenda.

J. Butler pointed out that no other winners are included in the agenda, so it may be unfair.

A. Mew asked if there is a timeline that we will be letting students who want to apply know about.

P. Thabet confirmed that this award is based on nomination, rather than the student applying themselves.

P. Thabet summarized that once a semester, one student would be recognized for their efforts in the CAPSIL, the website, social media, and through a certificate at PDW. Currently, the award will be named the Future of Pharmacy Excellence Award.

C. Sehgal asked how students will get nominated and who will nominate students.

P. Thabet informed that likely, locals will be nominating delegates at first, but it is hopeful that this will continue in momentum and that students will nominate each other.

N. Gajaria left the meeting at 3:27pm

BIRT CAPSI National trial for the period of 1 year, to be reevaluated at PDW 2019, a trimesterly student recognition award, to be named by the membership.

P. Thabet/ C. Caron

Motion Carried.

Motion to discuss:

BIRT CAPSI National trial for the period of one year, to be reevaluated at PDW 2020, a trimesterly student recognition award, the Future of Pharmacy Excellence Award.

T. Rousseaux commented that council should define timeline for semesters. She feels that the task should be assigned to a specific council member in order for there to be appropriate follow through with this initiative. Additionally, she does not feel that it's reasonable for all of council to review the award submissions and that the Competition Review Committee would be an appropriate committee to review applications. She suggested a trial for another year before making it a regular occurrence.

M. Wei asked for clarification on how the award was promoted.

T. Rousseaux admitted that the award was not well promoted by council and hopes that we can further promote this opportunity in the future.

B. Houle asked if we can add a page in the application to ask the nominator to notify the local CAPSI representatives that the nomination is being made.

M. Kaushal asked if schools that typically don't have classes in session from May-August should still promote the award during the summer semester.

N. Gajaria shared that initiatives that students are recognized for don't necessarily have to have taken place in the May-August period. Additionally, students may have completed exciting initiatives such as a clinic day during a summer rotation or part-time job so there is still an opportunity to nominate students during this period.

T. Rousseaux defined each semester as September-December, January-April, and May-August.

W. Lee left the room at 3:20pm

L. Wu left the room at 3:22pm

F. Paré left the room at 3:22pm

W. Lee re-entered the room at 3:23pm

F. Paré re-entered the room at 3:24pm

L. Wu re-entered the room at 3:27pm

BIRT CAPSI National trial for the period of one year, to be reevaluated at PDW 2020, a trimesterly student recognition award, the Future of Pharmacy Excellence Award, following the format discussed above.

**T. Rousseaux/L. Ford
Motion Carried**

7. PAM Working Group

J.Kwon/T. Rousseaux

Background: T. Rousseaux, N. Gajaria and J. Kwon have been invited to teleconferences organized by CPhA to discuss about initiatives that will be done during PAM 2019. Members of all the provincial PAs attend the teleconferences as well. J. Kwon will provide a re-cap of what has been discussed in past teleconferences to date.

- CPhA wants to revamp the “Rethink Pharmacists” theme
- CPhA wants to release videos highlighting pharmacists from every province
- CPhA wants to highlight International Women’s Day since it falls during PAM

Questions

-Are there any initiatives that local representatives would like to organize nationally or would like us to mention during a teleconference with CPhA?

In order to increase the popularity of the Future of Pharmacy Excellence Award, J.Kwon proposes the idea of making short videos (1 minute) highlighting student initiatives/outstanding students to be released right before PAM (1 video per day during the last week of February).

N. Gajaria shared that in the past CPhA reached out to CAPSI to find out what events are taking place at schools to update their events calendar.

D. Shymanski commented that USask has a good standing relationship with their provincial advocacy body and has created a partnership for the PAM 2018 and PAM 2019 interdisciplinary event. She suggested this would be a possible avenue to explore organizing nationally.

S. Terekhovska shared that other countries do not promote Pharmacists Awareness Month during March. However, on International Women’s Day other countries hold symposia on women’s health and she feels that this would be a good initiative for CAPSI to pursue.

J. Kwon feels that it would be appropriate to highlight the Future of Pharmacy Excellence award winners through a video and to release it prior to PAM.

M. Patrick shared that UofA has a women's health symposium scheduled for March.

T. Rousseaux echoed J. Kwon and the theme of the video would be similar to the ones CPhA is releasing to highlight pharmacists in specialty areas.

D. Shymanski stated that the United States held the first Women's Pharmacist Day in October 2018. While there is not currently a comparable campaign in Canada, expanding on International Women's Day and utilizing the partnership with CPhA to reach a wider audience we could consider a campaign highlighting the efforts of women in the profession.

M. Contreras suggested creating a video in the style of Vogue's 73 questions for what pharmacists in each area of practice do (ex. Hospital, community, industry, etc)

J. Kwon encouraged council to share their ideas with himself or T. Rousseaux at any time.

P. Tram shared that video clips can be filmed across the country and put together to showcase pharmacy practice across the country.

Motion to recess at 3:37pm

T. Rousseaux/L. Kotyrba

Motion Carried

T. Rousseaux called the meeting to order at 3:57pm

8. Pharmacist Awareness Month Interprofessional Panel Event (IPE) R. Ward

Background: Traditionally, the VPPA creates a case that can be used by locals to host an interprofessional panel event during PAM. The intention of the panel is to create a discussion with health professional and patient perspectives. The VPPA will create a simple case and a list of questions that can be used to stimulate the discussion, which does not need to be centred around therapeutics. The case leaves flexibility for locals to tweak as they see fit based on the resources available to them at their school.

The previous 3 years have been on the topics of diabetes (2018), schizophrenia (2017), and CKD (2016).

In the past, the VPPA has suggested several topics that would be realistic for them to write and get guidance on from a faculty member or other pharmacist. This year I would like to suggest:

- HIV
- Multiple Sclerosis

S. Terekhovska highlighted that last year's IPSF health campaign was HIV/AIDS.

K. Bishop echoed S. Terekhovska

A. Mew would like to point out BC has the highest rate of MS in all of North America. In addition, there are two new therapies available for MS recently approved by Health Canada (2018) in which Pharmacists were heavily utilized.

M. Contreras shared that since PrEP just got approved, HIV/AIDS would be a good topic to highlight and HIV is being pushed by AHS.

D. Shymanski echoed S. Terekhovska, however the events are organized differently, so students will still gain value from having an HIV/AIDS panel event.

M. Wei left the room at 4:07pm

B. Houle shared that MS is not prevalent in the Waterloo curriculum.

R. Anisman echoed B. Houle.

W. Lee shared that it would be easier to relate to a topic if it's part of the curriculum.

L. Symonds commented that it may be difficult to find speakers for MS.

N. Gajaria shared that there is still value to hosting the panel event on a specialized topic, even if it isn't a specialty area for all of the panelists as it would still allow students to be able to gain insight into interprofessional collaboration which is one of the key purposes of the event.

M. Wei entered the room at 4:12pm

BIRT the VPPA create a case on the topic of the HIV/AIDS for the 2019 Pharmacist Awareness Month Interprofessional Panel Event.

R. Ward/T. Rousseaux

Motion Carried

9. Pharmacist Awareness Month Social Media/Printable Resources **R. Ward**

Similar to the materials I provided for the beginning of the year (a pamphlet and social media graphics) I wanted to see if there were any resources locals wanted me to create to help them out with Pharmacist Awareness Month. I am looking into some sort of advocacy resource for students (letter template) but if there is anything else you would find helpful I'd be happy to look into creating something.

M. Contreras asked if CPhA will be providing social media resources.

T. Rousseaux confirmed promotional materials similar to last year will be available from CPhA.

D. Shymanski shared that all of council should share the same type of media to show unity during our PAM campaign.

M. Contreras commented that CPhA usually releases PAM campaign materials so it may be easier for all local councils to use this material instead of duplicating efforts.

11. CSHP Updates

K. MacMillan

- New CEO, Jody Ciufu, has been selected by the CSHP, CSHP is happy with our selection.
- Terms of Reference have been distributed to local hospital representatives. Hopeful that they will be fully implemented in Sept. 2019.

12. SEP Reimbursement


G. Anhoury-Sauvé

I was told by Joyce Yu (former SEO) that it might be necessary to change the SEP fees/reimbursement policy.

Most of the students get matched by the host country without me interfering via the SEP database. However, the students who apply can also solicit Student Exchange Officers (SEO) by themselves and own initiative if their applications are not matched after a while even though the SEO has intervened. Students get reimbursed the same amount whether they have put efforts into it by contacting other SEOs or not.

This year, a student, after contacting multiple SEOs, finally got matched last minute. By the time he got picked, the airfare had gotten so expensive that he had to decline the placement after all. Even though he had done all the work to find his placement, he was entitled to be reimbursed the same amount as students who were placed and decided not to go abroad (0\$ vs 100\$ if he didn't find his placement).

SEP – HOW TO APPLY	
CIRCUMSTANCES	FEE RETURNED TO STUDENT
<ul style="list-style-type: none">• Student selected to participate• Successfully completes Canadian AND International obligations (see next slide)	\$65
<ul style="list-style-type: none">• Student selected to participate• Successfully completes placement abroad• Does NOT fulfill Canadian obligations listed below	\$35
<ul style="list-style-type: none">• Student selected to participate• Does NOT complete placement abroad (i.e. declines offer from country of choice, withdraws after accepting a placement, or unacceptable behavior while on exchange)	\$0
<ul style="list-style-type: none">• Student NOT selected to participate OR withdraws from waiting list BEFORE being offered a placement	\$100
TOTAL FEE ON APPLYING \$150	



International Pharmaceutical Students' Federation

D. Moulton clarified the fee reimbursement structure for council. He suggested a fee increase to \$200 for the application fee.

M. Contreras asked if students would get reimbursement of their deposit if they help find a host site.

D. Moulton clarified that individuals who help find a host site would get \$100 back.

M. Contreras shared that increasing the fee and adding a deposit may be a deterrent for an applicant.

R. Ward asked if the student in question would be reimbursed for their application fee under the new reimbursement model.

D. Moulton shared that the student was reimbursed given their exceptional effort to find a placement site.

K. Bishop voiced her concern that \$300 upfront seems like a large amount and given the increase in interest in SEP at UBC this year, she does not want the cost to be a cause for a decrease in interest.

A. Mew asked for clarification regarding finding a host site. She asked if this means finding a placement in their host country or country of origin. She inquired if there is a timeline by which the new host site must be found. She shared that many first year students are excited about SEP, however she feels that they may not have had enough experience in practice to be able to find a host site.

G. Anhoury-Sauve shared that there are a number of different ways that students can contribute to finding a host site and doesn't foresee this as a barrier for students receiving reimbursement.

BIRT CAPSI National refer this item to the Constitutional Review Committee to be discussed at the Spring Teleconference

T. Rousseaux / D. Moulton

N. Gajaria inquired whether the SEP selection committee would be a more appropriate committee to make the referral to.

A. Mew suggested it could be a collaborative effort between the SEP selection committee and Constitutional Review Committee

Motion to amend: BIRT CAPSI National amend the motion to read " BIRT CAPSI National refer this item as a joint effort of the Constitutional Review Committee and SEP Selection Committee to be discussed at the Spring Teleconference.

A Mew/ S. Terekhovska

BIRT CAPSI National amend the motion to read “BIRT CAPSI National refer this item as a joint effort of the Constitutional Review Committee and SEP Selection Committee to be discussed at the Spring Teleconference.”

T. Rousseaux/M. Wei

Motion carried

13. Luggage/seat selection non-reimbursement in OM

D. Moulton

- Airlines have changed their payment model to include “ticket tiers” including and excluding luggage and seat selection
- In my opinion, we are required to dress professionally and appropriately for CAPSI meetings and the conference; luggage is necessary to accommodate this type of wardrobe and SHOULD be reimbursed (1x suitcase)
- Since many of these tiers have luggage + seat selection, but no “luggage only” option, it seems the current wording in the OM is unclear and leading to confusion amongst council members when booking flights; we need to be clear so each member is receiving the same level of travel comfort and personal financial loss

Tabled from January 10, 2019.

D. Moulton proposed covering PDW registration for juniors. He clarified that this would cost \$620 more than covering luggage for council members whose flights are covered.

J.Kwon asked for clarification on whether \$620 included the fee increase for PDW.

D. Moulton confirmed that the \$620 difference took into account the fee increase to \$200 for PDW 2020.

D. Shymanski asked if the \$200 could be re-allocated since many schools already provide subsidies for registration fees.

D. Moulton clarified that the \$200 could be re-allocated to another conference.

L. Kotyrba left the room at 5:10pm

Motion to adjourn

T. Rousseaux/N. Srimurugathan

Motion Carried

Day 3: Friday January 11, 2019.

General Council Meetings 12-3pm

1. Call to Order

T. Rousseaux

T. Rousseaux called the meeting to order at 12:09pm

2. Attendance

N. Gajaria

T. Rousseaux	President
J. Kwon	President-Elect
P. Thabet	Past-President
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
P. Tram	Webmaster
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior 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
T. Duong	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: G. Anhoury-Sauvé, S. Terekhovska, K. MacMillan

Guests: A. McLeod, K. Haubrich, J. Nurkowski, J. Bool, L. Carlson, E. Zerr, S. O'Byrne, A. Marquis, É. Roy-St-Pierre, W. Boudreau, S. Karkas, G. Sicotte-Mendoza, T. Taing, B. Besaw, M. Dove

3. PDW 2019 Update

M. Dove/B. Besaw

M. Dove and B. Besaw provided an update on the conference.

M. Dove and B. Besaw left the room at 12:30pm

4. PDW 2020 Update

A. Marquis/É. Roy-St-Pierre

<https://docs.google.com/presentation/d/1Qv3okA9S8bpiPa-09sqaSAushq2C6MvTpURYFKPmKm0/edit?usp=sharing>

<https://docs.google.com/presentation/d/1fcQn21S1A2pklwq-f77968yFx0aGwk3J3kliGiSqHeg/edit?usp=sharing>

Budget :

https://drive.google.com/open?id=1-1_WIY64fCgE4bb4VwEFLoRFQNzi06DORPPeRq604fA

A/V :

<https://drive.google.com/file/d/1uoVcEUQcJa1IZ-UVvtKsgv4akF0IHW2a/view?usp=sharing>

M. Wei left the room at 12:30pm

L. Symonds left the room at 12:40pm

L. Ford left the room at 12:42pm

L. Symonds re-entered the room at 12:44pm

R. Ward left the room at 12:45 pm

M. Kaushal left the room at 12:45 PM

L. Ford and R. Ward re-entered the room at 12:50pm

N. Srimurugathan left the room at 12:53pm.

N. Srimurugathan re-entered the room at 12:57pm

M. Ney left the room at 1:00

M. Kaushal re-entered the room at 1:00 PM

S. Yu left the room at 1:01pm

M. Ney re-entered the room at 1:02

S. Yu re-entered the room at 1:07pm

L. Wu left the room at 1:12 pm

L. Wu re-entered the room at 1:15 pm

N. Gajaria left the room at 1:15pm

N. Gajaria re-entered the room at 1:20pm

A. Clarke left the room at 1:23 pm

A. Clarke re-entered the room at 1:33 pm

C. Beucher left the room at 1:34pm

C. Beucher re-entered the room at 1:42pm

5. PDW 2021 Update

A. McLeoud/K. Haubrich

<https://docs.google.com/presentation/d/1FjT8adVEWo-2FW74H1nVKdy-ShizlK9XxQd29D8kz8o/edit?usp=sharing>

A. Mew left the room at 1:53pm

B. Houle left the room at 1:55pm

A. Mew re-entered the room at 1:57pm

B. Houle re-entered the room at 2:01pm

A. McLeod, K. Haubrich, J. Nurkowski, J. Bool, L. Carlson, E. Zerr, S. O'Byrne

A. Marquis, É. Roy-St-Pierre W. Boudreau, S. Karkas, G. Sicotte-Mendoza, and T. Taing left the room at 2:15pm

6. Subcommittee Breakout Sessions

Opportunity for subcommittees to touch base and discuss any new initiatives they would like to carry out for the rest of the term.

1	Advocacy Committee	Membership Committee	Translation Committee
2	Website Committee	Constitutional Review Committee	Electoral Committee

7. Junior/Senior EBM Reflection

D. Shymanski

Background: Some of the locals had received comments from judges regarding inaccurate therapeutic information. To ensure we continue to uphold CAPSI's professional standard in competitions we were proposing a standardized review process by a licensed pharmacist or faculty member to be followed in years to come.

D. Shymanski informed that it's difficult to uphold consistency from year to year given the turnover of VP Education.

T. Rousseaux shared historical perspective on the process of way the event is created.

N. Gajaria suggested that we can ask CSHP for support on case development by a practicing pharmacist to ensure clinical accuracy.

D. Shymanski shared that the local CAPSI and CSHP representatives collaborate locally and provides conference registration for the winning team. She shared that she can provide this information to K. Macmillan in order to facilitate more collaboration at all schools.

Motion to table to January 11, 2019.

T. Rousseaux/A. Mew

Motion carried

Motion to adjourn

T. Rousseaux/C. Beucher

Motion carried

Day 4: Saturday January 12, 2018.

General Council Meetings 11:30am-3:30pm

1. Call to Order

T. Rousseaux called the meeting to order at 11:47am

T. Rousseaux

2. Attendance

T. Rousseaux	President
J. Kwon	President-Elect
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
G. Anhoury-Sauvé	Student Exchange Officer
S. Terekhovska	IPSF Liaison
P. Tram	Webmaster
K. MacMillan	CSHP Liaison
A. Mew	UBC Senior Representative
K. Bishop	UBC Junior 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
T. Duong	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

N. Gajaria

Regrets: P. Thabet

3. Review of Local and National Competition Rubrics

S. Yu

Background: Competitors have been wondering if they will be able to review their rubrics after the national competitions. I wanted to discuss the possibility of arranging for this, as well as ideal timing. I am also in the process of writing up rules for local review to use for next year, were there any concerns in the implementation of this?

L. Ford entered the room at 11:49am

N. Srimurugathan asked for clarification of why feedback was not provided last year as it fosters learning.

S. Yu shared that she is not known why feedback was not shared last year.

R. Ward suggested that students be given general feedback on their performance rather than be shown the rubrics. She commented that at MUN judges write a few sentences of general feedback instead of showing students the rubrics, which protects the integrity of similar rubrics year to year.

S. Yu stated that the rubrics for CAPSI Competitions remain similar from year to year.

N. Gajaria shared that many local representatives have local councils that use class representatives to organize the competitions. It may provide an unfair advantage to students who have helped organize the competitions in the past.

A. Mew echoed N. Gajaria and shared that at UBC students who have helped organize the competition in the past are not allowed to compete in the local competitions.

D. Shymanski left the room at 11:56am.

N. Srimurugathan stated that there are significant differences in the therapeutics component of the rubric each year. Moreover, the interviewing skills component consists of good practice that students should be made aware of for the benefit of future counselling.

S. Yu asked if it would be appropriate to just share the DTP section of the rubric given the fact that the marking scheme for the interviewing component remains consistent.

L. Symonds left the room at 11:58am

D. Shymanski re-entered the room at 11:58am.

L. Symonds re-entered the room at 12:02pm

M. Wei echoed N. Gajaria and R. Ward.

W. Lee shared that at Dalhousie the judges are asked to provide 5 reflective points to students.

J. Kwon asked if there is any information provided to student on what they will be evaluated on prior to the competition.

N. Gajaria clarified that students are not provided with this information.

R. Anisman shared that students at UofT are quite invested in the competition, and students would not like not having the opportunity to view the rubric.

BIRT CAPSI National refer this item to the Competition Review Committee

N. Gajaria/M. Patrick

Motion Carried

4. Junior/Senior EBM Reflection

D. Shymanski

Item tabled from January 11, 2019

K. MacMillan shared that there was some miscommunication last year given that the VP Education was from Montreal and there is no CSHP branch there. Given that the VP Education this year is from UBC, it should be much easier to facilitate a partnership with a hospital pharmacist to support the case writing for EBM.

S. Yu asked for clarification regarding the VP Education's role in creation of the EBM case. Additionally, she asked K. MacMillan if there can be more support from a hospital pharmacist.

K. MacMillan shared that it should not be an issue.

Motion to recess at 12:09pm

T. Rousseaux/D. Bergeron

Motion carried

T. Rousseaux called the meeting to order at 12:50pm

5. Elections and Vote of Confidence 2019-2020

N. Gajaria

4.1 IPSF Liaison

4.1.a Melody Suon

Motion to go into camera at 12:50pm

T. Rousseaux/P. Tram

Motion Carried

Motion to go out of camera at 12:57pm

T. Rousseaux/A. Mew

Motion Carried

Motion to go into camera at 1:16pm

T. Rousseaux/A. Mew

Motion Carried

Motion to go out of camera at 1:35pm

T. Rousseaux/L. Ford

Motion Carried

Motion to go into camera at 1:40pm

T. Rousseaux/J. Kwon

Motion Carried

Motion to go out of camera at 2:08pm
T. Rousseaux/N. Gajaria
Motion Carried

N. Gajaria and K. MacMillan left the room at 2:08pm

N. Gajaria and K. MacMillan re-entered the room at 2:15 pm

4.2 President-Elect

4.2.a Dustin MacCuish

Motion to go into camera 2:15pm
T. Rousseaux/S. Terekhovska
Motion Carried

Motion to go out of camera at 3:10pm
T. Rousseaux/A. Mew
Motion Carried

4.3 VP Communications

4.3.a M. Contreras

M. Contreras left the room at 3:19pm

Motion to go into camera at 3:20pm
T. Rousseaux/M. Wei
Motion Carried

Motion to go out of camera
T. Rousseaux/L. Kotyrba
Motion Carried

M. Contreras re-entered the room at 4:05pm

T. Rousseaux left the room at 4:05pm

T. Rousseaux re-entered the room at 4:08pm

D. Shymanski left the room at 4:07pm

A. Mew left the room at 4:05pm

A. Mew re-entered the room at 4:08pm

4.4 VP Professional Affairs

4.4.a Danielle Shymanski

D. Shymanski left the room at 4:12pm

Motion to go into camera at 4:13pm
T. Rousseaux/N. Gajaria

Motion Carried

Motion to go out of camera at 4:28pm

T. Rousseaux/N. Gajaria

Motion Carried

J. Kwon left the room at 4:27pm

N. Gajaria and K. MacMillan left the room at 4:28pm

4.5 VP Education

4.5.a Riaaz Lalani

N. Gajaria and K. MacMillan re-entered the room at 4:31pm

D. Shymanski re-entered the room at 4:32pm

Motion to go into camera at 4:31pm

T. Rousseaux/L. Kotyrba

Motion Carried

R. Ward left the room at 4:55pm

Motion to go out of camera at 4:58pm

T. Rousseaux/E. Ngyuen

Motion Carried

N. Gajaria and K. MacMillan re-entered at 5:03pm

4.6 Executive Secretary

4.6.a Pamela Ip

Motion to go into camera at 5:03pm

T. Rousseaux/N. Gajaria

Motion Carried

Motion to go out of camera 5:17pm

T. Rousseaux/L. Ford

Motion Carried

N. Gajaria and K. MacMillan left the room at 5:17pm

N. Gajaria and K. MacMillan entered the room at 5:20pm

4.7 Webmaster

4.7.a Nancy Qiao

Motion to go into camera at 5:22pm

T. Rousseaux/M. Wei

Motion Carried

Motion to go out of camera 5:44pm

T. Rousseaux/D. Shymanksi

Motion Carried

N. Gajaria and K. MacMillan left the room at 5:45pm

N. Gajaria and K. MacMillan entered the room at 5:47pm

4.8 CAPSIL Editor

4.8.a Sarah Bento-De Sousa

Motion to go into camera at 5:48pm

T. Rousseaux/N. Gajaria

Motion Carried

Motion to go out of camera at 6:08pm

T. Rousseaux/N. Gajaria

Motion Carried

N. Gajaria and K. MacMillan left the room at 6:08pm

N. Gajaria and K. MacMillan entered the room at 6:10pm

4.9 IPSF Liaison Vote of Confidence

S. Terekhovska left the room at 6:10pm

Motion to go into camera at 6:11pm

T. Rousseaux/N. Gajaria

Motion Carried

Motion to go out of camera at 6:17pm

T. Rousseaux/N. Gajaria

Motion Carried

S. Terekhovska re-entered the room at 6:18pm

4.10 President Vote of Confidence

T. Rousseaux left the room at 6:19pm

Motion to go into camera at 6:19pm

J. Kwon/N. Gajaria

Motion Carried

Motion to go out of camera at 6:24pm

J. Kwon/N. Gajaria

Motion Carried

T. Rousseaux re-entered the room at 6:25pm

4.11 President-Elect Vote of Confidence

J. Kwon left the room at 6:26pm

Motion to go into camera at 6:26pm

T. Rousseaux/N. Gajaria

Motion Carried

Motion to go out of camera at 6:32pm

T. Rousseaux/N. Gajaria

Motion Carried

J. Kwon re-entered the room at 6:33pm

Motion to adjourn

T. Rousseaux/N. Gajaria

Motion Carried



Annex of Executive and Local Council Updates
Professional Development Week 2019

Wednesday January 9-Saturday January 12, 2018.
St. John's, Newfoundland

Executive Council Updates

President (T. Rousseaux)

Position Update:

Completed:

- Reviewed Fall TC meeting minutes
- Actively participated in Ad-hoc Advocacy Committee and PDW PC meetings
- Updated and corresponded with both council members and external stakeholders as necessary
- Collected national AFL submissions, coordinated marking by Competition Review Committee, and corresponded with PharmaChoice for selection of (first ever) National AFL Winners!
- Updated CAPSI's board of directors to include UdeM Junior Rep and my last name
- Coordinated the addition of the Advocacy This Week page to the Members Only Portal (MoP) which was created by CPhA
- Teleconference with IPSF Liaison, Sofiya Terekhovska, and Pan American Regional Office (PARO) representatives
- Coordinated Ethics Committee approval of PharmaFacts t-shirt designs
- Corresponded with Webmaster to update various aspects of capsica including updating press package, PRAMS and Informatics for Pharmacy Students page additions
- Collaborated with President-Elect and Webmaster to create external "Frequently Asked Questions" page for capsica
- Assisted Website Committee with Antibiotics Awareness Week promotion
- Renewed Commercial General Liability and Directors and Officers Liability insurance
- Updated gavel box plaques

In progress:

- Continue to answer pres@capsica emails
- Corresponding, alongside VP Comm, with RBC rep regarding potential future partnership
- Ongoing communication with incoming President-Elect, VP Comm, and Finance Officer to ensure sustainability
- Respond to inquiries and touch base with council members to provide support/guidance when needed
- Format and finalize strategic plan for 2018-2019
- Prepare and review agenda for PDW 2019 meetings alongside CAPSI National Secretary
- Continued communication with PharmaChoice regarding attendance at PDW 2019
- Preparation and coordination of JOMs with various stakeholders (ex. CPhA, Medisca, PharmaChoice, etc.) which at PDW 2019

President-Elect (J. Kwon)

Completed:

- Completed External FAQ Document
- Updated the Operating Manual (approved at Fall TC)
- Reviewed Fall TC minutes

Ongoing:

- Continually updating President-Elect Turnover document
- Continually answering preselect@capsi.ca emails
- Updating the PDW Turnover Document (Constitutional Review Committee)
- Act as CAPSI representative for the Pharmacy Awareness Month (PAM) Working Group

Past President (P. Thabet)

Executive Secretary (N. Gajaria)

Position Update:

- Completed Fall TC meeting minutes
- Submitted November membership update to CPhA
- Elections
 - Promotion: social media posts, wrote an article for CAPSIL and UofT's local newsletter (Monograph)
 - Reviewed all applications
 - Uploaded speeches to YouTube
 - Corresponding with CPhA to ensure candidate packages are uploaded to Members Only Portal prior to PDW
- PDW 2019
 - Prepared meeting agenda alongside President
 - Preparing presentation slides for AGM in collaboration with all executives
- Continue to book teleconference lines for council
- Continue to answer secretary@capsi.ca emails

Finance Officer (D.Moulton)

See link for detailed activities:

<https://docs.google.com/spreadsheets/d/1pxqI4KB4qhWszQZTyl-wN4TpXgg5rAuVosarEoyLUm4/edit#gid=0>

Position Update:

- Reviewed 2018-2019 budget; *determine current CAPSI National financial standing*
- Facilitated various reimbursements to both council and membership
- Engaged with both our Bank Manager and Accountant(s)
- Assisted PDW 2019/2020/2021 in financial/conference planning
- Secured unpaid funds from 2017-2018 financial year
- Invoiced numerous sponsors and deposited funding into CAPSI National account(s)
- Ensure various accounts are paid and in good-standing
- Assisted VP Com/President(s) with securing new sponsorship for the 2018/2019 financial year
- Attended:
 - CPhA 2018 (Fredericton)
 - PDW 2019 (St. John's)

- Numerous teleconferences with CAPSI National Council
- Numerous teleconferences with the 3 PDW PCs

Upcoming Events:

- Membership drive; *local-to-national funds transfer, modify budget to account for tax loss*
- Transition document update(s)
- Accounting firm reconsideration for 2019-2020
- Create 2019-2020 budget; *consider reinvesting in membership/council benefits*

Webmaster (P. Tram)

Position Update:

- Ran antibiotic awareness week in November with help from the website committee
- Did updates as it came along from council members for instance from Tara and Rachel
- Working on fixing the table in the frequently asked question page
- Talked to Tara and Mimi about the video, which I think the consensus will be that it will be hard to do, but if it can be done it will be great like a future of profession of pharmacy video
- Doing any web related tasks need like if people need things posted I will get it done etc.

CAPSIL Editor (N. Srimurugathan)

Position Update:

Issue 1: Release was delayed. Upcoming issues will be released tentatively February 15 and May 15 to align with previous target dates. Overall, student interest and representation of schools in this issue was rather poor, however, I have been working with some local CAPSIL reps to generate more content. Issue 2 is already in progress; it will have more content from individual schools and PDW.

Translation committee: Translation committee has helped translate the CAPSIL and CAPSI Competition documents. Commitment of members seems to be low. Moreover, many students on this committee seem to have limited knowledge of pharmacy terms in French.

Student Exchange Officer (G.Anhoury-Sauve)

Position Update:

- Updated the CAPSI page on the SEP database
- Searched for SEP hosts by contacting previous hosts
- Opened SEP applications and supported students who applied
- Proceeded with SEP reimbursements

Upcoming Events:

Date: Following PDW PDW

Location: Phone Conference

Description: Meeting with SEP committee to choose outgoing Canadian students.

Cost:-

Support needed from CAPSI National: -

IPSF Liaison (S. Terekhovska)

Position Update:

- Submitted 10 Activity Reports to keep IPSF informed of the events that CAPSI organizes
- Submitted 12 PARO (Pan American Regional Office) Spotlight entries, which emphasize events that are conducted in the PARO region
- Sent out the World Health Assembly applications to CAPSI members
- Signed Confirmation Letters to students that are applying to attend World Health Assembly
- Started promoting World Congress and Pan American Regional Symposium to CAPSI members
- Assisted local IPSF representatives with the implementation of the Health Campaign on Tuberculosis with proceeds going to the Canadian Lung Association
- Cooperated with the Canadian Blood Services to create documents and assist with implementation of blood drives in pharmacy schools
- Continuously disseminated IPSF information to IPSF local representatives, which they then relay to their local members

Continuously checked in with IPSF locals to see if their events are running smoothly

VP Communications (M. Wei)

Position Update:

Completed:

- Signed agreement with AGRO Health for Bronze Sponsorship (\$1000)
- Contacted Novartis for placebo devices and obtained a shipment of 200 Ultibro Breezhalers for each school
- Completed discussions with CPhA regarding CE Programs for QUIT, Managing your Pharmacy, and Medical Cannabis
- Approved PharmaFacts t-shirt designs for local school submissions
- Sent all sponsors thank you/holiday greeting emails
- Forwarded all CAPSIL submissions from sponsors to CAPSIL Editor
- Reviewed PDW 2020 sponsorship package and video and provided edits as necessary
- Sent locals information about GSK and PharmaChoice Lunch and Learns

In Progress:

- Discussing sponsorship options with Nature's Way

Action Items

- Contact agenda publisher companies for updated quotes

CSHP Liaison (K. MacMillan)

Position Update:

- Sent finalized CSHP Student Subcommittee Terms of Reference (which were approved by CSHP Board and worked on by myself and local hospital representatives) to local hospital representatives.

- Attended CSHP Board meetings in October 2018 in Winnipeg
- Helped to select new CSHP CEO, Jody Ciufu.

VP Education (S. Yu)

Position Update:

Competitions:

- OTC & PIC National cases written, reviewed, and translated
 - PharmaFacts questions picked and reviewed by AgroHealth
 - Collaborated with Medisca for National compounding cases
 - All competitions sent to PDW2019 team

Awards

- Collaborated with CPhA to determine winners for SLC and AoP
- All award certificates printed
- Guy Genest plaques made

Current Action List

- Mock-OSCE national bank
- Feedback forms for local + national competitions
- Follow up with judges to see if the AoP/SLC can be improved

Upcoming Events:

Evidence-Based Practice Competition

Date: February - March

Location: Local chapters

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

VP Professional Affairs (R. Ward)

Completed:

- Pharmacare consultation (read here: <https://capsi.ca/capsi-position-statement/>)

In progress:

- Table of how to register as a pharmacist in each province
- Mental health resources/position statement
- Letter campaign/advocacy resource for PAM
- PAM Interprofessional Panel event

The ad-hoc advocacy committee had our final meeting of the year in November where we discussed a few final issues with the pharmacare consultation before submission. We also discussed how we could help students be advocates during PAM, such as with a letter writing campaign or other resources. This will be a topic discussed again at our next meeting, hopefully in January.

Unfortunately, CAHPSA has been very inactive since July and I have had little to no communication with the other associations here in Canada. I recently received an email from someone who is

hoping to “revive” CAHPSA and I offered to help them out for the rest of my term. I have no further updates regarding the status of CAHPSA for now.

Local Council Updates

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

Position Update:

UBC will has now approved the Ad-hoc Advocacy Committee to be a constitutional committee with a local executive. Their duties will include liasoning with UBC Jr and Sr to fulfill the advocacy needs in BC along with contribute to National effort’s and goals of National’s VP PA. Events include: smoking cessation clinics, blood pressure and osteoporosis testing clinics. Ran a very successful ‘CAPSI Care Final Exam Packages’ find the golden tickets search, running #CAPSicare to promote student’s taking time for their mental health.

Upcoming Events:

Date: March

Location: Faculty of Pharmaceutical Sciences building, Student NEST

Description: PAM

Cost: TBD

Support needed from CAPSI National: None

Date: January

Location: Community

Description: Smoking cessation clinic

Cost: \$0

Support needed from CAPSI National: none

Date: TBD

Location: Community

Description: Osteoporosis screening

Cost: TBD

Support needed from CAPSI National: none

Date: TBD

Location: Faculty of Pharmaceutical Sciences building

Description: CAPSIxCSHP Evidence-based Competition

Cost: \$100

Support needed from CAPSI National: (Is this currently funded by National or any associated prizes?)

Date: TBD

Location: Faculty of Pharmaceutical Sciences Building

Description: UBC Local Elections

Cost: \$159

Support needed from CAPSI National: none

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

Position Update:

CAPSI Competitions

- Compounding
 - o This competition ran on October 12 with 5 groups competing. The winners have already been announced and will all be going to PDW 2019 to compete nationally
- PIC/OTC
 - o These competitions ran on October 19. There are 6 participants for OTC and 8 participants for PIC. Due to a mishap with timing on one of the participants, a PIC redux was done the following Friday. The winner of PIC will not be competing nationally, and the second-place winner, will be taking her place and will also be competing for OTC competition nationally as the local OTC winner.
- SLC
 - o There were 8 submissions and judges' submissions were retrieved on November 11. The winner will be going to PDW 2019.
- Guy Genest
 - o Submissions were due on October 26 and a winner was decided on shortly afterwards. The winner will not be attending PDW 2019.
- AFL
 - o There were 5 submissions at the U of A after the deadline extension to October 26. The winner will also be going to PDW 2019.
- Poster Presentation
 - o Submissions were due on October 26 and unfortunately, no submissions were handed in (despite many efforts to get at least one)

PDW Update

23 delegates will be coming from U of A (including CAPSI Jr., Sr. and Finance Officer) to PDW 2019 at St. John's next year.

Movember Foundation

- This year, we teamed up with Medicine and Dentistry as a collective to raise money for the Movember Foundation. Many initiatives were held this year to increase funds raised to the Movember Foundation including pie-the-contestants-and-your-favourite-profs-day, board game night, Dentistry vs. Pharmacy hockey night and the RxFactor 2018 pageant (see next point). Collectively, we were able to raise over \$20 000 for the Movember Foundation.

RxFactor 2018 (Previously named Mr. Pharmacy) Competition

- This year, U of A held their first gender-neutral mock beauty pageant, as it had historically been a male only mock beauty pageant in the past. The competition was renamed from Mr. Pharmacy to RxFactor. Two women competed this year and the event was well received by the audience, judges and participants. The winner, Ethan Swanson, will also be competing at CNTP to represent U of A. CAPSI Jr. and Sr. helped with the running of the show, including the running of 50/50 ticket sales, decorations etc.

PAM Planning

- Continuously planning initiatives that will be done for PAM 2019 including clinics, lunch and learns, fitness classes and PAM kick-off.

Upcoming Events:

Date: March 1-31, 2019

Location: University of Alberta

Description: Pharmacy Awareness Month. Many initiatives run by CAPSI PAM 2019 Committee are currently being planned and will be ran later on next year.

Cost: \$0

Support needed from CAPSI National: none

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

Position Update:

-formation of PDW 2021 PC Executives is now completed.

-MNP financial planning presentation

-new resume building presentation was presented by the Student Employment and Career Center to encourage students interested in applying to CAPSI national in upcoming elections. Low turnout but valued by those in attendance.

- CAPSI USask Alumni Social Media Campaign for CAPSI National Elections promotion.

-AAW Recurring Events:

à Trivia Night with antimicrobial facts using Kahoot hosted by CAPSI. Prize awarded.

à "Plinko" game with antimicrobial facts and info board hosted in the halls on campus

à Photobooth with antimicrobial props held to encourage students to promote good antimicrobial stewardship on social media

- AAW New Events:

à "Shevtalk" antimicrobial stewardship presentation by Academic Dean Dr. Shevchuk was the most well attended seminar to date. Open to all health professional colleges.

Upcoming Events:

Date: January

Location: University of Saskatchewan

Description: Pharmachoice Lunch'n'Learn

Cost: none

Support needed from CAPSI National: already received

Date: January

Location: University of Saskatchewan

Description: Mental Health Student Panel to provide support to students about utilizing resources to practice healthy stress management and resiliency. To be planned in collaboration with the Stress Management and Resiliency symposium.

Cost: none

Support needed from CAPSI National: none

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

Position Update:

MNTP 2018: A very successful event this year. Lots of non-perishable food items were collected at the event and were donated to Winnipeg Harvest. Date is set for November 16, 2019 for MNTP 2019 and location (The Metropolitan Entertainment Centre) is already booked.

CAPSI Competitions: All competitions ran smoothly and went generally well this year. More interest and participation from the student body this year compared to last year.

PharmaChoice Lunch and Learn: Currently in communication with the PharmaChoice representative with regards to lunch and learn hosted by them, event date is set for Jan 14, 2019.

IPSF Blood Drive: Blood typing set to be done in the second or third week of January in UManitoba's Pharmacy Building during a lunch hour, date of the blood drive is TBD.

CAPSI Symposium: Currently in the middle of facilitating the lunch and learn for this year's CAPSI symposium topic (Pharmacogenomics). Potential event date: Jan 21, 2019.

PAM 2019: Currently at the beginning of planning PAM, brainstorming ideas about activities that will take place in March and their timing.

Upcoming Events:

Date: Jan 9-12, 2019

Location: St. John's, NFL

Description: PDW – great turnout from MB this year with 38 delegates attending!

Cost: payment of \$14,720 to PDW Planning Committee

Support needed from CAPSI National: None

Date: Jan 14, 2019

Location: Apotex Centre, College of Pharmacy, U of M

Description: PharmaChoice Lunch and Learn

Cost: Covered by PharmaChoice

Support needed from CAPSI National: None

Date: Jan 21, 2019 (Tentative)

Location: Apotex Centre, College of Pharmacy, U of M

Description: CAPSI Symposium Lunch and Learn (Pharmacogenomics)

Cost: TBD

Support needed from CAPSI National: None

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

Position Update:

Update since the Fall TC:

1) PDW

- Competitions were well-received and we had quite a few participants
- Promoted national elections/applications through the weekly pharmacy student email updates, few questions, however no applications
- Better response for PDW attendance in comparison to last year, however school council president is unable to attend this year due to incoming class of 2022 starting the same week as PDW and he is needed for phrosh week/white coat speech

2) High Stake OSCEs for Rx2019 Class

- Charged \$5 for each student and had a 5 station mock OSCE
- Well received as in previous years

3) GSK Lunch and Learn

- Well received by students
- Presentation was short and to the point which many students appreciated
- Potential opportunities for sponsorship of additional events such as our OTC week in June/July
- GSK interested in continuing providing lunch and learns in the future

Upcoming Events:

January – April (Winter Semester):

1) UW CAPSI Awareness Week

- Membership drive will be occurring in the 3rd week of school (in January)
- Membership list will be updated at the end of January
- Raffle prizes, social media campaign and UW CAPSI presentation
- Goal: 90% of students in the Rx2022 class

2) Lunch and Learns

- Trudell medical to present on January 30th
- 3) Waterloo's Next Top Pharmacist
- Event moved back to Winter semester, to be held January 25th

4) Pharmacist Awareness Month – March

- Details and events: TBD

5) Elections

- In February, our elections for the Rx2022 class representative & incoming Junior rep

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

Position Update:

1. Completed – Advice for Life Competition

Date: Due October 18, 2018

Location: N/A

Description: Submissions for the AFL competition were due on October 18th. We had a total of 11 submissions, and 3 professors evaluated the presentations.

Cost: \$700

Support needed from CAPSI National: \$700 for the prize and promotion

2. Completed – SLC Competition

Date: Due October 31, 2018

Location: N/A

Description: Applications for the SLC were due on October 31st. We had a total of 3 submissions, and our local CAPSI council chose a winner. The winner's submission was also featured in The Monograph, our school's newsletter.

Cost: \$250

Support needed from CAPSI National: \$250 for the prize

3. Completed – Guy Genest Award

Date: Due October 31, 2018

Location: N/A

Description: A total of 4 students applied for the Guy Genest Passion for Pharmacy Award. 3 faculty members reviewed blinded applications to choose the winner.

Cost: \$500

Support needed from CAPSI National: \$500 for the prize

4. Completed – PDW T-shirt design contest

Date: Due October 24, 2018

Location: N/A

Description: Every year we have a competition for students to design a t-shirt for U of T delegates to wear at the Pharmafacts Bowl at PDW. The winner of the design competition was chosen by our

local CAPSI Council. The winner received a \$25 gift card of their choice and a t-shirt with their designed logo.

Cost: \$30

Support needed from CAPSI National: None

5. Completed- CAPSI National Elections

Date: November 4-December 12, 2018

Description: We promoted the CAPSI National elections to all classes via email, Facebook, and class announcements. We had an equal amount of interest in the elections compared to the previous year. We have a total of 4 students running for national positions.

Cost: N/A

Support needed from CAPSI National: None

6. Completed-Pharmafacts Pre-Bowl

Date: November 29, 2018

Location: Pharmacy Building, University of Toronto

Description: We used questions from the iMCQ question bank by AgroHealth in addition to the Kahoot software for PDW delegates to compete for a spot on the UofT Pharmafacts team in an interactive manner. In addition, we had a few audience rounds with “fun” trivia questions. The 4 students representing UofT at PDW will be receiving \$50 subsidies, while the audience members won CAPSI backpacks and various gift cards. A pasta dinner was served.

Cost: \$500

Support needed from CAPSI National: None

7. Pin Sale

Date: November 2018

Location: Pharmacy Building, University of Toronto

Description: We sold “I <3 My Pharmacist” and “Eat. Sleep. Pharmacy. Repeat.” pins in the atrium of the pharmacy building. The profit will be used to raffle off a \$50 PDW subsidy for students who fulfill the Educational Policy after the conference. We may do a second round of sales in the new year to raise additional funds.

Cost: N/A

Support needed from CAPSI National: None

1. PAM 2019

Date: March 2019

Location: Pharmacy Building, University of Toronto

Description: We will begin brainstorming, looking for speakers, and contacting those interested in hosting outreach events in January for PAM 2018.

Cost: N/A

Support needed from CAPSI National: Case for interprofessional panel event

2. Cookies with CAPSI (tentative)

Date: January 2019

Location: Pharmacy Building, University of Toronto

Description: Our first year reps will be hosting an event to introduce students to CAPSI and inform them about the upcoming events in second term and how students can get involved. Cookies will be served and we will be raffling off 1 CAPSI backpack.

Cost: \$50

Support needed from CAPSI National: None

3. CAPSI Social Media Week

Date: Mid February 2019

Location: Facebook

Description: This is a 1-week event on Facebook where students can win prizes by participating in daily interactive challenges. During this week, students are asked thought-provoking questions and asked to comment for a chance to win. One of the fun challenges that are commonly included is a day where students are told to find a local CAPSI council member and take a picture with them.

Cost: N/A

Support needed from CAPSI National: None

4. Mock OSCE for 2T0s (3rd year) class

Date: March 2019

Location: Pharmacy Building, University of Toronto

Description: We host at least one mock OSCE session for each class. We plan to host a Mock OSCE session for the 3rd years. Second year students will volunteer to be SPs and judges for the 3rd year students going through the stations.

Cost: \$90 - \$120

Support needed from CAPSI National: None

5. Symposium on Stress Management and Resilience

Date: February 2019

Location: Pharmacy Building, University of Toronto

Description: Although initially planned for the previous semester, we were unable to hold the event because our speaker was no longer able to fit the event into her schedule. As a result, we will be planning the symposium for February and begin reaching out to potential speakers in January. We are also considering extending a collaboration invitation to another student-run group that focuses on mental health initiatives to engage more students.

Cost: ~\$250

Support needed from CAPSI National: None

Upcoming Events:

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

Position Update:

Competitions – FALL 2018

Competitions went well. We had participants for all of them (PIC, OTC, compounding, SLC, AFL, CNTP). As this is our first time organizing these competitions, we intend to make some changes for

next year to ensure that everything goes more smoothly, especially for the selection of judges and knowing about the different deadlines.

CAPSI National Elections – DECEMBER 2018

We have one 1st-year student who is applying for the IPSF liaison position in the CAPSI National Council this year.

PDW 2019 – January 2019

We will be accompanied by 23 delegates from Université de Montréal this year (10 PDWPC members, 7 competitions winners and 6 regular delegates).

PDW 2020

Sponsorship package has been approved, we are ready to approach potential sponsors. Editing of the promotional video is being finalized right now. Our booth for the Health Fair is ready. Our website is currently under construction, but should be finalized soon enough (should be ready for Closing Gala of PDW 2019).

Upcoming Events:

WINTER 2019

Promotion of PDW 2020 – Starting after PDW 2019

Update of members list – End of January 2019

CAPSI committee – February 2019

CAPSIInfoletter – Launch during PAM

Promotion campaign on CAPSI/IPSF – February 2019

PAM – March 2019

Cost: 0\$

Support needed from CAPSI National: 0\$

Université Laval (F.Pare/C. Beucher)

Position Update:

-All competitions are successfully completed. The winners will receive their prizes by returning from the PDW because it will be combined with the amount reimbursed (the faculty and AGEF give an amount to all the students who will satisfy the educational policy), so I'll only write 1 check per person.

-We received our t-shirts for the Pharmafacts competition.

- In collaboration with IPSF, Clementine made a sale of mustache-shaped cookies to collect donations for Movember

Upcoming Events:

PAM 2019

Date: March

Location: Université Laval

Description: PAM

Cost: don't know yet

Support needed from CAPSI National: don't know yet

In collaboration with CIEPUL, we want to do an activity during lunch time with pets (zootherapy) to promote stress management, but we do not know where or when this activity will take place.

Dalhousie University (W. Lee/L. Ford)

Position Update:

-Compounding, OTC, SLC, PIC, AFL, PDW poster and Guy Genest Awards are all completed.

-PDW is set to go (waiting for T-shirts to be made).

-Will be reimbursing awards during PDW.

Upcoming events:

Date: TBA

Location: Dalhousie College of Pharmacy

Description: Competition, CAPSI Lunch and Learn (symposium). Pharmacy Awareness Month.

Cost: \$25 per judge for competition.

Support needed from CAPSI National: \$25 per judge reimbursement.

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

Position Update:

November was Antibiotic Awareness week, so we had a booth at the health sciences centre set up to talk to students and the public about antibiotics and the arising problem of resistance. (We gave out free cookies and had a photo booth).

Our IPSF reps are also hard at work. In November we held another Vampire Cup and also had a lunch and learn about SEP! On the first of December we also held a games night to fundraise for the Health Campaign.

Lastly, we held elections for PAM 2019 Directors. Beginning in the new year they will start planning our PAM!

We were unable to have our symposium due to scheduling issues and are planning to do it in January.

Mostly MUN CAPSI was very busy planning PDW and communicating with other schools about important deadlines in regards to registration etc.

Upcoming Events:

Events will resume in the New Year. Our main focus will be planning all of our PAM activities for March, as well as our Newfoundland and Labrador's Next Top Pharmacist competition.

Both symposiums will take place this semester!