



**C A P S I   •   A C E I P**

**Unity – Professionalism – Advocacy – Academics – Excellence**

# **CPhA 2019**

## **CAPSI National Council Meetings**

Toronto, ON

Saturday, June 1st - Tuesday, June 4th, 2019

## **Message From the President**

Dear Members of the 2019-2020 CAPSI National Council,

Welcome to the Canadian Association of Pharmacy Students and Interns National Council. First of all, congratulations! As the CAPSI National Council, we represent the voices of over 3,800 students nationwide. Your peers have elected you to advocate on their behalf. This is an accomplishment and clearly demonstrates your passion for your future profession. I challenge you to embrace this amazing opportunity and make the most out of it. From networking with leaders in pharmacy to gaining valuable professional development experience, without forgetting to build meaningful relationships, I hope this year will enrich your academic journey.

This upcoming year will be full of learning and accomplishments, and it all starts in Toronto during our first official CAPSI Meetings. The PXP Conference marks the beginning of a new council year. The core CAPSI values – Unity, Advocacy, Excellence, Professionalism and Academics – will unite the 10 Canadian Faculties of pharmacy. We will be more than 30 students empowered to advocate for the advancement of the profession towards excellence in patient-centered care. Over the coming days, we will hold meetings to inspire each other and set our goals in order to find innovative and engaging ways to improve our future profession and to create new opportunities for our members. Each one of you has unique and irreplaceable strengths which will bring a rewarding year for CAPSI.

I am extremely excited to seeing you in Toronto and working with you in representing the interests of Canadian pharmacy students throughout our term.

Sincerely,

Jin Kwon

National President 2019 – 2020

Canadian Association of Pharmacy Students and Interns (CAPSI)

Faculté de pharmacie

Université de Montréal

## Tentative Schedule

### **Friday, May 31st, 2019**

- All day: Arrivals
- 6:45PM : Meet in the lobby of Delta Hotel
- 7:00PM : Dinner with council at WVRST Union Station - See Appendix B

### **Saturday, June 1, 2019**

- 9:00AM - 10:00AM: CAPSI Meetings
- 10:00AM - 11:00AM : Strategic planning session hosted by Maria Zhang
- 11:00AM - 1:00PM : Junior/Senior Representative Meeting & Executive Meet and Greet
- 1:00PM - 5:00PM : CAPSI Meetings
- 5:00PM - 6:00PM : CAPSI Team Bonding Photo Scavenger Hunt - See Appendix C

### **Sunday, June 2, 2019**

- 9:00AM - 12:00PM: CAPSI Meetings
- 1:00PM - 2:00PM: CAPSI-AFPC JOM
- 2:00PM - 5:00PM: CAPSI Meetings

### **Monday, June 3, 2019**

- 9:00AM - 10:00AM: CAPSI-CSHP JOM
- 10:00AM - 12:30PM: CAPSI Meetings
- 4:00PM - 5:00PM: Mentor session
- 5:00PM - 7:30PM: Tradeshow

### **Tuesday, June 4, 2019**

- 9:00AM - 12:30PM: CAPSI Meetings
- 1:30PM - 2:30PM : CAPSI-CPhA Meetings
- 2:30PM - 4:00PM: CAPSI Meetings PRN
- 7:00PM - 12:00AM: Social Night - Ripley's Aquarium

## **Overview of Saturday Meetings**

**Saturday, June 1st, 2019**

**First Meeting**

**Location: Room Kensington A, Delta Hotel**

**9:00am - 10:00am**

**Saturday, June 1st, 2019**

**Strategic Planning Session hosted by Maria Zhang**

**Location: Room Kensington A, Delta Hotel**

**10:00am - 11:00am**

**Saturday, June 1st, 2019**

**CAPSI Jr/Sr Representative Meeting**

**Location: Room Kensington A, Delta Hotel**

**11:00am-1:00pm**

The Jr/Sr Representative Meeting is an opportunity for local representatives to discuss successes and challenges from the year prior, share ideas for the year to come, and connect with local representatives from the other faculties of pharmacy.

Prior to the meeting, please review each schools' [Position Updates](#) so that your conversations can be as specific and productive as possible.

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

**Executive Meet and Greet**

**Location: Room TBD, Delta Hotel**

**11:00am-1:00pm**

The Executive meet and greet is an opportunity for you to solidify specific position goals for the year ahead and connect with your fellow executive council members. Take this time to consider where you would like to see the position develop during your term, what you hope to accomplish and/or change, and how to best utilize your committee and/or fellow council members to accomplish these objectives.

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

- [Goals for The Year](#)
- [Executive Checklist](#)

## **Day 1: Saturday June 1st, 2019**

**Location: Room Kensington A, Delta Hotel**

**9:00am - 10:00am, 1:00pm - 5:00pm**

### **1. Call to Order**

**J.Kwon**

1.1. J. Kwon called the meeting to order at 9:13 am

1.1.1. J. Kwon/M. Ney

### **2. Attendance**

**P. Ip**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
J. Kwon	President	Present
M. Patrick	President-Elect	Present
T. Rousseaux	Past-President	Present
D. Moulton	Outgoing Finance Officer	<b>Absent</b>
D. Low	Finance Officer	Present
M. Wei	Outgoing VP Communication	<b>Absent</b>
M. Contreras	VP Communications	Present
J. Park	VP Education	<b>Absent</b>
D. Shymanski	VP Professional Affairs	Present
P. Ip	Executive Secretary	Present
S. Terekhovska	Student Exchange Officer	Present
M. Kieley	IPSF Liaison	Present
P. Tram	Webmaster	Present
S. Bento-De Sousa	CAPSIL Editor	Present
K. MacMillan	CSHP Student Liaison	Present
W. Bao	UBC Junior Representative	Present
K. Bishop	UBC Senior Representative	<b>Absent</b>
A. Chadha	Alberta Junior Representative	Present

J. Young	Alberta Senior Representative	Present
E. Zerr	Saskatchewan Junior Representative	Present
D. D'Entremont	Saskatchewan Senior Representative	<b>Absent</b>
C. Vaccaro	Manitoba Junior Representative	Present
M. Kaushal	Manitoba Senior Representative	Present
K. Shchepanik	Waterloo Junior Representative	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

**2.1. Guest Attendee:** N/A

**2.2. Regrets:** D. Moulton, M. Wei, K. Bishop

*W. Bao entered the room at 9:18am.*

**3. President's address**

**J.Kwon**

**3.1.** J. Kwon recited the mission, vision and values of CAPSI.

**4. Dissolution of CAPSI National 2018-2019 Council/Formation of CAPSI National 2019-2020 Council**

**J. Kwon**

BIRT we dissolve the CAPSI National 2018-2019 Council and form the 2019-2020 Council, including all members listed in the CPhA2019 CAPSI National Council Meeting Attendance

- 4.1. J.Kwon/D.Bergeron
  - 4.1.1. Motion Carried

- 5. **Welcome and Introductions** **J. Kwon**
  
- 6. **Review of Robert's Rules** **M. Patrick**
  - 6.1. For quick reference: <http://diphi.web.unc.edu/files/2016/10/cheat-sheet.pdf>
  - 6.2. Presentation: [link](#)
  
- 7. **Acceptance of Previous Minutes** **J. Kwon**
  - 7.1. [Spring TC 2019 Meeting Minutes](#)

BIRT CAPSI National accept the minutes from April 2, 2019.

- 7.2. J. Kwon/M. Kaushal
  - 7.2.1. Motion carried

**J. Kwon will motion to recess until 1:30 pm**

**J. Kwon/L. Symonds**  
**Motion Carried**

- 8. **Year End School Reports**
  - 8.1. University of British Columbia
    - 8.1.1. See Annex A
  - 8.2. University of Alberta
    - 8.2.1. See Annex A
  - 8.3. University of Saskatchewan
    - 8.3.1. See Annex A
  - 8.4. University of Manitoba
    - 8.4.1. See Annex A
  - 8.5. University of Waterloo
    - 8.5.1. See Annex A
  - 8.6. University of Toronto
    - 8.6.1. See Annex A
  - 8.7. Université de Montréal
    - 8.7.1. See Annex A
  - 8.8. Université Laval
    - 8.8.1. See Annex A
  - 8.9. Dalhousie University
    - 8.9.1. See Annex A
  - 8.10. Memorial University of Newfoundland and Labrador
    - 8.10.1. See Annex A

## 9. Executive Reports

- 9.1. President
  - 9.1.1. See Annex A
- 9.2. President-Elect
  - 9.2.1. See Annex A
- 9.3. Past President
  - 9.3.1. See Annex A
- 9.4. VP Communications
  - 9.4.1. See Annex A
- 9.5. VP Professional Affairs
  - 9.5.1. See Annex A
- 9.6. VP Education
  - 9.6.1. See Annex A
- 9.7. Finance Officer
  - 9.7.1. See Annex A
- 9.8. VP Professional Affairs
  - 9.8.1. See Annex A
- 9.9. Executive Secretary
  - 9.9.1. See Annex A
- 9.10. CAPSIL Editor
  - 9.10.1. See Annex A
- 9.11. IPSF Liaison
  - 9.11.1. See Annex A
- 9.12. Student Exchange Officer
  - 9.12.1. See Annex A
- 9.13. Webmaster
  - 9.13.1. See Annex A

J. Kwon highlights that all council members and especially all locals should take the time to read each update in detail in order to create new ideas for their own school and be inspired for further local activities.

T. Rousseaux provided history that the executive reports were previously read out loud and this can be reinstated if council believes it is necessary.

[CAPSI Strategic Planning Session](#)

[Strategic Plan 2018-2019](#)

[Jr/Sr Meeting](#)

**J. Kwon called the meeting to order at 1:38 pm.**



**10. Proposed 2019-2020 Budget Review/Presentation** **D. Moulton/D. Low**

- 10.1. Background: Time allotted to introduce the new Finance Officer for the 2019-2020 year, review last years finances, present the budget for the 2019-2020 year, engage in questions/discussion regarding the proposed budget and decide on whether to accept, amend, or dismiss proposed budget.
  - 10.1.1. [Budget Sheet](#)
  - 10.1.2. [Finance Presentation](#)

BIRT CAPSI National approve the 2019-2020 budget

J. Kwon/ L. Ford

**11. APPROVED 2019-2020 BUDGET** **D. Moulton/D. Low**

- 11.1. Provide coverage for CAPSI Junior representatives for PDW registration
  - 11.1.1. Despite having a deficit in the last PDW, CAPSI is still very financially stable and we believe efforts should be made to give back to the volunteers for CAPSI
- 11.2. Providing Agendas for the next year or changing the CAPSI “swag” items.
  - 11.2.1. CAPSI spends close to \$9,000 for agendas and perhaps this spending can be reallocated to other CAPSI endorsed items such as water bottles or clipboards.
  - 11.2.2. T. Rousseaux explains that members satisfaction survey was disseminated several years ago pertaining to whether students would appreciate a CAPSI agenda. The response was that the students wanted agendas. Because of this history, it would be in CAPSI’s best interest to have proper follow-up among our members with respect to removal of the agendas.
    - 11.2.2.1. J. Kwon clarifies that we will be having agendas this year. However, our current contract with CU advertising will expire at the end of this year. Removal of agendas this year may result in fewer consequences.
  - 11.2.3. J. Young states that a surplus of agendas were disposed of post-distribution to CAPSI members. To reduce waste, going forward, we circulated a survey to obtain estimates on the interest for agendas.
    - 11.2.3.1. A total of 230 agendas (including buffers) was ordered this year.
  - 11.2.4. M. Contreras highlights that agendas are an appreciated benefit; however, members may not utilize this benefit to its full extent. By opting in, but not using the agendas, it is very environmentally wasteful.
    - 11.2.4.1. This year, Alberta is ordering agendas for all first years and obtaining estimates for upper years.
  - 11.2.5. M. Ney explains how some schools have duplication of agendas (school provides one & CAPSI provides one).

- 11.2.5.1. Members opt in solely because it is offered for free without understanding the logistics behind them.

BIRT CAPSI National refer this item to the Membership Committee to be reassessed at the Summer TC 2019.

J. Kwon/S. Terekhovska

Motion carried

**12. Review goals for the Madgex in the future**

**D. Moulton/D. Low**

- 12.1. Estimating the Madgex revenue is difficult giving previous numbers and payments from this organization has been difficult. Will there be a push for a revamping of the CAPSI employment website in the future?
- 12.1.1. <https://www.pharmacy-jobs.ca/>
- 12.2. T. Rousseaux highlights that CAPSI should continue to promote Madgex and actively work with them as a continued revenue source this year as a trial.
- 12.2.1. Time should be invested into researching why there has been a decrease in funding.
- 12.2.2. At this time, dedicating a committee to this initiative is not needed; however, individual executives can be put in charge of the initiative.
- 12.3. D. Shymanski states that locals received a request to post jobs last year and that Madgex can be listed as a benefit that can be provided to their members; they can also be marketed to local sponsoring partners as a perk.
- 12.4. L. Symonds questions how opportunities arise on the website.
- 12.4.1. T. Rousseaux explains that we are only aware of Madgex as a revenue stream, but are unaware of how postings arise.
- 12.5. J. Young highlights that many of the offered jobs are janitorial positions in pharmacy and that we should promote postings that are more relevant to pharmacy.
- 12.5.1. T. Rousseaux proposes a filter system
- 12.5.2. J. Kwon proposes that the website can have specific areas geared towards different groups of people (pharmacy students, pharmacists, etc.)
- 12.6. P. Ip highlights that some schools may have a conflict of interest because they have their own platform for pharmacy specific job postings.
- 12.6.1. J. Kwon echoes P. Ip, but adds that this is a current revenue stream we need to assess for CAPSI National.
- 12.7. M. Patrick suggests that herself and the website committee can collaborate on this issue.
- 12.7.1. J. Kwon echoes M. Patrick and proposes that this initiative be discussed further with the website committee at a later time.

BIRT that the Madgex project be referred to the website committee alongside VP Communications

M. Patrick/M. Kaushal

Motion carried

13. **PCCA Competition** **D. Moulton/D. Low**
- 13.1. Due to the nature of my (David) work, I have close relations with PCCA. The sales representative approached the idea of initiating a new national competition. Their idea is a "Video Essay Contest" for inspiring innovation.
- 13.2. Note: They are a direct main competitor with Medisca and adopting this may cause bad relations (brought to light by Mark Contreras after discussion).
- 13.2.1. T. Rousseaux explains that PCCA has approached CAPSI in the past; specifically regarding the compounding competition.
- 13.2.1.1. T. Rousseaux highlights our long history with Medisca and that it may not be in our best interest to pursue PCCA with regard to the compounding competition. However, PCCA is now considering other avenues of sponsorships.
- 13.2.2. S. Terekhovska proposes IPSF's video competitions as a potential sponsorship opportunity, but emphasizes its low turnout.
- 13.3. PCCA Email: "Our thought would be to offer a video essay contest where students could submit a video to be judged by PCCA staff and the individual or team would win gift cards. You would only be eligible to participate if you were attending the PDW event and could potentially help offset the cost of travel"
- 13.3.1. D. Low explains that PCCA does not have a concrete plan at this time.

*C. Beucher left the room at 2:27 PM.*

- 13.4. M. Kaushal highlights that many CAPSI competitions are hosted in the middle of midterm season, resulting in low turnout, and that future endeavours be spaced out accordingly.
- 13.5. M. Kaushal also highlights that if another competition is pursued, a video/essay format will result in lower turnout. If we were to consider PCCA, an alternative competition idea to increase turnout should be pursued. Before talking to medisca, we need to see if this is something to invest our time in.
- 13.5.1. D. Low clarifies that PCCA is unsure about a video contest.
- 13.5.1.1. D. Low explains some other competitions that Medisca hosts in the US:
- 13.5.1.1.1. Students create a sales pitch to solve an issue and sell it towards the judges.
- 13.5.1.1.2. Students create a poster presentation on a new compound.

*C. Beucher re-entered the room at 2:30 PM.*

- 13.6. M. Patrick believes that our current resources should be dedicated to implementing our current competitions, as a new competition was recently enacted, and is apprehensive on pursuing another competition.
- 13.6.1. D. Low explains that PCCA may sponsor a current competition.
- 13.6.1.1. J. Kwon echos D. Low.

*M. Wei entered the room at 2:33 pm*

- 13.6.2. D. Shymanski echos M. Patrick
- 13.6.3. D. Bergeron echos M. Patrick.
- 13.6.3.1. There is still logistic challenges to implementing the current CAPSI competitions. Montreal has yet to implement the EBM competitions at this time.
- 13.6.4. M. Kaushal echos M. Patrick.
- 13.6.4.1. However, if we were to implement a new competition, maybe it should be in a different time of the year. Majority of our competitions are during the fall. If members have to attend PDW, they would have time to think about and work on the potential competition during the summer.
- 13.7. M. Wei emphasizes our strong relationship with Medisca, as Medisca provides both monetary sponsorship and provide logistical support as well.
- 13.7.1. Because they are a direct competitor with PCCA, it may be uncomfortable to pursue this additional sponsor.

#### **14. IPSF Introduction & SEP Presentation**

**M. Kieley/S. Terekhovska**

- 14.1. Background: M. Kieley and S. Terekhovska will be presenting to council what IPSF is, the impact it has internationally, and the importance of having Canadian pharmacy students recognized on an international scale.
- 14.1.1. Presentation: [IPSF & SEF Introduction](#)

*M. Kaushal, D. Bergeron, and E. Nguyen left the room at 2:38 PM.*

*D. Bergeron re-entered the room at 2:40 PM.*

*E. Nguyen re-entered the room at 2:43 PM.*

*M. Kaushal re-entered the room at 2:46 PM*

*D. Shymanski, M. Contreras , and S. Schuhmacher left the room at 2:43 PM.*

*S.Schuhmacher, and D. Shymanski re-entered the room at 2:46 PM.*

*M. Contreras re-entered the room at 2:52 PM*

**Motion to recess.**

**J. Kwon/M. Patrick**

**Motion carried**

*J. Kwon called the meeting to order at 3:17 PM*

**15. IPSF Health Campaign Topic**

**M. Kielely/S. Terekhovska**

- 15.1. Background: Every year, CAPSI organizes an IPSF Health Campaign. Topics for the annual IPSF Health Campaign include:
- 15.2. Diabetes and Healthy Living
- 15.2.1. Possible charities: Diabetes Canada, Breakfast Club of Canada
- 15.2.2. This campaign aims to raise awareness of a healthy lifestyle in the prevention and care of diabetes and to encourage proactive, rather than reactive, health promotion.
- 15.3. Tobacco Alert
- 15.3.1. Possible charities: Lung Association, Cancer Research Society, Canadian Cancer Society
- 15.3.2. The goal of the Tobacco Alert campaign, is to make young individuals aware of the dangers of tobacco and involve them in the fight against it in order to decrease the use of tobacco.
- 15.4. Tuberculosis Awareness - **Was done this year**
- 15.4.1. Possible charity: Lung Association
- 15.5. Anti-counterfeit Drug Campaign
- 15.5.1. Possible charity: N/A at this time
- 15.5.2. This campaign works towards helping healthcare students create advocacy campaigns in their countries to help combat the problems of counterfeit and substandard medications.
- 15.6. Medicine Awareness
- 15.6.1. Possible charity: Drug Free Kids Canada
- 15.6.2. This campaign's goal is to improve awareness among the general population about medicines in different aspects. In this portfolio you can find subjects, such as Antimicrobial resistance (AMR), rational use of medicines, drug abuse, drug disposal, de-prescribing, and any other issues related to medicines.
- 15.7. We welcome any discussion and suggestions in regards to the annual IPSF Health Campaign topic and the charity.
- 15.8. Note: HIV AIDS was not included as an option because it was this year's topic and was also the panel topic this year
- 15.8.1. E. Nguyen highlights the benefit of having a topic that supplements school curriculums to spread awareness to our members; diabetes is not ideal as it is heavily emphasized in the University of Toronto curriculum.
- 15.8.1.1. E. Nguyen also highlights that the topic, medicine awareness, is broad, which may result in high variability(i.e. antimicrobial resistance is a topic within itself).
- 15.8.1.2. S. Terekhovska explains that having a variety of topics could be ideal when documenting activity reports. Different emphases among the schools would showcase diversity in CAPSI.

- 15.8.1.2.1. S. Terekhovska notes that choosing a charity that will reflect the variety of topics may be difficult.
- 15.8.1.3. M. Contreras echoes Elaine, but adds that there will always be gaps in topics covered in curricula.
- 15.8.1.4. D. Shymanski proposes that CAPSI pursue a specific direction within the topic of medical awareness to focus on as a council.
- 15.8.2. S. Terekhovska clarifies that locals can choose a secondary charity to donate a portion of the proceeds towards.

*L. Ford left the room at 3:30 PM*

*L. Ford reentered the room at 3:35 PM*

**15.9. Primary Vote: Diabetes Awareness or Medical Awareness**

- 15.9.1. D. Shymanski questions whether revamping of the judging rubric would be necessary if a broad topic like medical awareness is chosen
- 15.9.2. J. Kwon inquires about the criteria for the judging rubric.
  - 15.9.2.1. S. Terekhovska clarifies that the rubric focuses on the originality of the idea and the reach of the campaign. Therefore, should locals pursue different topics within the health campaign, it is feasible to judge using the general rubric.

*P. Sanjab left the room at 3:42 PM*

*P. Sanjab re-enters the room at 3:45 PM*

**15.10. Secondary Vote: Diabetes and Healthy Living**

**15.11. Choosing Charities: Diabetes Canada vs Breakfast Canada**

- 15.11.1. M. Kieley explains the two charities
  - 15.11.1.1. Diabetes Canada is the Canadian Diabetes Association. Because they are a large organization, they receive a lot of funding, which is why we looked into smaller, alternative organizations.
  - 15.11.1.2. Breakfast Club of Canada provide healthy breakfast options for children that cannot afford breakfast. The funds would go towards local schools. The charity aligns not only with Diabetes, but also with the idea of healthy living.

*T. Duong left the room at 3:51pm*

*T. Duong re-entered the room at 3:57PM*

**15.12. Final Vote for Charity: Breakfast Club of Canada**

**BIRT the 2019-2020 CAPSI National Health Campaign topic will be Diabetes & Healthy Living and that the 2019-2020 CAPSI National fundraising efforts contribute to Breakfast Club of Canada.**

M. Kieley/M. Wei  
Motion Carried

**16. Public Health Campaigns** **S. Terekhovska/M. Kieley**

- 16.1. Background: IPSF has an impressive Public Health portfolio, with materials available for member organizations to utilize.
- 16.1.1. The [Public Health Toolkits](#) include infographics and prepared social media posts for global events such as World AIDS Day, Antibiotic Awareness Week, World Cancer Day, etc. I suggest using some of these materials this coming year in order to strengthen CAPSI's social media presence as well as to educate students and the public about various conditions.
- 16.1.2. A great example is the [Argentinian Association](#). As you can see on their Facebook, they create infographics on general diseases and their symptoms, treatment and the role of the pharmacist in management of the disease.
- 16.1.2.1. P. Ip state that, M. Contreras, P. Tram, and herself will look into this further to improve our current social media presence.

**17. SEP Update** **S. Terekhovska**

- 17.1. Background:
- 17.1.1. 14 outgoing students applied;  
17.1.1.1. 1 withdrew and 1 still has no placement.
- 17.1.2. 14 incoming students placed:  
17.1.2.1. 2 in St. John's, 4 in Montreal, 2 in Toronto, 2 in Winnipeg, 2 in Saskatoon and 2 in Vancouver.
- 17.1.3. Reminder to CAPSI Local Councils to assist local IPSF representatives in hosting SEP students (help with finding accommodations, activities, communication). Especially since turnover of local IPSF representatives is initiated at different times during the school year, and some IPSF Local Representatives may be away for summer holidays.

**18. PARS/World Congress Social Media Campaign** **S. Terekhovska**

- 18.1. Background: Unfortunately, not very many CAPSI members know what occurs at events such as [PARS \(Pan American Regional Symposium\)](#) and [World Congress](#). I would like to organize a mini social media campaign, or a series of stories/posts to describe main events that occur during these conferences. Highlights such as International Night, General Assembly and the Flag Ceremony may be discussed in these posts. The aim is to raise awareness about PARS/World Congress, as well as IPSF altogether, and encourage students to attend these conferences in the future.
- 18.1.1. D. Shymanski highlights that members are currently unaware of what this opportunity entails. A more interactive approach could be adopted to

inform members about what happens at these events, such as a livestream.

18.1.1.1. J. Kwon proposes hosting an instagram livestream or alternative social media avenues to better engage our audience.

18.1.1.1.1. P. Tram echos J. Kwon.

## 19. PARS/World Congress Funding

M. Kielely/S. Terekhovska

19.1. Background: Both PARS and World Congress (2 weeks) are beneficial events that provide pharmacy students with professional development, the chance to learn about new cultures and pharmacy practice in other countries, as well as the opportunity to showcase Canada and CAPSI to other IPSF members. However, both events are very costly to students. It would be beneficial to establish a scholarship for students willing to attend PARS/World Congress that could provide support from a national level. One way to do this would be to approach funders such as a drug company. Another way we could provide funding would be to encourage IPSF local representatives to plan initiatives at their respective schools to fundraise for a grant/scholarship so that students could receive local support to attend these types of events. For example, at MUN this year our IPSF Local Representatives held a bake sale to raise money for a student at their school who wanted to attend PARS, World Congress or SEP.

19.1.1. M. Wei inquires whether there is potential to promote this initiative to sponsors.

19.1.1.1. D. Low clarifies that the only benefit would be from a tax perspective.

19.1.2. K. MacMillan states that bakesales are an effective method to raise funds locally and are easy to arrange logistically.

## 20. Vampire Cup

M. Kielely/S. Terekhovska

20.1. Background: This past year, CAPSI has donated 145 units of blood as part of Vampire Cup! This is a very impressive accomplishment and I would like to encourage everyone to continue to organize blood drives to support this cause. Please note that blood drives organized by the local CAPSI council are also eligible to be entered into the Vampire Cup competition, as long as the Tracker Form is signed.

20.1.1. Deadline is the end of June.

## 21. IPSF CAPSI Facebook Page

M. Kielely/S. Terekhovska

21.1. Background: The IPSF Liaison is given the task to disseminate information about IPSF to the IPSF Local Representatives with the hope that they will pass this information onto their school. At times, there are numerous professional development opportunities, conferences, deadlines, etc. and some of this information may get lost in the cracks. For this reason, it would be useful to have a IPSF CAPSI Facebook page so that all CAPSI members could have the



opportunity to see the information that is relevant to them with regards to IPSF. As well, some IPSF local representatives expressed they would be interested in seeing what other locals are doing at their respective schools so this would also be a way to showcase IPSF events and provide ideas to other local representatives.

- 21.1.1. M. Contreras supports the use of a facebook page, but highlights that it may take a couple years to build a following.
- 21.1.2. P. Ip inquires how information will be delegated logistically between the proposed national page to the current local pages.
  - 21.1.2.1. M. Kieley clarifies that information posted on the national facebook page would also be disseminated through the local pages.
  - 21.1.2.2. S. Terekhovska highlights that schools without a local page can refer to the national page itself.
    - 21.1.2.2.1. Note that the national page will not contain any specific local updates.
- 21.1.3. M. Kaushal highlights that page promotion can be consolidated into local campaigns (i.e. events at the local level can incorporate liking the national page as part of the requirements).

**Motion to adjourn at 4:16 PM**  
**J. Kwon/T. Rousseaux**  
**Motion Carried**

## Day 2: Sunday June 2nd, 2019

Location: Kensington A, Delta Hotel

9:00am-12:00pm, 2:00pm-5:00pm

### 1. Call to Order

J. Kwon

- 1.1. J. Kwon called the meeting to order at 9:05 PM

### 2. Attendance

P. Ip

Name	Position	Attendance
J. Kwon	President	Present
M. Patrick	President-Elect	Present
T. Rousseaux	Past-President	Present
D. Moulton	Outgoing Finance Officer	<b>Absent</b>
D. Low	Finance Officer	Present
M. Wei	Outgoing VP Communication	Present
M. Contreras	VP Communications	Present
J. Park	VP Education	<b>Absent</b>
D. Shymanski	VP Professional Affairs	Present
P. Ip	Executive Secretary	Present
S. Terekhovska	Student Exchange Officer	Present
M. Kieley	IPSF Liaison	Present
P. Tram	Webmaster	Present
S. Bento-De Sousa	CAPSIL Editor	Present
K. MacMillan	CSHP Student Liaison	Present
W. Bao	UBC Junior Representative	Present
K. Bishop	UBC Senior Representative	<b>Absent</b>
A. Chadha	Alberta Junior Representative	Present
J. Young	Alberta Senior Representative	Present

E. Zerr	Saskatchewan Junior Representative	Present
D. D'Entremont	Saskatchewan Senior Representative	<b>Absent</b>
C. Vaccaro	Manitoba Junior Representative	Present
M. Kaushal	Manitoba Senior Representative	Present
K. Shchepanik	Waterloo Junior Representative	<b>Absent</b>
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

2.1. **Guest Attendee:** N/A

2.2. **Regrets:** D. Moulton, J. Park, K. Bishop, K. Shchepanik

3. **Constitutional Review Committee Referrals from Spring 2019 TC Ad-Hoc Student Wellness Committee**  
**J.Kwon/M.Patrick**

- 3.1. **Background:** The item was discussed during Spring 2019 Teleconference and was referred to the Constitutional Review Committee. According to the responses from local representatives, local CAPSI chapters' organization of initiatives and activities (resiliency talk, care packages, panels, therapy dogs...) for the mental wellness of students were appreciated. The Constitutional Review Committee proposes to create an **Ad-Hoc Student Wellness Committee**.
- 3.2. **Mandate:** A national initiative to make a push for student wellness by sharing ideas and events in order to allow better collaboration between all ten (10) local CAPSI chapters and destigmatize mental health.

- 3.3. Composition:
  - 3.3.1. President-Elect (Chair)
  - 3.3.2. VP Professional Affairs
  - 3.3.3. Past-President
  - 3.3.4. One (1) Senior or Junior Representative from each school
- 3.4. Meeting: This committee shall meet, as a minimum, at both of the National Council face-to-face meetings. At the discretion of the Chairperson, additional meetings of the Ad-hoc Committee shall be convened either in person, by teleconference and/or by email.
- 3.5. Reporting: The Chairperson shall include the Committee's progress notes and proposals in the President-Elect's bi-annual report to the National Council.
  - 3.5.1. Point of Clarification: It is open to all members with the above members being standing members.
    - 3.5.1.1. The president elect will be chairing the meeting.
    - 3.5.1.2. Advocacy is part of the VPPA position description
    - 3.5.1.3. At the local rep level. It will be organizing the activity and giving feedback on the process. If it was highly appreciated, then this initiative can be brought to light to the other schools
  - 3.5.2. J. Young inquires whether it be joint with other events.
    - 3.5.2.1. J. Kwon clarifies that there is no official mandate or motion at this time for this committee.
  - 3.5.3. K. MacMillan inquires whether CAPSI initiatives can be jointly hosted with existing events in schools or if these need to be stand-alone initiatives.
    - 3.5.3.1. J. Kwon clarifies that our goal is to help increase awareness of this issue and help foster a destigmatized environment at the schools. We don't want CAPSI to be the only student group advocates for mental health.

4. **Use of CAPSI Council Facebook Group** **J. Kwon**

- 4.1. Background: The purpose of the CAPSI Council Facebook group is to ask questions, post reminders, etc. However, it is important to use your email accounts for specific points of information in order to keep a paper trail in order to facilitate transition between position holders and to have a record for future reference, especially for turnover purposes. Any discussions via Facebook or text that are pertinent to your position should also be documented in email.

5. **Meeting Minute Infographics** **J.Kwon/M.Patrick**

- 5.1. Background: Having infographics published on our social media summarizing our meetings would allow CAPSI National to be more transparent and would be informative for general members. This could be done by the Membership Committee. This would be beneficial as general members from the Membership Committee could help pull out key points from meeting minutes to reflect what would be most relevant to general members.

Motion that the membership committee trials the release of meeting minutes infographics within one month post-meeting

J. Kwon/ T. Rousseaux

Motion Carried

## 6. Standardized CAPSI Social Media

J.Kwon/M.Patrick

- 6.1. Background: It has been noticed that some CAPSI local chapters had a Facebook profile and/or a Facebook page. This can be confusing for general members to find information and direct questions they have. To respect our core CAPSI value of unity, it has been raised that each local chapter has a Facebook and/or a Facebook profile and some standardization could be implemented: same format for a Facebook page, banner, profile picture, page name and Instagram profile picture.
  - 6.1.1. J. Kwon emphasizes on the importance of having professional looking social media pages in order to engage members to follow these pages.
- 6.2. Point of Clarification: All schools currently use facebook.
  - 6.2.1. 5 schools have profiles; 5 schools have pages
- 6.3. D. Bergeron echos J. Kwon.
  - 6.3.1. D. Bergeron highlights that posts should be translated to French and released in both languages at the same time.
- 6.4. M. Kaushal explains their preference for a facebook profile, rather than a page, is because event photos are uploaded and shared on facebook. Additionally, the profile pictures have traditionally been a picture of the Sr. and Jr. representatives. We do not want to lose this tradition by standardizing the profile picture.
  - 6.4.1. M. Contreras inquires whether photos may be uploaded onto a cloud or drive, rather than on facebook.
  - 6.4.2. M. Contreras emphasizes that pages reach a larger audience.
  - 6.4.3. L. Symonds highlights that having Jr/Sr local representative as profile pictures is a great initiative.
- 6.5. M. Contreras explains that you can switch a profile to a page without losing your history on facebook.
- 6.6. M. Patrick suggests individualized profile pictures and standardized banners on facebook to standardize CAPSI on facebook while maintaining the unique tradition of profile pictures.
  - 6.6.1. J.Kwon suggests having the facebook platform's names and banners standardized and echos M. Patrick on providing locals flexibility for their profile pictures.
- 6.7. M. Kaushal inquires whether pages can contact individuals on facebook.
  - 6.7.1. M. Patrick clarifies that pages cannot contact a member directly. Pages are mainly used to advertise events
- 6.8. Points of Clarification:When transitioning to a page, you can keep the original profile alive and have a pinned post explaining and linking your new page.

- 6.8.1. If we want to have all the accounts in one area, CAPSI national can create a pinned post with all the pages & profiles tagged.
- 6.9. J. Kwon highlights that a follow up email on standardizing the names and banners on facebook will be sent out.

Motion to recess until 9:55 AM

J. Kwon/M. Patrick

Motion carried

**J. Kwon called the meeting to order at 9:57 AM**

**7. Student Wellness Themed Social Media Posts J.Kwon/L.Symonds**

- 7.1. Background: An initiative that could be done by CAPSI National to support Canadian pharmacy students' wellness and destigmatize mental health is publishing posts/infographics on different spheres of mental health. For example, CAPSI could release posts related to multiple themes, such as, nutrition, physical exercise, good sleeping habits, etc.
  - 7.1.1. T. Rousseaux emphasizes the importance of self care
    - 7.1.1.1. K. MacMillan echos T. Rousseaux
  - 7.1.2. L. Symonds explains that creating a personal connection and humanizing the interaction may increase uptake of infographics
  - 7.1.3. C. Beucher suggests consulting with professionals (i.e. nutritionist for healthy eating, kinesiology for exercise) in the area to verify the accuracy of the information prior to disseminating.
  - 7.1.4. M. Patrick emphasizes the importance of translating these posts in both languages.
  - 7.1.5. L. Ford inquires whether this is a national or local initiative.
    - 7.1.5.1. J. Kwon clarifies that this is a national initiative.
      - 7.1.5.1.1. J. Kwon explains that, as pharmacists, we are accessible and able to direct patients in different avenue to achieve health. This initiative falls within this belief as well.
  - 7.1.6. L. Symonds suggests having social media posts consistently throughout the year, rather than consolidating them all during certain seasons.
    - 7.1.6.1. M. Wei echos L. Symonds.

Motion to refer this item to the Ad Hoc student wellness committee to review at PDW 2020

D. Shymanski/J. Kwon

Motion Carried

**8. Mental Wellness: Stories from CAPSI members across Canada M. Patrick**

- 8.1. Background: With the goal of removing the stigma associated with talking about mental illness, CAPSI could share stories from our members about their

- struggles, successes, and journey with their mental wellness on the Facebook page, Instagram, CAPSIL, and/or website.
- 8.1.1. S. Bento-De Sousa suggests having these stories as a “humans of capsil” campaign or an extension of the CAPSIL. We can focus on mental wellness as an annual overarching initiative this year and choose another major topic next year.
    - 8.1.1.1. S. Schuhmacher suggests having anecdotes from successful individuals (i.e. pharmacists, student leaders) to inspire members.
    - 8.1.1.2. J. Kwon explains that our social media platforms may be crowded.
      - 8.1.1.2.1. J. Kwon suggests organizing posts on an excel sheet and releasing sub-issues (mini issues) in the CAPSIL if time permits.
  - 8.1.2. P. Ip emphasizes the importance of consistency when posting on social media, with respect to both branding and timing. Lack of consistency will take away from the messages we want to convey
  - 8.1.3. W. Bao suggests expanding this initiative outside of social media and hosting physical events.
  - 8.1.4. D. Shymanski state that CAPSI should ensure that these shared stories do not face discrimination.
    - 8.1.4.1.1. M. Patrick suggests having these stories anonymous.
  - 8.1.5. Point of Clarification: Our goal is to organize this initiative over the summer so that we know when we will be posting the content. However, we are open to receiving stories throughout the year.

Motion to refer this item to the Ad-hoc student wellness committee with follow up during the Fall TC

J. Kwon/D. Bergeron  
Motion Carried

## 9. CAPSI Symposia Topic Selection

D.Shymanski/J. Park

- 9.1. Background: CAPSI locals will hold a minimum of one symposium during the academic year. Ten topics have been presented to vote, the top two topics will be chosen for the year.
  - 9.1.1. [Link](#)
- 9.2. Note: Remember to consider the interest of students when voting

*K.Miclat left the room at 10:38am*

*K.Miclat re-entered the room at 10:41am*

*C. Beucher left the room at 10:40am.*

*C. Beucher re-entered the room at 10:44am.*

*M. Contreras left the room at 10:41 AM*

*M. Contreras re-entered the room at*

*P.Ip left the room at 10:42AM*

*P.Ip re-entered the room at 10:49 AM*

**BIRT CAPSI National symposium topics for the 2019-2020 year will include LGBTQ+ health and women's health**

**J.Kwon/S. Bento-De Sousa**

**Motion Carried**

## **10. PAM Interprofessional Panel Event**

**D. Shymanski**

10.1. 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 focus on 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 4 years have been on the topics of HIV (2019), diabetes (2018), schizophrenia (2017), and CKD (2016).

10.2. This year I would like to suggest the topics of:

10.2.1. Multiple Sclerosis

10.2.2. Tuberculosis

10.2.3. Heart Failure

10.2.3.1. [Link](#)

*P. Ip left the room at 10:40 PM*

10.3. D. Low highlights that there is a lack of awareness on the subject of MS. It is something that a lot of schools probably don't cover in their curricula, whereas heart failure is well covered.

10.3.1. M. Ney highlights that MS can include interprofessional collaboration with optometry, whereas other topics may be difficult to incorporate interprofessional collaboration.

*T. Duong left the room at 10:47am*

*P. Ip re-entered the room at 10:50 AM*

*D. Low left the room at 10:52*

10.4. J. Kwon explains that the PAM interprofessional Panel has proved successful for the past 3 years, hence why we want it to be a permanent event.

*T. Duong re-entered the room at 10:51am*

*M. Kieley, M. Kaushal, and A.Chadha left the room at 10:51 am*



*W. Bao, K. MacMillan, and H. Saunders left the room at 10:53am.*

*D. Low, M. Kieley, and H. Saunders re-entered the room at 10:55 am,*

*L. Ford left the room at 10:57am*

*A. Chadha and K. MacMillan re-entered the room at 10:57am*

**BIRT that CAPSI National organizes an event during the PAM 2020 campaign with the case topic being Multiple Sclerosis**

**D. Shymanski/L. Symonds**

**Motion carried**

*L. Ford , W. Bao and M. Kaushal re-entered the room at 10:58 AM.*

*E. Nguyen left the room at 11:02AM.*

## **11. CAPSI Pamphlet**

**D. Shymanski**

**10.5.** Background: Last year, previous VPPA, Rachel Ward, updated a CAPSI pamphlet to be utilized by locals during the membership drive in addition to some promotional social media posts. Interested in feedback from locals as to whether an updated version would be of benefit again this year.

10.5.1. [Link](#)

10.6. M. Kaushal explains that the CAPSI pamphlet is distributed electronically to the incoming class. However, It won't affect them this year because they won't have an incoming class.

10.7. D. Shymanski suggests disseminating electronic files instead of a physical pamphlet this year.

## **11. Issues Forum**

**D. Shymanski**

**11.1.** At CPhA 2018, there was discussion of holding an Issues Forum for CAPSI members with referral to the Communications and Marketing committee with collaboration from the Membership committee. While intended to receive feedback, comments and concerns internally with the organization there is potential to utilize the forum for concerns regarding the profession, student experience and other areas that CAPSI could be advocating for. To increase ease of access for students, does council see a benefit to utilizing an issues forum for concerns that could be addressed by the Advocacy and Professional Affairs committee?

11.1.1. [CPhA 2018 Meeting Minutes](#)

11.2. P. Tram clarifies that she only operate the CAPSI website. Anything on the members only portal is through Christine from CPhA.

11.3. D. Shymanski suggests screening issues prior to posting them to ensure their relevance to CAPSI.

*E. Nguyen re-entered the room at 11:10AM.*

- 11.4. J. Kwon states that CAPSI wants to receive feedback from our general members to better represent the members and that irrelevant content on the potential forum should be filtered out.
  - 11.4.1. D. Shymanski suggests sharing a google form or link on the members-only portal as the first filter for relevant content.

**Motion to recess until 2:00 PM**  
**J. Kwon/S. Schuhmacher**  
**Motion Carried**

**J. Kwon called the meeting to order at 2:20 PM**

- 12. Student Wellness Position Statement** **D. Shymanski**
  - 12.1. Background: Last year the task of creating a Student Wellness position statement was passed along to the advocacy committee. During PDW 2019 there was positive discussion for the position statement. Emphasis from discussion at PDW 2019 included:
    - 12.1.1. **Work/life balance**
    - 12.1.2. **Available resources for pharmacy students (or lack thereof)**
    - 12.1.3. **A call to action**
  - 12.2. The Presidents and VPPA will continue to work on the position statement during the summer.
  - 12.3. Point of Clarification: What does the call to action entail?
    - 12.3.1. We are calling on all 10 faculties on behalf of pharmacy students to address these needs.
- 13. Vaccine Campaign with Community & Public Health Committee** **D. Shymanski**
  - 13.1. Background: A member of CAHPSA on the Community and Public Health Committee with the CNSA is looking for collaboration with other student organizations on a vaccine awareness campaign. As pharmacists are becoming more involved with immunizations it seemed like a good opportunity for CAPSI to educate the public as well as other health care professionals what that role may look like. Updates will be provided to council once more information is known regarding the campaign.
- 14. New Saskatchewan CAPSI Sr** **E. Zerr**
  - 14.1. Laura has been accepted into the College of Medicine at the U of S. We will be electing a new CAPSI Sr from the PharmD Class of 2021 via e-mail and Facebook. Since we cannot do an in-camera discussion in vote like we would if the election would be during the academic year, we will base our decision from the letter of intent. The deadline will be **May 24, 2019**. We will release the letters of intent from the prospective candidates for 2-3 days then set up an anonymous vote through Google forms to determine the successful candidate.

- 14.1.1. Update: the new CAPSI Sr is Danielle D'Entremont
  - 14.1.1.1. She is the current PDW 2021 Finance Officer
- 14.1.2. Point of Information: Laura is willing to continue the transition process for the incoming Sr role. D. Shymanski will also be aiding in the transition process throughout this year.

**15. UofT Implementing an Opt-Out System for CAPSI Fees E. Nguyen/K. Miclat**

- 15.1.** UofT's CAPSI fees were previously included within our tuition, granting our entire pharmacy student body CAPSI membership. However, the Ontario government recently gave official notice that they will be eliminating mandatory student fees at UofT this year by implementing an opt-out system, which will go live this July and close mid-September. Unfortunately, this means that UofT's CAPSI membership base will decline. In preparation for this change, UofT would like to consult the locals from other schools where CAPSI fees are optional.
- 15.1.1.** Is CAPSI membership optional at your school?
  - 15.1.2.** Is it Opt-in or opt-out system?
  - 15.1.3.** Approximately what proportion of your student body pays CAPSI fees?
  - 15.1.4.** What strategies have been successful at your school for compelling students to become CAPSI members?
  - 15.1.5. Based on our current approach, what else have we failed to consider in trying to prevent students from opting out?

	<p><b>Question 1:</b> Is CAPSI membership optional at your school?</p> <p><b>Question 2:</b> Is it Opt-in or opt-out system?</p> <p><b>Question 3:</b> Approximately what proportion of your student body pays CAPSI fees?</p> <p><b>Question 4:</b> What strategies have been successful at your school for compelling students to become CAPSI members?</p> <p><b>Question 5:</b> Based on our current approach, what else have we failed to consider in trying to prevent students from opting out?</p>
<b>UBC</b>	<ul style="list-style-type: none"> <li>1) Yes, membership is optional</li> <li>2) Opt-in</li> <li>3) 50%</li> <li>4) Membership drive (2 rounds) with discounted CAPSI fee, in-class announcements, Welcome BBQ for incoming first years, booth at UBC PharmD clubs night, textbook sale</li> <li>5) Awareness campaign/infographics are a good idea.</li> </ul>
<b>UofA</b>	<ul style="list-style-type: none"> <li>1) Yes - to become a CAPSI member you need to become an APSA (local association) member</li> <li>2) Opt-in</li> <li>3) 90-100%</li> <li>4) CAPSI membership is paired with our local student association, so if</li> </ul>

	<p>you want to become a member of the student association (APSA), then you must also become a member of CAPSI</p> <p>5) Your approach seems thorough.</p>
<b>USask</b>	<p>1) Optional, flat \$90 one-time payment, separate from student association</p> <p>2) Opt-In</p> <p>3) 78% class of 2020, 86% class of 2021, 38% class of 2022</p> <p>4) backpacks,/incentives, PDW,</p> <p>5) Flaw if you cannot opt-in in later years (Mock OSCE fee is \$10/year)</p>
<b>UManitoba</b>	<p>1) No</p> <p>2) N/A</p> <p>3) 100%.</p> <p>4) N/A</p> <p>5) Can possibly make a CAPSI promotional video (CAPSI members from all years can talk about their positive experience) that can be sent to the student body after their acceptance before they have a chance to opt-out.</p>
<b>UofT</b>	N/A
<b>UWaterloo</b>	<p>1) Optional</p> <p>2) Opt in. students typically join in first year with a one time fee. They can join later as well at a prorated fee</p> <p>3) Approx 90% (decreased this year slightly)</p> <p>4) Clubs fair, presentation for the class, textbook sale, Waterloo's Next Top Pharmacist, PDW, backpacks</p> <p>5) Make sure to monitor that only members are accessing events. Ex: non members applying to council</p>
<b>Montreal</b>	<p>1) Optional, separated from our student association</p> <p>2) Opt-in</p> <p>3) 12.5%</p> <p>4) PDW, backpacks</p> <p>5) PDW will be in Montreal this year ;) ;)</p>
<b>ULaval</b>	<p>1) No</p> <p>2) N/A</p> <p>3) 100%</p> <p>4) The CAPSI fees are included in our local student council, so if a student wanted to opt out of CAPSI he'd have to also opt out of the student council's fees</p> <p>5) Maybe try to "divide" the fee by implementing a per-term price (it's 7\$ for us in Laval so it doesn't look that bad on your tuition fee)</p>
<b>Dalhousie</b>	<p>1) No</p> <p>2) N/A</p>

	<ul style="list-style-type: none"> <li>3) 100%</li> <li>4) N/A</li> <li>5) I feel like the fact that students need to go in and manually opt out should be enough of a deterrent</li> </ul>
<b>MUN</b>	<ul style="list-style-type: none"> <li>1) Optional, separate from student society</li> <li>2) Opt-in</li> <li>3) 95%</li> <li>4) CAPSI Innovation Week in September shows incoming class the member benefits: Mock OSCEs in 4th/5th year, PDW, backpacks, PAM opportunities, competitions. CAPSI &amp; IPSF at MUN are the main groups in which students can get involved.</li> <li>5) By selling why they should opt in rather than trying to keep them from opting out, the conversation becomes more positive. Make students feel like they'd be missing out rather than begging them to stay.</li> </ul>

*M. Contreras & K. MacMillan left the room at 3:03 PM*  
*M. Contreras & K. MacMillan re-entered the room at 3:10 PM*

**16. Proposal for local CAPSIL representatives** **S. Bento-De Sousa**

- 16.1.1. Background: Currently the University of Waterloo and Memorial University have a rep, but other schools do not. This position allows for CAPSIL editor to collect exciting news from the schools. It is an additional task for local reps to be the liaison for the CAPSIL rep and members who would like to write an article for the CAPSIL. In an effort not to overwhelm the local reps, a position can be made for local councils. The CAPSIL rep can also have a role in social media posts for the respective CAPSI chapters, as they would have access to templates made by the CAPSIL editor, and continue to support the creation of unified branding between local and national CAPSI council.
- 16.1.2. Some ways to implement the position:
  - 16.1.2.1. Editor of the local school's pharmacy newsletter/paper
  - 16.1.2.2. President or member of journal club/writing club/language club of the local school
  - 16.1.2.3. As a new position

*K. MacMillan re-entered the room at 3:10pm*

	<p><b>Question 1:</b> Would you prefer a new position or to include it in another local role</p> <p><b>Question 2:</b> Do you have a school newspaper, and would I be able to contact the editor(s)?</p>
<b>UBC</b>	<ul style="list-style-type: none"> <li>1. We do not have a CAPSIL position currently. UBC can add this</li> </ul>

	<p>responsibility to another role, such as IT or year reps</p> <p>2. We have a UBC newspaper, the Ubyyssey, but not a pharmacy specific newspaper. You may be able to contact them.</p>
<b>UofA</b>	<ul style="list-style-type: none"> <li>- U of A has an editor position called Publications Director</li> <li>- It is part of their role (in our constitution) that they are the local CAPSIL rep so we could enforce that going forward</li> <li>- We do magazines 4 times a year and do several articles which I'm sure we could share on a national level (Example magazine: <a href="https://issuu.com/pqplustwo/docs/march_2019-_pg_2_">https://issuu.com/pqplustwo/docs/march_2019-_pg_2_</a>)</li> <li>- We would prefer it added to a local role</li> <li>- We have a school paper (PQ+2) - yes you can contact them (Matthew Cusson - <a href="mailto:cusson@ualberta.ca">cusson@ualberta.ca</a>)</li> </ul>
<b>USask</b>	<ol style="list-style-type: none"> <li>1. Very interested in implementing new CAPSIL position on local council, could combine with another position</li> <li>2. School newspaper (The Sheaf) <ol style="list-style-type: none"> <li>a. Editor, Nykole King <a href="mailto:editor@thesheaf.com">editor@thesheaf.com</a></li> <li>b. Sports and Health Editor, Tanner Michalenko <a href="mailto:sports@thesheaf.com">sports@thesheaf.com</a></li> <li>c.</li> </ol> </li> </ol>
<b>UManitoba</b>	<p>We have a CAPSIL Jr and Sr position on our council, they help out with writing articles for the CAPSIL Showcase, the SLC comp (judges and collection of submissions), MNTP seating chart, and other CAPSI events. However, no one ran for the position of CAPSIL Jr this past election and we are still on the hunt for a Jr Rep. Unfortunately, we may also be losing our Sr Rep this fall. Will provide more updates when we figure something out.</p> <ol style="list-style-type: none"> <li>1) N/A</li> <li>2) N/A</li> </ol>
<b>UofT</b>	<p>No CAPSIL position, but we have local journal editors. If a position were to be created, we would prefer to add this responsibility to our class representatives.</p>
<b>UWaterloo</b>	<p>We have a CAPSIL/Communications position on council to run our social media and write articles</p>
<b>Montreal</b>	<p>I can ask our local journal editor to share some articles with you. We usually have 5 issues a year (phrosh week, halloween, christmas, valentine's day and spring) about all kinds of topics and with different interviews. That will feed you with french articles ;)</p>
<b>ULaval</b>	<ul style="list-style-type: none"> <li>- ULaval has a local pharmacy's journal, called "L'Impharmation"</li> <li>- We can ask the local journal editor to share articles with you (in french).</li> </ul>
<b>Dalhousie</b>	<p>Currently there is no position resembling this at Dal. It's certainly something</p>

	we could look to add to our local council but as it stands right now we already have trouble filling positions so I foresee issues trying to fill the position if we were to add it
<b>MUN</b>	Currently have a CAPSIL representative position in place, though it is going to by-elections in the fall along with several other local CAPSI positions. If it does not get filled, we don't mind asking class reps to get undergrad researchers from their class to submit.

**J. Kwon motions to adjourn the meeting for the day at 3:27 PM**

**J. Kwon/M. Patrick**

**Motion Carried**

## Day 3: Monday June 3rd, 2019

Location: Room Kensington A, Delta Hotel

10:00am-12:30pm

### 1. Call to Order

J. Kwon

1.1. J. Kwon called the meeting to order at 10:11 AM

### 2. Attendance

P. Ip

Name	Position	Attendance
J. Kwon	President	Present
M. Patrick	President-Elect	Present
T. Rousseaux	Past-President	Present
D. Moulton	Outgoing Finance Officer	<b>Absent</b>
D. Low	Finance Officer	<b>Absent</b>
M. Wei	Outgoing VP Communication	<b>Absent</b>
M. Contreras	VP Communications	Present
J. Park	VP Education	<b>Absent</b>
D. Shymanski	VP Professional Affairs	Present
P. Ip	Executive Secretary	Present
S. Terekhovska	Student Exchange Officer	<b>Absent</b>
M. Kieley	IPSF Liaison	Present
P. Tram	Webmaster	Present
S. Bento-De Sousa	CAPSIL Editor	Present
K. MacMillan	CSHP Student Liaison	Present
W. Bao	UBC Junior Representative	Present
K. Bishop	UBC Senior Representative	<b>Absent</b>
A. Chadha	Alberta Junior Representative	Present



J. Young	Alberta Senior Representative	Present
E. Zerr	Saskatchewan Junior Representative	Present
D. D'Entremont	Saskatchewan Senior Representative	<b>Absent</b>
C. Vaccaro	Manitoba Junior Representative	Present
M. Kaushal	Manitoba Senior Representative	Present
K. Shchepanik	Waterloo Junior Representative	<b>Absent</b>
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

**2.1. Guests:** N/A

**2.2. Regrets:** D. Moulton, D. Low, M. Wei, J. Park, S. Terekhovska, K. Bishop, D. D'Entremont, K. Shchepanik

**3. Committee Dissolution**

**J. Kwon**

**4. Committee Formation**

**J. Kwon**

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

Finance Officer (Chairperson) ----- D. Low  
President ----- J. Kwon  
President-Elect ----- M. Patrick  
Past-President ----- T. Rousseaux  
One Sr. Rep. from Western Canada\* ----- M. Kaushal  
One Sr. Rep. from Eastern Canada\*\* ----- D. Bergeron  
Other Executive ----- P. Tram, M. Ney, L.  
Ford, A. Chadha  
Ex officio ----- D. Moulton

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

President-Elect (Chairperson) ----- M. Patrick  
Executive Secretary ----- P. Ip  
Two other members ----- L. Symonds, J.  
Young, S.Bento-De Sousa, D. Shymanski, D. Bergeron, C. Vaccaro  
Which may include Jr./Sr. representatives, or executive members  
of the National Council

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

Executive Secretary ----- P. Ip  
VP Communications ----- M. Contreras  
One Senior Representative ----- C. Beucher  
Other Council Members ----- P. Tram, T. Duong,  
M. Kieley, H. Saunders, S. Bento-De Sousa, J.Kwon, M. Patrick, D.  
Shymanski, S. Terekhovska, K. Miclat, K. Shchepanik, J. Park

**Professional Development Week 2020 Planning Committee:** Facilitate the organization of PDW 2020 in Montreal, Quebec (hosted by the Université de Montréal). Composed of:

Local Sr. representative from the host school ----- D. Bergeron  
CAPSI President as an *ex-officio* member ----- J. Kwon  
Local Jr. representative ----- T. Duong  
Local Planning Committee as per discretion of the host school

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One Sr. or Jr. rep. from Western Canada\* ----- A. Chadha  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- E. Nguyen  
Other Executives: ----- E. Zerr, D.  
Shymanski, P. Sanjab, J.Kwon

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Terekhovska, M. Ney, S.Schuhmacher, M. Kieley, J.Kwon, D. Shymanski,  
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Saunders , T. Duong, M. Patrick, J.Kwon

*\*Must be different from the home school of the VP Education*

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 One rep. from Université de Montréal ----- D. Bergeron  
 One rep. from Université Laval ----- C. Beucher  
 One bilingual council member ----- E. Zerr  
 Any other council members interested ----- S. Terekhovska, M. Ney, T. Duong, L. Ford, P. Sanjab, M. Contreras

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

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 One Sr. or Jr. rep. from Western Canada\* ----- A. Chadha  
 One Sr. or Jr. rep. From Eastern Canada\*\* -----H. Saunders  
 Any other council members interested ----- J. Kwon, D. Shymanski, P. Ip, T. Duong

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

VP Education (Chairperson) ----- J. Park  
 One Sr. or Jr. rep. From each school that runs mock OSCEs:  
     *University of Waterloo* ----- M. Ney  
     *University of Manitoba* ----- M. Kaushal  
     *University of Saskatchewan* ----- E. Zerr  
     *University of Alberta* ----- J. Young  
     *Memorial University of Newfoundland* ----- L. Symonds  
     *University of Toronto* ----- E. Nguyen  
     *University of British Columbia*----- K. Bishop  
 Any other council members interested ----- M. Contreras

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

VP Professional Affairs (Chairperson) ----- D. Shymanski  
 VP Education ----- J. Park  
 Past-President ----- T. Rousseaux  
 One Sr. or Jr. rep. from Quebec ----- T. Duong  
 One Sr. or Jr. rep. from Western Canada\* ----- C. Vaccaro  
 One Sr. or Jr. rep. From Eastern Canada\*\* ----- S. Schuhmacher  
 Any other council members interested ----- L. Symonds, J. Kwon, M. Kaushal, S.Bento-De Sousa, M. Ney, M. Patrick, D. Bergeron, W. Bao, K. Shcchepanik

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

Executive Secretary (Chairperson) ----- P.Ip  
 Past-President ----- T. Rousseaux  
 One Sr. or Jr. rep. from Western Canada\* ----- A. Chadha  
 One Sr. or Jr. rep. From Eastern Canada\*\* ----- L. Symonds  
 Any other council members interested ----- S.Bento-De Sousa, M. Contreras, J.Kwon

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

President-Elect (Chairperson)----- M. Patrick  
 VP Professional Affairs----- D. Shymanski  
 Past-President----- T. Rousseaux  
 One (1) Senior or Junior Representative from each school  
     *University of British Columbia*----- W. Bao  
     *University of Alberta* ----- J. Young  
     *University of Saskatchewan* ----- E. Zerr  
     *University of Manitoba* ----- M. Kaushal  
     *University of Waterloo* ----- M. Ney  
     *University of Toronto* ----- K. Mielat

*Université de Montréal* ----- D. Bergeron  
*Université Laval*----- C. Beucher  
*Dalhousie University*----- H. Saunders  
*Memorial University of Newfoundland* ----- L. Symonds  
 Any other council members interested-----S. Terekhovska, S. Schuhmacher, J.Kwon, M. Kieley, S.Bento-De Sousa, P. Sanjab, D. D'Entremont, L. Ford, P. Tram, E. Nguyen, K. Shchepanik

**BIRT the CAPSI National 2019-2020 council form the following committees:**

**5. Student involvement in Committees**

**J. Kwon**

- 5.1. Background: In the 2018-2019 council year the following committees were opened to general members: Advocacy, Membership, Ad-hoc Electoral, Communication and Marketing, Website and Constitutional Review Committees.
- 5.2. Discuss during breakout sessions:
  - 5.2.1. Goal/purpose of committee
  - 5.2.2. Strategic plan to achieve above goals
  - 5.2.3. Expectations for the year ahead
  - 5.2.4. Communication method that will be utilized/preferred (ex. Facebook page, email, dropbox, etc.)

*M. Kaushal left the room at 10:31 AM.*

Motion to table items 3,4,5  
 J. Kwon/C. Beucher  
 Motion Carried

**6. Committee Breakout Session**

**J. Kwon**

1 30 mins	Constitutional Review Committee	Membership Committee	Translation Committee
2 30 mins	Website Committee	IPSF SEP Selection Committee	Communications and Marketing Committee
3 30 mins	Advocacy Committee	Electoral Committee	Competition Review Committee

*M. Kaushal re-entered the room at 10:37 AM.*

*S. Bento-De Sousa left the room at 10:45 AM.*

**J. Kwon motions to adjourn the meeting at 11:45 PM**

J. Kwon/K. Miclat  
Motion Carried

## Day 4: Tuesday June 4th, 2019

Location: Room Kensington A, Delta Hotel

9:00am-12:00pm, 1:00pm-4:00pm

### 1. Call to Order

J. Kwon

- 1.1. J. Kwon called the meeting to order at 10:09AM.

### 2. Attendance

P. Ip

Name	Position	Attendance
J. Kwon	President	Present
M. Patrick	President-Elect	Present
T. Rousseaux	Past-President	Present
D. Moulton	Outgoing Finance Officer	<b>Absent</b>
D. Low	Finance Officer	<b>Absent</b>
M. Wei	Outgoing VP Communication	<b>Absent</b>
M. Contreras	VP Communications	Present
J. Park	VP Education	<b>Absent</b>
D. Shymanski	VP Professional Affairs	Present
P. Ip	Executive Secretary	Present
S. Terekhovska	Student Exchange Officer	<b>Absent</b>
M. Kieley	IPSF Liaison	Present
P. Tram	Webmaster	Present
S. Bento-De Sousa	CAPSIL Editor	Present
K. MacMillan	CSHP Student Liaison	Present
W. Bao	UBC Junior Representative	Present
K. Bishop	UBC Senior Representative	<b>Absent</b>
A. Chadha	Alberta Junior Representative	Present
J. Young	Alberta Senior Representative	Present



E. Zerr	Saskatchewan Junior Representative	Present
D. D'Entremont	Saskatchewan Senior Representative	<b>Absent</b>
C. Vaccaro	Manitoba Junior Representative	Present
M. Kaushal	Manitoba Senior Representative	Present
K. Shchepanik	Waterloo Junior Representative	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

**2.1. Guests:** A. Marquis, T. Morissette, T. Taing

**2.2. Regrets:** D. Moulton, D. Low, M. Wei, J. Park, S. Terekhovska, K. Bishop, D. D'Entremont

### 3. PDW 2020 Update

**A.Marquis**

3.1. [PDW 2020 Update](#)

3.2. [PDW 2020 Budget](#)

3.2.1. Please RSVP to finalize numbers since these spots are reserved (and can be reallocated to other members). Having as many CAPSI national council members in attendance is very beneficial for continuity.

*L. Symonds left the room at 10:36 AM*

*L. Symonds re-entered the room at 10:41 AM*

BIRT CAPSI National approves the seat request for PDW 2020's host school allocation to 25% or 163 out of 650 seats in the first-round.

J. Kwon/D. Bergeron  
Motion Carried

**4. PDW 2021 Update** **E. Zerr**

- 4.1. [PDW 2021 Update](#)
  - 4.1.1. Script for the Promotional Video By Summer TC
  - 4.1.2.

*S. Schuhmacher left the room at 10:59 AM*  
*M. Kaushal left the room at 11:01 AM.*  
*S. Schuhmacher re-entered the room at 11:03 AM*  
*A.Chadha left the room at 11:04 AM.*  
*A.Chadha re-entered the room at 11:06 AM.*  
*M. Kaushal re-entered the room at 11:08 AM.*  
*K. MacMillan left the room at 11:19 AM.*  
*W. Bao left the room at 11:23 AM.*  
*K. MacMillan re-entered the room at 11:25 AM.*  
*W. Bao re-entered the room at 11:34 AM.*

**5. PDW 2022 Update** **E. Nguyen**

- 5.1. UofT is ready to begin preparations for PDW 2022 pending receipt of the PDW turnover document. Our governing student council, the Undergraduate Pharmacy Society (UPS), has been made aware of these plans and have expressed their willingness to work with us to secure the faculty's support. We anticipate that formal discussions with the faculty will begin at some point after July 1, 2019.

Motion to recess until 11:50 AM

J. Kwon/P. Sanjab  
Motion Carried

**J. Kwon called the meeting to order at 12:00 PM**

**6. JOM Update** **J. Kwon**

- 6.1. J. Kwon provided an update.

**7. Update on Sponsors** **M. Contreras**

	As of May 2019
<b>Club Member</b>	RxFiles, Nature's Way, CU Advertising, Jones Packaging

<b>Bronze</b>	Ecolopharm, AgroHealth
<b>Silver</b>	
<b>Gold</b>	CPhA, Shoppers Drug Mart
<b>Platinum</b>	Medisca, PharmaChoice, Jamieson

	<b>Local</b>	<b>National</b>
<b>AFL Competition</b>	PharmaChoice	
<b>Compounding Competition</b>	Medisca	
<b>OTC Competition</b>	GSK	
<b>PIC</b>	N/A	N/A
<b>SLC</b>	N/A	CPhA/PxP
<b>Award of Professionalism</b>	CPhA/PxP	
<b>IPSF Health Campaign</b>	N/A	N/A
<b>Guy Genest Award</b>	N/A	N/A

*T. Rousseaux re-entered the room at 12:01*

**7.1. New CAPSI Member Benefit: UpToDate**

- 7.1.1. Get a one-year student subscription for only \$99 – that’s a \$100 savings off the regular student rate.
- 7.1.2. Or save up to \$200 and get a two-year subscription for only \$169.
  - 7.1.2.1. For full details of this benefit: [UpToDate](#)

**7.2. D. Shymanski** questions when local representatives are able to look into local sponsorship for CAPSI Competitions.

- 7.2.1. M. Contreras will provide an update on nationals sponsorship as soon as possible. This will determine the timeline for local representatives to approach sponsors.

**8. Continuing PAM initiatives year-round** **L. Symonds/S. Schuhmacher**

8.1. Background: After PAM was over, several of the directors mentioned wanting to continue the events we had been carrying out during the month of March all throughout the school year, particularly school presentations and volunteer opportunities. This would be a great way to ensure that pharmacy students

continue to stay involved in advocating for the profession outside of the crazy month of March. I would like to hear if other schools have integrated PAM events throughout the year:

*W. Bao re-entered the room at 12:09 PM*

*K. Miclat left the room at 12:12 PM*

- 8.1.1. If so, what would they suggest to be the best structure to select leaders and committees?
  - 8.1.1.1. J. Kwon explains that each school has different operating manuals explaining how student leaders are selected/elected.
- 8.1.2. Also, is this something that could be taken on country-wide?
  - 8.1.2.1. D. Shymanski highlighted that Saskatchewan has a Promotions Coordinator who takes on these duties and can share information regarding their role. Further guidance can be provided for instating new positions into council and updating operating manual.

## **9. CAPT**

**P.Ip**

- 9.1. Background: We have been trying to foster a relationship with the pharmacy technicians for the last two academic years. Although they express interest, they have not followed through and are quite unresponsive.

*P. Sanjab left the room at 12:17 PM*

*K. Miclat re-entered the room at 12:18 PM*

- 9.1.1. T. Rousseaux provides background on our lack of reciprocal communication between CAPSI and CAPT. Although this would be a good overall opportunity, it is currently a one-sided effort. It might not be worth actively pursuing a working relationship currently.
- 9.1.2. K. MacMillan provides history on CSHP's relationship with CAPT.
  - 9.1.2.1. CSHP is working toward a relationship with positive outcomes thus far.
- 9.1.3. Point of Clarification: We want to foster a relationship with pharmacy technicians as we will be future partners together in the profession. We are also trying to build associations with other organizations

## **10. Elections Standardization**

**P. Ip**

- 10.1. Background: Last year we gave guidelines for potential delegates. However, the process was not standardized as much as we hoped. We will be updating templates for the CV, letter of intent and the video. Additionally, we want to create a schedule for uploading videos on YouTube, with a potential for the CAPSI account to become a branded account with the Sr accounts being able to access it.

- P. Sanjab re-entered the room at 12:23 PM*
- C. Beucher left the room at 12:25 PM*
  - C. Beucher re-entered the room at 12:29 PM*
- L. Symonds left the room at 12:26 PM.*
  - L. Symonds re-entered the room at 12:29 PM.*

10.1.1. A trial of having a youtube branded account will be pursued for this year

**11. Election Viewing Time Issue**

**P. Ip**

- 11.1. Background: There has been an increase in interest for students running for CAPSI national. This is great news because we're always interested in increasing our candidate pool. However, this results in longer election times and pushes back speakers during PDW.
  - 11.1.1. Potential Solutions:
    - 11.1.1.1. Reduce the number of questions
    - 11.1.1.2. Reduce the time of the speech
    - 11.1.1.3. Reduce the time to answer questions
    - 11.1.1.4. Any other suggestions?
  - 11.1.2. E. Nguyen suggests standardizing and reducing discussion time post-video
  - 11.1.3. J. Kwon suggests limiting questions to only two, but maintaining the current time-limit for speeches and answering questions.

**12. Committee Dissolution**

**J. Kwon**

**BIRT the CAPSI National 2019-2020 Council dissolves all 2018-2019 standing and ad-hoc committees.**

**J. Kwon/J. Young**

**Motion Carried**

**13. Committee Formation**

**J. Kwon**

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

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One Sr. or Jr. rep. from Quebec ----- P. Sanjab  
One Sr. or Jr. rep. from Western Canada\* ----- A. Chadha  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- H. Saunders  
Any other council members interested ----- J. Kwon, D. Shymanski, P. Ip, T. Duong

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

VP Education (Chairperson) ----- J. Park  
One Sr. or Jr. rep. From each school that runs mock OSCEs:  
*University of Waterloo* ----- M. Ney  
*University of Manitoba* ----- M. Kaushal  
*University of Saskatchewan* ----- E. Zerr  
*University of Alberta* ----- J. Young  
*Memorial University of Newfoundland* ----- L. Symonds  
*University of Toronto* ----- E. Nguyen  
*University of British Columbia* ----- K. Bishop  
Any other council members interested ----- M. Contreras

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

VP Professional Affairs (Chairperson) ----- D. Shymanski  
VP Education ----- J. Park  
Past-President ----- T. Rousseaux  
One Sr. or Jr. rep. from Quebec ----- T. Duong  
One Sr. or Jr. rep. from Western Canada\* ----- C. Vaccaro  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- S. Schuhmacher



Any other council members interested ----- L. Symonds, J. Kwon, M. Kaushal, S.Bento-De Sousa, M. Ney, M. Patrick, D. Bergeron, W. Bao, K. Shchepanik

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

Executive Secretary (Chairperson) ----- P.Ip  
Past-President ----- T. Rousseaux  
One Sr. or Jr. rep. from Western Canada\* ----- A. Chadha  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- L. Symonds  
Any other council members interested ----- S.Bento-De Sousa, M. Contreras

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

President-Elect (Chairperson)----- M. Patrick  
VP Professional Affairs----- D. Shymanski  
Past-President----- T. Rousseaux  
One (1) Senior or Junior Representative from each school  
*University of British Columbia*----- W. Bao  
*University of Alberta* ----- J. Young  
*University of Saskatchewan* ----- E. Zerr  
*University of Manitoba* ----- M. Kaushal  
*University of Waterloo* ----- M. Ney  
*University of Toronto* ----- K. Miclat  
*Université de Montréal* ----- D. Bergeron  
*Université Laval*----- C. Beucher  
*Dalhousie University*----- H. Saunders  
*Memorial University of Newfoundland* ----- L. Symonds  
Any other council members interested-----S. Terekhovska, S. Schuhmacher, J.Kwon, M. Kieley, S.Bento-De Sousa,, P. Sanjab, D. D'Entremont, L. Ford, P. Tram, E. Nguyen, K. Shchepanik

**BIRT the CAPSI National 2019-2020 council form the following committees: Finance Committee, Constitutional review Committee, Membership Committee, Professional Development Week 2020 Planning Committee, Website Committee, Ethics Committee, Competition Review Committee, IPSF SEP Selection Committee, Translation**

Committee, Ad-hoc Communications and Marketing Committee, Ad-hoc Mock OSCE Committee, Advocacy and Professional Affairs Committee, Ad-Hoc electoral Committee, and Ad-Hoc Student Wellness Committee.

J. Kwon/P. Tram

Motion Carried

#### 14. Student involvement in Committees

J. Kwon

14.1. Background: In the 2018-2019 council year the following committees were opened to general members: Advocacy, Membership, Ad-hoc Electoral, Communication and Marketing, Website and Constitutional Review Committees.

14.2. Discuss during breakout sessions:

14.2.1. Goal/purpose of committee

14.2.2. Strategic plan to achieve above goals

14.2.3. Expectations for the year ahead

14.2.4. Communication method that will be utilized/preferred (ex. Facebook page, email, dropbox, etc.)

BIRT the CAPSI National 2019-2020 Council open the following committees: Advocacy and Professional Affairs Committee, Ad-hoc Electoral Committee, Translation Committee, Membership Committee, Communication and Marketing Committee, Website Committee, Constitutional Review Committee, Ad-hoc Student Wellness Committee at the discretion of the chairperson, for a trial of 1 year.

J. Kwon/L. Symonds

Motion Carried

**Motion to adjourn the meeting at 12:50 PM**

J. Kwon/K. Mlclat

Motion Carried

**APPENDIX A - Position Updates (to be added at the end of the meeting)**

## **Local Council Updates**

**University of British Columbia (K. Bishop/W. Bao)**

**Position update:**

2019-2020 Council has officially been formed! This year our Fundraising team is working with Medicine to bulk order stethoscopes and this will hopefully be the start of a good relationship. We are working with our undergrad society PhUS to plan this year's council retreat.

**Upcoming events:**

Date: Aug 27-29 2019

Location: Chilliwack, BC

Description: Annual CAPSI x PhUS executive council retreat.

Cost: \$300

Support needed from CAPSI National: None.

**University of Alberta (J. Young/A. Chadha)**

**Position update:**

- Following Morgan Patrick's election as CAPSI President Elect in February, both the Sr. and Jr. positions became available in Alberta. On March 6<sup>th</sup>, 2019, Jenn Young was elected as Alberta CAPSI Sr. in a vote of confidence by our local Executive Council. On March 25<sup>th</sup>, 2019, Ayush Chadha was elected as Alberta CAPSI Jr. by our pharmacy student body. In May, we completed our local handover and Ayush and I are working together to create a plan for local CAPSI initiatives for the 2019-2020 school year.

**University of Saskatchewan (L. Wu/E. Zerr)**

**Position update:**

- Attended Spring TC
- Met with CAPSI Sr after elected CAPSI Jr and discussed roles and responsibilities
- Obtained access to local and national drives
- Obtained transition documents and familiarized myself with the documents
- Contacted Alberta reps to organize a Jr/Sr meeting with local reps to discuss their school's PAM events

**University of Manitoba (M. Kaushal/C. Vaccaro)**

**Position update:**

The Local Reps are to plan the following events over the next few months along with any relevant council/college members:

- Saving Second Base 2019 (tournament + after party)
- CIBC Run for the Cure
- CAPSI Awareness Week
- Manitoba's Next Top Pharmacist 2019

**Upcoming Events:**

Date: TBD, late August or early September

Location: TBD

Description: Saving Second Base Softball Tournament + Afterparty (charity event to raise money for a cause chosen at CPhA 2019) – may be changing to a different activity aside from softball this year in hopes of getting a larger turnout but details are TBD.

Cost: TBD

Support needed from CAPSI National: None.

Date: 1st or 2nd week of September

Location: College of Pharmacy, U of M

Description: CAPSI Awareness Week 2019 (bake sale, textbook sales, pin sales, possibly a lunch n learn panel, etc)

Cost: TBD

Support needed from CAPSI National: None.

Date: October 6th 2019

Location: Shaw Park, WPG, MB

Description: CIBC Run for the Cure w/ UManitoba Pharmacy Team

Cost: N/A, by donation

Support needed from CAPSI National: None.

Date: November 16th 2019

Location: The Metropolitan Entertainment Centre

Description: Manitoba's Next Top Pharmacist 2019

Cost: TBD

Support needed from CAPSI National: None.

### **University of Waterloo (M. Ney/K. Shchepanik)**

#### **Position update:**

- Spring Term:
  - The Rx2022 class is in their second term of first year (1B). The Rx2021 class is in their second term of second year (2B). The Rx2019 class is on clinical rotations. Rx2020 is on their final co-op.
  - UW CAPSI local council held its most recent meeting on May 16th. Meetings are typically bi-weekly. This was the first meeting of the term and discussed a timeline of events for this summer as well as reviewed the role of each council member.

#### **Upcoming events:**

Date: Summer 2019

Location: School of Pharmacy

Description: **Succulent sale**

Cost: Fundraiser

Support needed from CAPSI National: None

Date: Summer 2019

Location: Bobby O'Briens

Description: **Beach Volleyball Tournament**

Cost: Fundraiser, Budget 50 to 100 for supplies (tickets, decorations, prizes, etc)

Support needed from CAPSI National: None

Date: Summer 2019  
Location: TBD – maybe the Tannery or McCabe’s  
Description: **Trivia Night**  
Cost: 500  
Support needed from CAPSI National: None

Date: May 27th  
Location: School of Pharmacy  
Description: **Council Applications – By-elections**  
Cost: 0  
Support needed from CAPSI National: None

Date: Summer 2019  
Location: School of Pharmacy  
Description: **Dinner and Learn – reach out to Pharmachoice**  
Cost: possibly sponsored (?)  
Support needed from CAPSI National: None

Date: Summer 2019  
Location: School of Pharmacy  
Description: **Social Media Challenge for OTC Week**  
Cost: 40  
Support needed from CAPSI National: None

Date: Summer 2019  
Location: School of Pharmacy  
Description: **OTC OSCE**  
Cost: 25 for printing  
Support needed from CAPSI National: None

Date: Summer 2019  
Location: School of Pharmacy  
Description: **OTC Week Breakfast and Learn**  
Cost: 200  
Support needed from CAPSI National: None

**University of Toronto (E. Nguyen/K. Miclat)**

**Position update:**

- COMPLETED - CAPSI-IPHSa Interprofessional panel on Mental Wellness and Resilience in Healthcare Practitioners
  - Date: March 27, 2019

- Location: Walmart Canada International Pharmacy Education Centre
- Description: For this year's symposium, we partnered with the IPHSA (Interprofessional Healthcare Students Association) Health Policy Committee to present an interprofessional panel on Mental Wellness and Resilience in Healthcare Practitioners. Our invited speakers (physician, social worker, and pharmacist) discussed their personal experiences with workplace-related mental health and shed light on the systemic changes needed to improve practitioner wellness. Refreshments and sandwiches were served.
- Cost: ~\$300
- Support needed from CAPSI National: None
- COMPLETED - Toronto's Next Top Pharmacist (TNTTP)
  - Date: March 29, 2019
  - Location: The Boat – Kensington Market
  - Description: This year, we had 6 students competing for the title of TNTTP. This year's segments included the white coat catwalk, a reverse spelling bee, singing to the CPS, a judge-contestant matching game, and the talent showcase. Approximately 113 guests attended the event. A \$250 subsidy to attend PDW2020 will be provided to the winner by our local student council, UPS. Over \$500 was raised for UNICEF Canada as 100% of ticket sales are given to the winner's charity of choice.
  - Cost: ~\$800 + \$250 Subsidy
  - Support needed from CAPSI National: None
- COMPLETED – CAPSI-CSHP Evidence-Based Practice Competition
  - Date: April 1, 2019
  - Location: Pharmacy Building, University of Toronto
  - Description: We held our annual EBP competition on April 1, 2019 in collaboration with our local CSHP branch. We had 10 teams of 4 participate. The winning team members each received a \$10 Starbucks gift card in addition to a ticket to the CSHP Ontario Branch Annual Conference taking place in November 2019. Light refreshments (donuts, muffins, etc.) were provided to participants.
  - Cost: ~\$150
  - Support needed from CAPSI National: Case provided by CAPSI National

#### **Upcoming events:**

- **Phrosh CAPSI Ice Cream Social**
  - **Date:** TBD (Early September)
  - **Location:** Pharmacy Building, University of Toronto
  - **Description:** Each year, our faculty hosts a Phrosh Week to welcome the incoming first
  - year students to the program. In collaboration with IPSF, we will be hosting our annual ice cream social during this orientation week. During the social, students will have the opportunity to meet our local representatives and learn more about CAPSI (at both the local and national level) over free ice

cream. First year students will also be able to pick up their CAPSI backpacks and agendas during the event.

- **Cost:** ~ \$300
- **Support needed from CAPSI National:** Agendas/backpacks
- **Textbook Sales**
  - **Date:** Orders due early August
  - **Location:** Pharmacy Building, University of Toronto
  - **Description:** Every summer, we sell Dipiro – Pharmacotherapy: A Pathophysiologic Approach textbooks and handbooks. Students order through an online form created by our governing student council, UPS. The textbooks will be distributed at the beginning of September.
  - **Cost:** N/A
  - **Support needed from CAPSI National:** None

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

#### **Position update:**

- PAM 2019
  - We launched PAM on March 1<sup>st</sup> with our annual photobooth. Pharmacy students were posing with various pharmaceutical items. We also had a giant sticker on which students could answer to the question : “What is the add-on value of the pharmacist for the future of pharmacy?” We also launched our Instagram account. We also collaborated with our IPSF committee and our mental health committee to have a joint event at the same time on lunch time. Just like the past years, this activity was a huge success. During Spring break and through the whole month, we shared many publications linked to PAM or with pharmaceutical news that were published by many associations and organisms. We also had the chance to distribute the CAPSI backpacks to CAPSI 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students. We closed our PAM events with the OTC tasting, which met a huge success and that we will definitively do again next year.
  - Our local advocacy committee, which is called CÉPPUM, also launched a video on the role of a hospital pharmacist at the end of the month.
- OBJECTIVES FOR THE UPCOMING YEAR:
  - Continue everything that has been successful in the past years (local competitions, PharmAcademie, PDW, PAM, etc.)
  - Increase CAPSI membership in Montreal
  - Inform Montreal students about news on pharmacy across Canada through the CAPSInfo
  - PDW 2020

### **Université Laval (C. Beucher/P. Sanjab)**

#### **Position update:**

- Paul Sanjab has been elected as the Laval Jr.
- Clémentine : transition to senior.
- Nothing new since the spring TC.

**Upcoming events:**

CAPSI booth

Date: September 9th 2019

Location: ULaval

Description: Booth in the hall for firsts years to learn more about CAPSI, giving up free bags (from Financière des Professionnels) and badges.

Preparation for fall activities and competitions (during summer).

Cost: Ø

Support needed from CAPSI National: Ø

**Dalhousie University (L. Ford/H. Saunders)****Position update:**

- Elected new junior representative, Hannah Saunders, and conducted a brief changeover meeting between she, myself (Logan) and Lee (outgoing senior) to update her more clearly on the responsibilities she will fall on her in the coming months and what to expect from CPhA.
- Conducted the EBM competition, unfortunately with only one team competing; however, they did receive a passing score from our judges

**Upcoming events:**

- None at this time

**Memorial University of Newfoundland (L. Symonds/S. Schuhmacher)****Position update:**

Mock OSCEs were held on campus on May 11th. The day was possible only through the help of student and faculty volunteers, which we rely on heavily at MUN. This allows us to carry out the day without any expenses, mostly due to the size of our school. Feedback from the graduating class was positive regarding case selection and level of difficulty. Moving into the summer, we look forward to transitioning into our new positions, beginning preparations for the fall semester and brainstorming new ideas for the upcoming year.

**Upcoming Events**

Date: September

Location: MUN Campus

Description: Career Fair (CAPSI Innovation Week)

Cost: Food: ~\$150

Support needed from CAPSI National: A Junior/Senior meeting would be helpful in brainstorming new ideas for the upcoming membership drive, textbook sale, and other CAPSI innovation week events. The meeting we had at PDW was a major asset in integrating new events into PAM at MUN.





# **Executive Council Updates**

## **President (J. Kwon)**

### **Position update:**

- Completed:
  - Reviewed previous meeting minutes, Operating Manual, Robert's Rules of Order
  - Transition with President-Elect
  - Sent welcome emails to incoming council members
  - Organized CAPSI rooming list for PxP2019
  - Coordinated general council meetings and JOMs (CSHP, CPhA, AFPC) to take place at PxP
  - Updated Operating Manual
- In progress:
  - Write letters to Deans of each Faculty of Pharmacy
  - Continue to answer emails
  - Continue turnover with Past-President
  - Meet with incoming executive council members to agree on objectives for the coming year
  - Prepare and review agenda for PxP Conference with the Executive Secretary

## **Past-President (T. Rousseaux)**

### **Position update:**

#### Completed:

- Reviewed Spring TC meeting minutes
- Completed and submitted President transition document

#### In progress:

- Continue to provide guidance to incoming President and President-Elect as necessary
- Manage [pastpres@capsi.ca](mailto:pastpres@capsi.ca) email account
- Collaborate with VP Ed to finalize procedural and promotional documents for Advice For Life Competition 2019/20

## **Executive Secretary (P. Ip)**

- regularly checked [secretary@capsi.ca](mailto:secretary@capsi.ca) emails
- support President with creation of documents in preparation for PxP 2019, including meeting agenda & position updates
- printed name tags for council meetings
- reviewed meeting minutes from past council years
- Transitioned officially May 30th, 2019

## **Outgoing Finance Officer (D. Moulton)/Finance Officer (D. Low)**

### **Position update:**

- Went through the creation of 2019/2020 Budget

- Went through the entirety of the google drive
- Had several meetings between us to discuss updates for budgets, coding statements and handling the Gmail account.
- The general ledger and cheque books will be handed over via Mark Contreras.
- Authority over the bank account will be handled in the near future.
- Created a transition document together.

### **VP Communications (M. Contreras)**

#### **Position Update:- Transitioned into the role of CAPSI VP Communications**

- Learned about the CAPSI budget with current Finance Officer (David) for 2019/2020 calendar
- In the process of reviewing a contract with Rexall as a Platinum Sponsor
- Preparing by familiarizing myself with the current and other possible sponsors' vision, mission, values and strategic plans
- Creating an email template for when seeking sponsors
- Seeking possible sponsors for local SLC, PIC competitions, Guy Genest
- Reviewing new ways we can revamp our sponsorship package
- Preparing Infographics from previous CAPSI meeting minutes
- Finalizing marketing responsibilities as agreed upon with UpToDate

#### **Upcoming Events:**

Date: May 21, 2019

Location: Awards Unlimited LTD.

Description: Picked up Nisha Gajaria's plaque to bring to PxP 2019

Cost: \$32.99

Support needed from CAPSI National: Cost needed to pay for the plaque

Date: Sometime before PxP 2019

Location: Staples

Description: Printing of VP Communication business cards

Cost: TBD

Support needed from CAPSI National: Cost needed to pay for the business cards

### **VP Education (J. Park)**

#### **Position Update:**

### **Webmaster (P. Tram)**

#### **Position Update:**

- Wanting to update the website and ensure it still runs to speed and not slow down
- Made a plan to work with Sofiya in person during meeting to update IPSF site
- Plan to work with Narth to see how we should move forward for CAPSIL for future, as each file is huge

## **CAPSIL Editor (S. Bento-De Sousa)**

### **Position update:**

## **IPSF Liaison (M. Kieley)**

### **Position Update:**

- Video call with Sofiya on March 5th in order to discuss transition document and questions about the position
- Became an admin in the IPSF local representatives Facebook group
- Researched IPSF Health Campaigns and looked into relevant charities to go along with each campaign
- Introduced myself into IPSF Local Representatives Facebook group as incoming IPSF Liaison
- Gave ideas/feedback with regards to updates for the IPSF section of the CAPSI website
- Video call with Sofiya on May 13th to discuss possible Health Campaigns and charities for 2019-2020 year as well as how to prepare for CPhA conference
- Created poll in IPSF Local Representatives Facebook group to see which Health Campaign (and charity) representatives would like to see at their school
- Brainstormed judges for 2019-2020 Health Campaign Award

### **Upcoming Events:**

#### **Hosting of SEP Students**

Date: June - August

Location: Across Canada

Description: IPSF local representatives across Canada will be hosting SEP students over the summer months in the areas of research, community pharmacy, hospital pharmacy, etc. This exchange will allow students from other countries to experience pharmacy practice in Canada. For example, MUN IPSF local representatives will be hosting students from June 8<sup>th</sup> to July 14<sup>th</sup> and they will be working in research with faculty members at the School of Pharmacy.

#### **Pan American Regional Symposium (PARS)**

Date: June 23<sup>rd</sup> – 30<sup>th</sup>

Location: San José, Costa Rica

Description: PARS 2019 is the annual congress of the International Pharmaceutical Students' Federation (IPSF) for students in the Americas and beyond. Pharmacy students and recent graduates will gather to exchange knowledge, gain cultural awareness and strengthen their skills as future health professionals and global leaders.

#### **World Congress**

Date: July 30<sup>th</sup> to August 8<sup>th</sup>

Location: Kigali, Rwanda

Description: The congress will gather more than 600 pharmacy students and recent graduates from countries all over the world. This year's conference theme is Striving towards Health for All: Exploring Innovations in Pharmacy and Pharmaceutical Science

Cost: N/A

Support needed from CAPSI National: Promotion via social media for PARS/World Congress.

### **Student Exchange Officer (S. Terekhovska)**

#### **Position update:**

- Promoted PARS and World Congress
- Created a Facebook group for CAPSI PARS delegates
- Signed Confirmation Letters for CAPSI members as needed
- Submitted 3 Activity Reports
- Submitted 5 PARO Spotlight posts
- Commented on other Activity Reports and initiated/supported discussions in the Contact Persons Google group where appropriate
- Checked in with local IPSF representatives
- Distributed the Training Development Camp Call for participants and the Regional Event Grant to local IPSF representatives
- Submitted Vampire Cup Tracker Forms to the Humanitarian Coordinator
- Began working on updating the IPSF section of the CAPSI website with Pauline, Melissa and Gabrielle
- Distributed the IPSF Representative Feedback Survey
- Finalized transition with Melissa

#### **Upcoming Events:**

PARS (Pan American Regional Symposium)

Date: June 23-30

Location: San Jose, Costa Rica

Description: Seven CAPSI members (including myself) will be attending a conference that unites pharmacy students and recent graduates in North and South America. CAPSI will have strong representation with three Official Delegates at the Regional Assembly, where we will ensure that the interests of CAPSI members are well represented at the Regional Assembly.

Cost: N/A

Support needed from CAPSI National: Social media promotion (will be discussed as an agenda point)

World Congress

Date: July 30 – August 8

Location: Kigali, Rwanda

Description: IPSF's largest event, Congress aims to bring together pharmacy students and recent graduates from all over the world. I will be the only Official Delegate and will ensure the interests of CAPSI members are well represented at the General Assembly.

Cost: N/A

Support Needed from CAPSI National: Social media promotion (will be discussed as an agenda point)

Hosting SEP Students

Date: throughout the summer

Location: throughout Canada

Description: Local IPSF Representatives are responsible for finding accommodation and organizing activities for exchange students

Cost: N/A

Support Needed from CAPSI National: Supporting IPSF Local Representatives whenever appropriate.

### **VP Professional Affairs (D. Shymanski)**

#### **Position update:**

Completed:

- Complete transition with previous VPPA
- Prepare symposium topics with VP Education for presentation at PxP 2019
- Prepare topics for the 2020 IPE case for presentation at PxP 2019
- Review previous years meeting minutes for areas of involvement of VPPA

In progress:

- Completion of Student Wellness position statement
- Updating CAPSI pamphlet
- Continue communication with CNSA regarding vaccine campaign
- Begin preparing IPE case based on topic selection at PxP 2019
- Goal setting for Advocacy and Professional Affairs committee 2019/20

#### **Upcoming events:**

Date: Summer 2019

Location: NA

Description: Continue efforts from the 2018/19 council to complete the Student Wellness position statement.

Cost: none

Support needed from CAPSI National: feedback from the Advocacy and Professional Affairs committee for editing and review.

### **CSHP Liaison (K. MacMillan)**

#### **Position update:**

CSHP selected new Student Delegate for 2019-2021: Jordan Kelly from the University of Alberta! He was unable to attend our meetings, but you will all meet him at PDW 2020. His term begins on October 5, 2019.

#### **Upcoming Events:**

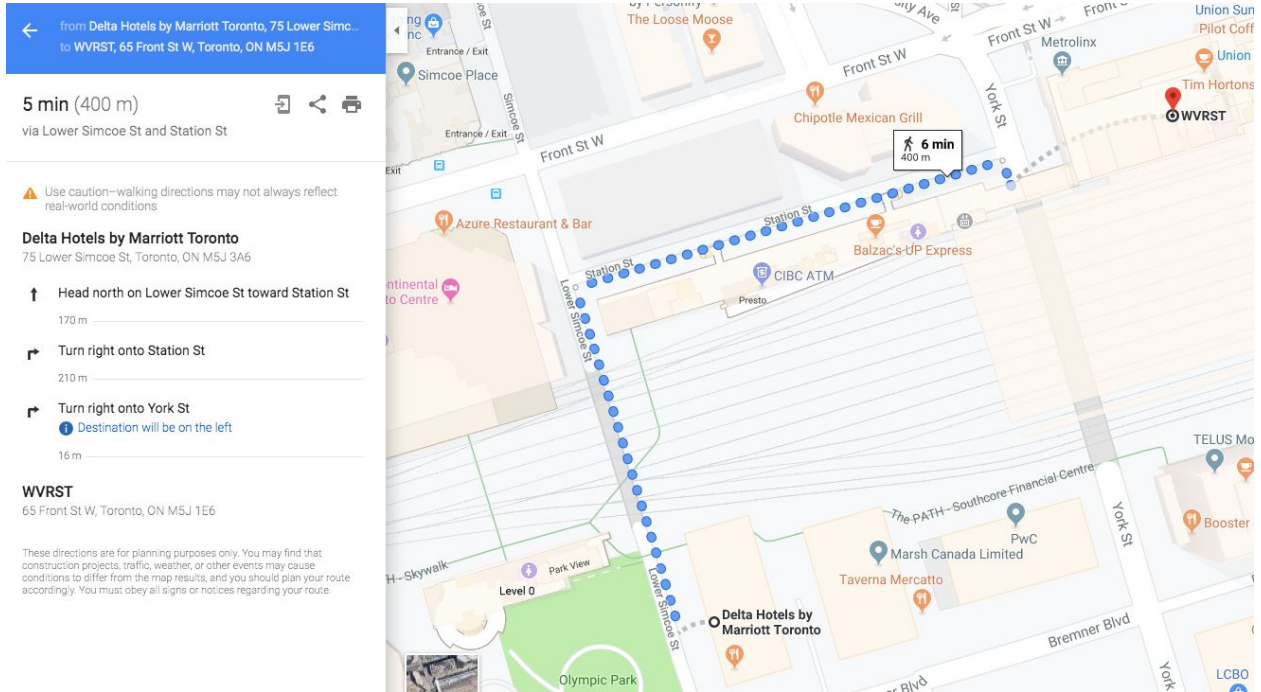
Date: CSHP Board Meetings

Location: Dartmouth, NS  
Description: October 1-5, 2019  
Cost:NA  
Support needed from CAPSI National:NA

## APPENDIX B - Dinner reservation for CAPSI Council Members

Location: **WVRST Union Station**, 65 Front Street West, Toronto, ON M5J 1E6

Time: **Friday, May 31, 2019 - 7:00PM**





## APPENDIX C - CAPSI Team Bonding Photo Scavenger Hunt

In your assigned team, discover Toronto, and take photos with the following:

1. CN Tower
2. Ripley's Aquarium of Canada (bonus points if you take a picture with a fish)
3. Rogers Centre
4. Group picture in front of the Toronto sign at Nathan Phillips Square
5. Harbour Square Park
6. Scotiabank Arena
7. Hockey Hall of Fame

Team 1	Team 2	Team 3	Team 4	Team 5
Mimi W. Jenn Y. Elaine N. Melissa K. Kathleen M. Clémentine B. Derek B.	Tara R. Sofiya T. Ayush C. Sarah D. Kristina M. Sandi S.	Megha K. Jin K. Tiffany D. Emily Z. Kiarah S. Pamela I.	Pauline T. Hannah S. Winnie B. Danielle S. Morgan P. Paul S.	Lexi S. Logan F. Mikaela N. David L. Mark C. Christine V.

NB: Bonus points will be allotted for creativity and per person wearing a school/CAPSI related t-shirt. Extra bonus points will be allotted if you wear a Montreal Canadiens shirt/gear in front of the Scotiabank Arena.