



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Summer Teleconference 2019

CAPSI National Council Meetings

Wednesday, August 21, 2019

7:30 PM EST

1. Call to Order

J.Kwon

1.1. J. Kwon called the meeting to order at 7:38PM EST.

2. Attendance

P.Ip

Name	Position	Attendance
J. Kwon	President	Yes
M. Patrick	President-Elect	Yes
T. Rousseaux	Past-President	Yes
D. Low	Finance Officer	Yes
M. Contreras	VP Communications	Yes
J. Park	VP Education	No
D. Shymanski	VP Professional Affairs	Yes
P. Ip	Executive Secretary	Yes
S. Terekhovska	Student Exchange Officer	Yes
M. Kieley	IPSF Liaison	Yes
P. Tram	Webmaster	Yes
S. Bento-De Sousa	CAPSIL Editor	Yes
K. MacMillan	Outgoing CSHP Student Liaison	No
J. Kelly	Incoming CSHP Student Liaison	No
W. Bao	UBC Junior Representative	Yes
K. Bishop	UBC Senior Representative	Yes
A. Chadha	Alberta Junior Representative	Yes
J. Young	Alberta Senior Representative	Yes
E. Zerr	Saskatchewan Junior Representative	Yes
D. d'Entremont	Saskatchewan Senior Representative	Yes
C. Vaccaro	Manitoba Junior Representative	Yes

M. Kaushal	Manitoba Senior Representative	Yes
K. Shchepanik	Waterloo Junior Representative	Yes
M. Ney	Waterloo Senior Representative	Yes
K. Miclat	Toronto Junior Representative	Yes
E. Nguyen	Toronto Senior Representative	Yes
T. Duong	Montreal Junior Representative	Yes
D. Bergeron	Montreal Senior Representative	Yes
P. Sanjab	Laval Junior Representative	Yes
C. Beucher	Laval Senior Representative	No
H. Saunders	Dalhousie Junior Representative	Yes
L. Ford	Dalhousie Senior Representative	No
S. Schuhmacher	MUN Junior Representative	Yes
L. Symonds	MUN Senior Representative	Yes

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

2.2. **Regrets:** J. Park K. MacMillan, J. Kelly, C. Beucher

3. Acceptance of Previous Minutes

J. Kwon

3.1. [Link to CPhA 2019 Meeting Minutes](#)

BIRT CAPSI National accept the meeting minutes from CPhA 2019

J. Kwon/M. Contreras

Motioned Carried

4. Position Updates

4.1. University of British Columbia

4.1.1. *See Annex A*

4.2. University of Alberta

4.2.1. *See Annex A*

4.3. University of Saskatchewan

4.3.1. *See Annex A*

4.4. University of Manitoba

4.4.1. *See Annex A*

4.5. University of Waterloo

4.5.1. *See Annex A*

4.6. University of Toronto

- 4.6.1. See Annex A
- 4.7. Université de Montréal
 - 4.7.1. See Annex A
- 4.8. Université Laval
 - 4.8.1. See Annex A
- 4.9. Dalhousie University
 - 4.9.1. See Annex A
- 4.10. Memorial University of Newfoundland and Labrador
 - 4.10.1. See Annex A

5. Sponsorship and Membership Updates

M. Contreras

- 5.1. HASU agreed to give a discount for services online counselling services. Online psychologists, which can help students with their mental health.
 - 5.1.1. Follow-up with official discount offer by Mid-September
 - 5.1.2. Does video, text, and phone calls and can be claimed by some insurances.
 - 5.1.3. Bugs and Drugs redemption or discount codes for schools
 - 5.1.4. Sends x amount of codes for each school (sent to Mark and distributed afterwards)
- 5.2. Pharmachieve gives 60% discount.
- 5.3. Aerochamber sponsored backpacks this year and likely to renew for follow year.
 - 5.3.1. Trudell may also sponsor Guy Genest going forward, but this is currently still in discussion.
- 5.4. T. Rousseaux inquired whether we had discussed our potential PharmAchieve sponsorship with AgroHealth given our longstanding partnership.
 - 5.4.1. M. Contreras clarified that no discussion has taken place with AgroHealth yet but that this will take place.
- 5.5. P. Ip inquired if we are able to obtain any statistical information on CAPSI member uptake for HASU.
 - 5.5.1. M. Contreras will follow up and bring this point forward to HASU.

6. PSF Contact for each Pharmacy School

M. Contreras

- 6.1. PSF (Pharmacists Without Borders) Western Representative Lisa Brander reached out to me to ask if it is possible that I can re-introduce each CAPSI rep as their PSF ambassador. In the past, we've cut ties with PSF due to their perceived approach of soliciting donations from students rather than recruiting us, and expecting that we pay for the lunch. When they presented to Alberta for PAM 2019, they paid for the lunch and her approach was to tell us about their missions. Is this something that CAPSI would like to trial again in the future? If yes, are you okay with me re-introducing the local Srs. to her and you can each discuss the logistics if you would want to host a lunch and learn for PSF?

A. Chadha joined the meeting at 7:55pm EST

- 6.1.1. S. Terekhovska informs that PSF has by-passed CAPSI to discuss with IPSF Local Representatives in the past.
- 6.1.2. K. Shchepanik discusses how PSF has previously hosted a Lunch and

Learn locally explaining opportunities for student engagement, but then followed up via email to withdraw said opportunities.

6.1.3. T. Rousseaux explains that at this time, it may not be in CAPSI's best interest to pursue a relationship nationally. However, we can provide the contact information to local representatives should they so choose to reach out at a local level.

6.1.3.1. J. Kwon echoes T. Rousseaux

6.1.4. K. Bishop explains that UBC has not been contacted from PSF thus far.

6.1.4.1. J. Kwon explains that going forward, if local chapters foster a strong relationship with PSF, we can discuss partnership with PSF in the future. However, at this time, it may be in CAPSI's best interest to not pursue a partnership nationally.

7. Local Guy Genest Award Sponsorship

J. Kwon

7.1. This item was discussed at Spring TC 2019:

8. Local Guy Genest Award Sponsorship

J.Kwon/T.Rousseaux

Background: Historically, the Guy Genest Passion for Pharmacy Award was sponsored nationally by Pfizer. Since we do not have a national sponsor for the award as of now, it is currently funded by both CAPSI National (\$400) and the local CAPSI council (\$100). The idea of seeking sponsorship for the \$100 portion of the award and the sponsor's name being tied to it has been brought up.

CAPSI National will try to approach sponsors for the award until the beginning of September as it is our goal to have it maintained as a national award for the purpose of continuity and simplicity with sponsorship. To ensure the core CAPSI value of unity, the Guy Genest Passion for Pharmacy Award will have one uniform name nationally. This means that a local sponsor for the \$100 portion will not have their name tied to the award. If no sponsor is secured by September, locals will be allowed to approach sponsors for the \$100 portion of the award. Before signing any contract, locals are encouraged to ask the sponsors if they would be interested to sponsor the award nationally. When signing a contract, locals must always mention that the sponsorship will be re-evaluated every year and that if CAPSI National secures a national sponsor, it will always prevail the local sponsorship.

When seeking sponsorship, it would be interesting to bring up the historical aspect on why the award name includes Guy Genest. Guy Genest was the Professional Relations Director from Wyeth Laboratories. He was a huge supporter of CAPSI and our council for many years by providing constant guidance. It is why he is an Honorary life member of CAPSI. This shows how a sponsor can instantly connect with CAPSI and help promote our history of passion.

In the eventuality that CAPSI does not have a sponsor by September, should we accept to have sponsor logos on the plaque? (This is not a motion, it is only to see how CAPSI Local Representatives feel)

D. Moulton commented that it may be difficult to coordinate custom logos for each plaque if local sponsorship is secured given the tight timeline for ordering plaques and competing priorities.

T. Rousseaux shared that if a logo is being added to the plaque, it can increase the cost of the plaque which may negate the benefit of getting a sponsor.

J. Kwon clarified that he proposed the idea of putting the sponsor logo on the plaque as a method to incentivize local sponsors.

D. Moulton shared that there are other ways to acknowledge the local sponsor such as an announcement during the PDW awards ceremony or an insert in a PDW welcome package which would have a larger outreach than an individual plaque.

J. Kwon stated that at this time CAPSI National will not allow sponsors to have their logo on the plaque if they are sponsoring the local \$100

M. Contreras commented that it may be possible for local representatives to increase local sponsorship (ex. >\$100).

T. Rousseaux shared that at this time sponsorship will be pursued nationally and locals will be updated at the Summer Teleconference.

- 7.2. As we do not have a sponsor for this award at the moment, local representatives will be able to look for a local sponsor for the 100\$ portion of the Guy Genest award, but there will not be no sponsor logo on the plaque when discussing.

8. **Standardized FB and IG names**

M. Patrick

- 8.1. At PxP, we discussed standardizing local chapter's FB and IG names as a way to unify our association. The social media committee developed standard names that we would like to share with everyone. The document showing the old and suggested new FB and IG names can be found [here](#)
- 8.1.1. M. Kaushal explains that on facebook profiles, you are unable to have full capitalized names (i.e. CAPSI vs Capsi).
- 8.1.1.1. M. Patrick confirms that those that are able to capitalize their facebook names (i.e. pages) should do so; if unable (i.e. profiles), standardizing the name is sufficient.
- 8.1.2. L. Symonds explained that at MUN, CAPSI is usually referred to as MUN CAPSI. MUN has converted the profile over to a page, but explains it has been difficult to grow a new following.
- 8.1.2.1. MUN is accepting of standardizing their names.
- 8.2. At this time, CAPSI will go forward with changing facebook and instagram names, as well as instagram handles to those on [this](#) document before school. Once these names have been updated, banners will be distributed accordingly.
- 8.2.1. E. Nguyen explains that for CAPSI UofT, social media handles have already been disseminated to students prior to the school year.
- 8.2.1.1. M. Patrick suggest having a transition period between the old and new handles
- 8.2.2. J. Young inquires whether we need to change the names of facebook pages and instagram accounts.
- 8.2.2.1. M. Patricks explains that the instagram name will match the standardized facebook names

T. Rousseaux left the meeting at 8:14pm

9. **Election Changes Update**

P. Ip

- 9.1. As per the PxP 2019 meeting, we will continue with the current Election protocol

with three changes: Standardized resume template, 2 questions one minute each (not 3), limiting discussion times after each candidate.

9.1.1. P. Tram inquires whether the video will now be too short.

9.1.1.1. P. Ip explains that the speeches are the same length, but we are removing one question period.

D. Low entered the meeting at 8:19pm EST

10. Open Subcommittee Recruitment

P. Ip

10.1. As per our new social media initiative, the membership committee will be spearheading Monday social media posts with content on Membership benefits, meeting minutes, and Capsi facts.

10.2. I want to extend this to advertise our Open Subcommittees, if possible. It should be an all or none response (either everyone partakes, or we don't do it- would look more professional). Thoughts from each committee chair?

10.2.1. S. Bento De Sousa agrees with this idea.

10.2.2. J. Kwon explains that last year, we only did this through facebook and instagram. We recruited for all sub-committees for the posts.

11. September Membership Drive Deadline

P. Ip

11.1. L. Symonds explains at MUN September 20th is when they finish CAPSI promotional campaign.

11.1.1. P. Ip sets the tentative deadline to be **September 20th, 2019.**

12. Mental Health Crisis Initiative

L. Symonds/S. Schuhmacher

12.1. Following an experience with a mentally ill patient who was talking about self harm at the pharmacy drop-off counter, I hated how useless I felt and how no one in the pharmacy knew what to do. The non-emergency police line (takes 24-48 hrs to respond) was called by a store manager who then scared the patient by asking her if she was causing trouble. I want to look into sourcing a list of local mental health crisis lines to be provided to all pharmacies in Newfoundland for situations like this. There are services where police staff in casual clothing can come and talk to the patient without distressing them, then provide them with contacts and potential supports. I am hoping to send the list to PANL with the hopes of it being provided to pharmacies as a mental crisis protocol. I was wondering if this was something that has already been done in other provinces, or if not, something that could be started nationally.

12.1.1. J. Kwon explains that there is a hotline in Quebec that has volunteers

12.1.2. C. Vaccaro explains that Manitoba has a hotline similar to Quebec and that, going forward, we should disseminate this number locally.

12.1.3. S. Bento De Sousa explains that nationally, there is a suicide help hotline. Below are some references:

12.1.3.1. <https://suicidepreventionlifeline.org/>

12.1.3.2. <https://suicideprevention.ca/Need-Help>

12.1.3.3. Suicide Risk Assessment:

https://1drv.ms/b/s!Ar36_y-wH6GngZo4MxS6Sv25vuvVug

12.1.4. A. Chadha explains that in Alberta, there is a mental health association hotline and at their school there is mandatory training (called QPR).

- 12.1.5. D. Shymanski suggests having this as an initiative with the advocacy committee: raise awareness of community resources for our patients.
- 12.1.5.1. J. Kwon suggests creating a list from the resources stated below and posting this to raise awareness in the member's only portal.

National	https://suicidepreventionlifeline.org/ https://suicideprevention.ca/Need-Help Crisis Services Canada – Suicide Prevention and Support – 24/7 Hours 1-833-456-4566
UBC	http://www.bcmhsus.ca/health-professionals/make-a-referral https://crisiscentre.bc.ca/ call 1-800-784-2433 or 1-800-SUICIDE
Alberta	https://www.albertahealthservices.ca/amh/amh.aspx https://edmonton.cmha.ca/programs-services/distress-line/ https://www.ualberta.ca/faculty-and-staff/health-wellbeing/mental-health/workshops-and-online-learning (link to the workshop training we get)
USask	Regina Mobile Crisis Services – Suicide Line - 24/7 Hours 306-525-5333 Saskatoon Mobile Crisis – 24/7 Hours 306-933-6200 Rural Sask: Saskatchewan Farm Stress Line – 24/7 Hours 1-800-667-4442
U of M	Crisis Response Centre (24/7): 12049401781 Krisis Clinic Line (broad): 1204-786-8686 or 18883223019 MB Suicide Prevention and Support Line: 1-877-8435-7170 First Nations and Inuit Hope for Wellness Help Line (24/7): 18552423310 Crisis Stabilization Unit: 12049403633 Winnipeg Regional Health Authority Mobile Crisis Service: 204-940-1781 (work out of a truck and can go to people in crisis if

	needed)
Waterloo	Addictions, Mental Health & Crisis Services http://here247.ca https://gwwomenincrisis.org https://halton.cmha.ca Good2Talk Tele line
UofT	https://www.torontodistresscentre.com/408-help-line 408-HELP (4357) https://www.camh.ca/en/health-info/crisis-resources
UdeM	https://www.aqps.info/besoin-aide-urgente/liste-centres-prevention-suicide.html 1 866 APPELLE (Suicide Action Montréal) 811 (Info Santé) Crise (it's an app with resources) Tracom Crisis Center
Laval	Ville de Québec: (418) 683-4588 Montréal : 1 866 APPELLE (Suicide Action Montréal) Quebec province as a whole: 811 (Info Santé)
MUN	Mental health crisis line - 1-888-737-4668 Warm Line (CHANNAL) - 1-855-753-2560 Mental Health and Addictions System Navigator - 1-877-999-7589 HealthLine, staffed by nurses 24 hrs a day - 811
Dalhousie	https://www.gnb.ca/0055/cmhcs-e.asp https://novascotia.ca/dhw/mental-health/ Mental Health Mobile Crisis Team-- 902.429.8167 or 1.888.429.8167.

13. IPSF Facebook Page

M. Kieley

13.1. This summer I planned to create a separate page for IPSF CAPSI – in order to pass information on to CAPSI members about IPSF and posts more directly related to IPSF activities. As well, to increase the presence of IPSF within CAPSI. However, APhA-ASP (American Pharmacists Association) recently changed their social media doing the opposite (changing from separate pages to one combined page for APhA/IPSF). The IPSF Liaison said the reason for this was to unify their association a little further.

13.1.1. S. Terekhovska explains that IPSF local reps in the past weren't responsive and the information would get lost. So for those that are

specifically interested in IPSF, their matters can be in one place. IPSF information may also be overshadowed by other posts

- 13.1.2. J. Kwon explains that it may be worth posting on CAPSI this year and dedicating one of the weekdays (i.e. Tuesday or Thursday) towards IPSF posts rather than creating another page. This issue can be re-introduced next year depending on the response this coming year.
- 13.1.3. A. Chadha suggests that the local IPSF representatives can work alongside CAPSI local representatives and post on their page.
 - 13.1.3.1. Point of Clarification: Some local IPSF chapters have pages, but not all.
- 13.1.4. P. Ip suggest combining the IPSF posts with Membership Monday posts.
 - 13.1.4.1. S. Terekhovska explains that testimonials are currently posted on Mondays.

14. Introduction of IPSF to first years/CAPSI Innovation Week M. Kieley

14.1. Do other schools introduce IPSF at the beginning of the year along with CAPSI?

UBC	Yes. The Sr and Jr do a presentation to the first years before school even starts (our frosh day pretty much) and IPSF info is included in that presentation. Second exposure is during CAPSI Awareness Week at our info night and IPSF usually has their own info night as well.
Alberta	Yes - there is also an IPSF Lunch and Learn in the first month. We introduce CAPSI with IPSF and make sure students know that they are IPSF members)
USask	We usually talk about IPSF briefly during our CAPSI lunch and learn for first years. However, we found that in the past first years didn't come out of it with a great understanding of IPSF, so we are inviting our local IPSF Jr and Sr to speak to the first years.
U of M	CAPSI usually has their own lunch and learn and IPSF MB has their own but we do briefly mention/introduce IPSF in the CAPSI intro pres as a national benefit
Waterloo	Yes Membership presentation includes IPSF information
UofT	Yes - CAPSI and IPSF give a joint presentation during Phrosh Week to introduce the incoming first year students. We also hold a CAPSI/IPSF Awareness Campaign on social media in September.
UdeM	Yes. CAPSI and IPSF have each a booth presenting themselves during the first day of school where the faculty welcomes the first year students. We are planning to have shared booths with IPSF during the first weeks of september, We also want to increase the collaboration between CAPSI and IPSF this year.

Laval	I am not really sure, I haven't experienced it myself and I can't ask Clémentine
MUN	IPSF representatives are invited to Orientation Day speeches along with CAPSI, our Society President, etc. We outline that membership in CAPSI automatically provides membership in IPSF during our Orientation Lunch & Learn. IPSF reps also run their own Lunch & Learn later in the semester regarding SEP and opportunities within the organisation.
Dalhousie	CAPSI has an event during orientation to introduce themselves to students. Dal has a Dalhousie Student Pharmacy Society Lunch and Learn in the beginning of the school year where IPSF can be introduced

*S. Schuhmacher left the call at 8:58pm EST
K.Miclat left the meeting at 8:59pm EST*

15. IPSF locals accountability to CAPSI local representatives M. Kieley

- 15.1. I think IPSF locals would be more accountable if they were required to check in with CAPSI locals. As there is only one face-to-face meeting for IPSF locals with me at PDW (and not all can attend) it would be useful if perhaps there was more of a connect between the two positions. le// Do CAPSI locals meet with IPSF locals? How do you work together at your school?
 - 15.1.1. M. Kaushal explains that in Manitoba, the IPSF sits on their council and provides updates during the meeting.
 - 15.1.2. M. Kieley believes that IPSF locals working closely together with CAPSI locals, it can create stronger unity and create a stronger overall platform.
 - 15.1.3. S. Terekhovska explains that last year, IPSF locals that were not overly active overlapped with those that had no accountability to their CAPSI local counterparts

BIRT all CAPSI local chapters meet up with their respective IPSF representative at least once during the 2019-2020 council year.
M. Kieley/ L. Symonds
Motion Carried

E. Nguyen left the call at 9:20pm EST

16. Pan American Regional Symposium (PARS) Update S. Terekhovska

- 16.1. Seven CAPSI members were present, with three of them being Official Delegates representing CAPSI at the Regional Assembly (RA)
- 16.2. Regional Working Group elections - Alida Soto from UofA got elected as the RMPO (Regional Media and Publications Officer)
- 16.3. Participated in Clinical Skills Event
- 16.4. Awards - CAPSI received the Carlos Juarez Award for best association in the

Pan American Regional Office (PARO), and Sofiya received the Best Contact Person (IPSF Liaison) Award in PARO

- 16.5. Collecting testimonials for PARS promotion - will use them to promote PARS 2020
- 16.6. Collaborating with the Reception Committee of PARS 2020 in order to obtain more English speakers to present at the conference
 - 16.6.1. 2021 will be hosted in Chile

17. World Congress Update:

S. Terekhovska

- 17.1. One delegate (me)
- 17.2. Representing CAPSI at the General Assembly
- 17.3. Elections outcomes - all positions filled as of few hours ago
- 17.4. Members in Association - Belize, Bolivia, Brazil and Haiti got accepted as Members in Association (MiA)
- 17.5. Awards - Sofiya received the best Contact Person Award
- 17.6. HLM (Honorary Life Membership) - Matthew Hung, CAPSI alumni

18. IPSF Presence in CAPSI

S. Terekhovska

- 18.1. Most IPSF member associations fully sponsor at least one Official Delegate to represent them at World Congress
- 18.2. Most executive councils of other associations are fully versed in the operations of the Federation
- 18.3. Currently, the only IPSF information sessions are short presentations at CPhA and PDW - would execs find more information helpful?
 - 18.3.1. Point of Clarification: This is a new initiative where we can condense all the information and have this presented to executives.
 - 18.3.2. D. Shymanski suggests presenting this as a webinar where members can watch at our leisure.
 - 18.3.2.1. S. Terekhovska explains that there is a lack of accountability if it was presented as a webinar rather than a call.
 - 18.3.2.2. J. Kwon inquires whether the previous IPSF representatives went to world events and whether they were alone.
 - 18.3.2.2.1. S. Terekhovska said that CAPSI members were present in Taipei, Taiwan, but they were Unofficial Delegates and thus did not participate in the General Assembly.

A. Chadha left the call at 9:28 pm EST

K. Bishop left the call at 9:33 pm EST

E. Nguyen re-joined the call at 9:33 pm EST

19. Strategic planning

J. Kwon

- 19.1. To continue our strategic planning session from PxP and the survey, here are action items to be done during the 2019-2020 council year:
 - 19.1.1. Create an infographic differentiating CAPSI national vs CAPSI local chapters
 - 19.1.1.1. Jin + Elaine + Megha + Lexi + Paul + Emily
 - 19.1.2. Update bios for Facebook and Instagram
 - 19.1.2.1. Website Committee

- 19.1.3. Instagram posts more often than stories so that locals can share/used as future reference
- 19.1.4. Infographic or video of CAPSI benefits
 - 19.1.4.1. Membership committee
- 19.1.5. Testimonials from alumni/practicing pharmacists showcasing the applicability/benefit of the work CAPSI is doing/ the empowerment that CAPSI provided for them to be successful in their career (ex. competing in competitions to help prepare them for PEBCs and practice, Mock OSCEs, show during PDW)
 - 19.1.5.1. Jin + Morgan + Tara
- 19.1.6. Add the annual report in the PDW delegate handout
- 19.1.7. Financial transparency (make an infographic)
 - 19.1.7.1. David+Jin
- 19.1.8. Revamp website
- 19.1.9. Mentors available to answer questions year round
 - 19.1.9.1. Meaningful mentorships
https://drive.google.com/a/capsi.ca/file/d/1-_0p6Ss2LyrkAuZ9KQ7E45br-dV1Ofaj/view?usp=drivesdk
- 19.1.10. Platform sharing useful resources, access to different drug information databases, articles, etc
 - 19.1.10.1. S. Bento-De Sousa + D. Shymanski + Jin
- 19.2. Activities to be done by local chapters
 - 19.2.1. Video made by some schools with testimonials about CAPSI
 - 19.2.1.1. Technical support may be an issue at the local level
 - 19.2.2. Mental wellness activity
 - 19.2.2.1. **BIRT all local CAPSI chapters organize at least one activity related to student wellness during the 2019-2020 year.**
 - 19.2.2.1.1. **J. Kwon/P. Ip**
 - 19.2.2.1.1.1. **Motion Carried**
 - 19.2.3. Lunch and learn/speed dating session exclusive to CAPSI members
 - 19.2.3.1. To be done by one or many schools
 - 19.2.4. Workshops or seminars where students can get hands-on experience/practice for point of care testing devices or inhalers, insulin pens, etc.
 - 19.2.4.1. To be done by one or many schools

E. Nguyen left the call at 9:47pm EST

20. AFL Local Winners Reserved spot at PDW

J. Kwon/M. Contreras

- 20.1. Currently there is no reserved spot at PDW for local AFL winners. Should we add a reserved spot for them?
 - 20.1.1. Point of Clarification: AFL is not current in our operating manual. Last year was a trial year and we can continue with another trial year

C. Vaccaro left the call at 9:54 PM EST

BIRT CAPSI National trials the Advice for Life Competition for the 2019-2020 term, to be

reassessed at the 2020 CPhA conference.

J. Kwon/ P. Ip

Motion Carried

D. Shymanski, K. Shchepanik left the call at 9:58pm EST

21. Potential Alumni Award – CAPSI

K. MacMillan/M. Contreras

- 21.1. As a new graduate, I've talked to a few former CAPSI board members and they all seem to continue to be incredibly supportive of CAPSI. With all of this support, I'm wondering if it may be possible to create an award of some sort that CAPSI Alumni could contribute to, especially considering we don't have as much financial support for awards as we used to, this award could potentially provide students with another way to be recognized. Perhaps CAPSI could send an email to former board members once a year asking for support
- 21.1.1. J. Kwon explains that this may be hard to organize. Keeping this consistent throughout the years may also be difficult. If this does not remain consistent, then this can result in CAPSI National absorbing the costs for coming years
- 21.1.2. S. Bento De Sousa believes it would be a good idea
- 21.1.3. D. Low inquires about the amount that would be given with this award.
- 21.1.3.1. J. Kwon suggests starting with \$100 and increasing it in coming years depending on the uptake.
- 21.1.4. M. Contreras explains that we have yet to clarify the selection criteria. This is currently an idea that is being introduced now

J. Kwon motions to table this item for Fall TC 2019

J. Kwon/M. Patrick

Motion Carried

22. Taxation on registration for each school

D. Low

- 22.1. In the next few weeks I will be contacting each of the representatives individually on a timeline for implementing the registration of taxation
- 22.2. I understand there are varying circumstances for each school, but I would like to make a foreseeable timeline
- 22.2.1. D. Low will reach out to individual schools in the coming weeks.

23. Addition of a Nationally reserved seat for the winners of the Excellence in Pharmacy Award.

K. Bishop/W. Bao

- 23.1. The recipients of the award would likely want to attend PDW to receive their award. For them to get a spot to PDW their school would have to reserve a spot for them. Depending on how lottery spots are doled out each year this can mean taking a spot from an already small pot of attendees. I think it's equally important to be able to honour the recipient of the award and be able to include non-council/award students in the PDW experience. The more students who are otherwise not involved in CAPSI that get to attend PDW the better because PDW usually makes students want to become more involved. This also serves to improve the aspect of transparency and involvement that we've been discussing as a National council.

- 23.1.1. J. Kwon explains that this is still a trial year for the award itself and is not officially stated in our operating manual. We did not reserve official spots because we need to reassess whether we will continue with the awards. It is at the discretion of the local representatives whether they will want to reserve spots

24. PDW Updates

P. Ip

- 24.1. https://docs.google.com/document/d/14FD0HGrQRdBDdbK64Y6UiR_dgDaAFDZw-Nj064xulR88/edit?usp=sharing

J. Kwon motions to end the meeting at 10:13 pm EST

J. Kwon/P. Ip

Motion Carried

Local Council Updates

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

Position update:

Not too much activity over the summer. Winnie and Fundraising have been busy with our textbook and stethoscope sales. Sponsorship packages will be going out late August/early September. Looking forward to the new year and some potential new initiatives (back to school thrift sale, more mental health initiatives, expansion of our osteoporosis clinics)!

Upcoming events:

Annual CAPSIxPhUS Retreat - council retreat before school starts combined with our pharmacy undergrad society. We have meetings with each position on council and have social activities to bond both within local council and between CAPSI and PhUS.

Textbook and Stethoscope Sale - will be distributing purchased textbooks and stethoscopes during the first couple weeks of school.

CAPSI Awareness Week - individual events not yet planned but usually includes an info/pizza night and boothing in the pharmacy building. Hope to add some social events this year and possibly a mental health related activity.

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

Position update:

- Organizing our annual CAPSI Awareness Week Lunch and Learn, including presentation update and the creation of a social media challenge
- Recruiting team members (students, Faculty, and Alumni) for the U of A 2019 RFTC Team
- Contacting sponsors and organizing fundraising initiatives for RFTC (coffee shop partnership, escape room, bottle drive, pierogi sale)
- Waiting to hear from the Faculty regarding budget and class schedules for the upcoming year, which has slowed event organization

Upcoming events:

- Welcome letter to incoming class upon email list availability
- CAW Lunch and Learn upon class schedule availability
- RFTC Survivor Lunch and Learn upon class schedule availability
- Saving Second Base Softball Tournament and Breast Fundraiser Ever (in coordination with APSA Sports Reps and VP Social)
- RFTC on October 6 th 2019

University of Saskatchewan (D. d'Entremont/E. Zerr)

Position update:

- Got a new Sask Sr!!!!

- We have been working with the 2018-2019 Fundraising Chair to reach out to businesses to participate in our discount card, available to all students at the U of S
- Contacted Dean about PDW funding
- Contacted Associate Dean to confirm Lunch n' Learn
- Setting up for CIBC Run for the Cure
- Ratified through the University of Saskatchewan Student Union

Upcoming Events:

- First CAPSI meeting
- CAPSI Lunch n Learn for 1 st years (Include IPSF)
- Textbook Sale
- PDW 2020 Presentation
- Changeover signing authority
- Fall bi-election (Fundraising Chair)
- First year representative election

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

Position update:

- The Local Reps are currently in the middle of planning the following events with any relevant council/college members:
 - Dodge For a Cause 2019 (dodgeball tournament + after party)
 - CIBC Run for the Cure
 - CAPSI Awareness Week
 - Manitoba's Next Top Pharmacist 2019

Upcoming Events:

Date: September 7th 2019

Location: Frank Kennedy Gymnasium at the Fort Garry Campus University of Manitoba (tournament) & 441 Main Nightclub (after party)

Description: Dodge For a Cause Dodgeball Tournament + After party (charity event to raise money for the Breakfast Club of Canada) – different this year from softball that has always been done in the past. Currently in the middle of gathering sponsorship for the event and preparing a schedule.

Cost: TBD

Support needed from CAPSI National: None

Date: September 9-13

Location: College of Pharmacy, U of M

Description: CAPSI Awareness Week 2019 (bake sale in Brodie Mezzanine on September 9, potluck in the park at Assiniboine Park on September 10, textbook sales throughout the week, 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:

- Fall Term:
 - Rx2020 starts second term of third year (3B)
 - Rx2021 is on co-op
 - Rx2022 is in their first term of second year (2A)

Upcoming events:

- CAPSI competitions
- IPSF health campaign
- IPSF dinner and learn in collaboration with CSHP. Students who went on co-op to other countries will be on a panel and discuss their experiences
- Lunch and Learn with PharmaChoice
- Fall Open House: hosted by the university to provide interactive learning activities to kids and their families
- Possibly a craft fundraiser to raise money for PAM
- Textbook sales to incoming first years
- High Stake Mock OSCE for 2020s
- PDW registration

University of Toronto (E. Nguyen/K. Mclat)

Position update:

- The summer package from the Undergraduate Pharmacy Society (UPS) was sent out to first years and upper years, which included a letter from CAPSI. This package also included the order form for our textbook sales, which has now closed.
- Opt-out system went live in mid-July. An infographic outlining what student fees go towards was included in the summer package.

- Backpack shipment has been confirmed and will be delivered before the first week of September.
- We are looking forward to meeting with our local council in September.

Upcoming events:

- **Phrosh CAPSI Presentation** - On the first day of Phrosh Week, we will be presenting to the incoming first year students on CAPSI. We will be informing them of what we do, how students can get involved, and an overview of our events/competitions. Our local council has decided that during promotion of CAPSI initiatives or benefits, we will not place much emphasis on the opt-out system or “members-only” exclusivity; rather, a larger emphasis will simply be placed on what CAPSI has to offer.
- **Annual Clubs Fair** – The annual Clubs Fair for the incoming first years will be taking place during Phrosh Week. We will have a booth open so students can learn more and talk to us one-on-one.
- **Phrosh CAPSI Ice Cream Social** - In collaboration with IPSF, we will be hosting our annual ice cream social during Phrosh 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. Backpack and agenda distribution will be taking place during this event.
- **Back to School Mixer** – Taking place on first day of school. Textbook distribution (from our summer textbook sales) will occur during the BBQ.

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

Position update:

- **Introduction week** : We are currently preparing our powerpoint and booth for the introduction week of first-year students.
- **Membership** : We are working on our 2019-2020 budget considering the taxes on membership and planning how to organize our membership drive along with PDW 2020 registration.
- **PDW 2020** : PDW organization is going well. Some sponsorships have been secured (both global and for Health Fair). We are in discussion with many speakers and expect to have around 20 speaker sessions at PDW. Promotion tools are ready to be sent out to local reps in the beginning of September.
- **CAPSI Revamping** : We are in the process of revamping CAPSI in Montreal, make a plan to promote the benefits of being a member and reorganize it better.

Upcoming Events:

- **Membership Drive** : Planned in the second or third week of school.
- **PDW 2020** : Recruitment of volunteers for PDW. Promotion will start actively in September.
- **Local competitions** : Find judges and actors. Start promotion in early September. Prepare our local competition of CNTP.
- **CAPSI Mandatory** : Work in progress to make CAPSI mandatory in Montreal.

Cost: 0\$

Support needed from CAPSI National: 0\$

Université Laval (C. Beucher/P. Sanjab)

Position update:

- Backpacks order in progress. We will receive them at the end of August
- Organization of a CAPSI/AGEP BBQ to give the backpacks and welcome the new students.

Upcoming events:

- Beginning of the school year and meeting the 1st years
- CAPSI/AGEP BBQ to give the backpacks and welcome the new students
- CAPSI presentation to 1st year students. Talk about the association, the PDW (upcoming competitions) and PAM

Cost: ø

Support needed from CAPSI National: ø

Dalhousie University (L. Ford/H. Saunders)

Position update:

- Touched base with Sean regarding backpacks for first year, still waiting on a reply regarding order details
- Begun planning our CAPSI sponsored event for orientation week
 - Photo scavenger hunt around the city
 - Ending with icecream for all participants
 - Gift cards to be given out as prizes to the winning team
 - All photos to be sent to our social media accounts to trick the students into following us on all our platforms
- CAPSI intro letter written and sent to Dal secretary to be included in first year kits along with the (lovely) CAPSI info pamphlet- Thanks Danielle

Upcoming events:

Orientation week

L&L to introduce CAPSI/IPSF/PDW sometime in the first month

Quick CAPSI plug to the first years during the DSPS L&L during orientation

No costs or support needed at this time

Memorial University of Newfoundland (L. Symonds/S. Schuhmacher)

Position update:

We've been planning the activities listed below and trying to tie up the loose ends of our local budget. I'd like to look into updating the local CAPSI OM as it has not been reviewed in several years. As well, we'll be working with other locals on council in the fall to start our permanent Community Outreach Coordinator position at MUN, more on that in our next TC.

Upcoming Events

We've been busy prepping for the fall activities - a letter of introduction has been sent to the incoming class telling a little about CAPSI and how they can get involved. We've booked a local softball field for our annual Saving Second Base tournament fundraiser for our Run For the Cure Team. Our Career Fair planning is also underway, we're hoping to hear back from a few more vendors before the month is up. Kamran from Pharmachoice will be coming in for a Lunch & Learn on September 17th during CAPSI Innovation Week, which will also be when we have our own CAPSI/PANL/CPhA lunch & learn and textbook sales. Most of our promotion for membership will happen during that week.

Appendix A: Position Updates

Executive Council Updates

President-Elect (M. Patrick)

Position Update:

- Uploaded meeting photos from CPhA onto National Google Drive
- Updated president-elect transition document (president elect is to sit on local council and discuss agenda points from National TC/Meetings)
- Held summer TC for mental wellness subcommittee
- Made FB banners with Mimi
- Working to standardize FB and Instagram names for local chapters
- Constitution review committee reviewed the constitution
- Reviewed CAPSI pamphlet from Advocacy Committee and provided feedback
- Reviewed pharmafacts (local) questions and provided feedback
- Put CAPSI logo into social media google drive folder

Upcoming Events:

Fall Teleconference for Wellness Committee; Date: TBD

Fall Teleconference for Constitution Review Committee; Date: TBD

President (J. Kwon)

Position update:

- Completed:
 - Reviewed PxP Meeting Minutes
 - Helped prepare Summer TC Agenda
 - Call with CPJ
 - Announce winner for Winter FoP Excellence Award
 - Create procedure for FoP Excellence Award
 - Sent follow up emails to CSHP and CPhA
 - Sent change in notice of directors to lawyers
 - Sent President's message for 2019-2020 agenda
 - Sent message for PDW2020 Package
 - Reached out to external stakeholders as necessary (Pharmachoice, CSHP, CPhA, AFPC, CFP)
- In process:
 - Continuously answering emails
 - Helping organization of social media
 - Providing guidance to President-Elect
 - Reach out to council members to provide support as President

Past-President (T. Rousseaux)

Position update:

- Completed:
 - Reviewed PxP meeting minutes

- In progress:
 - Continue to provide guidance to incoming President and President-Elect as necessary
 - Manage pastpres@capci.ca email account
 - Collaborate with VP Ed to finalize procedural and promotional documents for Advice For Life Competition 2019/20
 - Ethics Committee:
 - No need for meetings at this time as no reported ethical matters have been brought forward currently
 - PDW t-shirt designs may be submitted for committee approval upon design completion

Executive Secretary (P. Ip)

Position Update:

- Had our first meeting for social media and decided on three posts per week
 - Mondays, Wednesday, Fridays
 - Preparing to start creating social media tiles & their translations for Membership Mondays
 - Awaiting list of updated membership benefits and facts about CAPSI and our general membership :)

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

Position update:

- I will be sending out invoices for the PxP conference.
 - Please send to finance@capci.ca
 - Sorry for being so late with this
 - The official payment for the PxP conference altogether has been paid by cheque
- I am still sending out reimbursements as I get them.
 - Now that I've finished my summer rotation, I will work on replying more quickly.
- Signing authority for the account is officially transferred under my name

VP Communications (M. Contreras)

Position Update:

Since CPhA/PxP, the following items have been completed and/or in progress:

SPONSORSHIP:

Completed:

- Introduced myself to each of the current sponsors
- Finalize UptoDate membership benefit
- Create a VP Communication Master Sheet for the Year
- Organize VP Communication Folder

In Progress

- Complete the sponsorship package.

- Recruit new sponsors and follow up with new possible sponsors recruited from CPhA/PxP
- Finalize Pharmachieve and Ecolopharm Contract
- Create checklists that will make it easier to draft up checklist when talking to sponsors and when making contracts: potential for making it easier and more efficient through busier schedules
- Finalize calendar for social media posts
- Currently in talks with hasu for online counselling discounts as a membership benefit.
- Currently exploring new membership benefits including GoodLife/Energie
- Solicit potential sponsors that have not yet been approached by the organization.
- Promote sponsorship with CAPSI through Club Membership, as well as provide information about sponsoring the PIC competition, IPSF award or clipboards
- Meet with all sponsors to discuss contract renewals for the 2017-2018 prior to CPhA, and to offer added sponsorship opportunities (awards, competitions)

AD - MARKETING & COMMUNICATIONS COMMITTEE:

- CAPSI Clipboards: Finding companies that can provide the least amount of profit and seeing if CU Ads would sponsor this new initiative instead of agendas
- The Marketing & Communications Committee plans to implement Fun Fact Friday social media posts

VP Education (J. Park)

Position Update:

- Completed:
 - Sent the finalized local PharmaFacts, SLC, Guy Genest Award materials to locals
 - Had a meeting with CPJ to receive feedback, discuss this year's competition and the future direction. Also, gave us permission to allow local/national participants who were not successful in the competition to be eligible to submit their work to CAPSIL for potential publication.
 - Sent the Award of Professionalism packages to the judges
 - Received past competition winners experiences from their respective competitions to be used for promotion
- In Progress:
 - Currently working on the PIC competition and will be sending the materials to the Competition Review Committee for their review.
 - Currently working with Medisca for the Compounding competition. They are now in the process of translating the competition materials
 - Will be meeting with PharmaChoice in August to discuss the AFL competition and to ask for their thoughts about collecting the AFL competition submissions which were unsuccessful at local/national level and make them available to Local Chapters to use for future community outreaches, with the participants' consent.

- Will be selecting and announcing the winner for the Summer CAPSI Future of Excellence Award with the Competition Review Committee by the end of August.
- Started to draft national competition materials

Webmaster (P. Tram)

Position Update:

- Right now, working on things to update with website committee: so looking at pages and updating them
- Currently updating the roles for each position
- Splitting up things that need to be translated for French Website

Upcoming Events:

- Possibly a meeting with a website committee need to read through summer and past meeting minutes

CAPSIL Editor (S. Bento-De Sousa)

Position update:

- Goals:
 - Translating any remaining sections of the website & removing the “please bear with us while we translate” messaging from completed sections. -to complete by PXP 2020
 - Liaison with local councils at each school to interview students/professors that have made a unique impact in the Pharmacy world (1 per issue)
 - Liaison with Student Wellness Committee to provide mental health stories within the CAPSIL/website
 - Further to this, creating more active online CAPSIL stories between the thrice a year issues?
- CAPSIL
 - CAPSIL Fall 2019
 - Article 1: IPSF or SEP showcase
 - Article 2: Sofiya, experiences with PARO
 - Article 3: Liaison with Jamie Park re: runners up of the writing competition
 - Article 4: See where north left off with the school showcase (3 remaining schools)
 - Article 5: A throwback article re: changes in pharmacy then and now (early 2000s papers had good stuff)
 - Article 6: A mental health story pending student wellness committee
 - Article 7: My time at CPhA?
- Translation committee
 - to be translated before the school year
 - CAPSI pamphlet
 - IPSF presentation
 - Student wellness position statement.

Upcoming Events

Date: ongoing starting September

Location: The Web

Description: Membership Mondays, Wellness Wednesdays, Fun Fact Fridays

As a member of multiple committees pertaining to this social media campaign, as well as head of the translation committee, I expect to take a role in helping these run as smooth as possible.

IPSF Liaison (M. Kieley)

Position Update:

- Made IPSF locals aware of IPSF Health Campaign Award and checked in with each schools IPSF local representatives about applying for this award (Deadline August 15 th)
- Secured 6 judges for the IPSF Health Campaign Award – Award given at PDW 2020.
- Deadline for judges is October 1 st , 2019.
- Asked IPSF locals to update their contact information for next year.
- Reviewed membership applications for IPSF World Congress
- Attended IPSF PARO Policy Session Meeting and helped contribute to PARO's position statement on Vaccines & Vaccine Hesitancy
- Read and commented on a number of activity reports from other associations and commented on IPSF executive committee updates

Upcoming Events:

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Student Exchange Officer (S. Terekhovska)

Position update:

- Representing CAPSI at the Regional Assembly as part of Pan American Regional Symposium (PARS) in San José, Costa Rica
- Representing CAPSI at the General Assembly as part of the IPSF World Congress in Kigali, Rwanda

Upcoming Events:

- Transition with Gabrielle, the outgoing Student Exchange Officer
- Collaborating with the Reception Committee of PARS 2020 and assisting in the search for English or bilingual speakers
- Providing input on member associations applying for MiA (Member in Association) status and working on improving their applications for the next General Assembly

VP Professional Affairs (D. Shymanski)

Position update:

- Launched the Issues Forum with assistance from CAPSI Webmaster
- Drafted the student wellness position statement – edited by the advocacy committee and to be sent to translation committee for the French version

- Completed the CAPSI Pamphlet to be passed to the translation committee for the French version
- Preparatory work for the upcoming letter writing campaign to be launched in the fall
- Held the first advocacy committee meeting
- Investigating relations with other health care professional groups for collaboration with the Student Wellness committee for “Wellness Wednesdays”
- Researching for creation of the 2020 IPE case

Upcoming events:

- Release of the student wellness position statement (September)
- 2 nd advocacy committee meeting (August)
- Launch the letter writing campaign (September)
- Prepare the 2020 IPE case (ongoing)
-

CSHP Liaison (K. MacMillan)

Position update:

- Transition document for Jordan (new CSHP delegate) completed, will send to Jordan at the end of August (just in case I need to make any changes before then).
- I will be attending the CSHP board meetings in October with Jordan in order to transition him into the role and finish my obligations as delegate. Further, Megan (Ontario Junior Branch Delegate) has offered to be a mentor to Jordan when my term as CSHP student delegate is completed.
- Jordan has been invited to attend our Summer TC – he’s hoping to attend. My plan is to give him access to my email account, so that we can both see the agenda at the same time using the CSHP student delegate email.

Upcoming Events:

CSHP Board Meetings October 2 nd – 6 th 2019 in Dartmouth, NS. (Jordan will transition into the

position of CSHP Liaison on October 6, 2019

No funding from CAPSI needed