



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Fall Teleconference 2019

CAPSI National Council Meetings

Sunday, October 27, 2019

7:00 PM EST

1. **Call to Order**

J.Kwon

1.1. J. Kwon called the meeting to order at 7:05PM EST.

2. **Attendance**

P.Ip

Name	Position	Attendance
J. Kwon	President	present
M. Patrick	President-Elect	present
T. Rousseaux	Past-President	present
D. Low	Finance Officer	present
M. Contreras	VP Communications	present
J. Park	VP Education	present
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
J. Kelly	CSHP Student Liaison	present
W. Bao	UBC Junior Representative	present
K. Bishop	UBC Senior Representative	absent
A. Chadha	Alberta Junior Representative	present
J. Young	Alberta Senior Representative	present
E. Zerr	Saskatchewan Junior Representative	present
D. d'Entremont	Saskatchewan Senior Representative	present
C. Vaccaro	Manitoba Junior Representative	present
M. Kaushal	Manitoba Senior Representative	present

K. Shchepanik	Waterloo Junior Representative	absent
M. Ney	Waterloo Senior Representative	present
K. Miclat	Toronto Junior Representative	present
E. Nguyen	Toronto Senior Representative	absent
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	absent
L. Symonds	MUN Senior Representative	present

2.1. Guest Attendee: A. Marquis, A. McLeod

2.2. Regrets: K. Bishop, L. Symonds, E. Nguyen, S. Schuhmacher

W. Bao entered at 7:08pm.

3. Acceptance of Previous Minutes

J. Kwon

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

BIRT CAPSI National accept the meeting minutes from Summer TC 2019

J. Kwon/M. Patrick

Motion 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. 3 stars of CAPSI

J. Kwon

Background: This idea comes from being a big hockey fan and it would increase acknowledgement from CAPSI council members’ hard work, including both executive officers and local representatives. It will be done at the beginning of every meeting.

Third Star - Jamie Park

Second Star - Sofiya Terekhovska

First Star - Pauline Tram

Guest Attendee A. McLeod (PDWPC 2021) joined the call at 7:17PM

6. Feedback on social media

J. Kwon

Background: Since the beginning of the semester, CAPSI National’s social media has been posting Membership Monday, Wellness Wednesday and Fun Fact Friday’s posts. We would like to have some feedback.

Local Chapter	<p>1) Did you receive any feedback from your General members concerning social media posts? What are your thoughts on our social media campaign?</p> <p>2) What should we improve on? What would you like to see more?</p>
UBC	<p>1. No feedback from our members; I think the social media has been a lot better this year! Really loving the posts.</p> <p>2. The posts might be getting a bit similar to each other. Maybe more interactive posts though things like giveaways are hard on a national scale.</p>
UofA	<p>1. To my knowledge, we have not received any feedback from members. I think the campaign is great for engaging members and making them more aware of our membership benefits.</p> <p>2. I agree that the use of pictures rather than just words might improve engagement. Overall, I think the page looks very coordinated with the red theme.</p>
USask	<p>1. No feedback from our members. The social media has been fun and</p>

	<p>informational.</p> <p>2. While I like having all the posts in red, when I'm scrolling through Facebook quickly, the red is almost too familiar and I think I've read the post before when I haven't. The all red does make the Instagram look very nice and organized though.</p>
U of Manitoba	<p>1) Students appreciate the wellness tips! More active on social media this year = better visibility from members. Committee posts great way to get students aware of how to get involved. I love the fun pharmacy facts to end the week off.</p> <p>2) Keep up the great work!</p>
UofT	<p>1) No feedback from our members. The social media initiatives are great in giving us consistent and focused content to post. As well, they make productive use out of our platforms by further promoting CAPSI (e.g. Membership Monday) and by tackling an issue that concerns all pharmacy students (e.g. Wellness Wednesday).</p> <p>2) The consistency and organization of the posts are great, but we should improve on making our branding more consistent. This may be difficult given that so many brains are being used to draft posts, but we can start with perhaps using the same colour palette in all of our posts. I believe someone had posted the hex code for the red used in the CAPSI logo in one of our FB groups - for starters, I think we should be using this colour in all of our visuals on Insta</p>
Waterloo	<p>1) I have not personally heard any feedback</p> <p>2) Try to have continuity in the posts. For example, when you are creating Wellness Wednesday posts take a look at the posts before and after your post if possible to ensure they complement each other and are not too similar.</p>
Laval	<p>1) We had feedback on the way the translation is sometimes wrong and affects the message of the posts. Apart from that, we have no other feedback.</p> <p>2) Because the posts are around 1 or 2 sentences, we think it would be easy to make a smaller team for the translation. Clementine does it now for the Wellness Wednesday and it is easy to do, but, with Paul, we are already in a rush to finish translating the website. Also, we might open an IG page for PDW 2020, so we think it will improve the visibility for the campaigns.</p>
UdeM	<p>1) No feedback from our members so far. Our new local CAPSI council secretary has now the responsibility of all our social media accounts, including sharing CAPSI National's posts on our local Ig and FB accounts. I really think we should continue what we are doing with</p>

	<p>the same format as it is really interesting for students and gives a connection between general members and the National Council. We love the fact that the posts are themed according to the day of the week (Membership Mondays, Wellness Wednesday, etc.). Also, good job on translating everything before posting it.</p> <p>2) No idea in particular</p>
Dal	No feedback from our members thus far, but we feel that the posts have been well laid out and informative. We feel the same as Mun in that it might be nice to have more pictures and faces in the odd post, rather than just text.
MUN	<p>We have not received any feedback on the posts yet, I feel as though many of our current members at MUN do not follow our local or national accounts. Moving out of competition season social media is going to become a greater focus for our local council - planning to come up with some initiatives to increase engagement.</p> <p>On a national level if we could get some more faces in our posts I feel this would improve the engagement rather than having words only. From experience with any posts made locally, the ones that contain pictures of students in them are more likely to be shared and liked. I love the themes we have going, I would just like to see a greater reach. Contests are also a potential way this could work.</p>

M. Kaushal left the meeting at 6:20 PM

J. Kwon proposes to the locals to share at least one post per week on the local social.

Guest Attendee A. Marquis (PDW PC 2020) joined the call at 7:25PM EST.

7. PDW Updates

[PDW 2020](#)

The schedule has been completed last week and will be uploaded on the PDW 2020 website in the coming days.

The finalized banner should be run through CAPSI VP communications and VP finance to ensure all sponsors are represented accordingly.

Planning Committee will colour code the name tags for PPC, executives and general attendees. If finances permit, T. Rousseaux suggests also colour coding the award winners' name tags.

J. Kwon also suggests colour coding the name tags for international attendees (5 tentatively).

L. Symonds entered at 7:37 PM

D. d'Entremont entered at 7:42 PM

- A. Marquis provides comments for future PDW planning committees
- Find a way to ensure financially that PDW will be viable
 - If we compare with other congresses, there is nothing under \$500 for a two days congress
 - The increase for prices for CAPSI and PDW prices from last year may be a deterrent
 - Need to find a way to still make PDW pricing viable for students to afford
 - Find a solution to maintain an affordable price fore delegates while maintaining the quality of PDW.

PDW 2021

Comments of Banner: suggest having a QR code to be scanned and populate a “save the date” or business cards.

J. Kwon agrees this would be a good idea, as long as delegates are made aware of the presence of the QR code

CAPSI national to read over contracts for PDW 2021 re: hotels, venues, etc. to ensure the legitimacy of the contracts

J. Kwon inquires whether faculty or another external member provide oversight on all contracts signed so far.

Amanda confirms that a faculty member with a financial background oversee the contract signings

J. Kwon emphasizes that PDW 2021 should delay contacting national sponsors until after PDW 2020, but confirms that they are able to connect with local sponsors at any time.

A. Marquis does not foresee connecting with local sponsors prior to PDW 2020 and does not believe there will be any conflict in obtaining sponsorship at this time, with respect to the sponsorship timeline.

PDW 2022

UofT local representatives will be meeting with Dean Lisa Dolovich on October 31 to discuss PDW 2022. Shortly after, we will begin our selection process for the PDW 2022 Planning Committee Co-Chairs.

A.Chadha entered at 7:51PM.

J. Kwon emphasizes the benefit of having the PDW 2022 Co-Chairs attend PDW.

D, Bergeron will look into saving 2 spots for the future PDW 2022 co-chairs

8. Planning for the Annual General Meeting at PDW2020 J. Kwon

Background: Following the feedback CAPSI has received regarding the AGM at PDW, I would like to brainstorm about ideas to optimize productivity during these sessions.

J. Kwon inquired whether any Executive or General Council members would be interested in being part of a small group to discuss this agenda point and the proceeding agenda item. The members who signed up include: M. Patrick, C. Vacarro, E. Zerr, A. Chadha, D. Shymanski

9. Big poll at PDW

J. Kwon

Background: During our strategic planning session at PxP, CAPSI executive council did a big on-screen poll with different thought-provoking questions. We raised the possibility to do this at PDW for the delegates. Should we proceed with this idea?

J. Kwon suggests having each executive member pose one question to general members during the AGM to generate discussion

D. Bergeron explains that some speakers will be polling students during their session using [Kahoot.it](#). We can build on the same platform for the big poll.

10. 2020 CPhA Conference

J. Kwon/M.Patrick

Background: As announced during PxP2019, there will not be a CPhA Conference in June 2020. The Presidents are discussing with Christine Dalgleish from CPhA to see how we will proceed for the first face-to-face meetings for the 2020-2021 CAPSI term. We will provide an update at PDW2020.

11. Mental Wellness Stories

M. Patrick

The Wellness Committee has finalized the Google Form that will be used by the Local Reps to collect mental wellness stories from pharmacy students. We would like to ask for the council's feedback on the following items:

Is there anything you would add or remove from the Google Form? You can find the form [here](#)

The initiative is to be called Voices of CAPSI.

Do you think it would be acceptable to have any pharmacy student (instead of only CAPSI members) submit stories?

L. Symonds believes all pharmacy students should be able to submit stories. CAPSI can be a platform for students that are willing to share their experience nationally.

K.Miclat echoes L. Symonds. Allowing everyone to submit stories proactively shows that we are representing all pharmacy students collectively.

P. Tram inquires about copyright issues pertaining to some name ideas. M. Patrick believes there should not be any issues with copyright.

S. Terekhovska states that the form is currently anonymized and inquires how CAPSI would be able to discern which stories are submitted by CAPSI members vs all pharmacy students.

S. Terekhovska echoes L. Symonds. Having anonymity reduces the deterrent of potentially being identified by the story and we should not try to differentiate members from non-members.

12. CAPSI Leadership Award

J. Kwon/M. Patrick

In the past, CAPSI recognized one individual of the National Executive Council for their exceptional leadership by awarding them the CAPSI Leadership Award. This Award was not written into the OM so the following descriptions has been drafted and included in the proposed OM changes.

“The CAPSI Leadership Award is granted to an individual on the CAPSI National Executive Council who has shown exceptional leadership and inspiration to Canadian pharmacy students. This award is given in recognition of the Council Members commitment, enthusiasm, and professionalism demonstrated throughout their term on the CAPSI Executive Council.”

Should the award be a gift? Monetary? Should it be for the President specifically or for an exceptional leader within CAPSI?

T. Rousseaux explains: previously sponsored by Pfizer. At PDW 2018 council decided it was a conflict of interest for CAPSI to take over this cost (non-monetary token of appreciation until we have further sponsorship).

S. Terekhovska inquires on the criteria for this leadership award.

T. Rousseaux explains that this award was designed with the sponsor, Pfizer and there is no criteria. The recipient was the president of CAPSI historically.

M. Patrick believes this should be a national decision.

Motion to table this item to PDW 2020.

M. Patrick/J. Kwon

Motion Carried

13. CSHP/CAPSI Hospital Pharmacy Award

J. Kelly

It was announced at the National AGM that CSHP will not be able to fund the future hospital pharmacy award as they have decided to make all CSHP specific awards open to all students. As it is still vital to have this award at PDW to award and recognize those students making waves in the hospital environment. It would be great to discuss how this award will be organized for PDW this coming year. To see the description of the award as it reads in the OM please click [here](#)

T. Rousseaux reinforced the importance of considering our members best interest in all decisions, especially financial. We should be cautious when considering paying for an award for non-capsi members and should consider if this is where our members would like us to prioritize their funds. Moving forward we would need to clarify who is responsible for the difference in cost between capsu vs non-capsu members for this award (registration is \$200 + tax for CAPSI members versus \$275+tax for non-CAPSI member).

- Would need to discuss this with finance about the allocation of the funding

J. Kwon suggests further discussion outside of the meeting to clarify how to approach this award going forward re: finance officer & competition committee

Motion to table this item to PDW 2020

J. Kwon/M. Patrick

Motion Carried

14. CAPSIL award for translation

S. Bento De Sousa

We have an award that is still part of the OM but hasn't been given out for over 2 years. Click [here](#) to read how the OM describes the award currently. If we have the budget, we can keep it as is, but open it to all members of council (not just translation committee members). If we do not have the budget, can we present a certificate or gift card?

Motion to table this item to PDW 2020

J. Kwon/S. Bento De Sousa

Motion Carried

15. CAPSI Operating Manual

M. Patrick

The Constitution Review Committee has updated the Operating Manual. You can see all the changes/comments that were made in the OM [here](#). To expedite the process, I summarized the changes in a single document. You can find the [summary here](#). Please review the changes as we will have to motion to accept the changes during the TC.

T. Rousseaux mentions we can pass motions via email as well

Motion to table this item to PDW 2020

J. Kwon/P. Tram

Motion Carried

16. Opioid stakeholder meeting

S. Bento De Sousa

On behalf of CAPSI I attended a working group stakeholders meeting. the faculties of Nursing, Social Work, and Pharmacy would like to form educational guidelines and eventually an e-resource for faculties to use to better teach about opioid use disorder. the guidelines will be going through another round of edits before being sent back to the stakeholders; at which point there may be an ask for you guys to provide input on the project.

17. Culture of professionalism workshop

S. Bento De Sousa

On behalf of CAPSI I attended a culture of professionalism workshop hosted by NAPRA. NAPRA would like to new guidelines to direct pharmacy practice based on this white paper: NAPRA is welcome and open to suggestions; so if you are interested in this topic I can forward any comments over to NAPRA.

18. Scotiabank Opportunity

D. Low

Scotiabank has approached me about creating a large account joined with all the chapters to help increase interest gained. It was proposed as a compound account where each chapter will still have complete autonomy.

Local Chapter	1. What are all the province's respective banks that they use? 2. If not Scotiabank, would you be willing to change?
UBC	<ol style="list-style-type: none"> 1. RBC 2. We need to check if we are allowed to change since we are under UBC AMS.
UofA	<ol style="list-style-type: none"> 1. Scotiabank 2. Our local council is having trouble obtaining sponsorship from Scotiabank like we have in past years and would likely be open to having a discussion about changing banks.
USask	Scotiabank
U of Manitoba	Scotiabank
UofT	<ol style="list-style-type: none"> 1) BMO 2)
Waterloo	<ol style="list-style-type: none"> 1) TD 2) Provided that the interest and benefits of the account are greater than our current account
Laval	<ol style="list-style-type: none"> 1) Desjardins 2) We would be willing to change but they must offer something better than Desjardins because our actual bank is on the campus (easy for us to get a meeting when we need to).
UdeM	<ol style="list-style-type: none"> 1) Desjardins 2) Would depend on the conditions as we have a folio right now under our local student council, so I would need to know the parameters of being related to a bank account with the CAPSI council. But I think it would be doable as our budget doesn't work the same as the rest of our local council.
Dal	Scotiabank
Mun	Scotiabank

This is completely hypothetical and up in the air. I just wanted more information about each chapter and their financial protocols before further discussing with Scotiabank.

19. Competition prize when 1st place winner doesn't go to PDW

J. Young

When the 1st place winner(s) are not able to, or do not want to go to PDW, how does each school approach the prize money/PDW subsidy? Is the full prize given to the 1st place winner, the 2nd place winner, or is the prize split between the winners? The reason being, the website and OM are not clear. For example, for the SLC competition, the [website](#) says that it is strictly a \$250 PDW subsidy, and the CAPSI OM says "In the case that the winner of the Student Literary Competition is unable to attend PDW, the winner would still be eligible for their prize. The travel subsidy and complimentary registration will go to the runner up."

Local Chapter	<ol style="list-style-type: none"> 1. If the first place winner of a competition cannot attend PDW, who receives the prize money? 2. How do you distribute prize money (100% PDW subsidy, \$X cash prize and \$Y PDW subsidy, 100% cash prize)?
UBC	<p>First off, great question</p> <p>UBC's OM says \$250 from National and \$150 from UBC. In our OM it says "All competition subsidies shall be awarded on a reimbursement basis after PDW and requires the contestant to provide a receipt for their expenses to be eligible for reimbursement." But I'm pretty sure that in previous years the \$150 has been given to a winner that does not wish to attend PDW and the \$250 only given as reimbursement for someone who attends PDW.</p> <p>Following our OM it should be 100% PDW reimbursement. But looks like we've done \$150 as cash in the past.</p>
UofA	<ol style="list-style-type: none"> 1. In past years (from my understanding), the first place winner has received a cash prize (\$100), and then the second place winner receives the PDW subsidy (\$150) and the reserved seat. 2. For most competitions, my records indicate \$100 cash prize and \$150 PDW subsidy (with the exception of AFL and Guy Genest).
USask	<ol style="list-style-type: none"> 1. If a first place winner can not attend PDW, the prize money and PDW spot go to the second place winner, and if they can not go, it goes to the third place winner, etc. 2. 100% PDW subsidy (except AFL, SLC and Guy Genest)
U of Manitoba	<ol style="list-style-type: none"> 1. A person who can attend PDW and participate in the national competition (usually the runner up) gets the prize money as per the current operating manual (we checked with Tara and Jamie) - this was enforced before the competitions were advertised this year! However, 2 years ago I believe the money was given to the winner (that couldn't attend PDW) as there was very low interest in comps that year. 2. 100% PDW subsidy (we just give it as a reimbursement cheque after

	PDW or in December)
UofT	The student who attends PDW and competes in the national competition receives the prize money. In the case the first place winner cannot attend, our second place winner is given the opportunity to represent UofT instead. 100% PDW subsidy
Waterloo	<ol style="list-style-type: none"> 1) The second place winner receives the registration fee and the rest is a cash prize to first place winner (SLC and AFL) 2) The first place winner would only get a cash prize if they do not attend PDW (SLC and AFL). Otherwise the prize would go towards PDW.
Laval	<ol style="list-style-type: none"> 1) If the first place cannot attend PDW, the money is given to the second place student. 2) We distribute the prize money after PDW.
UdeM	<ol style="list-style-type: none"> 1) The prize money would go to the student in 2nd place. 2) People pay in full for PDW, then we reimburse them in January with the amount won in local competitions.
Dal	<ol style="list-style-type: none"> 1. If first place cannot attend then the money is given to the second place student (or whoever will be attending PDW). 2. Depends on the amount of the prize. Typically \$250 will go toward PDW registration and the rest is cash (if it happens to be more than the \$250).
Mun	<ol style="list-style-type: none"> 1) If the first place winner cannot attend PDW, the entire prize is given to the second place competitor. Students perceive all competitions as a gateway to get to PDW and those who participate for more than just fun are there to win their spot. 2) At MUN we've always given a \$405 cheque, which in my understanding is to be used completely for PDW. This includes money for registration (for which we are reimbursed by national) and extra for the hotel.

T. Rousseaux follow the OM. The funds is to support and promote the students to attend PDW (provide the funding to allow them to go).

J. Park suggests following up and update the website, OM, and competition rules to ensure the information for each award is consistent.

M. Ney raises awareness on the discrepancies for SLC and AFL. These two competitions do not require attendance to PDW for the awards. The winners still receive a monetary prize.

D. Shymanski comments that local transition documents also provide specific guidance for implementing, but caution that they are updated with operating manual changes.

20. Agenda

P. Ip/ M. Contreras

Background: looking into the need for agendas for CAPSI members going forward. The contract with CU advertising ends this year.

Need some questions answered for information gathering:

Local Chapter	<ol style="list-style-type: none"> 1. Are alternative agendas available at your schools? 2. Current update on CAPSI agenda uptake. 3. Is this truly a value added to the CAPSI membership
UBC	<ol style="list-style-type: none"> 1. No - I do think that people like the agendas BUT the big barrier to them being a true benefit is that students don't get them right at the start of the school year. I think looking into other options could be a good idea.
UofA	<ol style="list-style-type: none"> 1. Yes - available in the main quad area accessible to students. 2. We ordered half the amount that we did last year and still have about 30 sitting in our office. 3. I do not think this is a true value as long as we replace it with something else.
USask	<ol style="list-style-type: none"> 1. The general University Student Society offers agendas (that come with coupons for local businesses.) No other pharmacy specific agendas. 2. Usask gave out ~130 of 200 notebooks. We sent 50 to MUN. 3. With many students moving to phone/computer calendars, there is less interest, but many students still want them.
U of Manitoba	<ol style="list-style-type: none"> 1. Not pharmacy specific but we have some general ones from our University's student union (UMSU). However, these are sometimes hard to get because our faculty is not on the main campus and orientation week at our campus isn't as "big," so these are not easily found compared to the main campus where they are being given out everywhere.
UofT	<ol style="list-style-type: none"> 1. Not pharmacy specific. Our student union and other student clubs/groups/society across UofT offer free agendas, although it is not generally convenient for students to access these (unless you're a 1st year student and receive them in your Orientation Week kit). . 2. Gave out agendas to each first year student in their backpacks (~240) and sent out a request form for the rest of the students to request an

	agenda (gave out an additional ~100 agendas).
Waterloo	<ol style="list-style-type: none"> 1. Yes, though they are available in the fall and we start in the winter so first years wouldn't be able to get them. 2. We are holding the agendas to distribute in January 3. They are nice to have but not necessary if they are not financially sustainable
Laval	<ol style="list-style-type: none"> 1. Our student associations confederation at ULaval offers agendas every year and they are free. 2. For our students, we believe the CAPSI agendas do not add any value.
UdeM	<ol style="list-style-type: none"> 1. The general university federation of student associations offer agendas. But most people do not use agendas anymore as we have everything on Google Calendar or iCal. Our whole schedule is made available electronically by our faculty. 2. Don't know are many are left, will have a look tomorrow. 3. I think that finding another benefit would be good.
Dal	<ol style="list-style-type: none"> 1. No alternative agendas are made available at Dal unless students were to go buy one themselves. 2. Given out in the backpacks given to first year students this year, not sure how many actually ended up using them 3. I don't feel they would be missed if they were replaced with a new membership benefit
Mun	<ol style="list-style-type: none"> 1. The general campus student union gives out agendas every year on main campus but I've never seen a pharmacy student use them. 2. This year we got a ton of interest and actually had to ask for extras from Sask as they were gone in a day (thank u Danielle). However, from the feedback I received, more students took one this year because they were pretty. 3. I think a new benefit would be more well received and used than the agendas have been.

M. Contreras suggests alternative items in lieu of agendas (notebooks, clipboards, etc.) that are more financially sustainable.

- S. Terekhovska suggests that, if we were to have notebooks, they should be able to fit inside a labcoat pocket.

D. Low explains the difficulty obtaining payments from CU advertising for agendas. Discussions on the financial sustainability of the agendas is needed.

T. Rousseaux suggests obtaining some financial estimates of how much each of these options would be and pursuing a response via email.

D. Low rejoined 9:02 EST

W. Bao raises awareness that UBC was planning to sell clipboards last year and provided links to potential suppliers in item #21.

L. Symonds inquires whether we will still be partnering with CU advertising and whether the alternative notebooks will contain ads. If so, how many ads will be inside?

- M. Contreras confirms that there will be ads inside the notebooks, but discussions will occur to ensure that these notebooks will be usable for students.

M. Contreras can send an update on the numbers in the coming 2 weeks once he connects with the companies.

21. Clipboard Companies

M. Contreras

Instead of agendas, we are looking at providing our members with clipboards instead. CU Ads is willing to cooperate with us in making a contract where it can be “self-sustaining” much like how agendas were in the past. I currently need companies that can help with this but seeing that this is a time-sensitive issue where they would like to get as much information on proceed with it by end of November, I would like your guys’ help in any companies or organizations or people that can possibly help me go towards the right direction.

WCC Bulk order flyer:

<https://drive.google.com/file/d/1vqYP0v2xby4Fo44I13PH037bIB5mOb3D/view?usp=sharing>

Order form Ada made last year:

<https://docs.google.com/forms/d/1EORRrsbUYeQNPc5KvgLFX-re4DmeQBS8ST721mU4pCI/edit?usp=sharing>

22. Use of Emails as a way to send out information for sponsors

M. Contreras

Many possible sponsors are looking for ways they can provide their membership benefit through email as well. I have not yet asked about the logistics but given that a lot of sponsors do ask about this medium, it is an interesting and possibly enticing avenue of advertising that CAPSI can send to their members? I was thinking much like the CAPSIL where it is released quarterly (and could BE excerpts from CAPSIL). In the emails, the contents could include highlighting membership benefit, sponsor advertising, mental health information etc. This can be sent by the locals to their members OR is there a way that we can have an email “quarterly”. What are the logistics and foreseeable issues on this?

J.Park left the meeting at 9:10 PM

T. Rousseaux explains: as a national organization, members must be given an option to opt out. We cannot automatically send emails to members without first providing opt-in/out. This was looked into in the past.

S. Bento De Sousa clarifies that Christine D. would be the point of contact at CPhA should we pursue creating a email list.

L. Symonds comments that she is uncomfortable with having this occur. Members at their school would not enjoy having ads disseminated to them via mass emails. This initiative may create a rift between members at the local levels with local representatives

J. Kwon clarifies that this initiative is not solely sending our emails for advertising. Having an email list for sending information on major changes/important news for CAPSI is very beneficial, as our only contact with members currently is through social media.

Motion to table this item until PDW 2020

J. Kwon/L. Symonds

Motion Carried

23. World Health Assembly

M. Kieley

Applications to register for World Health Assembly in Geneva, Switzerland open up in December. IPSF sends ~30 delegates to attend (usually in May).

Are any execs/locals thinking about attending? Have you been approached by students in your school that have expressed interest in this event?

For more information: <https://www.ipsf.org/projects/wha>

S. Terekhovska emphasizes this is a great opportunity for anyone interested in global health policy

24. IPSF Local Representative Engagement

M. Kieley

I have experienced a fair amount of unresponsiveness from IPSF local representatives this semester. Sometimes I must Facebook message multiple times and then follow up again by email in order to get a response. Does anyone have any solutions to help with this problem?

K. Miclat suggests CC the CAPSI local reps in emails if you need them to touch base with them for any IPSF related issues

L. Symonds suggests having IPSF local representatives work together with CAPSI local representatives. This is currently the structure at MUN and this is a mutually beneficial relationship

25. IPSF Team

S. Terekhovska

CAPSI members on the following committees: internal, policy, editorial, translation and pharmacy education

Second call results for PARO Subcommittees and IPSF Team not released yet, although I know one CAPSI member that applied in second call

26. CANZUKUS Updates

S. Terekhovska

Wrote the agreement and you can find it [here](#). Please let me know by October 31 if you have any issues with it.

Currently working on a document to guide licensing for foreign pharmacy graduates in the 5 countries of CANZUKUS.

27. World Congress bid

S. Terekhovska

APhA-ASP/CAPSI joint bid: presentation limit is 10 minutes, which should include:

1. Name of the proposed Chairperson of the Reception Committee
2. Structure and proposed names of the Reception Committee
3. Tentative programme
4. Accommodation and maximum number of attendees
5. Budget

Availability of pre- and post-event programming (typically includes Leaders in Training as well as Post Congress Tour). The presenters should then be available to answer any questions that the General Assembly has

J. Kwon emphasizes the significance of having a good working relationship with APhA.

T. Rousseaux inquires about the financial obligations if we pursue hosting World Congress alongside APhA.

D. Shymanski inquires whether we can have access to past budgets and transition documents in previously world congress for financial obligations.

S. Terekhovska explains that there are transition documents available. There is a new position in IPSF that works with the chairperson and guides them through the planning. There is no planning committee at this time; this is tentative.

S. Terekhovska raises awareness about the following issues:

- Finding enough members for the planning committee to pursue this initiative may be challenging. In general, there is a limited amount of interest for IPSF events.
- Hosting in 2022 may be too soon; it may be better to pursue to 2023.

T. Rousseaux inquires when we would need to respond to this request.

S. Terekhovska believes that a response by January 2020 would be ideal.

T. Rousseaux suggests distributing the budget and transition documents to council via email to ensure an informed decision is made at PDW 2020. Additionally, the presidents will reach out to previous CAPSI council members gather historical perspective regarding the previous cancellation of PARS.

S. Terekhovska confirms that APhA has many sponsors and schools. Additionally, they are

willing to share these resources with CPhA.

- S. Terekhovska can connect the past-president, president, and president-elect, IPSF representative and SEO together with APhA to further discuss this

J. Kwon believes this is a good opportunity to pursue, would like to have feedback from the CAPSI council first.

S. Terekhovska will distribute the information and touch base in January with the CAPSI council for a response.

28. Hootsuite

P. Tram

Do we need [hootsuite](#)? To help publish posts – as only Facebook is the main one that we can preschedule. If time does not matter then I can find ways to publish them.

- \$29.99 USD for the Base features: 10 social profiles, 1 user; Automated post scheduling, Key performance metrics, Unlimited RSS integrations (must sign up for 1 year) Total < \$500 CAD
- \$129.99 USD for Professional features: 20 social profiles, 3 users; Customer analytics, Team assignments, 1 custom branded URL, Exportable reports

P. Tram to disseminate this information via email for further follow up

29. Update on UofT Opt-Out System

K.Miclat

The new opt-out system for the Fall Semester has closed. We are happy to report that our opt-out rate was 10.5% (99 students). Unfortunately, the Faculty did not provide us with a list of students who opted-out of CAPSI fees. In collaboration with the Undergraduate Pharmacy Society (UPS), we were able to address this issue by enforcing a proof-of-payment system, in which we asked students to voluntarily prove that they had paid their CAPSI fee in order to access certain benefits (e.g. competitions, PDW, etc). Overall, we have not had any issues navigating this new structure at UofT thus far and intend on using the same approach for the Winter semester opt-out session.

30. May Measurement Month (MMM)

W. Bao

May Measurement Month is an international hypertension initiative where participating countries organize hypertension screening clinics for the public. The data collected from these clinics is pooled together and used for hypertension research and policies. Until now, the vast majority of these screenings have taken place in Vancouver, BC. Our goal is to expand it to the rest of Canada, starting with other pharmacy schools. To start MMM in your provinces, you will need to find a local supervisor, be put into contact with Dr. Nadia Khan, submit an ethics proposal (2-6 months for approval) and organize the hypertension clinics. If you have any questions or are interested in participating in MMM2020, please reach out at Maymeasurebc@gmail.com. Here is a link to our MMM 2019 Turnover Report: <https://bit.ly/2qKSkIV> to provide you with guidance.

J. Kwon suggests sending this out to local representatives to facilitate efficient discussion.

J. Kwon motions to adjourn the meeting at 9:45 PM EST
J. Kwon/ T. Rousseaux
Motion Carried

Local Council Updates

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

Position Updates

Local competitions have been scheduled and announced to UBC students. We are currently accepting participant and team registration. The textbook sale this year has been successful (150 orders and made improvements from last year). The stethoscope sale has also been completed successfully.

CAPSI Awareness Week was fairly successful - had almost 30 people for our info night, Cookies and Colouring was a new event and a little bit less successful we might try again later in the semester.

Lastly, our advocacy and community outreach committees are busy with events for the year!

Upcoming Events

- 1) World Mental Health Day, Thursday Oct 10 - reducing stigma information booth and photobooth, social media giveaway
- 2) GSK Pain Lunch and Learn, November 21st - GSK rep is coming to do presentations to UBC Dentistry and Pharmacy, will be focused on pain and their products (voltaren, etc.)
- 3) Poster Competition – October 10

The Poster Competition is an opportunity for students to showcase their research, particularly in health sciences with a focus on pharmacy. Posters will be judged on knowledge in the subject area, depth of understanding, visual presentation, and oral presentation skills. However, the top two presenters will be given spots to PDW to present their poster to delegates from all across the country.

- 4) Student Literacy Challenge (SLC) – October 15

The pharmacy profession is dynamic and multifaceted. As pharmacy students, you have insight into the issues that are important to future pharmacists. Submit a pharmacy related article on a topic of your choice to the CAPSI SLC! You will be eligible to win the following prizes AND the winning article will be entered into the national SLC competition.

- 5) Patient Interview Competition (PIC) – October 16

The PIC is a great way to practice your interaction skills in a clinical scenario, and offers student members an opportunity to truly test their professionalism during an interview with a patient in addition to their clinical knowledge of conditions. Individual students compete by conducting a fifteen minute patient interview, with the goal of identifying and resolving drug-related problems.

6) Over the Counter Competition (OTC) – October 21

Practice interviewing and counselling on commonly seen self-selection products over a ten minute patient interview. The purpose of this competition is to aid students in the development of skills required for the practice of pharmaceutical care, particularly involving OTC medications. Of the steps required to perform this exercise, the development of patient rapport will be the skill that receives the most attention.

7) Advice for Life (AFL) – October 23

This is a chance for pharmacy students to share their knowledge and their presentation skills by developing educational resources that will impact the health of Canadians. Students will create a presentation on a pharmacy or a health topic that is intended for a community workshop, pharmacy in-service or a refresher for pharmacy staff.

8) Compounding Competition – October 30

This competition allows students to work together in teams of 4 to create compounds that are therapeutically active and presented with the utmost pharmaceutical elegance. The Compounding Competition mimics the process of formulating a new drug into the most appropriate form for use, including the on-paper calculations and groundwork to ensure the efficacy and safety of a compounded medication to be dispensed. Not only does the competition highlight the discipline and dexterity required to carefully create compounds, but also the teamwork involved in effectively communicating with your peers and the theoretical knowledge you need to perform the necessary calculations.

9) UBC's Next Top Pharmacist – TBD

Students compete in a spelling bee, talent show and various other events live in front of judges and an audience.

10)Pharmafacts – November 8

Teams compete and answer pharmacy related questions to win Pharmafacts.

UBC CAPSI Community Outreach Initiatives:

11)Downtown eastside neighbourhood house - teaching about healthy choices on an affordable budget (shopping lists, recipes)

12)Uhill Elementary School, TBD in November - hand washing workshop

13)Elementary school, TBD - school has requested teaching needle safety for kindergarten students

14)Vancouver Second Mile Society, TBD - pharmacare presentation and role of the pharmacist, involving a skit and brand vs generic taste test

- 15) UBC Heal Collaboration, year long - mental health event for highschool students in lower mainland focusing on interdisciplinary health, how to visit the doctor, digital literacy.

Advocacy Initiatives:

- 16) Mental health initiatives - World Mental Health Day
17) Osteoporosis Clinics, collab with London Drugs
18) Blood pressure clinics

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

Position Update

- CAPSI Awareness Week
 - Bags distributed to the 2nd year class
 - Agendas given to 1st year + L & L
 - Shared with their class on how to sign up - still need to follow up with Pauline if they can access CAPSI Members Portal now
- Finished organizing CIBC RFTC with U of A Pharmacy
 - Total fundraised: \$16,328.09
 - Fundraisers: Escape Room Night, Samosa Sale, Breast Fundraiser Ever, Saving Second Base softball tournament, Bottle Drive
- World Pharmacists Day
 - Initiative completed with IPSF Rep Angela Micovic → had about 20 participants
- PDW 2020
 - Info session held, lots of interest but costs a concern for students
 - Filled 35 of 37 seats
- CAPSI Competitions partially completed
 - PIC/OTC completed
 - SLC/AFL Deadline tonight

Upcoming Events

- Compounding Competition taking place Oct 25th
- RxFactor (Previously Mr. Pharmacy): November 30th for Movember Foundation

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

Position Update

- By-election for fundraising chair & FYR
- Textbook sale for CPhA and RxFiles
- Membership drive - 36 new members
- Competitions are underway - OTC completed
- CIBC run for the cure - total raise ~\$2,500
- Discount card fundraiser
- Button sales
- PDW information session - lots of interest

- Council photos and biographies
- Had budget meeting – lots of wiggle room
- Backpacks have been distributed for first and second year classes
- Booked flights to Montreal

Upcoming Events

- Date set for IPSF information session
- Planning a Lunch n Learn with Scotiabank OR MNP
- FYR have started planning AAW

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

Position Update

Dodge for a Cause Tournament & Afterparty: very successful, lots of sponsors, great alternative to softball. Raised \$705 for the Breakfast Club of Canada.

CAPSI Awareness Week: CAPSI promotion via Instagram, potluck in park held (small turnout), bake sale on Sept 11 (raised \$300 for Run for the Cure), textbook sales held.

World Patient Safety Day: Held social media and white board campaign events for the first World Patient Safety Day. ~46 participants. Established good connections with CPSI and WHO for future events.

CIBC Run for the Cure (Oct 6): Raised \$1261.00 from registration, fundraising, and the bake sale held during CAPSI Awareness Week. 18 participants from the College of Pharmacy.

PDW 2020: Info session held on September 16, 2019. First round delegates have been confirmed. 2 spots are reserved for the winners of AFL and MNTTP. Potential for reimbursement for a portion of the registration fee from the Dean's office and the student endowment fund.

CAPSI Competitions: OTC/PIC: October 22, 2019 [8 contestants]. Compounding: October 25, 2019, [6 teams]. AFL: TBD. SLC: TBD.

- Date: October 24 and 25, 2018
- Location: Apotex Centre, College of Pharmacy, U of M
- Cost: Gifts for standardized patient volunteers
- Support needed from CAPSI National: None

Upcoming Events

Description: Manitoba's Next Top Pharmacist (MNTTP) – annual formal for the College of Pharmacy. Contestants have been confirmed. Some positions on the planning committee are not filled yet.

- Date: November 16, 2019
- Location: The Metropolitan Entertainment Centre
- Cost: TBD
- Support needed from CAPSI National: None

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

Position updates

Fall Term:

The Rx2022 class is in the first term of second year (2A). Rx2021 class is on co-op. Rx2020 is in their second term of 3rd year (3B).

UW CAPSI local council held its most recent meeting on October 7th. Meetings are typically bi-weekly. This meeting we finalized dates and bookings for IPSF Health Campaign Week and Competitions weekend. We also launched the book sale forms and advertising embroidery of names on CAPSI backpacks for \$10 each.

Upcoming Events

Date: October 26th

Location: University of Waterloo

Description: Science Open House

Date: October 28th

Location: School of Pharmacy

Description: Diabetes Lunch and Learn (Dr. Gamble)

Date: October 29th

Location: School of Pharmacy

Description: Diabetes Interprofessional Event (pharmacist, nephrologist, chiroprapist)

Date: October 30th

Location: School of Pharmacy

Description: Winter self-care raffle basket for Breakfast Club of Canada

Date: October 31st

Location: School of Pharmacy

Description: Halloween Candy Grams

Date: November 9th – 10th

Location: School of Pharmacy

Description: Competitions for PDW 2020

Date: November 26th – 27th

Location: School of Pharmacy

Description: High Stakes Mock OSCEs for 3rd year students

Support needed from CAPSI National: None

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

Position Updates

1. COMPLETE – Phrosh CAPSI Ice Cream Social

Each year, our faculty hosts a Phrosh Week to welcome the incoming first

year students to the program. We hosted our annual ice cream social during this orientation week. During the social, students had 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 were also able to pick up their CAPSI backpacks and agendas during the event.

2. COMPLETE - Textbook Sales

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

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

We hosted a week-long social media campaign in early September orienting students to CAPSI, and giving away backpacks and gift cards. After the first-years familiarized themselves a bit with our school community, we hosted an event where both first-year and upper-year students were able to learn more about the CAPSI/IPSF initiatives we have planned for them in first semester. Students enjoyed free cookies and beverages during an interactive presentation on CAPSI and what events/competitions our students are looking forward to the most.

4. COMPLETE - Pharmacy Abroad lunch and learn

Our Jr. and Sr. IPSF representatives hosted a successful lunch and learn where they spoke about the process of applying for the pharmacy student exchange program.

5. COMPLETE - PSF lunch and learn

Our Jr. and Sr. IPSF representatives hosted a successful lunch and learn where the Vice President of PSF Ontario spoke about PSF's missions, what they are involved with, and how students can get involved in missions. Tim Hortons refreshments were provided for students who attended.

6. COMPLETE - PIC/OTC Competitions

We held the annual local PIC/OTC competitions. 18 students participated in PIC, and 18 in OTC. We had 6 judges and trained 6 students to be standardized patients (SPs). A light dinner (baos) was served to judges and SPs.

7. COMPLETE - Compounding Competition

Description: We held the annual local compounding competition, with a total of 15 teams (60 students) participating this year. We had 3 judges for the competition, and they received a light dinner.

8. COMPLETE – PDW Poster Competition

Submissions for the PDW poster competition were due on October 13th. We had a total of 4 submissions, and 3 professors will be judging applications. Results will be released by Friday, October 25. The two winners will receive a \$20 gift card of their choice.

9. PDW First Round Registration

Our first round of registration was a huge success. All 69 seats filled, and our waitlist sat at around 70+.

Upcoming Events

1. PDW T-shirt Design Contest

Every year we have a competition for students to design a T-shirt for UofT students to wear at the Pharmafacts Bowl at PDW. The winner of the design competition will receive a \$25 gift card of their choice and T-shirt as a prize.

2. Advice for Life Competition

Submissions for the Advice for Life Competition are due on October 19. 3 professors will be judging applications and results will be released in early November.

Cost: N/A

Support needed from CAPSI National: Prize and promotional funds provided by National

3. SLC

Applications for the SLC will be due on October 30. Our local CAPSI council will be judging applications. Results will be released in early November.

4. Guy Genest Award

We have put out a call for applications for the Guy Genest Passion for pharmacy award. 3 faculty members will be reviewing blinded applications to pick the winner of this award by early November.

5. Advertising for CAPSI National Elections

We will start providing student with necessary information about CAPSI national elections during the last week of October

6. Pharmafacts Pre-Bowl

We will be hosting our own mini-Pharmafacts event among PDW delegates to determine our Pharmafacts team. We will be giving away a few small PDW subsidies and prizes for audience members. Light refreshments will be served.

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

Position Updates

Introduction week went well, we collected many names of students interested in CAPSI. We also teamed up with IPSF to promote CAPSI and IPSF's benefits. We actually got more CAPSI members than the number of places for PDW (total of 227 members). A list of all emails of Montreal's CAPSI members has been created in order to be able to contact them efficiently. Distribution of promotional items (backpacks, agendas, demos, etc.) was popular and we are planning to order more items throughout the year. We also implemented taxation for new CAPSI members this year, so we increased our price to 25\$ per year.

OTC, PIC and compounding competitions were held at the end of September and went well. We had a lot of interest and participation this year (5 compounding teams and 9 students for both OTC and PIC). We also had a lot of interest for AFL and SLC, but are still waiting for the results.

I participated in our mental health committee's first meeting to set up the projects of the incoming year. I am planning to create a document depicting all the actions that were done last year in our school and the ones we are planning this year in accordance with the problematics that are relevant among students (sleep disorders, loneliness, competition, etc.) and share it with the other local CAPSI representatives.

We also officially implemented our local CAPSI council in our student council. We now have a 1st-year CAPSI representative elected on our student council that acts as the secretary of our local CAPSI council to help us in our activities, especially on managing our social accounts.

PDW has definitely been (and is still) a big part of the fall semester. On a local level, promotion of PDW started at the beginning of the year as a part of CAPSI membership benefits. As soon as the membership drive was over, we focused on PDW promotion and registration, which started last October 2nd and went pretty well as we had a lot of interest in our school from students from all 4 years.

On a national level, I focused a lot on preparing all documents, sheets, forms and promotional materials for other locals to share with their delegates. I also tried to be as prompt and clear as possible to answer any question that I got from any council member. Same thing with filling the sheet containing registration details and categories of seats with delegates from each school, based on our registration form. I hope you guys are happy with the way I worked and thank you for helping make everything go smooth.

About the PDW Planning Committee, everything is going great so far. Fundraising is going well. Almost all our speakers are booked and we got many sponsored sessions. We are planning to have 24 speakers for PDW 2020 with $\frac{1}{3}$ of them being in French and $\frac{2}{3}$ in English. We are focusing right now on collecting all the necessary information for the promotion of their session and the presentation that will be used so we can translate it as soon as possible. Menus for Opening and Closing Galas have been chosen. The bar/club for the social night is now booked. We have our judges for CNTP. The delegates' booklet is in the way of making and the draft should be finished by the end of the month. Next steps to come are the distribution of seats for 2nd round and collecting rooming lists. A few sponsorships and speaker sessions are still to be secured. Promotion will be going on until PDW, so stay tuned.

Upcoming Events

PharmAcadémie (Next Top Pharmacist) : November 13th, 2019

Elections : Promotion of CAPSI's national elections is about to start in our school.

PDW 2020 : January 8-11, 2020

PAM : We will be teaming up with our faculty's centennial committee to make public kiosks to raise awareness on the role of pharmacists.

Adoption of Bill 31 in Quebec : Stay tuned to see the newly extended scope of practice for pharmacists in Quebec

Université Laval (C. Beucher/P. Sanjab)

Position Update

- First year's BBQ:
 - Bags distributed to first year's students
 - Shared how to sign up for CAPSI and what activities we usually have during the year
- World Pharmacist Day
 - Initiative completed with IPSF Reps Anne-Julie Boilard and Yuchen Zhu
 - Around 30 participants
- PDW 2020
 - Filled 63 of 107 seats
 - Students are concerned about the time limit for the paiement and inscriptions (during rotations)
- CAPSI competitions partially completed
 - PIC/OTC completed
 - NTP completed

Upcoming Events

- SLC/AFL deadline October 27th
- Compounding competition taking place November 5th
- Second wave of inscriptions for PDW 2020
- RxFiles Sale

Dalhousie University (L. Ford/H. Saunders)

Position Update

- CAPSI orientation event done first week (scavenger hunt and ice cream)
- Backpacks and agendas distributed to first years
- Booksale organized and completed early September
- Compounding competition complete
- Names of students interested in RxFiles collected
- AFL competition submissions gathered and passed along for judging
- PDW/IPSF info session done
- PDW info passed along to Derek (26/26 seats filled)

Upcoming Events

- PIC/OTC competitions

- SLC submissions
- Guy Genest submissions being collected November 5th
- DNTP planned for October 25th

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

Position Update:

This fall at MUN our events started with CAPSI Innovation Week - we planned our annual Career Fair with 13 booths, held talks with Pharmachoice, Northwest and Loblaws, had an information session with the first years about CAPSI/PANL/CPhA and our first annual Cookies for CAPSI event. We planned our Saving Second Base softball tournament and a bake sale to fundraise for RFTC - our little team raised just shy of \$2,000 and won the prize for greatest contribution by a post secondary team. We planned textbook sales, ran elections for our local council and completed our membership drive. October started with PDW information sessions and competitions are currently underway. We've completed PIC and OTC so far with the rest to come soon.

Upcoming Events

Compounding takes place on Wednesday, other competition deadlines are creeping up as well. In November we'll start looking into our symposium and planning a resume session for the graduating class.

Appendix A: Position Updates

Executive Council Updates

President-Elect (M. Patrick)

- Edit PDW Turnover Document and send to Toronto Jr and Sr (2022)
- Edit Issues Forum google form
- Create a Wellness Committee email group
- Set up Wellness Committee google drive
- Send out Wellness Committee email (TC #1 summary and action items)
- Get CAPSI headshots uploaded to National Drive
- Edit Issues Forum google form now that I have feedback and translation
- Make the Fun Fact Friday post on Canva
- Edit the Banners to include the FB and IG names
- Send Banner out to Locals
- Email Christine re: CPhA conference 2020
- Provide feedback on the content of the open sub-committee FB/IG posts
- Resend to Membership Monday emails
- Verify that Election info about Pres-elect is correct
- Respond to the Fall TC Doodle
- Send Pam the president elect interview questions
- Make google form for wellness story collection
- Ask Wellness Committee for feedback on the form
- Write President Award into OM
- Evaluate the AofP before October 6th
- Add: "Secretary needs to send the final meeting minutes to the Webmaster to upload them on the website no later than one month following approval of the meeting minute" to the OM
- Edits/make comments for PharmaFacts 2020 Questions and Answers
- Get the CRC to edit PDW education policy
- Verify before Fall TC that all locals changed their IG and FB names (and banners)
- Look into working used to describe the IPE events at PAM in OM

President (J. Kwon)

Completed:

- Reviewed Summer TC meeting minutes
- Actively participated in social media coordination
- Reviewed competition material
- Coordinated release, creation and promotion of CAPSI Student Wellness Video
- Filed CAPSI's annual return
- Sent out survey for UOttawa French PharmD Program
- Reached out to CAPT
- Sent out follow up items for executive council members

In progress:

- Continue to answer emails with CAPSI council members, external stakeholders
- Communication with CPhA and Pres-elect for CPhA2020 Conference
- Reached out to FO for PxP registration invoices
- Prepare and review Fall TC agenda with CAPSI National Secretary
- Providing guidance for UofT – PDW2022\

Past-President (T. Rousseaux)

Position update:

- Completed:
 - Ethics Committee: Montreal Pharmafacts t-shirt design has been submitted and approved
- In progress:
 - Continue to provide guidance to incoming President and President-Elect as necessary
 - Manage pastpres@capsi.ca email account
 - Ethics Committee:
 - No need for meetings at this time as no reported ethical matters currently
 - PDW t-shirt designs may be submitted for committee approval upon design completion

Executive Secretary (P. Ip)

Position Update:

- Election launch completed
 - Social Media (IG, FB, FB event)
 - Article for CAPSIL written
 - **To follow up with November Social Media Posts & descriptions**
- AGM Slides
- Agenda Updates

Finance Officer (D. Low)

Position Update

Worked with Mark with completing Invoices

Completed all SEP reimbursements for the 2019-2020 year with Gabrielle

Worked with Sylvie (the accountant) to submit all forms for Canadian Revenue Agency for tax submissions

Sent out all invoices for PxP

Still accepting any reimbursements from PxP

Worked with Melissa to accept international students register for PDW

VP Communications (M. Contreras)

- Sent contracts to multiple sponsors. Notable ones interested and in conversation with CAPSI include:
 - Valneva
 - Medicine Shoppe Pharmacy

- GSK
- Pharmasave
- Belair
- Sobeys
- Johnson and Johnson (as OTC Sponsors)
- Renewed contracts with CPhA, Pharmachoice, Medisca and SDM
- Recruited Trudell Medical as new PIC Sponsors
- Re-negotiated contract with RxFiles membership benefit
- Added in 3 new membership benefits:
 - Skillshare
 - Hasu e-counselling
 - PharmAchieve
- Headed Communications and Marketing Committee with Fun Fact Friday infographics

TO DO:

- Send more emails to entice more sponsors
- Follow-up with CPhA on Goodlife Fitness/Energie Cardio membership benefit
- More initiatives with Communications and Marketing Committee
- Marketing initiatives for new membership benefits and for sponsor information
- Logistics with PharmAchieve as new membership benefit

VP Education (J. Park)

Completed:

- Sent out all the finalized local competition materials (PIC, SLC, OTC, PharmaFacts, Compounding, AFL)
- Compounding materials all delivered
- Completed evaluation for Award of Professionalism
- Winner for Summer 2019 Future of Pharmacy Excellence Award selected and announced

In Progress:

- Currently working with Trudell Medical to draft National PIC.
- Currently drafting the OTC National Competition
- Finalizing PharmaFacts questions

Webmaster (P. Tram)

Position Updates

Been trying to update the French Site

Working on posts for antibiotic awareness week

Getting the English site updated too

Been keeping up with weekly posts

Upcoming Events

PDW

CAPSIL Editor (S. Bento-De Sousa)

Position Updates

- CAPSIL articles rolling in hot! If you have an article you are interested in seeing or writing, shoot me a message
- will be contacting 3 schools to provide school showcases
- Update on the website translation

IPSF Liaison (M. Kieley)

Position Updates

- Updated IPSF google drive to contain information from last year and new folders for this year to ensure continuity of projects/tasks in position turnover
- Scheduled individual video conference meetings with IPSF local representatives from each school to discuss position requirements, IPSF projects, and what they plan to do throughout the year (created meeting highlights for each meeting that was sent to reps afterwards)
- Coordinated the IPSF Health Campaign Award (results to be announced at PDW)
- Organized World Pharmacists Day Social Media Campaign (65 entries)
- Promoted IPSF Team & PARO Subcommittee applications (signed 4 confirmation letters from CAPSI members)
- Edited IPSF Liaison & SEO position description with Sofiya
- Registered CAPSI for Vampire cup and made IPSF locals aware of this initiative during our individual meetings. Worked with National CBS representative to provide locals with contact information with each territory manager.
- Created a schedule of Activity Reports/PARO spotlights to be written by IPSF local representatives to showcase CAPSI to IPSF. IPSF local representatives are required to submit 3 activity reports and 4 PARO spotlights per year.
- Created IPSF related Social Media Posts for every Thursday of the semester thus far (with the help of Pauline & the translation committee)
- Promoted PDW to IPSF and coordinated registration for 5 international delegates
- Reviewed many activity reports from other countries and provided questions/comments
- Submitted 4 activity reports & 3 PARO spotlights to IPSF

Upcoming Events

Date: PDW

Location: TBA

Description: IPSF Booth at the Health Fair

Cost: Free

Date: PDW

Location: TBA

Description: IPSF Local representatives meeting

Cost: Free

Student Exchange Officer (S. Terekhovska)

Position Update

- Provided a World Congress Writeup for IPSF Local Representatives
- Finished collecting testimonials for incoming and outgoing SEP students ☑ they are to be used for CAPSIL and/or social media promotion of SEP
- Reviewed and voted on the Financial Report of World Congress as well as Chairperson's Report of World Congress ☑ both reports were accepted
- Completed the CANZUKUS written agreement
- Updated the IPSF Liaison/SEO position description for elections
- Updated the council and IPSF locals on IPSF election results as well as motions passed at the GA
- Participated in a CANZUKUS meeting
- Participated in the internal committee meeting and completed a survey for CPs on the Best CP Award criteria
- Reached out to host sites from last year and sent a survey to see if they'd like to host students for SEP 2020
- Reached out to IPSF locals to see who's interested in finding new host sites
- Emailed Policy Coordinator to inquire about an IPSF Newsletter article on vaccine hesitancy and pharmacist vaccinations in Canada
- Prepared SEP Testimonials for CAPSIL and for the website/social media

Upcoming Events

- Submitting an article for CAPSIL on my experience at PARS and WC
- Initiating SEP promotion on social media
- Initiating collaboration between VPPA, IPSF Liaison and CAPSIL Editor on an article to submit for an IPSF newsletter
- Instructing IPSF Local reps on how to find new host sites for SEP students

VP Professional Affairs (D. Shymanski)

N/A

CSHP Liaison

Jordan Kelly appointed as new CSHP Student Delegate 2019-2021 at the recent CSHP National AGM in Dartmouth.