



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Professional Development Week 2020

CAPSI National Council Meeting

Wednesday January 8 - Saturday January 11, 2020.

Montreal, Quebec

Day 1: Wednesday, January 8, 2020.

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

1. Call to Order

J. Kwon

J. Kwon called the meeting to order at 9:12 AM

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	Present
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	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

Guest Attendee: N/A

Regrets: N/A

3. Acceptance of Previous Minutes

J. Kwon

[Link to Fall TC 2019 Meeting Minutes](#)

BIRT CAPSI National accept the meeting minutes from Fall TC 2019

J. Kwon/ K. Miclat

Motion Carried

4. Position Updates

- a. University of British Columbia
 - i. *See Annex A*
- b. University of Alberta
 - i. *See Annex A*
- c. University of Saskatchewan
 - i. *See Annex A*
- d. University of Manitoba
 - i. *See Annex A*
- e. University of Waterloo
 - i. *See Annex A*
- f. University of Toronto

- i. See Annex A*
- g. Université de Montréal
 - i. See Annex A*
- h. Université Laval
 - i. See Annex A*
- i. Dalhousie University
 - i. See Annex A*
- j. Memorial University of Newfoundland and Labrador
 - i. See Annex A*

5. Executive Reports

- a. President
 - i. See Annex A*
- b. President-Elect
 - i. See Annex A*
- c. Past President
 - i. See Annex A*
- d. VP Communications
 - i. See Annex A*
- e. VP Professional Affairs
 - i. See Annex A*
- f. VP Education
 - i. See Annex A*
- g. Finance Officer
 - i. See Annex A*
- h. VP Professional Affairs
 - i. See Annex A*
- i. Executive Secretary
 - i. See Annex A*
- j. CAPSIL Editor
 - i. See Annex A*
- k. IPSF Liaison
 - i. See Annex A*
- l. Student Exchange Officer
 - i. See Annex A*
- m. Webmaster
 - i. See Annex A*
- n. CSHP Liaison
 - i. See Annex A*

6. 3 Stars of CAPSI

Third star - P. Sanjab

Second star - D. Bergeron

First star - S. Bento-De Sousa

J. Kwon

7. Mid-Year Finance Update

Background: [Link](#)

D. Low

NOTE: The current Financial Standing in the Mid-Year Update does not reflect issued cheques.

M. Ney inquires about reimbursement for expenses re: competitions.

D. Low clarifies traditional expenses from previous meeting minutes (PDW 2019 Day 1).

M. Patrick will be adding the specific maximum expenditures (\$500 PIC/OTC) into CAPSI's OM.

M. Kaushal comments on how UofM changed from using a standardized patient to volunteers for PIC/OTC to save money.

L. Symonds inquires whether using standardized patients vs volunteers would affect choosing the best candidate for the competition.

Point of clarification: only 2 schools used standardized patients (SK & Waterloo).

H. Saunders left the room at 9:39 AM.

H. Saunders re-entered the room at 9:39 AM.

8. Membership Fees and Provincial Taxation

D. Low/M. Patrick

Background: During the 2018 Fall TC, D. Moulton (FO for 2018-19) was advised that membership fees are considered taxable income and we should be charging taxes on our membership. D. Moulton also informed the council that if the province has HST, HST must be charged. If taxes are split as GST and PST, then locals only have to charge GST. The current GST/HST rates are: (Source: CRA)

- **5%: BC, AB, SK, MB, QC (Membership Fee + Tax = \$15.75)**
- **13%: ON (Membership Fee + Tax = \$16.95)**
- **15%: NL, NS (Membership Fee + Tax = \$17.25)**

The lowest paying members will be charged an extra \$0.75 per year and the highest paying members (MUN and Dal) will be charged an extra \$2.75 per year. If we charge tax, we will save about \$4000 per year. See the calculations below:

School	Memberships (Nov 2019)	Membership Fee	Tax to charge	Approximate money lost per year
BC	279	15	0.05	209.25
Alberta	505	15	0.05	378.75
Saskatchewan	213	15	0.05	159.75
Manitoba	149	15	0.05	111.75
Waterloo	397	15	0.13	774.15
Toronto	439	15	0.13	856.05
Montreal	223	15	0.05	167.25
Laval	181	15	0.05	135.75

Dalhousie	358	15	0.15	805.5
MUN	138	15	0.15	310.5
			Total:	3908.7

Steps taken by the 2019-2020 Finance Officer (D. Low)

- A) Creating a spreadsheet for the upcoming year on the processes of each local CAPSI council on passing the spreadsheet
- B) Please fill out the progress so far for implementation and the expected dates for completion (month and year)
- C) Steps being:
 - i) Discuss with local Finance Officer about additional taxes on top of registration fees
 - ii) Create framework and proposed legislation for the implementation within local council.
 - iii) Speak amongst local council about additional costs. Discuss background, conditions, with the entirety of local council
 - iv) Vote on the implementation of legislation
 - v) Decide on a date (year) when registration costs will include added taxes
 - vi) Implement the new fees.

Should CAPSI continue to absorb the taxes or should we aim to collect taxation amounts from the schools?

School	<p>Q1: What timeline would you need to implement this? Do you see any barriers to this?</p> <p>Q2: Did your school increase your student fees when CAPSI's membership increased from \$12 to \$15 (what is the current amount of the CAPSI fee)?</p> <p>Q3: Is the CAPSI fee integrated into your tuition or is it separate?</p>
UBC	<ul style="list-style-type: none"> 1) We just changed our fees this year so not sure if we would want to change it again so soon. It would earliest by next November 2020 at our AGM. But the tax could just 'come out' of our new increase in membership even though this was really to mitigate National taking more money. 2) Yes, we just voted to add a flat \$5 on top of our membership fee - originally \$20/year (all paid up front), now \$85, 65, 45, 25... 3) Separate
UofA	<p>CAPSI should aim to collect taxation amounts from the schools.</p> <ul style="list-style-type: none"> - Q1: Timeline required for this would be 1 year. Fall 2020 - Q2: Our funding is mixed in with our local council so we do not

	<p>necessarily make any “revenue”. We receive \$15 per student from our local association to pay CAPSI National.</p> <ul style="list-style-type: none"> - Q3: CAPSI fee is separate from tuition and integrated within our council fee as a one time payment for all years in the program.
UofS	<ol style="list-style-type: none"> 1. Fall 2020 2. Yes, (\$90 to cover all four years) 3. Separate
UofM	<ol style="list-style-type: none"> 1. Fall 2021 2. No, it is currently \$23 3. Integrated in the tuition
UW	<p>UW did not increase fees when national increased fees. Taxes can be added with next year’s membership drive.</p> <p>We are able to increase our membership fee. It is currently \$90 but our local council has discussed increasing it next year.</p>
UofT	<p>Q1. 1-2 years+. Since our fee is implemented into our tuition system, any fee changes are reviewed by the UofT Vice-Provost (exhaustive process). Our CAPSI fee is also umbrella’d under the Undergraduate Pharmacy Society fee, so any changes made to the CAPSI fee may place restrictions or hurdles on potential changes that UPS may want to make to other components of their fee.</p> <p>Q2. No. Our current local fee is \$4/year</p> <p>Q3. Tuition</p>
UdeM	<p>Our fee was increased this year from \$20 to \$25 this year to take into account the increase from CAPSI National and taxation (students were made aware of the increase to come in September 2018). We have already started collecting taxes with new memberships starting September 2019. However, members who entered CAPSI in previous years paid a fix amount that was exempt of taxes. We were planning on absorbing the increase and the taxes for CAPSI members who paid in previous years with our own budget.</p> <ol style="list-style-type: none"> 1- Already done 2- See text above 3- Separate
ULaval	<ol style="list-style-type: none"> 1- We have to go through the faculty to increase the fees, but we could pay it now if needed (our budget will decrease then). 2- I don’t remember but I think it is still the same fee (21\$/year) 3- It is integrated in our tuition, as part of our local association membership.

Dal	<ol style="list-style-type: none"> 1. I honestly don't know what our timeline will be but we can start to get the ball rolling and hopefully have it in place for next year. The fee is charged directly with tuition as a collective fee for our DSPS and CAPSI (\$23.50 per semester this year). As such it will have to be voted in during the DSU elections this spring. I don't know when these proposed votes need to be in to the DSU to have this done this year. 2. I don't believe we increased our society fees along with the CAPSI fee 3. One collective fee for both the society and CAPSI
MUN	<p>Q1. We could implement paying the taxes as of next years membership drive. The first increase was so significant that we will not be increasing our fee to the students again. We would not want to add another obstacle to our membership rate that is already struggling.</p> <p>Q2. We increased fees for the incoming PharmD class, the fees went from an \$80 lump fee for four years versus the current \$150 for five. (\$20 per year to \$30 per year)</p> <p>Q3. Separate from other fees</p>

9. PDW payment

L. Ford/H. Saunders

Background: How did other schools pay this year? With our account, we are not able to e-transfer that large of a sum, and I believe the max amount per e-transfer is \$10000, so we ran into issues here. We eventually settled on third party deposit through the bank after being given the account info for the PDW account by the FO. My thought is that this might make large transfers easier for CAPSI as a whole (for PDW payments, competition prizes etc. rather than cheques).

School	Response
UBC	<p>Delegates write cheques to 'UBC CAPSI' we deposit these then local council pays PDW PC. We are not able to etransfer. The financial processes at UBC are very slow because we have to go through our Alma Mater Society - we have to request a cheque for X amount paid to Y and the process can take over a week. Because we are tied into AMS, we cannot switch banks or use other banks. This year we couldn't get the cheque before the AMS office closed for the holidays so our FO is bringing it in person to PDW (she was already attending).</p>
UofA	<p>Delegates wrote cheques to "PDW 2020 Planning Committee" and cheques were collectively sent to the PDW 2020 FO. This was not ideal and in the</p>

	future, we will likely have delegates e-transfer or write cheques to our student association and then our student association will write a single cheque to the PDW FO.
UofS	We are currently unable to do e-transfer (this can be changed in the future by changing our bank account type.) We mailed a cheque to the PDW 2020 FO
UofM	We mailed a cheque via express post to the PDW FO as per her request (it would be nice if we could find another solution so our local council doesn't have to incur this cost). Our Scotiabank account does not allow e-transfers.
UW	I did multiple e-transfers but this was not ideal because of the daily/weekly limits. Cheque or third party deposit would be ideal for next year.
UofT	We mailed a cheque via express post to the PDW FO because the amount invoiced (~\$50,000) far exceeded our e-transfer limit.
UdeM	We did a cheque, but I was physically at the same place. Honestly, Gabrielle's best and easier way to proceed was when there was a third party deposit directly in the PDW 2020 account. It is much easier to manage and less risky than sending cheques of many ten-thousands of dollars by post. If that could be implemented in each school in the years to come, that would be awesome and would relieve a lot of pressure and work time to both the FO of the PDW PC and the CAPSI representatives.
ULaval	Students wrote cheques or sent an e-transfer to our local account. We then sent a direct deposit to PDW 2020.
Dal	Third party deposit through the bank directly into the PDW 2020 account
MUN	We also struggled to pay due to our local e-transfer limit. We had the option to send a cheque but conflicting schedules during exams on a double signing system led to delays. Our local FO ended up organizing a direct deposit to the PC account via email with our personal banker.

Providing **account numbers** for PDW direct deposits is more streamlined, free, and safer for depositing large sums vs e-transfers and courier mail to avoid maximum limits and potential safety breaches.

10. Outgoing Finance Officer Reimbursement

J. Kwon

Background: During PDW 2018, the council approved that the Outgoing Finance Officer to attend CPhA 2018 to assist the transition of the new Finance Officer given the financial restructuring of CAPSI National. The reimbursement was similar to the Outgoing VP Comm (Flight, ½ cost of registration & 1 night of accommodation). An in-person transition may help the new FO to acquire key knowledge at the beginning of their council term. As a side note, D. Moulton, the 2018-2019 FO, was not able to attend the PxP 2019 conference, and thus, D. Low, our current FO, did not receive an in-person transition. As well, the Finance Officer is responsible for the creation of the following year's budget (motion passed at PDW2019).

L. Symonds left the room at 10:00AM

L. Ford left the room at 10:03 am

D. Low explains that an in-person discussion is not necessary as he was in discussion with D. Moulton for several months via other methods. Majority of the financial programs are coded online, allowing for streamlined discussions.

J. Kwon explains that projected expenses would be \$900 for coverage of the outgoing finance officer to attend the CAPSI transition meeting.

L. Symonds entered the room at 10:05AM

L. Ford entered the room at 10:10AM

BIRT CAPSI National reimburse the outgoing Finance Officer for their attendance at the first face-to-face meeting for the 2020-2021 council term in order to facilitate financial handover as per the 2020-2021 budget, to be reassessed at PDW2021.

J. Kwon/A. Chadha

Motion Carried

Motion to recess for until 10:20 AM

J. Kwon/L. Symonds

Motion Carried

J. Kwon called the meeting to order at 10:29 AM

11. Executive Council Members Feedback

J. Kwon/M. Patrick

Background: As a means to increase transparency within the CAPSI National Council and communication between the executive and local council, an idea that was proposed was to send an anonymous survey for locals to highlight strengths and provide positive feedback for executive council members. The survey would be sent by the end of September as the President often follows up with executive members in October-November. The answers would only be accessible to the President, allowing to have a better picture and recognize the efforts and accomplishments of each executive member.

S. Terekhovska agrees that this is a great idea to increase accountability. IPSF has an executive report as a means for the general assembly to gauge the performance of the executive committee.

M. Ney echoes S. Terekhovska, but notes that locals may be unaware of some executive roles or unable to provide feedback.

J. Kwon explains that this initiative can increase awareness of what the executive council does and allows for a means to obtain general feedback on how we are performing.

T. Rousseaux believes this initiative would be very helpful for the president to be familiar with both sides (local and executive) to gauge timelines.

L. Symonds echoes M. Ney on not knowing what each role on the executive council does. She likes the idea, but would only be able to provide survey responses for the execs they interact with.

J. Kwon suggests having access to all executive positions in the form. Locals can opt out of providing feedback to those that they do not communicate with.

M. Contreras agrees that this is a great way for the executive council to also receive feedback.

K. Bishop suggests having this as a two-way communication, where executives can also provide feedback for locals.

S. Terekhovska explains that there is no direct accountability for executive council, unlike local representatives, which are held accountable by their own respective local councils.

M. Kieley inquires whether this will be in addition to the executive checklist.

Point of clarification: the executive checklist was also a trial. This feedback differs as it will allow for more feedback.

A. Chadha explains that September is very early within the year. Few CAPSI initiatives or events may have transpired since turnover. He suggests changing the timeline to be prior to Fall TC.

J. Kwon suggests extending this to allow executives to review other executives as well.

BIRT CAPSI National will trial a year of an anonymous survey sent out to all council members to be sent prior to Fall TC in order to provide positive feedback for executive council members and to be viewed by the President only, to be reassessed at PDW2021.

J. Kwon/ M. Kaushal

Motion to amend to:

BIRT CAPSI National will trial a year of an anonymous survey sent out to all council members to be sent prior to Fall TC in order to provide constructive feedback for executive council members and to be viewed by the President only, to be reassessed at PDW2021.

S. Terekhovska/K. Miclat

Motion Carried

BIRT CAPSI National will trial a year of an anonymous survey sent out to all council members to be sent prior to Fall TC in order to provide constructive feedback for executive council members and to be viewed by the President only, to be reassessed at PDW2021.

J. Kwon/P. Tram

Motion Carried

12. Social Media Portfolio

J. Kwon

Background: It is currently not mentioned in the Operating Manual in which council member's duties the social media portfolio falls into although the Webmaster was typically in charge of this portfolio. With the increasing presence of CAPSI on social media, should we add this to the Webmaster and the Website Committee's duties or should we create a new position?

S. Terekhovska does not believe a new position is needed.

J. Kwon suggests creating an ad-hoc social media committee.

S. Bento-De Sousa explains that there is a lack of standardization with our current social media set-up. She suggests shifting part of the social media role onto the CAPSIL Editor.

P. Tram suggests incorporating the social media portfolio into the website committee's responsibilities. She also suggests having all posts prepared for the end of the summer (ie. August) for all the different social media infographics to help streamline the process.

S. Schuhmacher explains that MUN recently recruited a local social media representative. It is very helpful because the posts are very consistent (re: layout). It is a skillset and allows for everything to be streamlined.

Point of Clarification: This agenda item is looking into where the social media portfolio should fall; who should be responsible for upkeeping our social media presence?

J. Kwon inquires whether it would be too much for the webmaster's successors to juggle the website and social media?

P. Tram explains that for future successors, it might be feasible for them to maintain the portfolio. Many of the other projects for the website (i.e translation of the website) will likely be completed during her term. However, she notes that social media should still be a joint effort between certain council members. Standardization and coordination between these members, however, needs to be streamlined.

J. Kwon inquires whether this added role would increase or decrease the appeal for those applying to the webmaster position?

P. Tram believes this will increase the appeal of the webmaster role, as it may de-emphasize the stigma that programming/coding skills are a strong asset for potential candidates.

L. Ford echoes S. Bento De-Sousa and believes that having the CAPSIL editor working alongside the webmaster co-chair a social media committee would be interesting.

M. Contreras echoes L. Ford.

Point of Clarification: How is the website committee being utilized this year? Can we reassign the duties of the website committee to include social media rather than starting a new social media committee?

P. Tram explains that each member of the website committee is delegated a webpage to review. She believes assigning social media to the website committee would be beneficial and can provide a goal/role to the committee members.

J. Park suggests creating a guideline on deadlines and clarifying the process for posting.

M. Kaushal echoes J. Park. Having hard deadlines and maximizing use of each committee to prepare each post in advance can also streamline the process for the future social media role.

D. Bergeron left the room at 11:04 AM

T. Rousseaux suggests adding social media to the webmaster's description in the OM and emphasize that social media is now encompassed into this role during by-elections.

BIRT CAPSI National amends the Website Committee's mandate to "To determine the content and composition of the CAPSI website and social media platforms" to be reassessed at the first in person council meeting of the 2020-2021 council.

J. Kwon/P. Tram

Motion Carried

13. CSHP update

J. Kelly

Follow [Link to presentation](#)

D. Bergeron re-entered the room at 11:12 AM

14. CSHP/CAPSI Hospital Pharmacy Award

J. Kelly

Background: *This item was tabled from Fall TC 2019.* It was announced at the CSHP 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. However, through further discussion since the fall CAPSI meeting, CSHP is more than willing and happy to continue the funding for the hospital student award and there was an oversight due to major organization restructuring of CSHP. Therefore this Item can be considered. To see the description of the award as please [click here](#)

15. Future of Pharmacy Excellence Award

J. Kwon

Background: The Future of Pharmacy Excellence Award is a trimesterly nomination based award for all CAPSI members excluding incoming and current CAPSI National Council members. A motion was passed at PDW2019 to do a trial year and to reassess the award at PDW2020. Should we proceed to permanently adopt the award? How should we promote this award (ex: social media posts, video at PAM)? As a side note, CAPSI received 8 nominees from 13 nominators for the fall semester.

M. Patrick agreeable to adopt this award permanently. There is no monetary value associated with the award and it helps promote our members. For promoting the award, she suggests increasing social media awareness (i.e changing banners, having posts, and updating the website).

J. Kwon suggests creating a short video to promote the award during PAM.

Point of Clarification: This Fall, we received a total of 8 nominees. Last year there was only 1-2 applicants. However, this year, there was an increase in advertising via the local CAPSI representatives.

J. Kwon suggests keeping the same applicant pool and rolling them over for consideration when choosing the next candidate.

E. Nguyen left the room at 11:24AM

M. Kaushal explains that the form is a bit vague in what criteria they are looking for. More guidance would be helpful (i.e. the values of CAPSI).

BIRT CAPSI National Council adopts the Future of Pharmacy Excellence Award as a standing award to be effective immediately.

J. Kwon/D. Low

Motion Carried

D. Shymanski entered at 11:26am

16. Future of Pharmacy Excellence Award Grading Feedback

J. Park

Background: We currently do not have an official, standardized rubric for Future of Pharmacy Excellence Award. The current rubric based on award description is

Leadership (/10)

Making a contribution to their faculty (/10)

Advocacy work/volunteering (/10)

Professional Achievement (/10)

Innovative research (/10)

Total /50. Award description: <https://cpsi.ca/awards-competitions/>

What are the council's thoughts on the rubric so we can improve for future years? We also do have a set word-count for the award. How many times they can apply. Do we want to set a maximum word count?

M. Kaushal suggests keeping submissions anonymous to decrease risk of bias. Additionally, she suggests having 100 words per section and having the application in a table format, rather than an essay, to streamline the application process.

C. Vaccaro adds that having a description of each category for the rubric would be helpful in guiding nominators.

M. Patrick left at 11:27am

A. Chadha left the room at 11:27am.

J. Kwon emphasises that we need to increase awareness on where the form is located on the website. We need to have it available in a more visible place on our website.

E. Nguyen re-entered the room at 11:29am

M. Patrick re-entered the room at 11:30am

A. Chadha re-entered the room at 11:31am

D. Bergeron explains that innovative research is not always applicable to all candidates. Is there a way to expand this?

J. Kwon suggests scoring the top 3 categories for each candidate to circumvent this issue. Nominators can also choose which categories to apply for or potentially take the average of the categories.

L. Symonds emphasizes the need to standardize scoring. Guidance on what is required for obtaining each numeric value (i.e an 8 vs 10) would be greatly appreciated.

S. Schuhmacher comments that there are many experiences/roles that can count towards more than one of these categories. This should be kept in mind when assessing a candidate.

K. Miclat left the room at 11:33am

S. Terekhovska clarifies that CAPSI National executives are not eligible for this award.

J.Park inquires whether the current deadlines for the award are okay?

C. Vaccaro explains that pushing the deadlines up can help promote the efforts of the members.

L. Ford echoes J. Kwon that keeping a rolling pool of applicants is a great idea.

S.Schuhmacher left the room at 11:36am

J. Kelly left the room 11:36

K.Miclat re-entered the room at 11:37am

M. Ney suggests choosing a winner prior to PDW registration so that the winner can choose to attend.

Point of Clarification: There are three semesters and a winner is chosen for each semester. The semesters are split: Jan - April, May -Aug, and Sept-Dec. Winners do not have reserved spots at PDW; however, at PDW we will be announcing all three winners. CAPSI council members are allowed to nominate general members for the award. If there are multiple nominators for one nominee, we will take the average of the scores from all applications.

P. Ip suggests having the pool of applicants active for one full academic year, rather than an ongoing rolling term. For example, all applications will be collected in a pool for Winter-Summer-Fall. Applications would need to re-apply for the Winter term if they were nominated in Fall. This streamlines logistics and requires less work to maintain the active pool of candidates.

L. Ford left the room at 11:40am

S. Schuhmacher re-entered the room at 11:41am

L. Ford re-entered the room at 11:44am

17. CAPSI Leadership Award

M. Patrick/T. Rousseaux

Background: *This item was tabled from Fall TC 2019.* The Leadership Award was previously sponsored by Pfizer and given to the President at PDW to recognize their efforts in the previous year (and year prior). In 2018, Pfizer terminated their sponsorship of the award. At PDW 2018, there was a discussion during the meetings and a motion was carried that "BIRT CAPSI

National continue to provide the Leadership Award in the form of a non-monetary token of appreciation until further sponsorship is acquired.C. McGrath/J. Mejia. Motion Carried. T. Sanders abstains from the vote.” (For those interested, the 2018 minutes can be found [here](#) and it is item 24.)

There is no rubric or criteria for this award. Should we continue to give this award to the President? Do we want to make changes to the award? Do we want to add a monetary value to the award?

M. Contreras believes this award should be reserved for the president. We could look into the alumni funding to generate a monetary award.

K. Miclat explains that CAPSI representatives have other competitions that they could apply for to showcase their achievement, unlike the president role. Reserving this award for the President would be best.

S. Terekhovska suggests changing the name of the award since there is a connotation that this award could be for any CAPSI member.

S. Schuhmacher echoes that this award should be reserved for the president and that there should be a monetary award associated with it.

L. Symonds does not believe it should be renamed, as the president is the leader of CAPSI.

T. Rousseaux emphasizes that there is a lot of power for the history of the name. She prefers to keep the name

BIRT CAPSI National continues to provide the Leadership Award in the form of a non-monetary token of appreciation to the President at PDW until further sponsorship is acquired.

T. Rousseaux/D. Low

Abstained: J. Kwon, M. Patrick

Motion Carried

Motion to recess at 11:53 PM

J. Kwon/L. Symonds

Motion Carried

J. Kwon called the meeting to order at 2:15 PM

M. Contreras left the room at 2:15 PM

18. Renaming and making some logistical changes of the CAPSIL Translation Award

S. Bento De Sousa

Background: *This item was tabled from Fall TC 2019.*

- renaming the award to the “translation award”
- changing the monetary value based on budget from finance

- I would rather have this award be similar to the future of pharmacy of excellence award, where people can be nominated by someone else for the award (as I am not always seeing every translation esp. this year with our social media campaign)

Current wording in OM: The CAPSI Translation Committee Awards are intended to recognize up to three (3) members of the Translation Committee who have had the largest impact on the committee's work. These awards winners are to be appointed by the CAPSIL Editor, Secretary, and President. These awards may include a cash prize of a maximum \$100 and a certificate of appreciation, if budget permits.

Proposed wording: The CAPSI Translation Award is intended to recognize one member of CAPSI who have had a large impact on maintaining CAPSI's mandate of bilingualism. Any council member or CAPSI general member can be nominated by another CAPSI member for the award. A brief paragraph to explain the contribution of the members is required. The award winners will be decided by the CAPSIL editor, Executive Secretary and President. The award may include a monetary value of \$50 maximum, if budget permits, and a certificate of appreciation.

The last time the award was given that I am aware of: 2016-2017 year; awarded to two members, \$50 each and a certificate. I think it was nominated by the CAPSIL editor by themselves. Up to three people are nominated.

D.Low explains that although the budget is tight, he supports giving back to the members and generating the spirit of CAPSI.

Point of clarification: Previously, up to three recipients were chosen annually; The amount awarded to recipients cumulatively was \$100. Currently, we need to clarify:

1. How many awards should be given and what the exact award entails
2. When should this be award be presented?
3. Who can apply? Are general CAPSI members and executive member eligible to apply?

T. Rousseaux emphasizes the importance of this award as we are a bilingual council. This award would be a great way to show our appreciation to the hard work put in by those that deserve recognition.

BIRT CAPSI National Council approves the above amendment to the OM to be effective at PDW 2021.

**J. Kwon/ D. Shymanski
Motion Carried**

19. Standardizing CAPSI Competitions

J. Park

Background: There are currently no set rubric/rules set in place to ensure that the competitions are standardized and that the level of difficulty are consistent. It may differ from year to year based on the topics/sponsors/academic year of VP Education. This may negatively affect the experiences of the contestants. When creating competitions, depending on the sponsorship, VP Education closely works with the sponsor(s) and then afterwards, the CRC provides feedback. We also have a list of schools' curricula but the last time it has been updated was in 2010. ([Link](#)). After the competition, we collect feedback from our CAPSI members/local executives

each year to improve our competition,. What are the council's thoughts on ways to better standardize CAPSI competitions to ensure that they are consistent from year-to year? (e.g. standardized patients)

K.Miclat left the room at 2:26 pm

S. Bento-De Sousa left the room at 2:27 pm

T. Rousseaux left the room at 2:28pm

K.Miclat re-entered the room at 2:30pm

S. Bento-De Sousa re-entered the room at 2:31pm

T. Rousseaux re-entered the room at 2:31pm

W. Bao left the room at 2:32pm

School	<p>Response to better ways to standardize the competitions</p> <p>Q: E.g.</p> <ol style="list-style-type: none"> Thoughts on better ways to standardize competitions (E.g. Standardized patients? Difficulty, Formating, Topic, Rubric)
UBC	<ul style="list-style-type: none"> - We use volunteer students or alumni for our patients - Judges are alumni or faculty (no complaints from them so far) - Haven't had any complaints about competitions to my knowledge
UofA	<ol style="list-style-type: none"> We use student volunteers and would like it to keep it the same way Competitions can be a little difficult and unclear due to the scope. Scope of practice needs to be clarified in the competition document (can the "pharmacist" adapt, prescribe in an emergency, etc.). We think the format is fine, we play the video through our pod system and the judges watched in a separate room via live stream. Topic was fair although we found the PIC case students struggled with. Only 1 student got a passing grade. We also find that the rubric is quite harsh with the - points which really impacted students who had a good process yet missed specific points in the interaction. Our practice skills lab marks on a process style rubric rather than a PEBC style rubric.
UofS	<ol style="list-style-type: none"> We use 1 Standardized Patient per competition. We only run 1 track, and max each competition at 6 students. We pay each SP \$50 per session in a VISA gift card. No complaints Jr video tapes the counselling sessions for a prof (usually the one who teaches said topic) to judge at a later date. This year our OTC judge felt like the case wasn't truly an OTC case. I.e too complicated (iron) No complaints from the judges about the rubric.
UofM-	<ol style="list-style-type: none"> We used to use SP's but this year we did not and we hope to continue to find volunteers to reduce our finances. Compounding continues to be quite a challenging competition

	<p>according to competitors. OTC case was fair; however anemia was vaguely covered in our curriculum in 2nd year but more so in 3rd (we need to update the curriculum doc). PIC was hard as competitors were 3rd year students who didn't have all the information needed to do well in this case.</p> <ol style="list-style-type: none"> 3. ?? 4. Rubric was hard in most cases. 5. Needs to be thoroughly discussed at Jr/Sr meeting
UW	<ol style="list-style-type: none"> 1. We have historically used standardized patients. This year they cost around \$200 in total. 2. No further complaints 3. Sometimes the compounding auxiliary labels seem excessive.
UofT	<ol style="list-style-type: none"> 1. We use student volunteers 2. Difficulty of topics was fine, however the most difficult aspect seemed to be the lack of focus and time constraint given the density of the script/topic 3. No complaints 4. No complaints 5. N 6. Script promotes a lot of variability across actors. SPs/volunteers/judges could be standardized, but this really depends on the resources available to local reps
UdeM	<ul style="list-style-type: none"> - PIC/OTC: volunteer students to play patients and volunteer judges who are teachers or pharmacists. - OTC should be seen by 2nd year students since most 1st year class is more anatomy/pharmacodynamics/kinetics. Since the competitions are in October, 2nd year student learned about hematology and gastroenterology - PIC: since the cases are more complex than OTC, we believe they should engage topics for 3rd year students. - For the rubric, we believe what we have now is ok.
ULaval	<ul style="list-style-type: none"> - We use volunteer students as the patients and professors as the judges, but the volunteers do a good job even if they're not SPs - The topic chosen for the OTC comp should be one seen by every 2nd year student in Canada (we open OTC for 2nd to 4th year students and PIC for the 3rd and 4th students). - We should include a section in the evaluation about conversation skills, as it is an important skill to possess as a pharmacist.
DAL	<ul style="list-style-type: none"> - Standardizing the competitions to fit all schools is going to be very difficult given the variability of the curriculums; we agree with what Laval said about choosing a topic for PIC/OTC that all students have seen by the end of second year if at all possible to ensure that third

	<p>years (who make up the bulk of our entrants) are capable of succeeding in the competition.</p> <ul style="list-style-type: none"> - I don't feel that the use of SPs is necessary to standardize the competition as Dal typically does not use them and our students have done fine. So long as the rubric stays specific (as it was this year) and the case is well presented, a non-biased student and a competent judge should ensure all competitors are marked fairly and evenly
MUN	<ul style="list-style-type: none"> - We use volunteer students or local CAPSI reps as patients and Professors as judges for our competitions. - The grading rubrics are extraordinarily detailed which can be good, but we find it overwhelming for the judges to go through it all. - The cases tend to be overly difficult or detailed to complete within the time frame given - The rubrics tend to favour students who attempt to address as many DTPs as possible as opposed to thoroughly going through fewer major problems. Evaluators found this to be unfair given how unrealistic it is to address all problems in ten minutes.

20. Competition Prize Descriptions in OM

J. Young

Background: As discussed during the Fall TC, there are inconsistencies between the CAPSI OM and the website, and the OM does not provide specific protocols for how prizes are to be distributed in the case the winner cannot attend. Please find the proposed changes to the OM here: <https://tinyurl.com/un2t8tt>

- P. Sanjab left the room at 2:38pm.*
- P. Sanjab re-entered the room at 2:42pm*
- W. Bao re-entered the room at 2:42pm*

- E. Nguyen left the room at 2:44pm*
- C. Beucher left the room at 2:48pm*
- E. Nguyen re-entered the room at 2:48pm*
- C. Beucher re-entered the room at 2:51pm*

Point of Clarification: In the document, red are proposed changes, while black is the original outline of the awards

- T. Rousseaux clarifies that the monetary prizes are awarded to support winners to attend and represent their school at PDW.
- L. Ford suggests creating a guidance document to reference for all local representatives to help clarify reimbursements.
- K. Miclat suggests separating monetary-based awards vs competition-based awards when creating the guidance document.

BIRT CAPSI National Council approve the above amendments to the OM

J. Kwon/ S. Terekhovska
Motion Carried

21. CAPSI Symposia

D. Shymanski / J. Park

Background: As a reminder the topics selected during PxP 2019 were LGBTQ+ Health and Women's Health. Locals are required to host at least one of the topics as a symposium during the year. Any support needed from locals with finding speakers for the event?

School	Response
UBC	<p>No - we currently are planning LGBTQ+ Health and Women's Health events and hoping to do both. Our local advocacy committee is looking into planning the LGBTQ+ one.</p> <p>Have a rough plan for the Women's Health Seminar date set Feb 10 - will be focused on women's sexual health but the fun side aka women's pleasure and common issues with sex (ie. pain, anorgasmia, etc.). Speaking points: communication about sensitive issues, non-judgemental communication, effects of medication on desire and orgasms, new female desire drugs on the market, myths, # of ppl who experience pain, anorgasmia, who are into BDSM (grad student is a professional BDSM coach HOW COOL), etc.!! We have 2 speakers confirmed, Cara who is a grad student of Dr. Lori Brotto (pretty famous in the world of women's sexual health) and Jessy, an owner of a sex education company.</p>
UofA	No support needed. We have a long standing LGBTQ+ contact and a professor who specializes in women's health.
UofS	No - we have been in touch with PAS (our advocacy body) to find relevant speakers and are planning an event for late February or PAM
UofM	No support needed. We are currently contacting faculty/preceptors for suggestions on LGBTQ+ and women's health speakers.
UW	We have a prof who specializes in women's health who we are hoping for a lecture from her during PAM this year.
UofT	No - We feel confident we will be able to find speakers for either topic through the faculty or connections of the faculty. Furthermore, we also have a course on Women's Health. We also have clubs like PharmaPride and PSWH who are resources for us and possible collaborators
UdeM	Does having conferences on both subjects at PDW count?
ULaval	No support needed. We already are planning a panel with another local

	committee.
Dal	Should not have issues with this, several guest speakers come in to give talks over the course of the year at Dal on topics in the area of LGBTQ2AS+ health and a full course offered on women's health. Hoping to have this happen during PAM.
MUN	We feel confident in finding someone to speak on Women's Health early in the semester. However neither of us feel fully qualified to find a suitable speaker for the LGBTQ+ piece scheduled for PAM, we would love some support!

E. Zerr left the room at 3:09 PM

L. Ford left the room at 3:10PM

Point of Clarification: Does having conferences on both subjects at PDW count?

D. Shymanski agrees that having talks at PDW count towards the symposium requirement.

22. Interprofessional Panel Event Update – Multiple Sclerosis D. Shymanski

Background: Case to be released by the end of February. Are there any professions that have not previously been represented in the IPE that locals would like included?

Based on the theme of the case, it may be of interest to have panelists with backgrounds in neurology from the following professions: pharmacist, physician, dietitians, PT, OT, optometry, psychologist, and SLP.

C. Vaccaro requests having cases released by the third week of February to allow panelists more time to review the topic.

J. Park left the room at 3:11PM

E. Zerr re-entered the room at 3:14 PM

L. Ford reentered the room at 3:14PM

J.Park re-entered the room at 3:15PM

23. Vaccine Hesitancy Article

D. Shymanski / S. Terekhovska

Background: IPSF and CAPSI are collaborating to develop an article on vaccine hesitancy. The advocacy committee has been developing research for the article. We hope to increase CAPSI's presence within IPSF as well to advocate for pharmacists role regarding immunizations and influence other pharmacy organizations

24. Issues Forum

D. Shymanski

Background: An issues forum was created for members to address any concerns regarding advocacy needed in the profession or concerns with the organization during PxP 2019 to increase transparency. To be recirculated by locals in January and March.

https://docs.google.com/forms/d/e/1FAIpQLSfXyp31YgC8kcDsc3a5ShLYe95kINXMvukYxtH2tzxg3iyb5A/viewform?usp=sf_link

Motion to recess until 3:30 PM

J. Kwon/C. Beucher

Motion Carried

J. Kwon called the meeting to order at 3:32 PM

25. Proposal for Alumni Funded Award

M. Contreras

Background: 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?

D. Low is in favour of this initiative. However, accountability to provide the same amount consistently for the award may be an issue,

M. Patrick explains that, as per the financial report, there are various other initiatives that we are trying to find funding for at this time. We could use the possible alumni funds towards sponsoring current initiatives.

C. Beucher left the room at 3:37pm

Point of Information: [Link](#) to past council members.

P. Tram notes that there is a CAPSI Alumni exec group on facebook

Point of clarification: This funding would be asked to the past CAPSI National Council Members

26. Stephen Long PDW Co-Chair Award

A. Chadha

Background: About a month ago, I came across an article on the University of Alberta Faculty's website about Stephen Long - an Alumni of the U of A Pharmacy program who passed away earlier this year. Stephen played a crucial role in the development of CAPSI's Professional Development Week. The first PDW was held in Edmonton in 1981 and was organized by him and a few other pharmacy students. The article I am referring to can be found [here](#). I would like to pass a motion to rename the Co-Chair Award to the Stephen Long PDW Co-Chair Award starting at PDW 2021. Morgan and I have already approached Stephen's wife Dale, who is honored and thrilled about this.

C. Beucher re-entered the room at 3:42pm

BIRT CAPSI National Council changes the PDW Co-Chair Award to the "Stephen Long PDW Co-Chair Award" effective at PDW 2021 in Saskatchewan.

A. Chadha/S. Schuhmacher

Motion Carried

27. Professional Identity

A. Chadha

Background: As Alberta's CAPSI Junior representative, I sit on the PharmD Implementation Committee along with Morgan. The committee has been talking about professional identity and how the fellow student associations and faculty support this. I am turning this into a research project with the Faculty but am looking for support from locals to help distribute the survey once it is ready.

Here is a brief description of the survey. "Professional identity formation is well recognized as an important aspect of developing confident and competent practitioners prepared to provide quality and safe patient-centered care, particularly in Canada's dynamic healthcare environment. Central to this is understanding what elements of a pharmacy student's undergraduate experience contribute to the development of their professional identity. We are proposing a national survey of pharmacy students to understand these elements at each phase of a student's curricular experience in order to develop targeted pedagogy focused on identity formation."

Link to example questions [here](#). Does anyone have any thoughts or comments?

D. Shymanski inquires whether we can add a question to quantify the extent they feel CAPSI contributed to the development of their professional identity?

S. Bento-De Sousa inquires what the specific definition for professional identity is for this survey?

Point of Clarification: Professional identity is how you incorporate how you will be professional as pharmacist. How are you incorporating your confidence and ability into your practice?

S. Bento-De Sousa suggests contacting Zubin Austin and NAPRA as they are currently researching into creating guidelines.

T. Duong explains that, at UdeM, for some classes, there are values separate from marks that need to be obtained to pass the class (i.e. formative assessment).

E. Nguyen inquires whether the findings of the survey would be used to create changes in the faculty? At UofT, we have faculty focusing on similar topics; therefore, it is a conflict of interest and the UofT CAPSI representatives would be unable to distribute surveys on similar topics.

Point of Clarification: The survey is a student-led project where results would be used by CAPSI and published in a research paper.

C. Vaccaro agreeable to participate in the survey and sees no issues at UofM re: faculty approval.

E. Zerr believes this initiative will provide great feedback for their lab instructors, where they evaluate their feedback on professionalism.

K. Bishop expresses concerns over uptake of the survey.

28. Pre-Recorded Election Videos

M. Patrick/ P. Ip

Background: In recent years, changes were made to the Executive Council election procedure. Previously, members running for the position made a speech at PDW; however, now we have all applicants submit a recording. As per the OM (4.1.2), we are still 'trialing' the video procedure. Do we like pre-recorded election videos? Are there ways we can improve the process of recording/presenting election videos? Do we want to make pre-recorded election videos a permanent procedure?

E. Zerr likes the pre-recorded interviews because you can re-watch them.

K. Bishop inquires whether there are any details on how these videos are run.

Point of Clarification: Recording procedures are touched upon in our OM, as well as in a separate protocol sent out during elections. This document already addresses that recordings should be done in one take, on two devices.

L. Symonds explains that videos result in less interaction with the audience and due to this, many attendees of PDW may lose focus.

M. Kaushal suggests changing the education policy to combat this issue.

M. Patrick inquires whether there are any other issues to clarify in the OM.

M. Contreras left the room 4:00 PM

Motion to discuss:

BIRT CAPSI National permanently adopts the election procedures as outlined in the OM

M. Patrick/K. Miclat

Motion Carried

29. Professionalism

J. Kwon

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

Motion to adjourn the meeting at 4:06 PM

J. Kwon/ L. Symonds

Motion Carried

Day 2: Thursday, January 9, 2020.

Council Meetings: 1:30pm - 4pm, Salon 1

1. Call to Order

J. Kwon

J. Kwon called the meeting to order at **1:30 PM**

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	Present
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	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Absent
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

Guest Attendee: M. Shen (UBC), A. Le (UdeM), J. Desjardins (ULaval), A-A. Parent (ULaval), C. Chow (UofT)

Regrets: D. Bergeron

3. Mid-year Sponsorship Update

M. Contreras

	2018-2019	2019-2020
Club Member	CU Advertising, RxFiles, Nature's Way	Bold = New Sponsor
Bronze	Ecolopharm, AgroHealth	RxFiles
Silver		CPhA, Belair Insurance
Gold	CPhA, Shoppers Drug Mart	Shoppers Drug Mart, Canadian Foundation of Pharmacy, Trudell Medical
Platinum	Medisca, PharmaChoice, Jamieson	Pharmachoice, Medisca

Changes to Tiers: Five-tier system (\$500, \$1000, \$1500, \$2000, \$5000) and Club Member (\$500) was removed and we introduced a four-tier system (\$500, \$1250, \$2500, \$5000)

For all the changes:

https://drive.google.com/drive/folders/1sXKojRapiRRpGgd_VbggAhCLWz8wln7Z?usp=sharing

For all the changes summarized: see link: tinyurl.com/rkvwchb

	Local	National
AFL Competition	PharmaChoice	
Compounding Competition	Medisca	
OTC Competition	N/A	
PIC	Trudell Medical	
SLC	N/A	CPhA
Award of Professionalism	CPhA	
IPSF Health Campaign	N/A	N/A
Guy Genest Award	Canadian Foundation of Pharmacy	

Membership Benefit Update

- RxFiles Discount
- CPhA Textbook Discounts
- Agrohealth Discounts
- Aerochamber
- Staples
- Hasu eCounselling
- PharmAchieve
- Skillshare
- UpToDate
- Bugs&Drugs

J. Kwon inquires how we are currently separating the cost for Guy Genest between CAPSI national and local councils?

Point-of-Clarification: Winners are awarded \$500. Originally it was \$100 local + \$400 national; but now we have co-sponsorship from CFP (i.e. \$250 per winner), so the other \$250 is proposed to be divided as \$100 local + \$150 national.

D. Shymanski clarifies that prior to losing sponsorship, Pfizer provided \$400 and the locals provided \$100. Locals have always paid \$100 towards the award so the funding should still be

available in your local budgets. When the sponsorship was lost, CAPSI National supplemented the \$400 burden.

P. Tram inquires on the number of sponsorship posts are outlined in their contracts, as some sponsors have been provided more posts than others.

M. Contreras clarifies that sponsors that provide membership benefits are allotted 2 posts per year. If they also provide monetary sponsorship, these sponsors receive additional posts based on their level (up to 5 total).

P. Tram inquires how we will be coordinating potential webinar sessions with sponsors, as access to the members-only portal is done in coordination with CPhA.

M. Contreras explains that currently, a link is provided by a sponsor and hosted on our website.

A.Chadha expresses concern over the delay between students being able to access our benefits re: delay in accessing the members-only portal.

Point of Clarification: We call for membership updates twice a semester. When creating the timeline, it is difficult to balance providing enough time for locals to confirm membership and streamlining access to the members-only portal. There is also a lag time between consolidating the membership database, notifying CPhA and then having them update access.

T. Duong & A. Le left the room at 1:54pm

K. Bishop suggests revamping the website for a more user-friendly interface.

M. Ney explains that CAPSI has some specific benefits, but there are also different benefits for the ON/provincial login for our province-specific benefits.

4. Proposed New Membership Benefit

M. Contreras

Background: Agendas last year cost us \$6296.47 with CU Ads guaranteeing a net minimum of \$3,500 revenue*, thus putting us at a loss of ~\$2800. This year, to try to mitigate costs and meet a better need with pharmacy students, I proposed a blank CAPSI notebook (equivalent to the size of RxFiles mini notebooks) with the first X amount of pages with ads and key pharmacy-related calculations (https://www.pebc.ca/index.php/ci_id/3120/la_id/1.htm) and resources (books, websites etc. [e.g. found on PEBC website]). The projected cost is \$4000 to \$4500. CU Ads proposed a contract of meeting a net revenue minimum of \$2500. Prior to negotiating this contract, I'd like to see what the council's thoughts are on continuing with this initiative.

S. Schuhmacher agrees that agendas are not being used. For notebooks, is it possible to put the ads in the back vs the front to increase the appeal/use of the book?

M. Contreras can bring up this suggestion to the sponsors.

T. Duong re-entered the room at 2:04pm

D. Low explains that removing the agenda is one way to reduce costs and help reduce our financial burden.

T. Rousseaux comments that by providing notebooks, we can transition away from having agendas without strictly removing this benefit. Members have expressed that they wanted to keep the agendas in the past. This is a good way to still provide a benefit, but in a way that is more sustainable to us.

E. Nguyen left the room at 2:04pm

D. Shymanski explains that having something tangible allows students to visualize the actual benefits CAPSI provides vs only having online benefits.

T. Rousseaux left the room at 2:06PM

K. Bishop agreed that a change to notebooks from agendas may provide greater benefit to students.

M. Kaushal echoes K. Bishop. She suggests putting lines instead of having blank notebooks.

T. Duong echoes K. Bishop. Traditionally, there has been low uptake of the agenda at UdeM, especially because it was in English.

C. Beucher echoes T. Duong. She suggests having spiral notebooks over bound.

M. Contreras explains that spiral bound notebooks are not within our budget.

L. Ford echoes K. Bishop. However, he notes that Dalhousie students may get more benefits from clipboards than notebooks.

M. Contreras clarifies that he has previously looked into clipboards, but they were not within our budget.

5. Goodlife Fitness/Energie Cardio

M. Contreras

Background: As an added new benefit for next year, we can pair up with CPhA for Goodlife Fitness/Energie Cardio discounts. However, the way their discounting system is set up, each member has to have an identification code (e.g. BC CAPSI members can have CAPSI-BC-001 etc.) with the numbers not able to be re-used once students graduate from CAPSI. I foresee the logistics puts more work on CAPSI Srs, VP Communications and Secretary in maintaining this list. Once this is verified, it will be given to Christine Dalglish from CPhA who can do the rest to finalize this benefit. I also foresee that this list can also be used on other membership benefits that requires membership IDs in order for verification etc. I would like to discuss ways that this list can be maintained in the future.

E. Nguyen re-entered the room at 2:15pm

A. Chadha explains that a fitness discount would be very positive for students. However, the lag time before students can access this benefit may be an issue.

E. Zerr explains that USask gives them a discounted goodlife benefit already (\$449 annually or \$19.19 bi-weekly (plus taxes)). Students would likely not switch to the capsu one.

M. Kaushal also highlights that UofM also has a discount for goodlife already through Pharmacists Manitoba. However, it would be a good benefit overall.

M. Ney comments that this would be very beneficial to UWaterloo students because there is no gym on their campus. However, there is also no Goodlife Fitness in Kitchener.

T. Duong highlights that there are only 3 enegercardios in Montreal, which may result in low uptake.

P. Sanjab echoes T. Duong.

H. Saunders inquires on the discount amount. If it is a small amount, then it might not be worth the effort.

M. Contreras explains that he is currently in discussion and the discount amount is unknown at this time.

L. Symonds highlights that there is a 50% discount for Goodlife fitness associated with those employed by LCL.

Point of clarification: This code would be provided for the entire pharmacy degree for a CAPSI member.

S. Bento-De Sousa left the room at 2.25pm

S. Bento-De Sousa re-entered the room at 2.28pm

6. Bugs and Drugs Codes for Pharmacy Awareness Month M. Contreras

Background: Bugs and Drugs has given us 40 codes for their new app to be given out amongst CAPSI members. I would like to provide these to be used for Pharmacy Awareness Month. I would like some ideas on how we can distribute these codes across the country.

J. Kwon suggests providing 4 codes to each of the 10 schools as the best strategy and allowing the local representatives to decide.

K. Miclat echoes J. Kwon. UofT would be okay with 4 codes, even as the largest school because scarcity increases its appeal.

Motion to recess until 2:45 PM

J. Kwon/S. Terekhovska

Motion Carried

J. Kwon called the meeting to order at 2:52 PM

7. Update on UofT Opt-Out System

K. Miclat/E. Nguyen

Background: In November the “Student Choice Initiative”, which is the measure allowing students to opt-out of paying non-essential school fees, was struck down. Access to the UofT Opt-Out portal is currently not available and we are currently waiting on updates on this news.

8. Local Council Logistics

L. Symonds/S. Schuhmacher

Background: The local OM at MUN has not been updated for years. With the new program one semester away from school-wide implementation and multiple other changes to be made, we need to reintroduce some structure back into our local functioning. Currently there is no AGM, no weekly meetings of just CAPSI council (CAPSI + IPSF + the local society meets on a weekly basis), and no particular setting for voting. Hoping to ask how other local councils function in a technical sense in order to get some advice on how to reform the structure at MUN.

School	Response
UBC	<ul style="list-style-type: none">- First our OM also isn't amazing but it has been kind of updated each year if you ever want to look at an example - I think it's good enough just a lot of redundancies- We have weekly meetings that include our IPSF reps (does not include non-local capsi members though)- We have our AGM in November- What do you mean about setting for voting?<ul style="list-style-type: none">- I know that for our by-elections we do an informal vote within local council (50+1 pass, the senior runs the vote and does not vote unless to tie break)- For yearly council elections it is done through a google form usually - we need to collect student # to confirm membership<ul style="list-style-type: none">- Very easy method but I know some ppl are uncomfortable with google forms b/c they aren't anonymous- Does anyone have a good anonymous voting platform they use? It's usually fine but I had a big issue with this last year when there were multiple UBC students running in the National by-elections and had some voters express they were not comfortable with it because it was not anonymous (but we have to check membership..)
UofA	<ul style="list-style-type: none">- We work within the OM of our local council (APSA). CAPSIs roles are built into APSAs constitution.- We have an AGM at the end of March/beginning of April where we transition positions. Attendance is mandatory for all council members.

	<ul style="list-style-type: none"> - Bi-weekly general council meetings alternating with bi-weekly executive council (CAPSI Sr sits on this). - Because we don't have a CAPSI council, Sr, Jr and IPSF meet on an as needed basis. - Constitution and Policy Committee meets at least once a year to update the OM. Changes are approved at the annual AGM. Constitution and Policy Committee consists of APSA's President, Past President or President-Elect, 1 member of council, and 2 non-council members.
UofS	Weekly meetings with CAPSI + IPSF, structured operating manual, transition documents to pass on to next year's position holder, structured voting and meeting format similar to CAPSI national meetings.
UofM	We have a work in progress OM for our local CAPSI council and no current OM for our UMPHSA council. Hopefully developing an OM over the summer.
UW	We have an OM but it is due for an update. Over the next year it would be really nice to make it more reader friendly and concise. I found the handover document from past seniors more useful but if clarifications are needed then the OM is a backup source. All of our positions on council have handover documents to the new leader of that role.
UofT	<p>We don't have an OM for CAPSI; we work under the OM of our governing student council which encompasses our local council structure (4 class reps + IPSF Sr/Jr + CAPSI Sr/Jr).</p> <p>We have local council meetings approximately once a semester (we communicate online mostly).</p> <p>We don't vote on anything as a council.</p>
UdeM	<p>We currently don't have any OM for CAPSI alone, but whether local council OM.</p> <p>We have meetings with all the student council including IPSF and CAPSI every month and every 2 weeks, there's a meeting with all the executive members from our local council but it doesn't include de CAPSI jr rep et the IPSF rep. It's easy to plan a meeting whenever we want between the CAPSI reps and the IPSF rep (only one at UdeM).</p>
ULaval	<p>We don't have an OM for our local CAPSI council since we work within the OM of our local council (CAPSI's roles are included in it).</p> <p>The OM is yearly reevaluated to make it up-to-date.</p> <p>We have 2 AG (autumn and winter).</p> <p>We have weekly local council meetings (without CAPSI Jr) and 4 general meetings per semester.</p>

	We don't currently have a CAPSI-IPSF local meeting but we do meet if needed.
Dal	As far as I know our OM is incorporated into our DSPS OM. It's a constant work in progress. As of now we don't host CAPSI only meetings and meet biweekly with the DSPS exec.

P. Sanjab and L. Ford re-enter the room at 2:56 PM

J. Kwon explains that delegation is key. The burden should not be shouldered by a sole person. Each member should be responsible for their portion. There should be one person overlooking the entire process.

L. Symonds inquires who enforces the OM or enforces how the OM is changed?

M. Patrick suggests reaching out to someone in the faculty as they might have an understanding on how it works from a faculty perspective.

D. Shymanski explains that it may be difficult to implement changes mid-year. However, there may be a transition time where things are unofficially changed prior to formally approving the motions at their local AGM.

*C. Chow entered the room at 3:05pm.
S. Dyer entered the room at 3:06 PM
J. Nguyen entered the room at 3:06PM*

J. Kelly left the room at 3:05 PM

9. National Business Plan Competition (CFP)

M. Contreras

Background: During our JOM with CFP, the idea of hosting a national business plan competition was brought forward. Many schools already have local competitions, which may have existing sponsors or no official awards.

If one were to be created, would it be feasible to incorporate it into PDW? The cost incurred to send these teams to PDW would need funding.

Prizes may be donated from CFP (either a free CEP program for the winners or the pharmacy management books).

Thoughts for Logistics: Given that some schools already have a business-oriented competition, the eligibility for this contest is grandfathered off already existing competition. The local contest's prize is a free CFP book or a free CEP program for the winners. Each school will have one group to represent their school for this competition. The national rubric will be different from how the local competition winner is decided in that it will be standardized across the country. Each local winner is expected to present via camera on their group idea as well as submitting a business plan. Groups are expected to amend their presentations accordingly as per the national rubric, to be created along with CFP. Representatives from CFP can then judge the 10 videos and their business plans for the group

Deadline for the videos is TBD depending on the time required for the judging process so that it can be decided on for the upcoming PDW conference. Prizes TBD (e.g. similar to other competitions?)

1. Does your school currently have or can possibly have a national business management competition?
2. What barriers do you foresee on implementing this new contest at your school?
3. In general, would a new business plan competition be useful for your members?

School	Response
UBC	<ol style="list-style-type: none"> 1. UBC has a mandatory business management course in 3rd year. The entire class competes at the end of the first semester. BCPHA hosts a conference competition (BCPhA Student Ambassadors) where students can use their class project to compete, this is in second semester. <ol style="list-style-type: none"> a. The prof running this class is Dr. Alan Low, Co-Founding Co-Editors of the Pharmacy Management in Canada textbook (required reading in 7 of the 10 pharmacy schools in Canada) b. He had expressed interest in being involved with PDW two years ago and according to the email thread was willing to set aside time to travel to PDW to be involved 2. We would not be able to host a local competition as it is already run as a long-standing competition in our business course (which is also first semester). *though it is possible the prof would be amenable to allowing us to use the results for caps? 3. There would likely be interest from UBC as long as it's very similar to the one we run at UBC because the work would already be done. <p>Q: Would the projects created in our course be able to be used to compete at PDW? Yes.</p>
UofA	<ol style="list-style-type: none"> 1. U of A does not currently have a business management competition, however one could be implemented. 2. Lack of interest in business management and the lack of experience in running a similar competition. 3. Probably not. U of A no longer has a business management project.
UofS	<ol style="list-style-type: none"> 1. We had a business plan competition in the BSP program, but this has been removed and replaced with a smaller business proposal for the pharmD program. This was done as part of a class for credit. There is also a campus wide business plan competition at Usask. Dr. Jason Perepelkin (Co-Author of the Pharmacy Management in Canada textbook) has spoken about how other countries (like Australia) have a national business plan competition which is useful to students.

	<ol style="list-style-type: none"> 2. Lack of interest/time for students. They would need a monetary prize to be motivated. U of S has almost completely stopped using paper textbooks, so I don't think textbooks as a prize would be beneficial. 3. Honestly probably not
UofM	<ol style="list-style-type: none"> 1. U of M currently does not have such a competition in place but we can look into having one. Pharmacy Management class has a group project based on "Dragons Den". 2. Lack of interest/participation with already busy schedules and a challenge for the local reps to host it for the first time (and having to figure out its specifics from scratch). The prize may not be appealing to our members either. 3. Possibly! But because we have such a small class size I don't know if it will be worth putting on as we likely won't have enough interest.
UW	<ol style="list-style-type: none"> 1. We already have a sponsored business competition sponsored by pharماسave. The prize is \$5000.
UofT	<ol style="list-style-type: none"> 1. Our faculty hosts an Annual Business Plan Competition sponsored by pharماسave (first place is \$5,000, second place is \$3000, 3rd place \$1000) 2. The fact that our faculty already hosts one / Lack of interest 3. Useful - yes, however students may want to reuse their ideas/materials
UdeM	<ol style="list-style-type: none"> 1. We currently don't have any national business management competition 2. Lack of interest 3. It could be useful, but I don't know if a lot of people would participate.
ULaval	<ol style="list-style-type: none"> 1. We currently do not have a business management competition, but students can choose to follow the "entrepreneurial profile", which adds a few business classes to the original curriculum. In our opinion, the competition could be feasible on a resources level, but we fear that the interest level wouldn't be as high as for the other competitions. 2. Lack of interest is the biggest barrier that comes to mind. 3. It could be useful, but considering the fact that there are already so many competitions taking place and that participation/interest isn't guaranteed, we think that adding another competition might be overwhelming for the students
Dal	<ol style="list-style-type: none"> 1. No competition of this sort at our school to date 2. Lack of interest would be our biggest barrier to implementing this. This could potentially be mitigated with adequate incentive 3. It could potentially be useful but again I'm not sure how much interest we will get at Dal
MUN	<ol style="list-style-type: none"> 1. We currently do not have a business plan competition at MUN

	<ol style="list-style-type: none"> 2. Lack of interest and we don't do our management course until second semester third year so most of our students will not have the knowledge or skill set yet. 3. I know there is interest in the business side of pharmacy at our school, but I do really doubt that there would be enough competitors unless some students really took the initiative to get it going.
--	---

J. Kelly re-enters the room at 3:11 PM

J. Park comments that, although this may naturally fall into the VP education's role, the VP Education already has a lot on their plate.

P. Sanjab left the room at 3:13pm

J. Kwon clarifies that there are no concrete plans on the logistics for this competition.

S. Bento-De Sousa explains that a BPC is very time consuming. We could potentially work together with CFP to shorten the proposed competition into a business pitch.

P. Sanjab re-entered the room at 3:16pm

A.Chadha highlights that each school is at a different place with this topic. UofA may not have the funding to support creating a local competition.

L. Ford suggests having this BPS as a national call and which does not require a submission from each school.

L. Symonds comments that the only time MUN has exposure to business is during one of their semesters, which may deter students.

M. Ney fears that there might be too many submissions from schools with existing BPC, which could be unfair to other schools.

10. Use of Emails for General Members

M. Contreras/ J. Kwon

Background: *This item was tabled from Fall TC 2019.* 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 benefits, 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?

After discussion with P. Thabet, a CAPSI Past-President, J. Kwon proposes to send monthly emails to general members including the information for interesting opportunities, articles, information on awards (ex: Future of Pharmacy Excellence Award), release of CAPSIL, release of position statement. The emails should primarily be a way to communicate important information from CAPSI, but can also promote membership benefits. CPhA has confirmed that it is possible to send emails to all general members that are included in the membership database.

K. Bishop left the room at 12:21pm

J. Kwon clarifies that this idea was brought up as a way to relay information more efficiently vs social media

E. Nguyen highlights that at UofT, the list we have for CPhA is not a comprehensive list. If these emails are going out on a scheduled basis, not all members of UofT will receive it.

C. Vaccaro echoes J. Kwon. Things may get lost in social media and having scheduled updates would be a great way to ensure students receive the information. Making the email simple with a focus on big points can also increase uptake.

M. Kaushal explains that the College of Pharmacists of Manitoba sends out a "Friday 5" in an email, where they list 5 big points related to pharmacy. This email is not sent out every Friday, but does provide the main points.

L. Symonds poses the question of whether general members would be receptive to monthly emails to the general CAPSI members in attendance:

S. Dyer agrees that monthly or quarterly would be ideal

C. Chow monthly would be great, but not weekly

J. Nguyen weekly may be preferred as monthly may be too much time between updates

M. Kieley explains that having this email would also benefit IPSF as it would give them a more consistent outreach rather relying on local IPSF reps to distribute information.

D. d'Entremont highlights that one of the biggest complaints at the local level from general members is that they receive too many emails.

M. Patrick clarifies that the shortest timeframe for these email updates would be monthly, with the preferred amount being 2-3 times a semester.

If CAPSI is able to provide a pdf form to UofT, would they be able to send this out to your members.

E. Nguyen confirms that if they received a pdf, they would send it out to the entire student body since majority of students at UofT are CAPSI Members.

K. Bishop entered the room at 12:29

J. Kwon clarifies that the email would focus on main points: CAPSIL, Position statements, prizes, competitions. These points would also be posted on social media, but having the major points sent via email would allow members to reference them later on. We want to be transparent and relay this information without spamming them.

We could also reduce the amount of information posted on social media by outsourcing it to our emails instead.

Point of Clarification: These emails would not be used solely for sponsorship, but may have a line to highlight a sponsor.

S. Bento-De Sousa inquires who would be the person in charge of this initiative.

J. Kwon clarifies that the Executive Secretary can coordinate and consolidate the points.

S. Schuhmacher left the room at 3:35pm

M. Patrick inquires on the formatting of the information. Do we have to format this letter or do we just need to send information?

J. Kwon comments that we would need to clarify with CPhA on how to present them the information.

M. Ney inquires whether this email update can be consolidated with meeting minute infographics into one initiative.

J. Kwon clarifies that we should combine these two initiatives.

BIRT CAPSI National trials a year of sending emails to CAPSI general members for the 2020-2021 council year, to be reassessed at PDW 2021.

**J. Kwon/A. Chadha
Motion Carried**

11. Ad Hoc Student Wellness Committee

M. Patrick

Background: Since this committee is ad hoc, we are required to evaluate its effectiveness and assess our need for the committee. This year, the committee made wellness posts for our social media platforms. We also launched Voices of CAPSI. As of December 20th, 2019, we have had 2 students submit their mental wellness story. Do we want to continue with this committee? If so, what changes should be made to make it more effective and reach our members? At one point we discussed the need for a Wellness Officer on the National Executive Council, do we think there is a need for this position?

School	Response
UBC	Yes, this committee should be continued. We could connect with local Advocacy or Wellness Committees for collaboration and promotion. It might be best to focus on ensuring that all the necessary CAPSI

	National positions are filled, before adding a new position.
UofA	This committee should absolutely be continued. I think the Wellness Wednesday posts have been a great starting point. A member of U of A's local council (Kristil Almahfoud) recently started a semesterly wellness newsletter. Would it be possible for this committee to do something similar and have it distributed to members by locals? I do not think a Wellness Officer is needed at this time.
UofS	If continued, we would have to create a new campaign or idea. Initiatives might be better implemented at the local level. A National Wellness officer seems unnecessary, but local councils may benefit from having a wellness officer position.
UofM	Yes, the committee is invaluable and should be continued. Position could be carried out by someone currently on council; a new position isn't needed at the time. It might be a good idea to have the local reps/other local council member(s) (at the discretion of the local reps) promote Voices of CAPSI twice each semester.
UW	This committee is very important. I think it should be continued. I don't think an official officer is required as long as there is someone on council passionate about chairing the committee
UofT	The committee should be continued, as it clearly demonstrates our support of mental health and wellness of our CAPSI members. Wellness Wednesdays was a great starting point for us and I feel we can continue doing this for the remainder of the year. For future years, a new campaign can be discussed. I don't think there is a need for a wellness officer position, as I see that responsibility mainly taken on by the executive in charge of the committee
UdeM	Yes it should be continued.
ULaval	Yes this committee should be continued and it should be reevaluated at the end of the year (until then, we can evaluate how to improve it). We don't feel there is a need for the Wellness Officer right now.
Dal	Committee should definitely be continued and reevaluated at the end of the year for more areas of improvement and things that we want to continue/change etc. I feel like having the committee established also makes the implementation of the wellness officer position more feasible in the future as some of the responsibilities will already be in place.
MUN	The Wellness Committee has made a concrete example of how CAPSI supports the health of its members, we think it should absolutely be continued. If the executives currently in charge of the

	committee are comfortable with the responsibility, a new position is not necessary.
--	---

A summary of the table: Everyone is for this committee. Most students do not believe we should have a wellness officer as our current budget may not allow for it.

L. Symonds suggests a collaboration between the VPPA and the wellness committee to provide resources for mental health. She also inquires on whether there are better ways to discuss mental wellness.

M. Patrick explains that we have a partnership with a mental health counselling service. We can promote this resource to our members.

M. Contreras highlights that our email blasts would be a great way to promote HASU. We could also leverage the locals to spread awareness of this resource.

M. Patrick inquires whether there are any other wellness resources that the council would like to highlight?

L. Symonds explains that locals can be people that can advocate to the students first. We can find out what the faculty is willing to do for the students and well as what documentation is needed to help those that struggle, as many students are uncomfortable with advocating for themselves.

S. Bento-De Sousa expresses that from our Menti results, something simple and easy for the local councils to implement to improve mental health and wellness at the schools are events incorporating: food, coffee, meditation, destress events.

At UofT, one of the class councils had a coffee and treats provided before classes. Another thing they did was late-night snack sessions at night.

J. Kwon adds that at UdeM, they booked a room with snacks to allow students to study together.

D. Shymanski highlights that CAPSI had created mental health resources available on the website. One flaw is that this is always changing. Some things may not be relevant, but we can work towards updating the links on this resource.

C. Chow left the room at 3:49 pm

C. Vaccaro explains that accessing mental health resources is very convoluted. Maybe locals can reach out proactively to the faculty to create FAQs for students.

S. Terekhovska believes we should expand the different topics we cover. Many of the posts focused on stress management and exams. But as pharmacy students, we go through loss and grief; students can learn how to support one another re:mental health issues.

H. Saunders explains that something simple, like a lunch and learn with someone that is more familiar with how to access mental health resources and presenting how to do that, can be very beneficial to students.

K. Bishop explains that there is a survey at UBC to collect information on student familiarity with mental health resources and if students need more formal training in school. This may be something useful for CAPSI next year; results can be shared with CAPSI.

M. Patrick echoes H. Saunders. Starting an initiative for hosting a lunch and learn that brings in a mental health nurse or personnel to help students out would be great.

12. Support for Students who Submit to Voices of CAPSI M. Patrick

Background: The Director and Assistant Dean of Dalhousie (Susan Mansour) contacted us inquiring if there is someone prepared and trained to support any members for which their post suggests a need for professional support. She also asked if the person reviewing the submissions (M. Patrick) will be able to refer students to other resources. She wanted to bring this to our attention. What are our thoughts?

J. Kwon explains that CAPSI is here to help members and provide resources or options to know what to do when they're feeling down, but we are not qualified to provide professional support.

C. Beucher left the room at 3:55pm

S. Terekhovska inquires whether it would be possible to create a disclaimer stating what we are aiming to do with these stories and that we are not professionals.

S. Schuhmacher emphasizes that the people we need to reach will not access the resources that we are proposing to provide. If we have something posted on our website on what to do in a crisis (re: deferring exams, online therapy, etc), we may better reach the target audience. Providing online access is key as some that struggle with mental health may not be able to have physical access.

J.Park left room at 3:57pm

J. Kwon highlights that there is no correct solution. Our goal is to try to make change, create discussion, and decrease stigma surrounding this topic.

C. Beucher re-entered the room at 4:00pm

M. Patrick comments that we can work on adding online resources to the website. For those to have experience with these situations or helped those in these types of situations, please reach out and we can consolidate a list to be posted online and disseminated going forward.

M. Contreras raises awareness that we already have a table in our previous meeting minutes on mental health resources **[Summer TC 2019 point 12. Mental Health Crisis Initiative]**

J.Park re-entered the room at 4:04PM

Motion to recess until 4:07 PM

J. Kwon/L. Ford

Motion Carried

J. Kwon called the meeting to order at 4:17 PM

13. Pan American Regional Symposium (PARS) & World Congress 2020

M. Kieley

Background: PARS is the annual symposium of the International Pharmaceutical Students' Federation (IPSF) for associations of the Pan American Regional Office. It will take place from July 5th to July 12th in Cusco, Peru. The 66th IPSF World Congress will be held in Seoul, Republic of Korea from July 27th to August 5th. This event will gather more than 600 pharmacy students and recent graduates from 90 countries worldwide.

WC: <http://congress.ipmf.org>

PARS: https://www.facebook.com/pg/ParsCuscoPeru2020/posts/?ref=page_internal

CAPSI gets 3 official delegates at each of the conferences. For WC, both M. Kieley and S. Terekhovska will be attending and they are looking for a third representative.

For PARS, neither M. Kieley nor S. Terekhovska are attending, please reach out if anyone is interested in being any of the 3 official delegates

S. Terekhovska emphasizes that most associations send in the president as an official delegate. Registration opens mid-January and ends in March. There are three phases of registration with early bird prices in each of these phases.

Your local universities may have specific bursaries or alternative funding for international events.

14. Hootsuite

P. Tram

Background: *This item was tabled from Fall TC 2019.* Do we need hootsuite? To help publish posts – as only Facebook is the main one that we can preschedule. Throughout the year, it can get busy and making it difficult to post on all 3 platforms at the same time. Sometimes, it can matter if we were to post for our sponsors. If time matters (i.e. need to post all at same time), then this is something that should be considered.

- \$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

L. Ford agrees that it would be a very useful tool for anyone that takes over the social media presence. However, it sounds like a luxury given our current financial standing.

D. Low explains if any changes to the budget were to occur, preference would be given towards initiatives/projects that benefit the students. From a budget perspective, it might be difficult to accommodate this request.

S. Bento-De Sousa expresses that the adobe platform is not well utilized. We only use one program for the CAPSIL. We could create the CAPSIL on Canva instead and using the funds for our current adobe license towards Hootsuite instead.

M. Contreras echoes S. Bento-De Sousa.

M. Patrick inquires if there are any free programs available.

K. Miclat left the room at 4:25pm

D. Shymanski and K. Bishop believe there may be some free options.

D. d'Entremont comments that timing of posts during the day is of low priority as facebook and other social media platforms have updated their algorithms to prioritize posts of interest and not organize them chronologically.

Motion item 14 to Saturday, January 11, 2020

J. Kwon/ M. Patrick

Motion Carried

Motion to adjourn the meeting at 4:28 PM

J. Kwon/ J. Young

Motion Carried

Day 3: Friday January 10, 2020.

Council Meetings: 11:30 AM - 3PM, Salon 1

1. Call to Order

J. Kwon

J. Kwon called the meeting to order at **11:39 AM**

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	Present
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	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

Guest Attendee: A. Marquis, E. Roy-St-Pierre

Regrets:N/A

3. PDW Updates

PDW 2020

D. Bergeron entered the room at 11:42 AM

M. Contreras entered the room at 11:46 AM

4. Elections 2020-2021

P. Ip

REMINDER: Each current executive member of council (with the exception of the President and the Past President) will be granted one (1) vote. A Senior Representative, Junior Representative or appointed delegate will be granted two (2) votes, plus one (1) additional vote for every two-hundred (200) CAPSI General Student Members at their respective faculty of pharmacy.

a. IPSF Liaison

- i. Melody Suon, 2nd year UofA student

Motion to go in-Camera at 11:57 AM

J. Kwon/E. Zerr

Motion Carried

Motion to go out-of-camera at 12:11 PM

J. Kwon/S. Terekhovska

Motion Carried

S. Terekhovska and M. Kieley left the room at 12:26 PM

M. Contreras left the room at 12:30 PM

b. Finance Officer

- i. Mary Shen, 2nd year UBC student

Motion to go in-camera at 12:37 PM

J. Kwon/T. Rousseaux

Motion Carried

J. Kelly left the room at 12:55 PM

Motion to go out-of-camera at 1:00M

J. Kwon/J. Young

Motion Carried

c. CAPSIL Editor

- i. Andrew Tu, 2nd year UofT student

Motion to go in-camera at 1:17 PM

J. Kwon/M. Patrick

Motion Carried

Motion to go out-of-camera at 1:47PM

J. Kwon/K. Miclat

Motion Carried

d. VP Education

- i. Derek Bergeron, 3rd year Montreal student

D. Bergeron left the room at 2:03 PM

Motion to go in-camera at 2:07 PM

J. Kwon/D. Shymanski

Motion Carried

Motion to go out-of-camera at 2:30 PM

J. Kwon/L. Symonds

Motion Carried

e. VP Professional Affairs

- i. Lexi Symonds, 3rd year MUN student

L. Symonds left the room at 2:40 PM

Motion to go in-camera at 2:43 PM

*J. Kwon/P. Tram
Motion Carried*

*Motion to go out-of-camera at 3:00 PM
J. Kwon/S. Schuhmacher
Motion Carried*

*C. Vaccaro left the room at 3:08 PM
D. Bergeron re-enters the room at 3:08 PM*

5. Vote of Confidence 2020-2021

P. Ip

a. President Vote of Confidence

- i. Jin Kwon, President, 4th year UdeM student

J. Kwon left the room at 3:14 PM

*Motion to go in-camera at 3:17 PM
M. Patrick/M. Ney
Motion Carried*

*Motion to go out-of-camera at 3:20 PM
M. Patrick/K. Miclat
Motion Carried*

J. Kwon re-enters the room at 3:22 PM

b. President-Elect Vote of Confidence

- i. Morgan Patrick, President-Elect, 3rd year UofA student

M. Patrick left the room at 3:24 PM

*Motion to go in-camera at 3:25 PM
J. Kwon/ K. Bishop
Motion Carried*

*Motion to go out-of-camera at 3:27PM
J. Kwon/A. Chadha
Motion Carried*

Motion to adjourn the meeting at 3:30 PM
J. Kwon/ M. Kaushal
Motion Carried

Day 4: Saturday, January 11, 2020.

Council Meetings: 9 AM - 1 PM, Salon 1

1. Call to Order

J. Kwon

J. Kwon called the meeting to order at 9:08 AM

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	Present
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	Present
M. Ney	Waterloo Senior Representative	Present
K. Miclat	Toronto Junior Representative	Present
E. Nguyen	Toronto Senior Representative	Present
T. Duong	Montreal Junior Representative	Present
D. Bergeron	Montreal Senior Representative	Present
P. Sanjab	Laval Junior Representative	Present
C. Beucher	Laval Senior Representative	Present
H. Saunders	Dalhousie Junior Representative	Present
L. Ford	Dalhousie Senior Representative	Present
S. Schuhmacher	MUN Junior Representative	Present
L. Symonds	MUN Senior Representative	Present

Guest Attendee: D. MacCuish, A. McLeod, K. Haubrich, J. Nurkowski, J. Bool, M. DaSilva, K. Strautman, L. Carlson, S. O'Byrne, S. Larson, C. Truong, T. Song, B. Buffone, N. Sosulski, T. Luk

Regrets: N/A

3. PDW Updates

[PDW 2021](#)

[PDW 2022](#)

E. Nguyen left the room at 9:29am
P. Sanjab left the room at 9:34am
P. Tram left the room at 9:35am
E. Nguyen re-entered the room at 9:35am
L. Symonds left the room at 9:40am
A. Chadha left the room at 9:40am
P. Sanjab re-entered the room at 9:42am
P. Tram re-entered the room at 9:43am
L. Symonds re-entered the room at 9:45am
A. Chadha re-entered the room at 9:45am
C. Beucher left the room at 9:58am
C. Beucher re-entered the room at 10:01am
M. Kaushal left the room at 10:09 AM
D. Bergeron left the room at 10:16 am

M. Kaushal re-entered the room at 10:17 AM

P. Ip re-entered the room at 10:17 PM

W. Bao left the room at 10:20 AM

4. May Measurement Month (MMM)

W. Bao/K. Bishop

Background: What is MMM? May Measurement Month (MMM) is an international hypertension initiative spearheaded by the International Society of Hypertension. Throughout the month of May, participating countries hold hypertension screening clinics to screen the public for hypertension, provide education on the importance of a healthy blood pressure, and inform the public about heart healthy lifestyle changes that can reduce the risk of coronary artery disease and its complications. The data collected from these clinics is pooled together and used to drive hypertension research and policies.

- Our goal: Grow this initiative across Canada by inspiring other CAPSI local councils to bring MMM to their schools and communities.
- How to get started: The first step is finding a local supervisor by reaching out to practicing health care professionals or faculty members at your respective universities. Your local supervisor will be put in contact with Dr. Nadia Khan, President of Hypertension Canada, and will need to submit an ethics proposal to their governing research board. It normally takes 2-6 months to get approval after submission. Once you have a local supervisor, it would be up to your supervisor and local MMM volunteer coordinators to gather a volunteer force, promote MMM, and organize and execute hypertension screening clinics.
- Turnover report: [May Measurement Month 2019 Turnover Report](#)
- https://docs.google.com/document/d/1d65uRHjbPi9GK8vebhQrvg5-WC4Ocmj5J1pGVK_qcA/edit
- Additional questions? Visit maymeasure.com or contact us at maymeasurebc@gmail.com

P. Ip re-entered the room at 10:23 AM

W. Bao re-entered the room at 10:23 AM

T Duong left the room 10:26AM

M. Contreras inquiries on student turnout in summer months. Where are these clinics located? Are they specifically in Vancouver?

MMM anticipates a 60% drop-out rate. With 100 volunteer sign ups, around 25-30 students show up. A clinic can still be run with this amount of students.

These clinics can be held anywhere, as long as there is proper supervision. Additionally, clinics can be run remotely by the organizers.

M. Contreras inquires whether other clinics run throughout the year can count towards MMM.

MMM clarifies that clinics only count if they are held in May. Their material has been trademarked for use in May specifically for hypertension clinics.

T. Duong re-entered the room at 10:33AM

L. Symonds highlights that May is when MUN runs their mock OSCE. Do you think it's better to have a separate committee for MMM or have local CAPSI reps push this out?

What components are entailed in MMM and what promotional material is available?

MMM suggests delegating this initiative to other leaders and not taken upon the local representatives.

This information can be found in the transition documents (Screening, education, and prepared trademark information sheets).

S. Terekhovska explains that every school has 1-2 IPSF reps; Local councils can try to have an IPSF rep to sit on your committee. This project falls perfectly into the IPSF public health portfolio and could be written into their activity reports.

Motion to recess until 11:00 AM

J. Kwon/S. Schuhmacher

Motion Carried

J. Kwon called the meeting to order at 11:07 AM

5. Website Committee Update

P. Tram

Background: This year we focused on increasing our social media presence. Thanks to everyone on the committee and the social media team we were able to create a minimum of 4 posts per week. Moreover, in Nov we created posts for Antibiotic Awareness Week. Furthermore, with the help of the translation committee the English website is fully translated to French. Right now, I am 50% through modifying the French site. Overall, it has been a very productive year. In terms of feedback about the website, will need more input given however it seems that we do have enough webpages made and it should target future and current pharmacy students.

Flickr: Action item to CAPSI locals: send Pauline photos from your local events and she can add those photos to your chapter's gallery on our Flickr Account.

Issuu: Removing the ads on the Issuu platform or continuing to have the ads when viewing the CAPSIL; can be looked into going forward

- The PDF file(s) for CAPSIL is very big.

Feedback from the Website Google Form that was sent out to the National Council:

Do you want a pharmacy myth buster page added to the Website?

School	Response
UBC	N/A
UofA	good idea to give the website committee something to do and can be supported by locals.

UofS	how much traffic will we actually receive? How can we promote this to the general public
UofM	echoes USask. The interface is not intuitive and it takes effort to find information.
UW	
UofT	what is the current engagement on the website? Has it improved? Before we expand it, we should try to ensure we should focus our efforts into improving uptake with our current audience
UdeM	most students don't know about the caps website or use it since its not updated
ULaval	echoes UdeM. Also, some resources are not as up-to-date as alternative faculty websites
Dal	having a tab for future vs current students to increase ease of streaming on the website. Before we try to expand who we reach, we should try to improve reaching our current audience (not to spread yourself too thin)
MUN	hard to navigate. There may not be a benefit to spread to the public and faculty as we are an association for pharmacy students and interns. Having a super accessible website for students should be the main focus.

S. Bento-De Sousa suggests looking at the drop down menu. Changing the titles and rearranging the drop down menu can easily increase navigation on the website, as current titles are not intuitive.

J. Park echoes S. Bento-De Sousa.

J. Kwon suggests updating our website font to a different, modern font. We can make an infographic on the CAPSI structure and have it on the home page to ensure everyone knows how CAPSI works.

T. Rousseaux highlights that PARO has a great outline of each subcommittee and can share their resources with P. Tram.

M. Contreras suggests adding tags to increase website traffic.

D. Shymanski suggests having the advocacy committee explore other avenues of pharmacy. We can provide a roadmap for industry or travel health. This can also be included to create a hospital roadmap as well (ie. link to the residency application forms).

VPPA can reach out to CSHP to create this document.

P. Tram suggests holding a contest requiring members to visit the website to increase traffic. Our target audience is current and future students; are we aiming to expand to include alumni and the general public?

S. Bento-De Sousa inquires whether the archived CAPSIL issues are on the website.

H. Saunders left the room at 11:21 am

P. Tram clarifies that archived CAPSIL issues are on the website; hosting these documents is slowing down the website.

A. Chadha and J. Young suggest hosting CAPSIL files on a separate drive to reduce our website's lag time.

Point of Information: This year, there has been 2010 views and 950 people that have visited the website.

J. Park explains that many students are unaware of where to apply for the Future of Pharmacy Excellence Award. Currently, navigating to the application is very difficult. She suggests increasing visibility to this award.

H. Saunders re-entered the room at 11:27 am

6. Hootsuite

P. Tram

Background: This item was tabled from Fall TC 2019 and PDW 2020 Thursday, January 9 . Do we need hootsuite? To help publish posts – as only Facebook is the main one that we can pre-schedule. Throughout the year, it can get busy, making it difficult to post on all 3 platforms at the same time. Sometimes, it can matter if we were to post for our sponsors. If time matters (i.e. need to post all at same time), then this is something that should be considered.

- \$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

After further reflection, she will discuss this issue further with the website committee.

7. Reimbursement for checked baggage

A.Chadha

Background: I am looking to get reimbursed for having to check in a bag in order to bring the Guy Genest Awards from Edmonton. In the future, I think it would be beneficial to consider the costs of the the checked baggage (\$63) when ordering awards as it may be cheaper depending on the province PDW is being held in to just order it there.

BIRT CAPSI National reimburses the Alberta Jr. \$63 to cover the fee of his baggage to and from PDW 2020 since he was required to bring the Guy Genest Plaques from Edmonton.

J. Kwon/T. Rousseaux
Abstained: A. Chadha
Motion Carried

S. Bento-De Sousa left the room at 11:29 am

8. First In-Person Council Meeting for 2020/21 Term (Previously CPhA Meetings)
M. Patrick

Background: As you all know, CPhA will no longer be hosting its annual 3-day conference in June. Instead, they will be holding their Members Forum & Lobby Day on May 5-6th, 2020 and their new conference on October 23-24th, 2020. In early December, council members provided their feedback and I collated it [here](#). I then sent out a Google Form on December 29th to get more specific feedback and this will be summarized.

E. Nguyen left the room at 11:31am

S. Bento-De Sousa re-entered the room at 11:33 am

Historically, CAPSI spends ~\$9,000 for the council to attend CPhA annually for our in-person meeting.

D. Low clarifies that this is the amount that we pay to be at the conference.

Would we need to modify the OM?

M. Patrick clarifies that a change to the OM would be needed.

Point of Information: As of now, we do not have any concrete plans on this issue going forward to allow CAPSI to function independently of CPhA.

M. Contreras inquires whether it be possible to do a western and eastern joint teleconference?

L. Symonds explains that the cost of flights are similar whether flying within 1-2 provinces vs across the country.

E. Nguyen re-entered the room at 11:37am

P. Sanjab suggests rotating the location. It would be fair if the first in-person meeting is held on the opposite coast of PDW of that year.

S. Schuhmacher expresses that the first in-person meeting for the CAPSI local Jr is very intimidating. However, seeing everyone in person helps build solid connections. A big draw of CAPSI is travelling and seeing the different parts of Canada.

J. Kelly highlights that the end of May is when the PEBC happens. Many of the 4th years would be unable to attend.

J. Kwon clarifies that the main people writing PEBCs are the Past-President role and potentially the CSHP liaison. Having the in-person meeting after PEBCs would allow for ease of transitions from current 4th year student executives.

W. Bao echoes J. Kelly.

J. Kwon clarifies that CAPSI did not want to affiliate with other conferences and become dependent on them like we were on CPhA. We want a long term stable solution.

M. Patrick is requesting for help to plan this in-person meeting. If CPhA goes back to holding a conference in June, we can go back. However, with the current plan, she would like to find people to help her with the logistics.

We need to find a place to consistently host the first in-person meeting, find lodging, create a schedule, book flights, etc.

Her preference is to pick a place in central Canada. CFP uses a conference center that is quite cost-effective

K. Bishop suggested looking into Hamilton as that is where the discount airlines fly.

T. Rousseaux echoes P. Sanjab. She suggests using the PDW school hosting order as a template to predict where we could host in the year ahead. We could stay one ahead of PDW so that planning committee does not have to travel to present in person.

P. Ip explains that hosting at local provincial conferences might be an issue since other student advocacy groups or councils might already be hosting meetings during those conferences.

Point of Information: Council Members who are willing to help plan the Meeting:

A. Chadha, P. Sanjab S. Schuhmacher, C. Beucher, H. Saunders T. Duong, K.Miclat, K. Shchepanik, E. Zerr, P. Ip (if the location is in Toronto), C. Vaccaro, J. Kwon

The proposed date for this year's first in-person meeting is Date to be voted on: June 5-7th (friday to sunday), location TBD

Point of Clarification: Central Canada would be Ottawa, Toronto, or Montreal.

L. Ford explains that if it is going to be a consistent central location, it will be consistently Dalhousie, MUN, and BC that will pay more. We may need to look into restructuring the reimbursement process to help make this more feasible.

H. Saunders explains that the 2 local CAPSI representatives of the area (if we were to relocate annually) can help the president with logistics of planning.

M. Kaushal inquires how the PDW planning co-chairs present during the first in-person meeting would happen.

T. Rousseaux comments that the in-person presentation from the PDW co-chairs might need to be readdress going forward since the original reason for having them attend the meeting is to have the co-chairs network with potential sponsors at the CPhA conference.

Background: Association in the states that relates to anything re: oncology dispensing. The rep wanted to promote what NCODA does to expand into Canada. They offer different programs to like CE programs, workshops, and learning opportunities.

Their current structure is having local ambassadors in the states and acting as a separate entity. Do you think there is enough interest to have them expand into Canada and would it be sustainable. If you are interested, locals can contact the representative.

A. Chadha left the room at 12:02pm.

S. Schuhmacher left the room at 12:04pm

M. Ney clarifies that there is a Canadian Association for Oncology that already exists.

A. Chadha re-entered the room at 12:05pm

10. Vote of Confidence 2020-2021

J. Kwon/P. Ip

a. Student Exchange Officer

- i. Melissa Kieley, 3rd year MUN student

Motion to go in camera at 12:07 PM

J. Kwon/ P. Sanjab

Motion Carried

Motion to go in camera at 12:13 PM

J. Kwon/ T. Rousseaux

Motion Carried

11. Subcommittee Breakout Sessions

J. Kwon

1	Constitutional Review Committee	Membership Committee	Competition Review Committee
2	Website Committee	Finance Committee	Communications and Marketing Committee
3	Advocacy Committee	Electoral Committee	Translation Committee

Motion to adjourn the meeting at 12:55 PM

J. Kwon/ M. Kaushal

Motion Carried



C A P S I • A C E I P

Annex of Executive and Local Council Updates
PDW 2020

Wednesday January 8 - Saturday January 11, 2020.
Montreal, Quebec

Local Council Updates

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

Position Update

Competitions - complete! Went very smoothly.

- PIC - 3 contestants
- Poster - 3 contestants
- SLC - 3 contestants
- AFL - 3 contestants
- Compounding - 3 teams
- OTC - 3 contestants
- Pharmafacts - 4 teams
- Award of Professionalism - 3 applicants

UBC's NTP

- 6 contestants
- Hosted it in the pharmacy building this year and it was very intimate and cute
- Spelling bee, drug vs candy identification, talent show

GSK Pain Lunch and Learn - postponed due to changes in GSK structure, see below.

Community Ed:

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

Uhill Elementary School, November - hand washing workshop, COMPLETE

Elementary school - school has requested teaching needle safety for kindergarten students, ongoing

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

UBC Heal Collaboration - mental wellness and acute care (ie. Family doctor, pharmacy, etc.) to high schoolers, ongoing

Upcoming Events

Women's Sexual Health Seminar (Feb. 10, 2020)

- Have 2 speakers confirmed - Jessy from Shift Education, Cara a grad student under Dr. Lori Brotto
- Will be talking about how to communicate about sensitive topics in a non-judgemental way
- Research and clinical insight on common but taboo issues around women and sex - pleasure, low desire, pain, anorgasmia, who's into BDSM, etc.

PAM 2020 (Month of March 2020)

- Formed the PAM executive committee
- Held a meeting with my Co-Chair to discuss the plan and goals for PAM 2020

- Held a meeting with event coordinators on December 19

LGBTQ+ Seminar (TBA)

- Still in the works by our Advocacy committee!

GSK Lunch and Learn (TBA)

- Presentation on Voltaren etc.

May Measurement Month (May)

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

Position Update

- Compounding Competition, SLC, AFL, and Guy Genest complete
 - Winners contacted, all will be attending PDW except Guy Genest winner, awaiting competition prize disbursement
- RxFactor fundraiser complete
 - Awaiting total amount fundraised
- Pharmafacts t-shirt ordered and awaiting pick up
- RxFiles order received and 49/59 distributed
- Application package for U of A IPSF Candidate submitted
- First PAM Committee meeting held at the end of November
- Three PAM Lunch and Learns confirmed

Upcoming Events

- First Year CPhA Lunch and Learn scheduled for January 16th
- Bookings for PAM clinics, lunch and learns, and other events

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

Position Update

- Confirmed College Reimbursement for PDW - \$150/student
- All competition winners picked and sent to National
- RxFiles have been distributed
- Started finding Outreach Co-Chairs for PAM
- Got in touch with Michelle James from Pharmacists Association of Saskatchewan (PAS) about PAM, Skyped with her
- Christmas Potluck
- Taco in a Bag Fundraisers
- Bridging the Gap with PAS (Symposium for upper year pharmacy students that fills in information that might not be taught in class)

Upcoming Events

- National Symposium In late January/Early February (Before/after IPSF Campaign)
- IPSF Campaign
- PDW

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

Position Update

MNTP 2019: Very successful. Non-perishable foods were collected and donated. Date and venue (The Met) are confirmed for next years event.

CAPSI Competitions: went well. Volunteer standardized patients helped reduce costs.

PAM 2020: Beginning to plan PAM with a newly selected PAM committee. Met with Pharmacists Manitoba to discuss PAM themes and collaboration throughout March.

Upcoming Events

Montreal - PDW 2020. Tons of interest. 33 delegates attending from MB!

- Cost: \$15 795 paid to the PDW 2020 Planning Committee

CAPSI Local Elections: Earlier election period so that the incoming junior can observe mock OSCEs [as U of M will not hold mock OSCEs in 2022].

- Date: January 31, 2020

CAPSI Symposium: Holding a poll to see which topic (2SLGBTQ+ or women's health) will be held first. Hoping to host the second topic during PAM.

- Date: TBD
- Cost: TBD
- Support needed from CAPSI National: None

Autism Awareness Lunch and Learn: Currently trying to coordinate a time/pick a date.

- Date: TBD
- Cost: TBD
- Support needed from CAPSI National: None

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

Position Update

Fall Term:

The Rx2022 class is starting their first co-op term. Rx2021 class is in their first semester of third year (3A). Rx2020 is in their first term of fourth year (4A).

UW CAPSI local council held its most recent meeting on November 25th, 2019. Meetings are typically bi-weekly. This meeting we reviewed events of IPSF Health Campaign Week and Competitions weekend. We also discussed the book sale and embroidery of names on CAPSI backpacks for \$10 each. Council helped prepare the Mock OCSEs for the fourth years being held on November 26th and 27th.

Council finalized PDW T-shirt designs and discussed transport to and from printing company.

Upcoming Events

Date: November 26th – 27th

Location: School of Pharmacy

Description: High Stakes Mock OSCEs for 3rd year students

Date: tbd (January)

Location: University of Waterloo

Description: Trudel Lunch and Learn

Support needed from CAPSI National: None

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

Position Update

1. Completed – Advice for Life Competition

Date: Due October 19, 2019

Location: N/A

Description: Submissions for the AFL competition were due on October 19th. We had a total of 9 submissions, and 3 professors evaluated the presentations.

Cost: \$550

Support needed from CAPSI National: \$550 for the prizes

2. Completed – SLC Competition

Date: Due October 30, 2019

Location: N/A

Description: Applications for the SLC were due on October 30th. We had a total of 4 submissions, and our local CAPSI council chose a winner. The winner's submission was also featured in The Monograph, our school's newsletter.

Cost: \$250

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

3. Completed – Guy Genest Award

Date: Due October 30, 2019

Location: N/A

Description: A total of 2 students applied for the Guy Genest Passion for Pharmacy Award. 3 faculty members reviewed blinded applications to choose the winner.

Cost: \$500

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

4. Completed – PDW T-shirt design contest

Date: Due October 23, 2019

Location: N/A

Description: Every year we have a competition for students to design a t-shirt for U of T delegates to wear at the Pharmafacts Bowl at PDW. The winner of the design competition was chosen by our local CAPSI Council. The winner received a \$25 gift card of their choice and a t-shirt with their designed logo.

Cost: \$25

Support needed from CAPSI National: None

5. Completed - CAPSI National Elections

Date: October 21-December 13, 2019

Description: We promoted the CAPSI National elections to all classes via email and Facebook. We have had less interest in people running for positions compared to the past couple of years. We have 1 student running for a national position.

Cost: N/A

Support needed from CAPSI National: None

6. Completed - Pharmafacts Pre-Bowl

Date: November 27, 2019

Location: Pharmacy Building, University of Toronto

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

Cost: \$500

Support needed from CAPSI National: None

7. Completed - Pin Sale

Date: November 2019

Location: Pharmacy Building, University of Toronto

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

Cost: N/A

Support needed from CAPSI National: None

8. Completed - PDW 2022 Planning Committee Information Session

Date: November 14, 2019

Location: Pharmacy Building, University of Toronto

Description: We hosted an information session for any students who may be interested in applying for the PDW 2022 PC in order to go over the roles and responsibilities of each position, the benefits of being a part of the Planning Committee, and the application process.

Cost: N/A

Support needed from CAPSI National: None

9. Completed - PDW 2022 Co-Chair Selection

Date: November 2019

Location: Pharmacy Building, University of Toronto

Description: We made a call out to first and second year students via email and Facebook for PDW 2022 Co-Chairs. There were a total of 7 students who applied; all applicants were interviewed and submitted an online application. We encouraged all of our non-successful applicants to apply for PDW planning committee positions.

Cost: N/A

Support needed from CAPSI National: None

Upcoming Events

1. PAM 2020

Date: March 2020

Location: Pharmacy Building, University of Toronto

Description: We will begin brainstorming, looking for speakers, and contacting those interested in hosting outreach events in January for PAM 2020.

Cost: N/A

Support needed from CAPSI National: Case for interprofessional panel event

2. CAPSI Social Media Week

Date: Mid February 2020

Location: Facebook

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

Cost: N/A

Support needed from CAPSI National: None

3. Mock OSCE for 2T1s (3rd year) class

Date: March 2020

Location: Pharmacy Building, University of Toronto

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

Cost: \$90 - \$120

Support needed from CAPSI National: None

4. Symposium

Date: February 2020

Location: Pharmacy Building, University of Toronto

Description: We will be planning the symposium for February, decide on a topic in January, and begin reaching out to potential speakers in January.

Cost: ~\$250

Support needed from CAPSI National: None

5. PDW 2022 Planning Committee Selection

Date: January 2020

Location: Pharmacy Building, University of Toronto

Description: We will be making a call out to first and second year students via email and Facebook in search of applicants for the PDW Planning Committee on January 6, 2020. Applications will be due on January 13, 2020 and the Planning Committee members will be decided by January 17th

Cost: N/A

Support needed from CAPSI National: none

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

Position Update

PDW PDW PDW PDW PDW (that summarizes my fall semester) :)

Besides that, we hold our PharmAcadémie competition (CNTF), which had a great success this year, in the format of a 5@7. We also had a lot of participation for the Guy Genest award (6 applicants) and 2 people for SLC.

I also wrote an article for the CAPSIL about PDW 2020.

On a local level, we opened our relaxation room, which the first room of this type on campus, based on the work from our committee Ça Va (What's Up).

We also ordered and distributed the RxFiles to our members.

I recently started writing a turnover document for future CAPSI representatives in Montreal.

I met in the beginning of December with representatives of NCODA (National Community Oncology Dispensing Association), an American Association who strives to support cancer care professionals in dispensing oral cancer therapies to help patients receive better care. They want to grow within the US and outside the US, and they came all the way to Montreal at the invitation of a specialized pharmacy in Montreal, where they asked to meet us at school. They talked to us about them and asked us if we would be interested to join their organization (which is free for students) and advertise about their organization on their behalf to our students. We are planning to do so during the winter semester, but I thought it would be interesting for all schools to know about this opportunity, as it could become a new CAPSI membership benefit.

About PDW, we have finalized the rooming lists, and closed the registration and transportation forms, except for special reasons. We are at the final stage of preparation before PDW and are excited to welcome everyone. As final numbers, we will be welcoming 628 delegates, 28 speakers, 40 exhibitors, and over 20 sponsors and guests from January 8 to 11, 2020.

Upcoming Events

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

- All competitions are successfully completed. The winners will receive their prizes just after PDW because we will combine them with the amount reimbursed by the Educational Policy (\$125 from the Faculty and AGEP) if they meet the criteria for the reimbursement. Every member will only then receive 1 check.
- We are waiting on our Pharmafacts competition T-shirts (they will be received before PDW).

Upcoming Events

- PDW 2020 in Montreal!
- PAM 2020

Date: March 2020

Location: Université Laval

Description: PAM (we will be working with CIEPUL (one of AGEP's committee that promotes community education about pharmacy practice) to host multiple activities including a discussion table on LGBTQ+ community and the approach of healthcare professionals)

Costs: we don't know yet

Support needed from CAPSI National: we don't know yet but probably none

Dalhousie University (L. Ford/H. Saunders)

Position Update

Competitions have all been completed, waiting until after PDW to reimburse winners

All PDW related information has been relayed to the coordinators and delegates, and payment of conference fees has been submitted to the PDW FO

Upcoming Events

PAM- helping the PR directors with any events occurring during PAM

Symposium- finding speakers and planning the talk(s) to fit the topic for this year (likely to be done during PAM)

By-elections- with no Dal students running in the election we will look to coordinate with any willing candidates to have their speeches/packages submitted for evaluation come by-election time

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

Position Update

Updates since Fall TC include running all of our CAPSI competitions, all of which went well. We've been working on our financial situation along with our social media page which each were well in need of updating. We have not yet run our fall symposium, hoping to hold both topics in the new year. Trying to update our Operating Manual to reflect many changes that were made but not officially voted on, initiating some structure back into our local council.

Upcoming Events

Planning for PAM 2020 at MUN is about to begin, directors have been chosen for the committee already. Planning on holding two symposia, along with NL's Next Top Pharmacist, our annual Pill Drop, among other annual events.

Executive Council Updates

President-Elect (M. Patrick)

Position Update

Verify before Fall TC that all locals changed their IG and FB names (and banners)
Look into wording used to describe IPE events at PAM in OM and make any changes
Make sure all motions passed from PxP and Summer TC are in OM
Re read the OM and email it out to all council to vote for approval
Send Voices of CAPSI Google Form out to locals for collection of stories
Edit AGM slide
Change name of mental wellness stories to "Voices of CAPSI" and get it translated

Accept the OM edits that were approved by Council via email and email it to Pauline to upload to website
Review National PIC competition by Nov 30th
Send email to council asking for feedback on CPhA 2020 conference
Work with Ayush to contact Steven Long family to change Co-chair award to " Stephen Long PDW Co-Chair Award"
Ask for Feedback on CAPSI TC to improve the efficiency of the meetings
Ask Jin about sending emails to all CAPSI members directly to improve communication between National and members
Talk with Jenn about clarifying competitions prizes in the OM
Contacted CSHP (Jody) about holding our 2021 council meeting at PCC (Feb not June)
SEP fee reimbursement clarification - Not currently in OM - Asked Melissa and Sofiya to recommend the appropriate changes
Make Membership Fee Google Form and send to locals (CC exec) to ensure all schools are paying the same amount
Consider adding Future of Pharmacy Excellence Award in the OM
Pre-recorded elections: The elections by pre-recorded videos is still quite a recent procedure which is why it is still in a "trial" period although we wrote it in the OM. If we decide the procedure is good enough, we can officially adopt it through a motion. (4.1.1 and 4.1.3.)
Ask council about adding CAPSI-Pharmachoice Advice for Life competition to 9.2.5 of OM
Review ad hoc Student Wellness committee at PDW 2020 (Voice of CAPSI - concern with lack of support?)
Review need for wellness officer position on National council during 2019/20 year
AGM improvements - Make a Google Form to send to council immediately after the AGM to get feedback
Calculate how much money we are losing by not charging tax

Upcoming Events

President (J. Kwon)

Position Update

Completed:

- Reviewed Fall TC meeting minutes
- Actively participated in PDW PC meetings and financial planning
- Updated and corresponded with council members and external stakeholders
- Updated CAPSI's board of directors
- Renewed insurance

In progress:

- Answer pres@capsi.ca emails
- Respond to inquiries and touch base with council members to provide support/guidance
- Prepare and review agenda for PDW2020 and AGM
- Prepare JOMs with various stakeholders at PDW2020

Past-President (T. Rousseaux)

Position Update: N/A

Upcoming Events: N/A

Executive Secretary (P. Ip)

Position Update

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

Finance Officer (D. Low)

Position Update

Created a spreadsheet for PxP Reimbursements and invoices for the future (Still giving and accepting invoices)

Finished coding for the year for the 2019 Bank Statements

Finished processing all invoices for the sponsors (only one left is still PharmaChoice)

Reviewed PDW 2020 Budget with Jin and upcoming PDW 2021 Finance Officer

VP Communications (M. Contreras)

Position Update

- Discussing opportunities for sponsorship with more organizations and companies, notably following up with:
 - Rexall, Medicine Shoppe, J&J, Ecolopharm, Nature's Way, TD, CIBC, Cubic Health, BeLocum, Consolidated Credit Counselling Service, GSK
- Introduced new sponsors including CFP, Trudell and Belair insurance (sponsoring PIC and Guy Genest Awards)
- Contact agenda publisher company on future membership benefit of notebooks instead of agendas
- Organized RxFiles discount book sales and Bugs and Drugs code contest for Abx Stewardship Contest
- Communicated with CPhA on potential Goodlife Fitness/Energie Cardio membership benefit and email blasts

Upcoming Events

- To acquire sponsors for IPSF Health Campaign, OTC and ?SLC Competition
- To get more sponsors and membership benefits
- To forward CAPSIL submissions from sponsors to CAPSIL Editor
- Organiz
- e membership numbering needed for providing members with Goodlife Fitness/Energie Cardio benefit
- Conduct ability for email blasts

VP Education (J. Park)

Position Update

- Created and distributed national competition materials to PDW Competition Committee.

- Sent Pharmafacts, OTC, PIC competition material to the Translation Committee.
- Creating certificates for the competition/award winners
- Finalizing winners for SLC, AFL with corresponding sponsors.

Upcoming Events

- Evaluate Future of Pharmacy Excellence Award for Winter semester.
- Ensuring competitions go smoothly at PDW
- Finalize the winners and competition materials.

Webmaster (P. Tram)

Position Update

- Updating french website
- Continuing to update CAPSI social media

CAPSIL Editor (S. Bento-De Sousa)

Position Update

- Uploaded the CAPSIL Fall 2020 issue in FR and EN one week apart
- Renewed our adobe account until Nov 2021
- preparing for CAPSIL winter 2020: trying to get more diverse articles from across the country; increasing our french content
- Finalize website translations

Upcoming Events

- CAPSIL winter 2020 (end of february)
- CAPSIL spring 2020 (end of june)
- Helping locals with PAM activities
- Working in the various subcommittees for translation as needed
- Vaccine hesitancy project with VPPA committee
- Liaising with IPSF to write articles for respective newsletter

IPSF Liaison (M. Kieley)

Position Update

- Submitted 8 PARO Spotlights & 8 Activity Reports
- Actively reviewed and responded to Activity Reports from other associations
- Provided ongoing support to international PDW delegates
- Created IPSF posts for Thursdays on CAPSI page
- Meeting with APhA-ASP about WC Bid
- Put out call for World Health Assembly
- Created IPSF Booth Schedule for IPSF Local Representatives
- Put out call for Position Updates/Agenda Points from IPSF Local Representatives for our PDW Meeting
- "Mid-Semester" check in with all IPSF local reps
- Wrote article for IPSF PARO Newsletter

Upcoming Events

- IPSF Booth at Health Fair

- IPSF Local Representative Meeting at PDW
- World Congress 2020 in Seoul

Student Exchange Officer (S. Terekhovska)

Position Update

- Posted two testimonials on CAPSI Facebook to promote SEP
- Created a timeline for the Vaccine Hesitancy article with Danielle (VPPA)
- Attended IPSF Team Training
- Updated AGM Slides
- Attended (and chaired) a CANZUKUS meeting
- Attended a SEP meeting
- Gathered materials for inter-regional SEP promotion
- Answered emails and any questions students had about SEP

Upcoming Events

- Finalizing Canadian SEP placements
- Accepting international SEP applications to Canada
- Matching incoming applications to placements
- Working on Vaccine Hesitancy article with Danielle

VP Professional Affairs (D. Shymanski)

Position Update

- Student wellness position statement: Ready to be shown to the local presidents at PDW 2020 with drafted email to pass along for you to send to the faculty following PDW 2020.
- Discussion was had at the Fall Advocacy committee meeting to re-approach letter writing campaign in the new year by providing locals with the contact list of MLAs collected to be advertised by locals as a PAM initiative to promote and encourage advocacy efforts. VPPA to develop "key / suggested" topics to discuss with their MLA based on each provinces current situations.
- Will continue drafting IPE case, update to be provided at PDW 2020.

Upcoming Events

- Release of the student wellness position statement following PDW
- Launch the letter writing campaign during PAM – cancelled in the fall and re-considering with a new format for PAM 2020.
- Prepare the 2020 IPE case (ongoing)

CSHP Liaison

Position Update

CSHP/CAPSI Hospital Student award reinstated and a winner will be selected in the next week or so. More updates to come and I will ensure the award winner will be set up for PDW and communicate with them as well.

Upcoming Events

PDW 2020