



**C A P S I   •   A C E I P**

**Unity – Professionalism – Advocacy – Academics – Excellence  
Unité – Professionnalisme – Plaidoyer – Universitaires – Excellence**

# **CAPSI National Executive Council Meeting**

Saturday, October 19th, 2024

# Executive Council Meeting

Location: Zoom

7:00 pm to 9:00 pm EDT

[Meeting Link](#)

Meeting ID: 637 7833 2910 | Passcode: capsil

## 1. Call to Order

W. Choi

W. Choi calls the meeting to order at 7:05 pm EDT.

## 2. Attendance (2 min)

J. Kamal

| Name                 | Position                 | Attendance     |
|----------------------|--------------------------|----------------|
| Wooje Choi           | President                | Present        |
| Meriam Salih         | President-Elect          | Present        |
| Madison Wong         | Past-President           | Present        |
| Joe Kamal            | Executive Secretary      | Present        |
| Hamza Farah          | Finance Officer          | Absent         |
| Zachary Yopek-Stabel | VP Communications        | Present        |
| Ayman Lakhani        | VP Education             | Absent         |
| Maegan Wenzel        | VP Professional Affairs  | Absent         |
| Farah Hadji          | Student Exchange Officer | Absent         |
| Lindsay Zhao         | IPSF Liaison             | Absent         |
| Marc Herrera         | Webmaster                | Absent         |
| Kezra Gerbrandt      | CAPSIL Editor            | <i>Present</i> |
| Jacqueline Tian-Tran | CSHP Student Liaison     | Absent         |

### 3. Position reports

W. Choi

| Name + Position                                | Tasks completed since September  | Tasks to complete in October/November/December  |
|--|--|---|
| <p>W. Choi<br/><i>President</i></p>            | <ul style="list-style-type: none"> <li>● Met w/ CCSA re: partnership               <ul style="list-style-type: none"> <li>○ Not pursued</li> </ul> </li> <li>● Met w/ CPhA re:               <ul style="list-style-type: none"> <li>○ <a href="#">CWC STARS Program</a></li> <li>○ Wellness Task Force</li> <li>○ Updating AoP</li> </ul> </li> <li>● Met w/ IPPC re: BtG Fund PDW Bursary</li> <li>● Presented @ Pan-American Pharmaceutical Education Conference</li> <li>● Cont. meetings w/ PDWPC 25</li> <li>● Wrote CAPSIL Address</li> <li>● Locals check-in</li> </ul> | <ul style="list-style-type: none"> <li>● Dean's letters</li> <li>● New AoP proposal to council</li> <li>● Cont. check-in w/ PDWPC 25</li> <li>● File Annual Returns</li> <li>● Chair full council meeting</li> <li>● Finalize PDW 2026 - begin proposing PDW 2027</li> <li>● Meet w/ BtG Fund Committee re: next steps</li> <li>● Prepare PDW 2025 speeches</li> <li>● Presidents' Meeting (?)</li> </ul> |
| <p>M. Salih<br/><i>President-Elect</i></p>     | <ul style="list-style-type: none"> <li>- Met with CPhA to discuss AoP</li> <li>- Meeting with PDW 2025</li> <li>- Checked in with some of the locals</li> <li>- Met with IPPC in regards to the bridging the gaps funds.</li> <li>- Met with CSHP for the case competition</li> <li>- Kicked off collecting Km's</li> </ul>  | <ul style="list-style-type: none"> <li>- Meet with PDW 2026 planning committee</li> <li>- Contact AFPC</li> <li>- Finishing constitution review</li> </ul>  |
| <p>M. Wong<br/><i>Past-President</i></p>       | <ul style="list-style-type: none"> <li>● Assigned PDW shirt colours</li> </ul>   | <ul style="list-style-type: none"> <li>● Review/approve PDW shirt designs</li> <li>● Start annual 2024 annual report</li> <li>● Write PDW 2025 speech</li> </ul>  |
| <p>J. Kamal<br/><i>Executive Secretary</i></p> | <ul style="list-style-type: none"> <li>● Updated Membership List</li> </ul>  | <ul style="list-style-type: none"> <li>● Finishing my part of constitution review</li> </ul>  |

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|                                    | <ul style="list-style-type: none"> <li>● Set up Meeting Date/Agenda for Exec Meeting</li> <li>● Set up Meeting Date for November Full Council Meeting</li> </ul>   | <ul style="list-style-type: none"> <li>● Meeting Agenda for Exec Meeting</li> <li>● Open committees promotion</li> <li>● Send Membership List to appropriate sponsors</li> <li>● Start promotion for Executive Positions for the upcoming elections (?)</li> </ul>   |
| H. Farah<br><i>Finance Officer</i> |  |  |
| Z. Yopek-Stabel<br><i>VP Comm.</i> | <ul style="list-style-type: none"> <li>- Met and renewed agreement with CPhA</li> <li>- Met with Bell; not pursued</li> <li>- Met and continued agreement with Medisca</li> <li>- Finalized agreement with HPSA</li> <li>- Met and renewed agreement with Apotex</li> <li>- Preliminary discussion with Belairdirect regarding agreement</li> <li>- Met and renewed agreement with Extend Pharmacy</li> <li>- Navigated Mckesson's documentation change</li> <li>- Misc. PDW partner relations; mostly agreement inquires for PDWPC</li> </ul> | <ul style="list-style-type: none"> <li>- Reach out to partners who have not replied to initial introduction email from the summer</li> <li>- GET SPONSORSHIP DRIVE OUT ASAP</li> <li>- Continue misc. PDW &amp; CAPSI partner relations</li> </ul>   |
| A. Lakhani<br><i>VP Education</i>  | <ul style="list-style-type: none"> <li>● Shared local competition materials with local reps</li> <li>● Created/standardized new Guy Genest rubric, with the help of the Competition Review Committee</li> </ul>  | <ul style="list-style-type: none"> <li>● Write national PIC/OTC cases</li> <li>● Contact Medisca for national compounding case, and put them in touch with PDW to coordinate delivery</li> <li>● Compile national Pharmafacts questions into PowerPoint</li> <li>● Report local competition winners to PDW before</li> </ul> |


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|                                | <ul style="list-style-type: none"> <li>● Created symposium overview/FAQ doc with Meagan</li> <li>● Shared Award of Professionalism applications with CPhA</li> <li>● Contacted PDW 2025 Competitions Officer to provide updates on my end + offer support</li> </ul>   | <p>registration round 3, and national written competition winners once they've been judged. Assist PDW with awards (certificates, plaques etc.)</p> <ul style="list-style-type: none"> <li>● Start thinking about mock OSCEs, restructuring AoP for next year (with input from CPhA, Wooje, Meriam)</li> </ul>   |
| M. Wenzel<br><i>VPPA</i>       | <ul style="list-style-type: none"> <li>● Finalized IPE case (currently under review/revision by faculty member)</li> <li>● Have a meeting with CPHA (christine) for webinar planning</li> <li>● Met with CCSA, BPPC, HTN trainee committee</li> <li>● Created symposium overview with Ayman to help locals</li> <li>● Met with Alberta locals &amp; RxA</li> </ul>                                       | <ul style="list-style-type: none"> <li>● Make changes to case based on suggestions from faculty</li> <li>● Host advocacy meeting</li> <li>● Have a meeting scheduled with CMSA, CNSA, etc, will have another CAPHE meeting, CCAPP</li> <li>● Submitted topic ideas for Neighbourhood Pharmacy Gazette and waiting on approval then during this time will write the article</li> </ul>  |
| F. Hadji<br><i>SEO</i>         |  |  |
| L. Zhao<br><i>IPSF Liaison</i> | <ul style="list-style-type: none"> <li>● Completed Float Away from Tobacco challenge with APhA-ASP</li> <li>● Met with IPSF locals to discuss expectations for the year</li> <li>● Pending results from 23-24 Health Campaign Award, majority of judges' rubrics complete</li> <li>● Completed World Pharmacists' Day campaign w/ Marc</li> <li>● Selected 3 international delegates for PDW,</li> </ul> | <ul style="list-style-type: none"> <li>● Working on collaboration with APhA-ASP (USA) and APSA (NZ) about differences in pharmacy schools, programs, and practices</li> <li>● To meet with new UofO and UdeM IPSF locals 1 on 1</li> <li>● Finalize registration and payment for international delegates and coordinate logistics with PDW officers</li> <li>● Confirm Vampire Cup contacts for each school and update on blood donations to date</li> </ul> |

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|  | <p>additional delegate seat may be added</p>  | <ul style="list-style-type: none"> <li>● To collaborate with KNAPS (Korea), NUPS (Singapore), BPSA (UK) on annual event</li> <li>● Organize second and third IPSF local meetings</li> </ul>   |
| <p>M. Herrera<br/><i>Webmaster</i></p>       | <p>Meet the Council IG posts.</p> <p>World Pharmacists Day Campaign w/ Lindsay.</p> <ul style="list-style-type: none"> <li>● Post + giveaway</li> </ul> <p>Truth and Reconciliation Campaign with IPPC.</p> <p>Created @capsinitional TikTok (still empty)</p> <p>Updated banner (with whatever updated headshots I have).</p> <ul style="list-style-type: none"> <li>● Live on website</li> </ul> <p>Paying website fees (thanks Hamza).</p> <p>Updating member's portal as requests come in.</p> <p>Discord updates.</p> <ul style="list-style-type: none"> <li>● PAM Committee opened to rest of the discord members.</li> </ul> | <p>Catching up on website changes that need to be made.</p> <ul style="list-style-type: none"> <li>● Some local rep pages still need to be double checked.</li> <li>● Ottawa still needs their own university page.</li> <li>● Minutes from last meeting to be uploaded.</li> <li>● Update Belaridirect content.</li> </ul> <p>World Antimicrobial Resistance Awareness Week Campaign postswith Website Committee.</p> <p>December health initiative project with Website Committee.</p> <p>Updating member's portal as requests come in.</p> |
| <p>K. Gerbrandt<br/><i>CAPSIL Editor</i></p> | <ul style="list-style-type: none"> <li>- Emailing Sponsors</li> <li>- Call for submissions</li> <li>- Updating Translation Committee sheet</li> <li>- Working on CAPSIL :)</li> </ul>   | <ul style="list-style-type: none"> <li>-Publishing CAPSIL! (November 15)</li> <li>-Advertising on social medias</li> <li>-Restarting Mailchimp</li> <li>-Call for submissions for Winter CAPSIL</li> </ul>  |
| <p>J. Tian-Tran<br/><i>CSHP Liaison</i></p>  |   |   |

4. Committee Reports

W. Choi

| Committee   | Tasks achieved   | Tasks to complete this winter  |
|---|--|--|
| <b>Student Wellness</b><br>M. Salih                     | Kicked off collecting KM's!!   | Review it and see what we can change to make it better next year.  |
| <b>Electoral</b><br>J. Kamal                            | Nothing new  | Brainstorming promotion ideas for upcoming elections (not necessarily a meeting)   |
| <b>Advocacy</b><br>M. Wenzel                            | Took webinar suggestions and am relaying that to CPHA, got school specific ideas from last webinar and have met/messaged with some locals about things as they come up | Continue to rally the troops and advocate for all things pharmacy haha   |
| <b>Mock OSCE</b><br>A. Lakhani                          | Quite honestly nothing! Will shift my focus to mock OSCEs once competition season has blown over   | Review existing mock OSCE cases to ensure accuracy, add new cases to our bank :))  |
| <b>Membership and Communications</b><br>Z. Yopek-Stabel | <ul style="list-style-type: none"> <li>- Member benefit cards created. Budget for cards approved.</li> <li>- Member benefit slide deck created</li> </ul>              | <ul style="list-style-type: none"> <li>- Survey local on use of membership cards</li> <li>- 'Benefit Drive Package' with the goal on increasing member discounts and benefits</li> </ul> |
| <b>Translation</b><br>K. Gerbrandt                      | Not a lot on my part but they're doing an amazing job. Did a social media gift card giveaway back in the summer which helped a bit I think.                            | Another meeting. Need to check if we want to add names to translation and if we need monthly prizes.   |
| <b>Student Exchange Program</b><br>F. Hadji             |  |  |
| <b>Competition Review</b><br>A. Lakhani                 | Local competition cases were reviewed prior to dissemination, Guy Genest was standardized for future years   | Review national competition cases ahead of PDW, shift focus to FoP for winter (consider restructuring, with input from the committee)  |

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| <p><b>Ethics</b><br/>M. Wong</p>               | <ul style="list-style-type: none"> <li>Assigned PDW shirt colours</li> </ul>   | <ul style="list-style-type: none"> <li>Approve PDW shirt designs</li> </ul>   |
| <p><b>Website</b><br/>M. Herrera</p>           | <p>Getting started on our first project together - World AMR Awareness Week.</p> <ul style="list-style-type: none"> <li>Intro “Educate. Advocate. Act Now.”</li> <li>Debunking Abx use myths - kind of like a patient counseling guide.</li> <li>AMR effects on global health.</li> <li>Another round of “what antimicrobial are you.”</li> <li>Vaccine importance - another kind of patient counseling guide for vaccine hesitancy.</li> <li>Interview with someone who works in ID.</li> <li>Closing post</li> </ul>  | <p>December Health Initiative Project - HIV (in light of World AIDS Day on December 1).</p> <ul style="list-style-type: none"> <li>Content TBD</li> </ul> <p>TikTok media brainstorming and content creation.</p> <ul style="list-style-type: none"> <li>Might require recruiting people already known to be vlogging or updating people as they go through pharmacy school.</li> </ul> <p>PDW Content to be collected so we can compile a series of posts.</p> |
| <p><b>Constitution Review</b><br/>M. Salih</p> | <ul style="list-style-type: none"> <li>More than half way through reviewing the constitution</li> <li>Majority of changes have been changes of semantics as well as</li> </ul>   | <ul style="list-style-type: none"> <li>See how the new election process is received and bring it to vote at the next full council meeting.</li> </ul>   |



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|   | condensing some of the paragraphs  |  |
| <b>Finance</b><br>H. Farah                      |  |  |
| <b>Ad-hoc Bridging the Gaps Fund</b><br>W. Choi | <ul style="list-style-type: none"> <li>• <a href="#">Prepared BtG Fund PDW Bursary Guidelines</a></li> </ul> | <ul style="list-style-type: none"> <li>• Next steps re: expanding the funding</li> </ul> |

**5. Items for Discussion**

**a. PDW 2026 Update**

**W. Choi**

- i. We have a co-chair! Rosalind from Laval. PDW Committee in the works. Will be able to get some people from UdeM for positions that don't require to be on-site.
- ii. Hopefully, QC works, because the next step is Manitoba, or Waterloo, but we're not ready.

Motion to adjourn the meeting at 7:52 pm EDT.  
W. Choi / M. Salih  
**Motion carried.**