



**C A P S I   •   A C E I P**

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

# **September Meeting 2024**

**CAPSI National Council Meeting**

Virtual via Zoom

Sunday, September 8th, 2024

# September Meeting 2024

Location: Zoom

6:00 pm to 10:00 pm EDT

[Meeting Link](#)

Meeting ID: 641 5578 4837 | Passcode: capsil

**1. Call to Order** **W. Choi**

W. Choi calls the meeting to order at 6:04 pm EDT.

**2. Land Acknowledgement (2 min)** **W. Choi**


**3. Attendance (2 min)** **J. Kamal**

Name	Position	Attendance
Wooje Choi	President	Present
Meriam Salih	President-Elect	Present
Madison Wong	Past-President	Late
Joe Kamal	Executive Secretary	Present
Hamza Farah	Finance Officer	Absent
Ryan Chan	Outgoing VP Communications	Absent
Zachary Yopek-Stabel	VP Communications	Present
Ayman Lakhani	VP Education	Present (delayed)
Meagan Wenzel	VP Professional Affairs	Present
Farah Hadji	Student Exchange Officer	Present
Lindsay Zhao	IPSF Liaison	Present
Marc Herrera	Webmaster	Present
Kezra Gerbrandt	CAPSIL Editor	Absent
Jacqueline Tian-Tran	CSHP Student Liaison	Absent
Jade Nguyen	UBC Junior Representative	Absent

Jeevan Gill	UBC Senior Representative	Present
Max Albrecht	Alberta Junior Representative	Present
Jin He	Alberta Senior Representative	Present
Abigail Lenz	Saskatchewan Junior Representative	Present
Hannah Bouvier	Saskatchewan Senior Representative	Present
Anna Le	Manitoba Junior Representative	Present
Allison Lage	Manitoba Senior Representative	Present
Sarah Darch	Waterloo Junior Representative	Present
Cassandra Van Drunen	Waterloo Senior Representative	Present
Anica Shafiq	Toronto Junior Representative	Absent
Lydia Wadie	Toronto Senior Representative	Present (delayed)
Mélanie Logelin	Ottawa Junior Representative	Present
Alexia Laurin	Ottawa Senior Representative	Present
TBD	Montreal Junior Representative	N/A
Romy Calvert	Montreal Senior Representative	Present
Imane Hassanine	Laval Junior Representative	Present
Hassan Abbas-Harnois	Laval Senior Representative	Present
Andrea Young	Dalhousie Junior Representative	Present
Alex Wade	Dalhousie Senior Representative	Present
Amy White	MUN Junior Representative	Present (delayed)
Alexis Young	MUN Senior Representative	Present (delayed)

**4. Acceptance of Previous Minutes (1 min)**


**W. Choi**

 June 2024 Meetings

BIRT CAPSI National accepts the minutes from the June Full Council Meetings from June 12th to June 14th, 2024.

W. Choi / M. Herrera

**Motion carried**

 July By-by-by Election Meeting

BIRT CAPSI National accepts the minutes from the June By-by-by Election Meeting on July 27th, 2024.

W. Choi / A. Laurin

**Motion carried**

*Alexis Y. has entered the meeting at 6:05 pm EDT*

**5. 3 Stars of CAPSI**

**W. Choi**

1. Hamza Farah : Quick maths
2. Ayman Lakhani : Competition queen
3. Marc Herrera : Graphics champion (slay)

**6. School Reports**

University of British Columbia

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[See Annex](#)

University of Alberta

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[See Annex](#)

University of Saskatchewan

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[See Annex](#)

University of Manitoba

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[See Annex](#)

University of Waterloo

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[See Annex](#)

University of Toronto

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[See Annex](#)

University of Ottawa

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[See Annex](#)

Université de Montréal

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[See Annex](#)

Université Laval

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[See Annex](#)

Dalhousie University

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[See Annex](#)

Memorial University of Newfoundland and Labrador

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[See Annex](#)

## 7. Executive Reports

President

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[See Annex](#)

President-Elect

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[See Annex](#)

Past President

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[See Annex](#)

Executive Secretary

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[See Annex](#)

Finance Officer

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[See Annex](#)

VP Communications

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[See Annex](#)

Outgoing VP Communications

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[See Annex](#)

VP Education

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[See Annex](#)

VP Professional Affairs

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[See Annex](#)

Student Exchange Officer

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[See Annex](#)

IPSF Liaison

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[See Annex](#)

Webmaster

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[See Annex](#)

CAPSIL Editor

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[See Annex](#)

CSHP Liaison

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[See Annex](#)

## 8. Thoughts on Discord so Far // Final Decision (5 min)

**M. Herrera**

Background: we've had a chance to trial using discord and although it's been quiet, I want to hear some first impressions and/or suggestions moving forward with the discord or reverting.

W. Choi is glad that notifications are working vs Slack, and likes not having another app since he uses Discord on a daily basis. Stickers are fun.

Al. Young likes that you can create meetings, keep most things on the app without switching back and forth. Very user friendly. Discord > Slack

M. Salih echoes. All the messages show up vs Slack, not all the time.


W. Choi finds it nice that messages are kept vs Slack : messages were deleted after 3 months. Let's continue with Discord!

**9. Fall List (2 min)**

**J. Kamal**

Background: Please gather an up-to-date list of all CAPSI members at your school, including their first name, last name, and school email address. This information can be inputted into the assigned sheet for your school within the attached document.

Please have this completed by **Sunday, September 29th at 11:59 pm EDT.**

 Membership Drive 2024-2025

**10. PDW Registration Run-down (10 min)**

**W. Choi**

Background: A rundown of the PDW registration timelines & process.

Before R1 (< Sep 19)	Begin collecting names of students who want to attend PDW
Round 1 (Sep 19-26)	Select students on Sep 19, use the rest of the registration round to collect payment & get people to register
Buffer (Sep 26-Oct 6)	Any remaining seats from R1 will be re-allocated for round 2. Collect names of interested students once again (or use the same one for R1)
Round 2 (Oct 7-18)	Select students on Oct 7, use the rest of the registration round to collect payment & get people to register
Buffer (Oct 18-Nov 3)	Any remaining seats (including reserved seats) will be re-allocated for round 3.
Round 3 (Nov 4-15)	Select students on Nov 4, use the rest of the registration round to collect payment & get people to register

The Bridging the Gaps Fund PDW Bursary will use this form for Indigenous Students to apply for the bursary: <https://kr7n4fhm0d5.typeform.com/to/sRgWkiyR>

Tentative guideline for the PDW bursary is [here](#)

W. Choi : start collecting names before the rounds start so you have more time to collect payments since there was such a time crunch last year. This year we still have more time for each round though.

C. Van Drunen : are locals randomizing the student names for the lottery?

W. Choi : yes. Makes it easier.

C. Van Drunen : When is the presentation going to be ready?

W. Choi : soon they said it should be done this weekend.

J. Gill : How many students for round one?

W. Choi : Seat allocation will be presented soon by the PDW Committee.

A. Lage : Does seat allocation include Competition winners?


W. Choi : No

*A. Lakhani entered the meeting at 6:19 pm EDT*

**11. PDW 2025 Update (15 min)**

**C. Fitzpatrick/K. Budden**

*6:30 pm EDT*


 PDW Update September 8

A. Lakhani : Last year, because of French Speaking issues during competitions, do you think it would be a good idea to do a Mock Competition to make sure everything goes smoothly? => Yes, it's a good idea, we can set it up.

**12. Proposed Modified Elections Timeline for 2025-2026 Council (10 min)**

**J. Kamal**

Background: As we have discussed it in the past, my committee and I discussed the possibility of holding Elections AFTER PDW to increase interest and give a chance for more people to apply, who may have been unable to because of finals. Ideas are also welcome for increasing visibility and promotion of CAPSI Executive Positions.

 Proposed Calendar.jpg

C. Van Drunen likes the proposed changes, especially for Waterloo 2nd year students, which gives them more time for them to apply. Would benefit a lot of students.

W. Choi : do you think people would be too burnt out after PDW to apply. Ex : not a lot of sleep.

J. Kamal : It is a possibility that we considered. The proposed Calendar isn't set in stone, dates can still be moved around. Despite the possibility of people being burnt out to apply after PDW, it does solve an issue where students barely had time to apply in December due to finals and assignments to give in.

H. Abbas-Harnois : thinks it works well to gather more students who could be interested.

W. Choi : does find it interesting to see the impact on numbers. Despite delaying elections, it could still bring more students who could be interested.

M. Wong entered the meeting at 6:29 pm EDT

M. Wong : hoping we have less by-elections in the long run.

**BIRT CAPSI National approves the Elections Procedure Modification to be applied for the 2025-2026 Elections as a trial period.**

W. Choi / A. Lage

**Motion carried**

**13. Bridging the Gaps Fund PDW Bursary for Indigenous Students (5 min) W. Choi**

Background: The BtG Fund committee proposes to sponsor 5 Indigenous students that will be selected by IPPC. This funding will come through the Bridging the Gaps Fund. This sponsorship will include covering the cost of registration, flights/ transportation, and food. Acknowledging prices will be different depending on which schools the students will be traveling from, we estimated prices on the higher end so that we only have one motion to put through with the understanding that the actual amount of funding to cover each student will vary and will likely be lower than the full amount.

Item	Estimated Cost (\$)
Registration	\$400
Hotel	[included in registration]
Flight	Up to \$5000 for all 5 students
Transportation and Food	\$550 <ul style="list-style-type: none"><li>- Will cover any transport from/to hotel/home/airport</li><li>- Will cover any food costs that is not provided by PDW (2 galas + all breakfasts)</li></ul>

J. Gill : Would we be able to vote again eventually if the 1000\$ limit is hard to respect?

W. Choi : I guess we could change it to 5000\$ COLLECTIVELY so it's flexible in case some students' flights are pricier than others?

A. Lage : how does it fit with the timeline of PDW Registration.

W. Choi : Specific Link for an Application Form to apply to this bursary, to be sent out on Day 1 of Registration. Not a very long form, no essay required. Then, IPPC selects 5 of those students to be recipients and 3 students to be waitlisted.

A. Lage : Are those seats reserved for them specifically?



W. Choi : Yes, those seats are reserved, and wouldn't be removed from school-specific allocated seats. If you're unsure what to do, let me know.

**BIRT CAPSI National approves up to \$9750 through the Bridging the Gaps Fund to sponsor 5 Indigenous students to attend PDW 2025 in Halifax, NS.**

W. Choi / M. Albrecht

**Motion carried**

**14. Competitions Update**

**A. Lakhani**

Background: I'll be sharing the local competitions via email tomorrow (Sept 9)! Deadline to share your local winners with me is November 1, 2024 at 11:59PM. Notable changes to keep in mind for this year are:

- AFL has been rebranded to PharmaChoice Canada Presentation Competition - the actual competition hasn't changed, but take note of the new name during promotion
- Guy Genest will have a new marking rubric, which I will be sharing in a couple weeks. In the meantime, the actual competition doc to share with applicants is ready to share. For locals, just keep in mind that Guy Genest **now needs at least 3 judges, and the judges should not be disclosed to applicants**. However, judges are obligated to disclose any conflicts of interest related to applicants.

*Lydia Wadie entered the meeting at 6:59 pm EDT.*

A. Lakhani : about Compounding Packages, contacted Medisca, still awaiting response. About EBM : are thinking about delegating this competition to CSHP reps.

W. Choi : let me know if they push you to run them, because we already have a lot of competitions to deal with.

**15. Award of Professionalism Application (5 min)**

**M. Salih**

Background: Following our meeting with the local representatives to discuss PAM, there was significant conversation surrounding the challenges of PAM burnout and the increasing pressure to host a higher number of events. In response, we propose engaging with CPhA to consider modifications to the Professionalism Award criteria. Specifically, we suggest adjusting the application process to allow local representatives to select and highlight three key events that they believe best represent the pharmacy profession.

C. Van Drunen is excited about the change. Have we discussed the timeline? Are there any changes with deadlines and/or announcements?

M. Salih : Doesn't think there would be a change in deadlines.

C. Van Drunen : Is there a timeline on when the events would have to happen or other criterias around said event?

M. Salih : no details yet, will be discussed, along with Ayman (VP Education). With no comments against, will move forward with conversations with CPhA about those changes.

W. Choi agrees with the change, and thinks CPhA would agree, since they're very for preventing burnout.

**16. CSHP-CAPSI Student Hospital Award (3 min) W. Choi**

Background: Met with Rumi & Robyn from CSHP re: our joint award. Updated how to apply for the award + the scoring process.

W. Choi : award applications should already be sent out.

**17. Collecting KMs from Coast to Coast M. Salih**

Background: Student Wellness Committee is collaborating with UWaterloo's SOPHS Athletics to bring Collecting KMs to all pharmacy schools in Canada. The event will run from Sept 23 to Oct 20 (4 weeks).

M. Salih : promotion will start on Sept. 13th and will go until signups. Graphics are prepared both in EN and FR. Will be posted on our Social Media, along with forms to sign up and a guide for Strava. CAPSI reps or Local Athletics rep would have to occasionally check and update step counts.

Alexis Y. : if people don't start on Day 1, can they still sign up after?

W. Choi : Let's keep the limit at Day 1, to prevent issues with signing up.

**18. Float Away from Tobacco – World Heart Day Collaboration with APhA-ASP L. Zhao (5-10 min)**

Background: For World Heart Day, we have agreed to collaborate with APhA-ASP (USA pharmacy student association) on a social media awareness challenge dubbed Float Away from Tobacco. The idea of the social media challenge is to raise awareness about cardiovascular diseases specifically in relation to the IPSF Tobacco Alert campaign that was chosen by CAPSI IPSF locals for this year. For the challenge, we would like to post a video of CAPSI National and APhA-ASP executive members attempting to blow up a balloon as fast as they can on September 29<sup>th</sup>, while tagging each school's CAPSI council to do the challenge. This video would aim to challenge pharmacy students across Canada and the United States to do the challenge as well and a compilation video of the CAPSI local councils' videos would be released in mid October.

<b>Exec Members to Film (By Sept 18th)</b>
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W. Choi
Meagan wenzel
J. Kamal
Farah Hadji
Kezra

**19. PARS/WG budget for Official delegates (5 min) F. Hadji**

Background: PARS/WC budget allocation. Since PARS has been canceled, the budget for both events should remain the same, given the distant location of South Korea with tickets costing between 2-2.5k. I would like to request on behalf of Florence Bédard Perreault and Sam Hyun Woo Jang that the remaining allocated budget (after the SEO deduction) be evenly distributed between the two students who help during the general assembly as official delegates.

BIRT that CAPSI National approves that the remaining allocated PARS/WC budget (after the SEO deduction) be evenly distributed between Florence Bédard Perreault and Sam Hyun Woo Jang for their assistance at World Congress.

W. Choi / L. Zhao

**Motion carried**

**20. Mentorship Program Update (2 min) W. Choi**

Background: This year our mentorship program officers are Melanie King and Madison Bell. They've been recruiting mentors for the past few weeks and have ~ 50 mentors signed up. They'll soon be sending out a call for mentees and do the match in the upcoming weeks (they'll be meeting to discuss the details of the timeline)

**21. Symposium survey (2 min) M. Wenzel**

Background: Ayman and I created a survey to see how different locals run symposiums in the past so we can best plan out ways to support you all. So please can each set of locals fill it out. <https://forms.gle/zfAUrJaM9fPQ68yT9>

**22. Pan-American Conference on Pharmaceutical Education (CPEF) Presentation W. Choi (5-10 min)**

Background: I got reached out to do a presentation for CPEF re: Interdisciplinary training/education in Pharmacy. I just wanted to know what type of IPE is done at each school so I can include it in my presentation to the conference!

School	IPE done at school
UBC	<p>We have IPE activities throughout the school year for each year (PY1 to 3). This takes place on the allocated study days on which no classes or labs are scheduled. (Tuesday for 1st years, Thursday for 2nd years, Friday for 3rd years). There are activities on zoom or in person (about 3-5 activities a year) with various other healthcare students (Med students, midwife students, dental students, nursing students, pharm tech students, physical therapy students, dietician students), in which we get into groups and either go about discussing a patient case or go through other types of IPE skills and learn to work together with multiple disciplines. For example, in the Neurology Module in second year we had an IPE activity with physical therapy students regarding a patient case. In second year we also had an activity with pharm tech students to work up a case to highlight each of our roles in a pharmacy. In first year, we did an indigenous education activity with med students and nursing and midwifery students. We have three IPE activities coming up on three Fridays in October for third years.</p>
UofA	<p>We have courses that pair students from different health care related faculties to discuss their role in case studies.</p> <p>We have labs with other faculties like</p>

	<p>physiotherapy to teach each other skills we learn. This year, the U of A is also pushing for more learning hours with pharmacy technicians, so one lab has been dedicated to learning together.</p> <p>In third year, students are given an IPE option where they can choose to take approved courses outside of the faculty of pharmacy.</p> <p>We have a student union position with HSSA (name of abbreviation). They connect us with other faculties' students' unions to organize events.</p>
USask	<p>We have random labs that are IPE with nutrition and physiotherapy (have a mock counsel/patient interview with one from each college and then work together on a care plan based on the information obtained in the interview).</p> <p>We also have a program called IPECT that is an online module in which we are put in groups that mix health science colleges (nursing, med, dentistry, pharmacy, nutrition, pharmacy techs). We meet up and complete a task/assignment using all of our different perspectives. The tasks generally centre around patient experiences or scenarios in which the colleges can work on an interprofessional team.</p>
UofM	<p>We have a two year course involving all the other healthcare colleges in our faculty, where we work together a few times per semester as a small unit of pharmacy, medicine, OT, PT, social work etc. The objective is to work through patient cases and conduct group interviews with SPs, and learn how to collaborate as an interprofessional team.</p>

	<p>There is also a couple opportunities in third year day in APPL with working with other HCP students: one with PA students on med rec and a pain day working around a case with med, nursing, NP, OT, PT, etc.</p>
UW	<p>The IPE program at the University of Waterloo is committed to preparing students to be collaborative members of the healthcare team. We introduce IPE to our students in their first year, followed by a mandatory IPE seminar course in their second year (to ensure all students receive a baseline IPE introductory education). As students continue through the program, we work on providing them with ample opportunities to develop and enrich their understanding of IPE and the Canadian Interprofessional Health Collaborative (CIHC) competencies.</p> <p>Interprofessional collaboration exists inside the classroom through developed curriculum and partnerships, however we know that it is “in the trenches” where IPE really flourishes. Through our unique co-op model, students can practice/witness their IPE learnings outside of the classroom and get involved in interprofessional collaboration in action. Our students on co-op have been able to participate and reflect on various experiences such as ICU rounds, knee replacement surgeries, birthing centres, corporate roles, and compounding.</p> <p>We are very excited about some of our</p>

new curricular collaborative opportunities taking place over the next few months. Later this term, we will be having our first ever interprofessional “Addictions and Substance Use” event with Northern Ontario School of Medicine University (NOSM U). We will also be working with the Pharmacy Technician program at Humber Institute of Technology & Advanced Learning to create ongoing intraprofessional collaborative opportunities. The first intraprofessional event with Humber will be held early next year.

We encourage self-directed learning and interprofessional team-based learning to create opportunities for networking and the chance to explore different topics and practice settings.

We are very grateful for our students’ involvement and commitment to IPE, running various student-led IPE activities on topics such as:

- Veterinary End-of-Life Care & Pain Management
- Insomnia
- Pancreatic Cancer
- Disparities in Dermatology
- 

Pharmacy IPE leverages the University of Waterloo and School of Pharmacy’s core strength in innovative experiential programming to deliver diverse IPE experiences. Our hope is by working with other institutions and community partners, we can prepare our students for interprofessional collaboration, resulting

	in improved patient outcomes.
UofT	Students are required to complete 6 mandatory modules and 2 elective modules throughout the four years. These modules are usually in the form of case-based sessions with time for discussion with students from 13 professional health programs. “Pain Week” also runs in second year- a week of sessions focused on pain management. Experiential Rotations also include interprofessional activities such as interviewing other healthcare professionals on site.
UOttawa	We have a mandatory interprofessional education course in our Y1 fall semester, which outlines the importance of interprofessional practice. Students are divided in to groups and all have to give 1 presentation about another health professional and how we collaborate with them during our practice. After the presentation the health professional that was presented is available for any additional questions the students may have.
UdeM	We have courses each year that help us understand what is the role of each profession. We have to work on patient cases with other students from other programs in 2 of those courses. We also have some lab sessions that are done with other faculties (like physiotherapy) so we can apply their knowledge in our practice.
ULaval	We have 3 courses that need to be done before the end of our third year that help us understand IPE better. In each of those courses you also have a team project (usually patient cases) to complete with students from other health care programs (social work, medicine, kinesiology, etc.)



Dal	We have a session each semester where we are put into groups with other students from the Health Sciences faculty (ex. Medicine, nursing, dentistry, physio, etc.) and work through cases. Some sessions focus more on how to collaborate as a team, while others focus on combining our specialty knowledge.
MUN	We are similar to Sask in the sense that we meet with nutrition, physio/HKR, med, nursing, and social work, and go through case studies of patients to determine what each faculty would do. At the beginning of each session we all learn about a different topic or case, and we'll have little logic activities scattered throughout the program. First year students complete a case presentation together, while second year focuses on conflict resolution (note that I'm not too sure off-hand of the topics covered beyond the second set of IPE sessions).

23. [Partnership Prospectus \(5 min\)](#)  
Background: Addition of Ruby Tier

Z. Yopek-Stabel

BIRT that CAPSI National accepts the proposed changes to the Partnership Package.  
 Z. Yopek-Stabel / W. Choi  
**Motion carried**

24. [Cards \(5 min\)](#)  
Background: Cards can be purchased and distributed by locals

Z. Yopek-Stabel

School	Budget
UBC	\$25
UAlberta	\$50
USask	\$25
UofM	\$25

Waterloo	\$50
UofT	\$75
UOttawa	\$25
UdeM	\$75
ULaval	\$75
Dal	\$25
Mun	\$25

**25. Deans' Letters (1 min)**

**W. Choi**

Background: Every year, the President sends out a letter to the Deans of each pharmacy school to introduce themselves + update the faculty on CAPSI's affairs over the past year and plans for the upcoming year. I wanted to also bring up any concerns/goals/initiatives/etc. from you as locals in my letter as well (e.g., Want reading week, students are burnt out, etc.) Please add anything you'd want me to add to my letter down below!

School	Name & contact for Dean	Anything you want me to add to the letter?
UBC	Larry D Lynd ( <a href="mailto:larry.lynd@ubc.ca">larry.lynd@ubc.ca</a> ) is the dean pro tem. Starting October 1st 2024, dean is Lalitha Raman-Wilms (email unknown)	TBD (I will ask CAPSI council what they want in the letter)
UofA	Christine Hughes ( <a href="mailto:cah1@ualberta.ca">cah1@ualberta.ca</a> )	
USask	Jane Alcorn ( <a href="mailto:jane.alcorn@usask.ca">jane.alcorn@usask.ca</a> )	
UofM		

Waterloo	<a href="https://uwaterloo.ca/pharmacy/profile/aedginto">https://uwaterloo.ca/pharmacy/profile/aedginto</a>	<p>The school has been working on changing the supplemental exam policy for September 2025 to benefit students/the culture around failed exams at Waterloo. Huge benefit; students are very happy/excited for these changes</p> <p>Adding larger breaks in between 4th year rotations has been beneficial for students and has been generally appreciated. Students appreciate the school working on changes that are affecting the students.</p> <p>First formal WNTP since the pandemic is happening in September!</p> <p>Can email Waterloo Sr if you want more details</p> <p><b>FOR CAPSI USE ONLY; DO NOT USE PUBLICALLY/WITH NEWS SOURCES</b></p>
UofT	<p>Lisa Dolovich  <a href="mailto:lisa.dolovich@utoronto.ca">lisa.dolovich@utoronto.ca</a></p>	<ul style="list-style-type: none"> <li>● Making it clearer that the 3rd year electives students select can determine what rotations they're able to do in 4th year</li> <li>● Mentioning that we'll likely be in communications with them as issues arise in the new 3 yr PharmD program</li> <li>● With regards to the 3 year PharmD program: How are they compensating for the fact that no summers = no summer jobs, research opportunities etc.</li> <li>● Request opening up pod rooms as study spaces, and glass rooms on 2nd and 3rd floor</li> <li>● FOB access to floors past 3rd floor past 5 pm</li> </ul>

UOttawa	Christine Landry <a href="mailto:christine.landry@uottawa.ca">christine.landry@uottawa.ca</a>	
UdeM	Simon De Denus <a href="mailto:simon.de.denus@umontreal.ca">simon.de.denus@umontreal.ca</a>	
ULaval	Julie Méthot (julie.methot@pha.ulaval.ca)	
Dal	Kyle Wilby ( <a href="mailto:kyle.wilby@dal.ca">kyle.wilby@dal.ca</a> )	
MUN	Shawn Bugden (shawnb@mun.ca)	We're working with MUNSU to get paid work terms/tuition elimination for placements. We're also working on wellness activities (though they are aware), and getting students both career and educational exposure.

**26. Social Media Ads (10 min)**

**Z. Yopek-Stabel**

Background: Requesting council discussion regarding sponsor advertisement on our social media

W. Choi mentions that students seem to think that some of our content looks like we are endorsing companies/organizations, and would like to see if it's possible to distinguish ads so that people are aware that some of our posts are ads on behalf of sponsors (who are entitled to it).

Z. Yopek-Stabel says that it would be troublesome to remove ads because sponsors are entitled to it. We could add #ad.

M.Albrecht : is there a way to track how many ads are posted?

Z. Yopek-Stabel : we could, but we're not constantly tracking. It's possible though to track it within the Posts Calendar. #ads could also help with tracking, which would help with trying to push back ads to later dates after contacting sponsors.

M. Wenzel : we could add a generic statement "This post is brought to you by CAPSI and [Sponsor]".

W. Choi : we could start with #ad and also that generic statement so it's clearer.

Z. Yopek-Stabel says he'll specify in Marc's calendar when a post is an ad.

27. **Committee Formation (5 min)**

**W. Choi**

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

- Finance Officer (Chairperson) ----- H. Farah
- President ----- W. Choi
- President-Elect ----- M. Salih
- Past-President ----- M. Wong
- One Sr. Rep. from Western Canada\* ----- H. Bouvier
- One Sr. Rep. from Eastern Canada\*\* ----- **TBD**
- Other Executive ----- K. Gerbrandt, A. Lakhani,  
Z. Yopek-Stabel, M. Herrera
- Ex officio -----
- Other Council Members -----

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

- President-Elect (Chairperson) ----- M. Salih
- Executive Secretary ----- J. Kamal
- Two other members, which may include Jr./Sr. representatives, or executive members of the National Council ----- M. Salih, C. Van Drunen

**and Communications Committee:** Responsible for ensuring that all the members of the Association receive the benefits to which they are entitled; to maintain a national database of information including, but not limited to, statistics, demographics, contact information; to facilitate promotion of the Association to current and prospective members; to evaluate branding strategy; to update the CAPSI promotional video.

Composed of:

- VP Communications (Chairperson)----- Z. Yopek-Stabel
- President-Elect ----- M. Salih
- Executive Secretary ----- J. Kamal
- CAPSIL Editor ----- K. Gerbrandt
- Webmaster ----- M. Herrera
- IPSF Liaison ----- L. Zhao
- One Sr. or Jr rep from Quebec ----- I. Hassanine
- One Sr. or Jr. rep from Western Canada ----- M. Albrecht
- One Sr. or Jr. rep from Eastern Canada ----- A. Laurin

Other Council Members ----- A. Lakhani, H. Bouvier,  
Al. Young, W. Choi, H. Farah, J. Tian-Tran, C. Van Drunen, A. White

**Professional Development Week 2025 Planning Committee:** Facilitate the organization  
of PDW 2025 in Halifax, Nova Scotia (hosted by Dalhousie). Composed of:

Local Sr. representative from the host school ----- A. Wade  
CAPSI President as an *ex-officio* member ----- W. Choi  
Local Jr. representative ----- A. Young  
Local Planning Committee as per discretion of the host school

**Website Committee:** Responsible for maintaining and updating the CAPSI National  
Website, social media pages (Instagram and Facebook) including hosting social media  
campaigns, CAPSI promotion etc.. Composed of:

Webmaster (Chairperson) ----- M. Herrera  
President-Elect ----- M. Salih  
VP Communications ----- Z. Yopek-Stabel  
CAPSIL Editor ----- K. Gerbrandt  
One Sr. or Jr. rep. from Quebec ----- R. Calvert  
One Sr. or Jr. rep. from Western Canada\* ----- TBD  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- A. Shafiq  
Other Executives: ----- M. Wenzel, A. Lakhani, L.  
Zhao, J. Tian-Tran  
Other Council Members:-----S. Darch, A. Lenz, I.  
Hassanine

**Ethics Committee:** Responsible for addressing all ethical matters brought to the CAPSI  
National Council. Composed of:

Past-President (Chairperson) ----- M. Wong  
President-Elect ----- M. Salih  
CAPSIL Editor ----- K. Gerbrandt  
VP Communications ----- Z. Yopek-Stabel  
Finance Officer ----- H. Farah  
Sr. or Jr. rep. from a French speaking school ----- I. Hassanine  
Sr. or Jr. rep. from an English speaking school ----- C. Van Drunen  
Other Council Members ----- A. Le, A. Lage, M. Wenzel,  
A. Lakhani, M. Herrera, H. Bouvier, A. Lenz, A. Shafiq, Al. Young, A. White, W.  
Choi, J. Gill, TBD UdeM Jr

**Competition Review Committee:** Responsible for the review of all competition cases and materials before their distribution/dissemination to the local level. Composed of:

VP Education (Chairperson) ----- A. Lakhani  
Past-President ----- M. Wong  
Sr. or Jr. rep. from a French speaking school\* ----- H. Abbas-H.  
Sr. or Jr. rep. from an English speaking school\*----- A. Lage  
Other council members ----- H. Farah, M.Logelin , A.  
Shafiq, M. Salih, Al. Young, A. White, A. Le, , C. Van Drunen, M. Albrecht, M.  
Wenzel, A.Laurin, TBD UdeM Jr

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

**IPSF SEP Selection Committee:** Responsible for the review of all applications and for selecting candidates to participate in the IPSF Student Exchange Program. Composed of:

Student Exchange Officer (Chairperson) ----- F. Hadji  
IPSF Liaison ----- L. Zhao  
One Sr. or Jr. rep. from Western Canada\* ----- M.Albrecht  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- C. Van Drunen  
Other council members ----- A. Lakhani, K. Gerbrandt,

A. Shafiq, S.Darch, H. Farah

**Translation Committee:** Responsible for the translation of any CAPSI related documents, with the exception of PDW materials. Composed of:

CAPSIL Editor (Chairperson) ----- K. Gerbrandt  
One rep. from University of Ottawa ----- A. Laurin  
One rep. from Université de Montréal ----- R. Calvert  
One rep. from Université Laval ----- H. Abbas-H.  
One bilingual council member ----- M. Logelin  
Any other council members interested ----- J. Kamal, J. Tian-Tran,

TBD UdeM Jr

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

VP Education (Chairperson) ----- A. Lakhani  
One Sr. or Jr. rep. From each school that runs mock OSCEs:  
*University of Waterloo* ----- C. Van Drunen  
*University of Manitoba* ----- A. Lage  
*University of Saskatchewan* ----- H. Bouvier  
*University of Alberta* ----- Jin He

Memorial University of Newfoundland ----- A. White  
University of Toronto ----- M. Salih  
University of British Columbia ----- J. Gill

Any other council members interested ----- . A.Shafiq, J. Tian-Tran, H. Farah, W. Choi

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

VP Professional Affairs (Chairperson) ----- M. Wenzel  
VP Education ----- A. Lakhani  
Past-President ----- M. Wong  
One Sr. or Jr. rep. from Quebec ----- H. Abbas-H.  
One Sr. or Jr. rep. from Western Canada\* ----- H. Bouvier  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- Al. Young  
Any other council members interested ----- A. Lage, M. Albrecht, A. Lenz, A. Le, W. Choi, A. Shafiq, M. Salih, A. White, J. Tian-Tran, L. Zhao, M. Logelin, M. Herrera, H. Farah, K. Gerbrandt (lurking), A. Wade, A. Young, TBD UdeM Jr

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

Executive Secretary (Chairperson) ----- J. Kamal  
Past-President ----- M. Wong  
One Sr. or Jr. rep. from Western Canada\* ----- A. Lage  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- M. Salih  
Any other council members interested ----- M. Wenzel

**Student Wellness Committee:** A national initiative to make a push for student wellness by sharing ideas and events in order to allow better collaboration between all eleven (11) local CAPSI chapters and destigmatize mental health. Composed of:

President-Elect (Chairperson) ----- M. Salih  
VP Professional Affairs ----- M. Wenzel  
Past-President ----- M. Wong



One (1) Senior or Junior Representative from each school:

*University of British Columbia* ----- J. Gill  
*University of Alberta* ----- Jin He  
*University of Saskatchewan* ----- A. Lenz  
*University of Manitoba* ----- A. Le  
*University of Toronto* ----- A. Shafiq  
*University of Ottawa* ----- M. Logelin  
*University of Waterloo* ----- S. Darch  
*Université de Montréal* ----- R. Calvert  
*Université Laval* ----- I. Hassanine  
*Dalhousie University* ----- A. Wade  
*Memorial University of Newfoundland* ----- Al. Young  
Any other council members interested ----- A. Lage, H. Bouvier, J.

Tian-Tran, L. Zhao, A. White, K. Gerbrandt (lurking), M. Salih, A. Young

**Bridging the Gaps Fund Committee:** Ensure continuation and sustainability of the Bridging the Gaps Fund. To facilitate the advertisement, approval process, and distribution of associated funds to individuals or groups as the committee deems appropriate. Composed of:

President (Chairperson) ----- W. Choi  
Pres-Elect ----- M. Salih  
Finance Officer ----- H. Farah  
VP, Communications ----- Z. Yopek-Stabel  
VP, Professional Affairs ----- M. Wenzel  
One Sr. or Jr. rep. from Quebec ----- R. Calvert  
One Sr. or Jr. rep. from Western Canada\* ----- A. Lage  
One Sr. or Jr. rep. From Eastern Canada\*\* ----- C. Van Drunen  
Any other council members interested ----- H. Bouvier, A. Lakhani, A. Shafiq, A. Le, L. Zhao, M. Wong, J. Tian-Tran

**BIRT CAPSI National 2024-2025 council forms the above standing committees on Sept 8th, 2024, 12:00 am EDT.**

**W. Choi / A. Le**

**Motion carried**

**Motion to adjourn the meeting at 7:44 pm EDT.**

**W. Choi / Z. Yopek-Stabel**

**Motion carried**



**C A P S I   •   A C E I P**

**Annex of Executive and Local Council Updates**

# **September Meeting 2024**

Sunday, September 8th

## Local Council Updates

University of British Columbia

J. Gill/J. Nguyen

POSITION UPDATE:

### COMPLETED TASKS

- NAME OF EVENT/Task:
  - **Date:** March 2024
  - **Location:** UBC
  - **Description:** PAM Events
  - **Cost:** \$500
  - **Support Needed from CAPSI National:** \$0

### Ongoing Tasks

- NAME OF EVENT/Task: UBC Local Elections
  - **Date:** TBD (September 2024)
  - **Location:** UBC
  - **Description:** Filling remaining exec council positions
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** 0
  
- NAME OF EVENT/Task: NTP
  - **Date:** TBD (Sept/Oct 2024)
  - **Location:** UBC
  - **Description:** UBC's Local Next Top Pharmacist
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** TBD
  
- NAME OF EVENT/Task: Competitions :)
  - **Date:** TBD (September/October 2024, more planning to be done once First and Second Year Reps hired).
  - **Location:** UBC
  - **Description:** Once remaining exec members are hired, planning will commence for some of the competitions that they will be putting forth. The third and fourth year

reps are hired and they will be briefed at our next meeting once classes start. Everyone already has been reviewing their turnover reports.

- **Cost: TBD**
- **Support Needed from CAPSI National: TBD**
  
- **NAME OF EVENT/Task: Award of Professionalism**
  - **Date:** Winner Announced November 2024 (date TBD)
  - **Location:** UBC
  - **Description:** UBC Jr Rep Jade to organize this award. Planning has already started.
  - **Support Needed from CAPSI National: \$0**
  
- **NAME OF EVENT/Task: PDW T Shirt Design Competition**
  - **Date:** September 2024
  - **Location:** UBC
  - **Description:** UBC CAPSI to hold a T shirt design competition for its members to be chosen to be the PDW 2025 Pharmafacts T Shirt.
  - **Support Needed from CAPSI National: \$0**
  
- **NAME OF EVENT/Task: UBC CAPSI AGM**
  - **Date:** November 2024 (date TBD)
  - **Location:** UBC
  - **Description:** A review of the competitions as well as announcing the award of professionalism winner.
  - **Support Needed from CAPSI National: \$0**

## POSITION UPDATE:

**COMPLETED TASKS**

- **NAME OF EVENT/Task:** First Year Orientation Presentation
  - **Date:** August 29, 2024
  - **Location:** UAlberta Campus
  - **Description:** Incoming Class of 2028 were invited to attend a brief presentation as part of APSA's general orientation to UAlberta and to the Faculty of Pharmacy and Pharmaceutical Sciences
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

## UPCOMING EVENTS/Tasks:

**NAME OF EVENT:** Run for the Cure

**Date:** October 6, 2024

**Location:** Foote Field

**Description:** Students and faculty are invited to fundraise and participate in the CIBC Run for the Cure. Miscellaneous items will be purchases for participants to represent out UAlberta Pharmacy team. (e.g., pom-poms, headbands, etc.,)

**Cost:** ~\$50-\$100

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT:** CAPSI Awareness Week

**Date:** Week of September 9

**Location:** Online, via CAPSI AB Instagram

**Description:** To get students more familiar with CAPSI and ready for upcoming CAPSI-led events, this week-long online campaign will increase awareness of the CAPSI Instagram, with two \$15 gift cards as incentive.

**Cost:** \$30

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT:** CAPSI/IPSF Lunch & Learn Presentation

**Date:** September 20

**Location:** MSB 2-27 (Tentative)

**Description:** Class of 2028 are invited to attend a lunch and learn presentation like the one during first year orientation. This presentation will be more detailed on the structure, internal workings, and initiatives of CAPSI and IPSF. Lunch will be provided to all attendees.

**Cost:** ~\$400

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT:** Haleon Lunch and Learn

**Date:** TBD

**Location:** MSB 2-27 (Tentative)

**Description:** All UAlberta CAPSI members are invited to attend a Lunch & Learn presentation on Voltaren. Lunch will be provided by Haleon.

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT:** Saving Second Base Softball Tournament

**Date:** September 21, 2024

**Location:** UAlberta Campus - Corbett Fields 1 and 2

**Description:** Students are invited to attend charity softball tournament to help raise money for RFTC. Equipment will be provided by campus recreation. Food/drink is included with participation fee.

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT:** Rx Vigilance Lunch and Learn

**Date:** September 26, 2024

**Location:** MSB 2-27 (Tentative)

**Description:** All UAlberta CAPSI members are invited to attend a Lunch & Learn presentation on Rx Vigilance's resources.

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

POSITION UPDATE:

**COMPLETED TASKS**

- **NAME OF EVENT/Task: First Year Orientation**
  - **Date:** Aug 28/24
  - **Location:** On Campus
  - **Description:** Presentation to the first year about IPSF and CAPSI and gave them Subway
  - **Cost:** \$700
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- **NAME OF EVENT/Task: College Wide Pancake Breakfast**
  - **Date:** Sept 6
  - **Location:** On campus
  - **Description:** Along with the SPNSS we are having a free pancake breakfast for any pharmacy or nutrition student as a way to start off the year.
  - **Cost:** \$200
  - **Support Needed from CAPSI National:** N/A

UPCOMING EVENTS/Tasks:

**NAME OF EVENT: Competitions (varies)**

**Date:** Throughout October

**Location:** Campus/Online

**Description:** Competition will happen throughout October, to determine who will get the spots to go to PDW.

**Cost:** N/A

**Support Needed from CAPSI National:** Getting materials and information on competitions.

**NAME OF EVENT: SNTPD**

**Date:** Oct 4, 2024

**Location:** Louis'

**Description:** It will be a local chapter to see who gets to go from Sask.

**Cost:** \$200

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT: CIBC Run for a Cure**

**Date:** Oct 6

**Location:** Praireland

**Description:** CAPSI is entering a team for the CIBC run for a cure (run/walk raising money for cancer research and support).

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT: PDW Raffle**

**Date:** Throughout Late September and Early October

**Location:** Online

**Description:** Sorting out which members are going to go to PDW (getting money and other requirements).

**Cost:** N/A

**Support Needed from CAPSI National:** Information and assistance in numbers as it goes on.



**POSITION UPDATE:**

**COMPLETED TASKS**

- **NAME OF EVENT/Task: First year orientation**
  - **Date:** August 26th/2024
  - **Location:** Apotex centre
  - **Description:** Introducing ourselves to the first years!
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA

**Ongoing Tasks**

- **NAME OF EVENT/Task: CAPSI Potluck**
  - **Date:** September 11
  - **Location:** Assiniboine Park
  - **Description:** An evening of fun and food with all years welcome.
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task: First Local CAPSI meeting**
  - **Date:** tbd
  - **Location:** Apotex centre
  - **Description:** Welcome new council members and discuss plan for the year.
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task: Student organization lunch and learn**
  - **Date:** September 4
  - **location:** Apotex
  - **Description:** A more in depth introduction to CAPSI and explaining the role of the first year CAPSI representative to spark interest in local elections.

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: Manitoba's Next Top Pharmacist**

**Date:** November

**Location:** The Met, Winnipeg

**Description:** Formal evening that is planned alongside the U of M Pharmacy Students Association

**Cost:** NA

**Support Needed from CAPSI National:** NA

POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: N/A
  - **Date:**
  - **Location:**
  - **Description:**
  - **Cost:**
  - **Support Needed from CAPSI National:**

**Ongoing Tasks**

- NAME OF EVENT/Task: N/A
  - **Date:**
  - **Location:**
  - **Description:**
  - **Cost:**
  - **Support Needed from CAPSI National:**

UPCOMING EVENTS/Tasks:

**NAME OF EVENT: Competitions**

**Date:** September - October 2024

**Location:** Waterloo School of Pharmacy/Online

**Description:** Waterloo's Competition Coordinators will begin planning the local competitions once information is received by local representatives

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: Waterloo's Next Top Pharmacist Formal

**Date:** September 25th 2024

**Location:** Victoria Park Pavilion

**Description:** For the first time since the pandemic, Waterloo will be hosting WNTF as a formal event with catering, photo booth, and DJ. Funding has been a problem with this event but the issues have been solved and we are looking forward to celebrating WNTF with all of the students to kick off the semester.

**Cost:** Aprox. \$4000 (final cost pending)

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: IPSF Health Campaign

**Date:** TBD

**Location:** Waterloo School of Pharmacy/Online

**Description:** The topic this year is Smoking! Our local IPSF representatives will be begin planning health campaign events (including an interprofessional event) once we return for the fall semester.

**Cost:** TBD

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: PDW Delegate Promotion

**Date:** TBD

**Location:** Virtual

**Description:** CAPSI Sr to organize PDW 2025 marketing/presentation once more information becomes available.

**Cost:** None

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: Milestone Mock OSCE

**Date:** TBD

**Location:** Virtual

**Description:** CAPSI Jr to organize mock OSCE event for third year students to practice their learning as they reach the end of their formal schooling. CAPSI Sr to help guide Jr on organizing/recruiting assessors for the event.

**Cost:** None

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: Pharmafacts Bowl

**Date:** TBD

**Location:** Waterloo School of Pharmacy

**Description:** Competition for PDW 2025 that Waterloo's education and outreach team organizes. Will ensure that the final team abides by competition rules (consists of 2x 2<sup>nd</sup> Year, 1x 3<sup>rd</sup> Year, 1x 4<sup>th</sup> Year). Will begin planning once the question bank is received.

**Cost:** TBD

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: Fall Kids Science Open House

**Date:** October 26th 2024

**Location:** Waterloo Main Campus

**Description:** Waterloo CAPSI hosts a room at the kids science open house to teach kids about fun science and pharmacy related topics. The room consists of several stations (and stickers!) for children to explore. Planning to commence at the start of the coming semester.

**Cost:**

**Support Needed from CAPSI National:** N/A

NAME OF EVENT/Task: Dermatology IPE Event

**Date:** TBD

**Location:** Virtual

**Description: Waterloo will be using the symposia topic of Dermatology to host an interprofessional event with McMaster and Western students. Planning to commence in early september.**

**Cost: TBD**

**Support Needed from CAPSI National: N/A**

**POSITION UPDATE:****COMPLETED TASKS**

- Senior Transition
  - **Date:** August 2024
  - **Location:** Hybrid (Online over Facebook Messenger)
  - **Description:** Lydia and Meriam met to go over Lydia's responsibilities as Senior representative
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** N/A
- Dipiro Textbook Sales
  - **Date:** August 2024
  - **Description:** Online over email
  - **Description:** every year CAPSI UofT hosts a Dipiro textbook sale that is open for all of UofT students. The release of the textbooks is managed by the UofT bookstore.

**Ongoing Tasks**

- Ice Cream Social
  - **Date:** Sep 3, 2024
  - **Description:** Welcome back event hosted along with the UPS welcome back barbecue. CAPSI provides 3 flavors of ice cream
  - **Cost:** \$400
  - **Support Needed from CAPSI National:** N/A

**UPCOMING EVENTS/Tasks:**

- Selecting a first year Class representative
  - **Date:** September 2024
  - **Location:** Leslie Dan Faculty of Pharmacy/ online
  - **Description:** First year incoming class will hold elections with 2 positions for CAPSI class representatives
  - **Cost:** 0
  - **Support Needed from CAPSI National:** N/A
- CAPSI Awareness Week
  - **Date:** September 2024
  - **Location:** Online
  - **Description:** Online campaign sharing what CAPSI is all about to share with all of the students. Anica will be planning and executing it this year
  - **Cost:** 0

POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task: First year CAPSI presentation
  - **Date:** August 30, 2024
  - **Location:** Campus RGN
  - **Description:** Introduce the 1st year cohorte to CAPSI and provide information regarding our values and upcoming initiatives/activities
  
- NAME OF EVENT/Task: Meeting with the faculty regarding industry policy and planning of career fair
  - **Date:** August 12 2024
  - **Description:** Met with the faculty for an update on our industry policy and how to organize career fair and lunch & learns.
  
- NAME OF EVENT/Task: Opened local CAPSI bank account
  - **Date:** July 2024
  - **Description:** Opened a bank account for the local CAPSI council.
  
- NAME OF EVENT/Task: Meeting with VP Education (Ayman)
  - **Date:** July 2024
  - **Description:** Met with Ayman to discuss the game plan regarding the first competition roll out at uOttawa.

**Ongoing Tasks**

- NAME OF EVENT/Task: Career fair preparation
  - **Date:** August and September 2024
  - **Description:** Sent out invitations to sponsors. Sending out invoices and engagement contracts as they confirm their attendance. Plan out the logistics with the faculty and send out details to companies attending. Advertising the event to students.
  
- NAME OF EVENT/Task: Competition preparation
  - **Description:** Prepare and organize all local upcoming competitions for uOttawa students. Checklist and documentation prepared in advance, in order to facilitate competition.

UPCOMING EVENTS/Tasks:

**NAME OF EVENT: Career Fair**

**Date:** October 24, 2024

**Location:** University of Ottawa

**Description:** First ever career fair at uOttawa!!!

**NAME OF EVENT: Local Competitions**

**Date:** End of September and beginning of October.

**Description:** Run all local competitions for PDW seats in the end of September and beginning of October.

**NAME OF EVENT: Elections for local council**

**Date:** End of September

**Description:** Run a local election for a VP social media and first year CAPSI representative.

**POSITION UPDATE:**

**COMPLETED TASKS**

- **NAME OF EVENT/Task: CAPSI Presentation**
  - **Date:** august 23rd, 2024
  - **Location:** UdeM
  - **Description:** Presentation to explain what is CAPSI and the role of local reps to new first year students
  - **Cost:** 0\$
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- **NAME OF EVENT/Task: Recruitment a new junior rep & UdeM secretary**
  - **Date:** September 2024
  - **Location:** UdeM
  - **Description:** Recruitment of (ideally) a second year and a first year student
  - **Cost:** 0\$
  - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT/Task: Promoting CAPSI**
  - **Date:** September 2024
  - **Location:** UdeM
  - **Description:** Promoting CAPSI benefits and activities through social media and with a booth as it is also time for CAPSI withdrawal
  - **Cost:** 0\$ so far, might add a small back to school gift card giveaway (10-25\$)
  - **Support Needed from CAPSI National:** N/A
- **NAME OF EVENT: Preparation for October competitions**
  - **Date:** September 2024
  - **Location:** Montreal
  - **Description:** Preparation of the different aspects for the competitions (selecting dates, contacting judges...)
  - **Cost:** 0\$
  - **Support Needed from CAPSI National:** N/A

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: Junior and Secretary Election**

**Date:** September 2024

**Location:** UdeM

**Description:** vote by students

**Cost:** 0\$

**Support Needed from CAPSI National:** N/A



**NAME OF EVENT: Rx Files order**

**Date:** September 2024

**Location:** Montreal

**Description:** Send the order of the requested products

**Cost:** 0\$

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT: Recruitment for OTC medication competition and pharmaceutical interview**

**Date:** September 2024

**Location:** UdeM

**Description:** Recruitment and communication with judges and student volunteers for OTC medication competition and pharmaceutical interview

**Cost:** 0\$

**Support Needed from CAPSI National:** N/A

**POSITION UPDATE:**

**ONGOING EVENTS:**

- NAME OF EVENT/Task: Onboarding the new Junior Rep
  - **Date:** Ongoing
  - **Location:** Online
  - **Description:** Most of the onboarding is complete. Junior needs to create a discord account and otherwise I will do a full review of the transition in the beginning of the semester in person.
- NAME OF EVENT/Task: Planning PDW 2026 in Quebec City
  - **Date:** Ongoing
  - **Location:** Quebec City
  - **Description:** Current focus is finding members for the planning committee. We haven't gotten co-presidents candidates during the summer so we will pass by in the different classes to explain the role and PDW in more detail. Also, I have a presentation ready for the incoming first years to explain CAPSI, PDW, etc.
- NAME OF EVENT/Task: Planning Local PDW events
  - **Date:** September to October
  - **Location:** Quebec City
  - **Description:** Planning local events such as OTC, compounding, etc. (will likely take place mid-end October). Possible collaborations with other committees or members of our student association.

**UPCOMING EVENTS/Tasks:**

***NAME OF Task: Choose a student for Student Spotlight***

***Date: September 15<sup>th</sup>***

**POSITION UPDATE:****COMPLETED TASKS****NAME OF EVENT/Task: CAPSI Orientation Presentation**

Date: August 30, 2024

Location: Dalhousie College of Pharmacy

Description: A presentation was given to all incoming first year students to introduce them to CAPSI. This presentation included information on how to get involved with CAPSI, current Dalhousie CAPSI locals, CAPSI benefits and events, PDW, etc.

Cost: N/A

Support Needed from CAPSI National: N/A

**ONGOING TASKS****NAME OF EVENT/Task: Dalhousie CAPSI Board**

Date: First week of September

Location: Dalhousie College of Pharmacy

Description: The CAPSI local bulletin board in the College of Pharmacy will be updated with photos and contact information for current council members, information on upcoming events, and information on benefits available to CAPSI members.

Cost: \$25-50 (Printing photos, decorative elements for board, etc.)

Support Needed from CAPSI National: N/A

**UPCOMING EVENTS/Tasks:****NAME OF EVENT: Race Against Racism**

Date: September 21 or 28, 2024

Location: Point Pleasant Park (Halifax NS)

Description: In collaboration with the DSPS Equity & Inclusion committee, we will be hosting the annual Race Against Racism, an event where students can choose to walk or run 5km. This event is intended to raise awareness and money to promote anti-racism through student donations. Rainbow Refugee Association of Nova Scotia and the Canadian Race Relations Foundation have been selected as the organizations that we will be donating to this year. Students will register for the event and make donations via a registration link that will be e-mailed out to students and on CAPSI's social media pages.

Cost: ~50-100\$ (providing participants with water &amp; snacks, printing race bibs)

Support Needed from CAPSI National: N/A

**NAME OF EVENT: Photo Scavenger Hunt**

Date: September 3rd, 2024

Location: Starting at the College of Pharmacy

Description: The Photo Scavenger Hunt has become an annual orientation event held by CAPSI to welcome first year pharmacy students to the city of Halifax. Students who wish to participate will select teams of 5 and will be tasked with taking a picture with specific landmarks in the city of Halifax and around the campus (an e-mail will be sent out immediately prior with hints as to the locations). The team to send in all the pictures first wins prizes for each team member (\$25 gift cards for each person).

Cost: \$125 (5 x \$25 gift cards)

Support Needed from CAPSI National: N/A

**NAME OF EVENT: First Year CAPSI Representative Election**

Date: TBD

Location: Dalhousie College of Pharmacy

Description: Elections to elect our first year CAPSI representative will take place with the DSPS election for the general first year class representative.

Support Needed from CAPSI National: N/A

NAME OF EVENT: CAPSI National Competitions

Date: TBD

Location: Dalhousie College of Pharmacy

Description: Guy Genest, Advice for Life, Student Literacy Competition, OTC competition, Patient Interview Competition, Compounding Competition

Support Needed from CAPSI National: Further information as it becomes available ☺

POSITION UPDATE:

**COMPLETED TASKS**

- NAME OF EVENT/Task:
  - **Date:** Junior/Senior turnovers
  - **Location:** NA
  - **Description:** NA
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA

**Ongoing Tasks**

- NAME OF EVENT/Task: Awareness Week Preparations
  - **Date:** September 16-21
  - **Location:** MUN School of Pharmacy
  - **Description:** We're currently finalizing the welcome presentation, fundraisers for Run for the Cure (a bake sale, softball tournament, and a home-made escape room), wellness packages, and a mixer event for all years.
  - **Cost:** Undetermined—we are still price checking to get the best deals.
  - **Support Needed from CAPSI National:** NA
- NAME OF EVENT/Task: CAPSI Career Fair
  - **Date:** September 29, 2024
  - **Location:** Health Science Centre
  - **Description:** Recruiters from across Canada (though the majority come from the Atlantic provinces) set up booths in our medical school entrance to speak with pharmacy students about their career opportunities. This event is open to all years, though is targeted to fourth and fifth years as they prepare to enter the workforce.
  - **Cost:** Undetermined at this moment.
  - **Support Needed from CAPSI National:** NA

UPCOMING EVENTS/Tasks:

**NAME OF EVENT:** Discussions and actions with MUN student union about paid work term petitions.

**Date:** September (distribution of petitions), October 2nd (day of action—march on government house), November (presentation to government)

**Location:** MUN

**Description:** The MUN student union is petitioning the government to both offer payment for all programs at MUN that have work terms, and to waive the fees associated with said placements. Amy and I have joined the campaign as representatives of the School of Pharmacy.

**Cost:** NA

**Support Needed from CAPSI National:** NA

**NAME OF EVENT:** Wellness Meetings with Faculty

**Date:** Undetermined dates, but at least 2 in each semester.

**Location:** MUN School of Pharmacy

**Description:** The local CAPSI council will meet with faculty members to discuss what we can do to improve the mental wellbeing of our students.

**Cost:** NA

**Support Needed from CAPSI National:** NA

**NAME OF EVENT:** Run for the Cure

**Date:** Undetermined dates, but at least 2 in each semester.

**Location:** MUN School of Pharmacy

**Description:** The local CAPSI council will meet with faculty members to discuss what we can do to improve the mental wellbeing of our students.

**Cost:** NA

**Support Needed from CAPSI National:** NA

**NAME OF EVENT:** Wellness Meetings with Faculty

**Date:** Undetermined dates, but at least 2 in each semester.

**Location:** MUN School of Pharmacy

**Description:** The local CAPSI council will meet with faculty members to discuss what we can do to improve the mental wellbeing of our students.

**Cost:** NA

**Support Needed from CAPSI National:** NA

## Executive Council Updates

President

W. Choi

### POSITION UPDATE:

#### COMPLETED TASKS

- Initial Exec Check-ins
- Held our By(x4)-elections meeting to elect Meriam!
- Meetings:
  - CAPhE
  - CSHP
    - Re: Hospital Award
    - Re: EBM Competition
  - PDW 2025
    - Monthly PC Meeting
    - PDW Registration Run Down
    - Completed seat allocation simulations
  - Transition Meeting w/ Meriam!
  - CPhA Pharmacy Wellness Taskforce
  - Mentorship w/ M. Bell & M. King
- Filed Change of Directors w/ Corporations Canada
- Student Wellness Committee:
  - Began collaboration w/ UWaterloo re: Collecting KMs from Coast to Coast
  - Completed weekly school & individual graphic templates & sent to translations
  - Finalized plaque design
- Bridging the Gaps Fund:
  - Completed graphic & caption for social media post & sent to translations

#### Ongoing Tasks

- L'Oreal/CeraVe contract review
- BtG Fund PDW Bursary for Indigenous Students
- PDW 2025 Check-ins

### UPCOMING EVENTS/Tasks:

#### NAME OF EVENT:

- Fall Exec Check-in
- Fall Local Check-in
- Meetings:
  - BPSA
  - CCSA
  - IPPC
  - CPhA Wellness Task Force
  - PDWPC Bi-weekly meetings

- Pan-American Pharmaceutical Education Network presentation
- Check-in with PDW2025
- See through the BtG Fund PDW Bursary process



**POSITION UPDATE:**

**COMPLETED TASKS**

- Transitioned w/ Woojoe
- Check-ins:
  - Waterloo local representatives
- Met with PDW 2025 committee
- Shadowed Wojie in EBP meeting
- Met with Viktoria to finalize Collecting Km's graphics and execution
- Met with Wellness Committee to discuss charity portion of Collecting Km's
- Touched base with constitutional review committee over discord

**Ongoing Tasks**

- Reviewing the OM for potential changes
- Collecting KM's initiative kick-off
- Ongoing planning of PDW 2025/26

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:**

- Check-ins:
  - Local representatives
- Continue to shadow Woojoe on all upcoming meetings
- Dean's letters

**POSITION UPDATE:**

**COMPLETED TASKS**

- Reviewed USask-CAPSI Indigenous Student Award rules and guidelines
- Reviewed HPSA contract
- Reviewed CU ads contract
- Provided feedback on iMCQ usage to AgroHealth
- Reviewed the IPSF Best Annual Policy Project application
- Assign PDW school shirt colours
- Meetings
  - July 14 - PDWPC 2025 meeting
  - July 15 - Advocacy and Professional Affairs Committee meeting
  - July 21 - Student Wellness Committee meeting
  - July 27 - By-elections meeting
  - July 31 - PDWPC 2025 registration discussions meeting
  - August 22 - Electoral Committee meeting

**Ongoing Tasks**

- Assist Wooje prn with Pres duties

**UPCOMING EVENTS/Tasks:**

- Work on CAPSI's annual report for first half of 2024
- Help the Wooje and the council prn
- Send out call for PDW shirt design submissions

Executive Secretary

J. Kamal

**POSITION UPDATE:****COMPLETED TASKS**

- **NAME OF EVENT/Task: CPERC 2024 Reimbursements**
  - **Date:** July-August
  - **Location:** Online
  - **Description:** CAPSI National council members are entitled to travel reimbursements for CPERC or PDW. All the students that have requested reimbursements for CPERC 2024 have received their reimbursements.
  - **Cost:** \$4603.41
  - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Council Reimbursements**
  - **Date:** June-September
  - **Location:** Online
  - **Description:** Council members will often pay for things on their own and request reimbursements. I spent a lot of time catching up on outstanding reimbursements from last year and reimbursement requests from this year. Currently we are caught up on all council reimbursements that I'm aware of.
  - **Cost:** TBD
  - **Support Needed from CAPSI National:** None

**Ongoing Tasks**

- **NAME OF EVENT/Task: Hotel Payments from council members**
  - **Date:** July - Current
  - **Location:** Online
  - **Description:** As mentioned at the CPERC meeting CAPSI covers for 50% of the hotel fee, which has been deducted from the council members that requested a reimbursement for CPERC 2024. However, for the council members that wish to save this for PDW. They are required to e-transfer CAPSI 50% of the hotel fee. I will be following up with people in the coming weeks.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Monitoring of the CAPSI national bank account**
  - **Date:** June - Current
  - **Location:** Online
  - **Description:** To ensure I am keeping tabs on the transactions being made through the CAPSI bank account, I try to log in at least a few times a week to note down which sponsors have sent us money and communicate that with VP Comms.
  - **Cost:** \$0
  - **Support Needed from CAPSI National:** None
- **NAME OF EVENT/Task: Coding Bank statements for accountants**
  - **Date:** July - Current
  - **Location:** Online

- **Description:** As part of the FO role I'm responsible for downloading the monthly bank statements and annotating them with the appropriate codes as indicated by the accountants. We are a little behind on these statements from last term and I'm currently working away at catching us up. Currently we are at January 2024 and my plan is to be all caught up by the end of September at the latest.
- **Cost: \$0**
- **Support Needed from CAPSI National: None**
- NAME OF EVENT/Task: Updating the budget
  - **Date:** July - Current
  - **Location:** Online
  - **Description:** The budget presented at the CPERC meeting was a rough estimate of what we expected to spend this year. I have been making adjustments to the master budget excel sheet as needed and will continue to do so as more changes are made.
  - **Cost: \$0**
  - **Support Needed from CAPSI National: None**
- NAME OF EVENT/Task: Invoice Requests
  - **Date:** June - Current
  - **Location:** Online
  - **Description:** Whenever we are requesting payments from a sponsor we go through a process of getting an invoice generated by our accountants. I have been the means of communication between the VP Comms and the accountants ensuring that we are receiving invoices to provide to our sponsors.
  - **Cost: \$0**
  - **Support Needed from CAPSI National: None**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT:** Meeting with PDW 2026 Co-Chairs and FO

**Date:** TBD

**Location:** Online

**Description:** With the fall semester quickly approaching I would like to have a chance to connect with the Laval PDW representatives and discuss expectations regarding finances. Also, to support the PDW planning committee financially by providing them with the loan.

**Cost: \$0**

**Support Needed from CAPSI National:** None

**POSITION UPDATE:**

**COMPLETED TASKS**

- CU Advertising Partnership Renewal
- Renewed CCCEP Partnership and sent invoice
- Updated Partnership Prospectus
- Reviewed Cards
- Sent BelAir Direct Invoice
- Sent Mckesson Invoice
- Meetings
  - June 27 Meeting with PharmaChoice
  - July 6 - Meeting with President Re Sponsorship Package
  - July 11 - Meeting with Bell
  - July 11 - Meeting with Medisca
  - July 14 - & Communications Meeting
  - July 18 - Meeting with Ottawa Locals Re Career Fair
  - July 27 - By-elections meeting
  - August 12 - Meeting with CPhA
  - August 14 - Meeting with Extrashift

**Ongoing Tasks**

- Medisca Contract Renewal
- Apotex contract Renewal
- CPhA contract Renewal
- HPSA Contract Amendments
- Connecting Extend Pharmacy with Local(s) for Lunch & Learn
- Member Discount Package

**UPCOMING EVENTS/Tasks:**

N/A

**POSITION UPDATE:**

**COMPLETED TASKS**

- [TRANSITION COMMUNICATIONS]: Bell Canada, CSHP, HPSA, iMCQ Agro Health, eCortex OTC Spark
- [TRANSITION MEETINGS WITH VPC]: ongoing
- [L'ORÉAL, CERAVE]: contract review
- [USask-PDW Indigenous Pharmacy Student Award]: finalized award policies and guidelines procedures, contract reviewed and approved by CAPSI National and USask, IPPC, and USask

**ONGOING TASKS**

- [TRANSITION MEETINGS WITH INCOMING VPC]: providing outgoing support to VPC
- [L'ORÉAL, CERAVE]: contract finalization
- [USask-PDW Indigenous Pharmacy Student Award]: update communication between all parties for upcoming academic year

**UPCOMING TASKS**

- Nil.

**POSITION UPDATE:**

**COMPLETED TASKS**

- Received Award of Professionalism applications
- Loblaw PIC Competition written + translated - waiting for Loblaw pharmacists' review
- PyrIs OTC Competition written + translated
- Medisca Compounding Competition (EN and FR) received
- SLC documents updated
- AFL rebranded as PCCP - met with PharmaChoice to discuss rebrand, revised subsidy breakdown, and provide feedback on grading of the competition. awaiting translated documents from their team
- Met with CSHP to discuss timeline for EBM Competition and task division between local CSHP and CAPSI reps
- Set local competition deadlines

**Ongoing Tasks**

- Finalizing the standardized rubric for Guy Genest, per ethics committee decisions last year. Will seek Competition Review Committee's feedback on the scoring sheet + request translation
- Finalizing the selection of Pharmafacts questions for local and national competitions

**UPCOMING EVENTS/Tasks:**

- Local competitions this Fall
- Recruit judges for National SLC
- Have AoP awards graded by CPhA, discuss revision to competition to reduce local burnout (see Meriam's position update!)
- Send out call for next round of FoP award applications
- Ensure Medisca supplies are received in a timely manner



**POSITION UPDATE:****COMPLETED TASKS**

- **NAME OF EVENT/Task:** Advocacy Meeting
  - **Date:** July 15 2024
  - **Location:** zoom
  - **Description:**
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task:** CAPSI x CAPHE meeting
  - **Date:** July 17
  - **Location:** zoom
  - **Description:** Introductory meeting between CAPHE and CAPSI to discuss potential collaboration between the two organizations
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task:** Canadian trainee committee
  - **Date:** Aug 7
  - **Location:** zoom
  - **Description:** Introductory meeting with other student reps, and leader to discuss the committee and the research application
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task:** Electoral committee meeting
  - **Date:** Aug 22
  - **Location:** zoom
  - **Description:**
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA
- **NAME OF EVENT/Task:** Wellness committee meeting
  - **Date:** August 26
  - **Location:** zoom
  - **Description:**
  - **Cost:** NA
  - **Support Needed from CAPSI National:** NA

**Ongoing Tasks**

- **NAME OF EVENT/Task:** Research application stuff for Canadian HTN trainee committee
  - **Date:** ongoing
  - **Location:** online
  - **Description:** Creating an REB and upon approval will survey pharmacy, nursing, medical students

- **Cost: NA**
- **Support Needed from CAPSI National: Locals to share survey with local students when it is ready**
- **NAME OF EVENT/Task: Symposium stuff with Ayman**
  - **Date:** ongoing
  - **Location:** online
  - **Description:** continue to discuss plan for symposiums
  - **Cost: NA**
  - **Support Needed from CAPSI National: fill out the survey we created to help us gain insight into how different local chapters run their symposium**
- **NAME OF EVENT/Task: IPE case**
  - **Date:** ongoing
  - **Location:** online
  - **Description:** Start working on endometriosis case presentation for PAM
  - **Cost: NA**
  - **Support Needed from CAPSI National: NA**

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: CAPSI national meeting**

**Date:** Sept 8

**Location:** zoom

**Description:**

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: CAPSI x CCSA meeting**

**Date:** Sept 9

**Location:** zoom

**Description:** Introductory meeting with CCSA (Canadian Substance Abuse)

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: Meeting with BPPC**

**Date:** TBD – end of September

**Location:** zoom

**Description:** Introductory meeting with them to determine potential opportunities with each other

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: Meeting with CNSA/CNFMS**

**Date:** TBD – start of October ish

**Location:** zoom

**Description: Meeting with them to discuss different partnership opportunities and events we could run, etc.**

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: Adding advocacy plans to deans letter**

**Date: sooner the better**

**Location: zoom**

**Description: Add upcoming advocacy initiatives to deans letter**

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: Touchbase with RXa**

**Date: TBD**

**Location: zoom**

**Description: Meeting with them to discuss different potential opportunities**

**Cost: NA**

**Support Needed from CAPSI National: NA**

**NAME OF EVENT: CCAPP meeting**

**Date: TBD later in September**

**Location: zoom**

**Description: Meeting to continue relations built up over prior years**

**Cost: NA**

**Support Needed from CAPSI National: NA**

POSITION UPDATE:

## COMPLETED TASKS

- SEP for Outgoing students
  - **Date:** Mai-august 2024
  - **Location:** Virtual
  - **Description:** Giving support to outgoing students in their SEP international experience, contacting other SEO and providing students with any requirement need by the hosts countries.
  - **Support Needed from CAPSI National:** N/A
  
- IPSF PARS 2024
  - **Date:** July 15-19, 2024
  - **Location:** Virtual (via Zoom)
  - **Description:** Attended the Online IPSF Pan-American Regional Assembly with Lindsay and Wooje. CAPSI's annual member organization report to IPSF was accepted and elections for the IPSF PARO Regional Working Group and PARS 2024 took place. CAPSI supported two motions from APhA-ASP to mandate the decision on the format of IPSF PARS at least 4 months in advance and at least half representation for the Regional Assembly.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  
- IPSF World Congress 2024 Korea
  - **Date:** August 9-17, 2024
  - **Location:** Incheon, Republic of Korea
  - **Description:** Attended all general assemblies as an official delegate and voted on all motions and election positions with Florence and Sam. CAPSI was awarded for the Best Policy Project Award for the CAPSI and CPhA Student Loan Forgiveness program
  - **Cost:** 2.5-3k

## Ongoing Tasks

- Recruiting IPSF local in UDEM
  - **Date:** Throughout the mandate, starting from September
  - **Location:** Udem

- **Description:** Actively recruit a local representative and promote the lesser-known position at the university. Making post on social media and description of the position advantages.

- **Cost: N/A**

· Submission of Annual Report SEP 2024

- **Date:** the End of September
- **Location:** N/A
- **Description:** Submit the annual report for SEP activity in Canada in 2024 with recommendations on how to improve the exchange program.
- **Cost: N/A**
- **Support Needed from CAPSI National: N/A**

UPCOMING EVENTS/Tasks:

· IPSF Locals Meeting #1:

- **Date:** September 7 2024
- **Location:** Virtual (Zoom)
- **Description:** Set objectives, expectations, and goals for the mandate and prepare IPSF Locals for relevant activities (eg. PARO Spotlights, Activity Reports, SEP). Explaining the SEP program to the locals for them to launch a promotional campaign in each of their schools.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

· Virtual SEP:

- **Date:** TBD
- **Location:** Virtual (Zoom)
- **Description:** In collaboration with Nigeria, UK, and South Africa, we will be hosting a virtual SEP for students to understand the opportunities of exchange in different pharmacy areas, the scope of practice and cultural differences.
- **Cost:** N/A
- **Support Needed from CAPSI National:** N/A

**POSITION UPDATE:****COMPLETED TASKS**

- IPSF Buddy Project Phase II with FECOEF (Costa Rica)
  - **Date:** June 12 – July 27, 2024
  - **Location:** Virtual (via Zoom)
  - **Description:** As part of the PARO buddy project, coordinated a social media post with FECOEF (Costa Rica) about opioid awareness from the perspectives of Canadian and Costa Rican pharmacy students.
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**
- IPSF PARS 2024
  - **Date:** July 15-19, 2024
  - **Location:** Virtual (via Zoom)
  - **Description:** Attended the IPSF Pan-American Regional Assembly with Wooje and Farah to close the 2023-2024 mandate. CAPSI's annual member organization report to IPSF was accepted and elections for the IPSF PARO Regional Working Group and PARS 2024 took place. CAPSI supported two motions from APhA-ASP to mandate the decision on the format of IPSF PARS at least 4 months in advance and at least half representation for the Regional Assembly.
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**
- Annual Best Project Submission
  - **Date:** August 3, 2024
  - **Location:** N/A
  - **Description:** Drafted a submission for Best Policy Project Award for the CAPSI and CPhA Student Loan Forgiveness program with Madi, Wooje, and Nolan. CAPSI won and was awarded this at World Congress 2024
  - **Cost: N/A**
  - **Support Needed from CAPSI National: N/A**
- IPSF World Congress 2024 Korea
  - **Date:** August 9-17, 2024
  - **Location:** Incheon, Republic of Korea
  - **Description:** Liaised between World Congress Committee and delegates, updating on the progress of World Congress events and communicating with the official delegates. To note, CAPSI official delegates Florence and Sam took home awards in their respective events.
  - **Cost: N/A**
  - **Support Needed from CAPSI National: To follow up with CAPSIL editor regarding adding a World Congress highlights section for the Fall CAPSIL.**

**Ongoing Tasks**



- Vampire Cup 2024
  - **Date:** January – December 2024
  - **Location:** N/A
  - **Description:** Coordinate with Canadian Blood Services and Héma-Quebec for Vampire Cup competition amongst Canadian schools, including Quebec, winner to be announced later in 2024. UOttawa IPSF locals were set up with a CBS contact for their region and a CBS regional contact list is in progress.
  - **Cost:** Certificate and gift card for school with highest number of donations (to confirm amount with CBS), would like to consider a plaque
  - **Support Needed from CAPSI National: Social media promotions throughout the year, to follow up with VP Finance about new prizes and rewards.**
- Submission of Activity Reports & PARO Spotlights
  - **Date:** Throughout the mandate, starting from October
  - **Location:** CP Forum
  - **Description:** Activity Reports describe events hosted by CAPSI to IPSF CP's, where they may ask questions regarding the events on the forum. PARO Spotlights highlight events hosted by CAPSI to IPSF CP's in the Pan-American Region on the IPSF PARO Instagram.
  - **Cost:** N/A
  - **Support Needed from CAPSI National: N/A**
- Health Campaign Judges and Rubrics
  - **Date:** August 31<sup>st</sup> at 11:59 PM EDT (application submission), late September (deadline for judge rubrics)
  - **Location:** Online
  - **Description:** Applications have been accepted without the need for a deadline extension. At present, 6 judges have been confirmed for a total of 7 judges including the Apotex-designated judge. Apotex sponsorship from 2023-2024 contract has been confirmed.
  - **Cost:** \$10 per judge (gift card of choice)
  - **Support Needed from CAPSI National: To follow up with VP Communications for Apotex-designated judge prior to submission judging and timeline and VP Finance for judge gift cards.**
- Hypertension Trainee Committee
  - **Date:** August 7, 2024 (first meeting), Oct-Nov (next meeting)
  - **Location:** Virtual (via Zoom)
  - **Description:** Attended the first meeting of the committee and completed a task to create a sample survey and identify potential benefits with Marc for the research project proposal to understand hypertension education across health disciplines.
  - **Cost:** N/A
  - **Support Needed from CAPSI National: To follow up with locals from each school to distribute or complete the survey once the research project has been approved by REB.**

## UPCOMING EVENTS/Tasks:

- IPSF Locals Meeting #1:
  - **Date:** TBD, likely September 7 or 8, 2024
  - **Location:** Virtual (Zoom)
  - **Description:** Set objectives, expectations, and goals for the mandate and prepare IPSF Locals for relevant activities (eg. PARO Spotlights, Activity Reports, SEP). To create a group chat with all schools' local representatives. Continuously onboard new IPSF Locals (6 individuals pending by-elections in September), including UOttawa representative with smaller meetings to help familiarize them.
  - **Cost:** 0
  - **Support Needed from CAPSI National:** N/A
- World Pharmacist Day 2024:
  - **Date:** September 25, 2024
  - **Location:** Online
  - **Description:** Virtual campaign with a prompt (similar to previous years) to advocate for the importance of pharmacists and our role as pharmacy students, to be planned with Webmaster.
  - **Cost:** gift card raffle (to confirm with VP Finance)
  - **Support Needed from CAPSI National:** Publicize and promote campaign on social media (CAPSI National) and on the local levels (via IPSF Local Reps)
- Canadian Hypertension Coalition Meeting
  - **Date:** October 31, 2024 (first meeting)
  - **Location:** Virtual (via Zoom)
  - **Description:** Due to schedule conflicts, arranged for Meagan to attend the meeting to represent CAPSI in the meeting to discuss hypertension prevention and control and upcoming plans for the Coalition.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- Pharmacy in NZ, Canada, USA with APSA and APhA-ASP
  - **Date:** TBD
  - **Location:** Virtual
  - **Description:** In discussions with APSA and APhA-ASP regarding a video about pharmacy programs in each of our countries including structure, pathway, and foreign graduate transitions.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**POSITION UPDATE:**

**COMPLETED TASKS**

- CAPSI Discord Launch + updates
- Updated Slack groups in case we need to revert

**Ongoing Tasks**

- Updating website PRN
  - Focusing on the Meet the Council Pages and individual profiles but also making changes as people catch anything that needs to be changed.
  - If you don't submit photos you will be a gray square.
  - **Support Needed from CAPSI National:** fill out the form if you haven't – otherwise your profile will be blank or filled with “???” ☹ (also applies to the meet the council posts).
- Updating Members' Portal PRN
  - **Support Needed from CAPSI National:** update me if any new members join 😊
- Posting on social media pages PRN
- Meet the Council Instagram Posts
  - Just waiting for final translations.
- Helping with Discord issues PRN
- Graphic consults PRN

**UPCOMING EVENTS/Tasks:**

**Update Members' Portal after Drive**

**Website Committee Fall Social Media Posts**

**Creating UOttawa Page for the Website**

**Website fees due**

**POSITION UPDATE:****COMPLETED TASKS**

- NAME OF EVENT/Task: Emailed Sponsors about ad deadlines and sizes
  - **Date:** Mid-July
  - **Location:** Online
  - **Description:** Updated Sponsors that have ads in the CAPSIL about the deadlines for this year and gave reminders of ad sizes according to VPCOMMS document.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Call for submissions
  - **Date:** Early August
  - **Location:** Online
  - **Description:** Promoted fall CAPSIL submissions on the socials.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Ran a gift card giveaway for new Translation Committee members
  - **Date:** Mid-July
  - **Location:** Online
  - **Description:** Promoted joining Translation Committee by creating a gift card giveaway.
  - **Cost:** \$50
  - **Support Needed from CAPSI National:** N/A
- NAME OF EVENT/Task: Canva work on Committee
  - **Date:** Mid-July
  - **Location:** Online
  - **Description:** Updated Sponsorship package for this year and created a benefit card.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A

**Ongoing Tasks**

- NAME OF EVENT/Task: Maintaining translation request sheet
  - **Date:** Ongoing
  - **Location:** Online
  - **Description:** Keeping the sheet updated and answering questions about the committee when needed.
  - **Cost:** N/A
  - **Support Needed from CAPSI National:** N/A
  -

**UPCOMING EVENTS/Tasks:**

**NAME OF EVENT: Fall CAPSIL release**

**Date:** November 15, 2024

**Location:** Online

**Description:** Releasing the Fall CAPSIL online and Mailchimp.

**Cost:** N/A

**Support Needed from CAPSI National:** N/A

**NAME OF EVENT: Restart Mailchimp**

**Date:** Early November

**Location:** Online

**Description:** Restarting Mailchimp for November (plan to do just Nov, then March & April together for winter/spring versions for least cost).

**Cost:** \$135 per month

**Support Needed from CAPSI National:** N/A

**POSITION UPDATE:**

**COMPLETED TASKS**

- Attended CAPSI meetings, assisted with the National Executive elections, and engaged in initiatives to enhance the CSHP-CAPSI relationship.
- Facilitated communication among students, CSHP local representatives, branches, and offices.
- Coordinated promotions for local, provincial, and national events with CSHP and CAPSI local student representatives.
- Contributed to the CSHP PAM Planning Committee at the SK Branch (i.e. bingo card, social media campaign).
- Wrote an article for Hospital News Magazine.
- Participated in meetings for the Educational Committee and the Sustainability Environmental Committee.
- Responded to inquiries from prospective students about student representative roles and local CSHP activities.

**UPCOMING EVENTS/Tasks:**

- Participation in PDW2025 (e.g., assisting with the health fair, presenting my role as Student Delegate).
- Coordinating with local CSHP student representatives for the EBP Competition.
- Creating a template for transition documents.