CAPSI MEETING

September 16th, 2016

UBC Pharmaceutical Sciences, Room 3116

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| **Senior Rep** | Stephanie Song | Yes | **IT Officer** | Margaret Lu | Yes |
| **Junior Rep** | Jerold Chu | Yes | **4th year rep (1st Term)** | Viktor Kalashnikov | - |
| **4th year rep (2nd Term)** | Yolanda Lin | **-** |
| **Faculty Co-Advisors** | Paulo Tchen  Dr K. Seto | **-**  - | **3rd year rep** | Michael Ni | Yes |
| **Secretary** | Dorothy Lau | Yes | **2nd year rep** | Monique Theriault | Yes |
| **Treasurer** | Kevin Chu | Yes | **1st year rep** | Ada | - |
| **Vice-Treasurer** | Michelle Yeung | Yes |
| **Community Ed. Coord** | Willie Bao | Yes | **Sponsorship Coordinator** | Louise Lau | Yes |
| **CAPSIL Editor** | Anik Muhuri | Yes |  |  |  |
| **PDW Fundraiser** | Maci Wong | Yes |  |  |  |
| **General Fundraiser** | Lucy Zhang | Yes |  |  |  |
| **IPSF Liaison** | Henry Gong | Yes |  |  |  |

1. Call to order at 12:13 pm motioned by M. Ni and seconded by H. Gong.
2. Standing Business
   1. Motion to adopt the minutes from September 10, 2016 motioned by W. Bao seconded by M. Theriault.
3. **New Business**
   1. **CAPSI Retreat Recap (S. Song)**
      1. Retreat was very productive with many meetings and good team-bonding
      2. Went over broad events until January and updates
      3. 2-on-1s were conducted (each exec meets with Sr. and Jr. Reps individually) to go over roles and duties for each exec; received feedback and support
         1. Those unable to go to the retreat should send S. Song a message to set up a time to meet (approx. 10 min.) over the next week for the 2-on-1
   2. **September 2016**
      1. **CAPSI Awareness Week Recap (S. Song, J. Chu)**
         1. **CAPSI Jeopardy + PDW Info Night (M. Wong and M. Yeung)**
            1. Lots of excitement and interest from new students in joining PDW Committee; they may contact M. Wong if interested in joining.
            2. M. Wong is **not** continuing as PDW Fundraiser so we may need to run a bi-election soon – likely next Friday (Sept. 23rd); please spread the news to your friends that it is a low-commitment position and the PDW Fundraiser just needs to plan one big event
            3. We still need help with roses for the gala and coat-check
         2. **Clubs Night (J. Chu)**
            1. Around 26 people signed up; great turn-out at the booths
            2. S. Song was at the CSHP meeting but this year, CSHP will not be joining with us to organize the symposium so we will need to find our own speakers for CSHP Symposium
            3. This year’s topics: Hot topics in pharmacy including marijuana, de-prescribing, medical-assisted dying
         3. **IPSF Presentation + First Year Elections (S. Song)**
            1. Ada is our newly-elected 1st Year Rep
            2. IPSF Presentation went smoothly but the event had a low turn-out; possibly because new 1st-years were overloaded with news from many other clubs or were feeling tired from a long day of classes (M. Yeung)
            3. Suggestion for Next Year: PDW and IPSF together as 1 info session with pizza and then Jeopardy and Elections together as another event (J. Chu)
      2. **Textbook Distribution Recap (J. Chu)**
         1. Around 6 people still need to pick up textbooks; J. Chu will be e-mailing them personally
         2. People who still want to buy them should order directly from CPhA or from Amazon. However, Amazon takes 3 months to ship so they should borrow a copy from a friend.
      3. **Phone Sleeve and Magnet Sale Recap (M. Wong)**
         1. Most people did not come pick-up their orders. Around 110 magnets and 60 phone sleeves were sold and the sale will be stopped soon. The sale will resume when roses are being sold for gala.
   3. **October 2016**
      1. **Run for the Cure 2016 (J. Chu)**
         1. Will take place Oct. 2nd (Sunday): 5-km run or walk in Vancouver; event is free to join so please advertise to fellow classmates
         2. Deadline to order is today so we need at least 10 people to donate $40 or more
      2. **CAPSI Competitions (M. Theriault, M. Ni, V. Kalashnikov)**
         1. We will restrict the number of people who could sign-up for each event (S. Song) i.e. each person can only sign-up for 1 competition (J. Chu) except for SLC
         2. Class Reps should start advertising on Monday
         3. **Compounding Competition (M. Theriault)** 
            1. Oct. 7th Friday, 6-8 pm or 6-8:30 pm (classes end at 5 pm): judges include Tony Seet, Collen Brady, Steven (in total 4 judges)
            2. Facebook page will be released on Sunday
            3. Budget = $120, used mostly for dinner for the 4 judges**. For Patient Interview Competition (PIC): $40 per judge** but can be revised to increased budget; currently we only have 1 judge for PIC. **For Student Literacy Challenge (SLC),** 2nd and 3rd-year winners = $15; **OTC Competition: $40 per judge**
         4. **OTC Competition (V. Kalashnikov)**
         5. **Patient Interview Competition (M. Ni)**
            1. Oct. 11th, 6-8 pm (labs end at 5:30 pm): 1-2 Judges = D. Massaro and standardized patient is Ali. Probably 5-7 contestants under 2 hours.
         6. **Student Literacy Competition (V. Kalashnikov)**
      3. **PDW Draw Updates (S. Song)**
         1. The draw process will probably be around 1 week after the competitions
      4. **UBC’s Next Top Pharmacist Updates (L. Zhang, L. Lau)**
         1. L. Zhang is looking to book Nov. 18th for The Nest for the whole day
         2. Connect with HSSA and collaborate for alcohol licence; still looking to get a stage and gallery
         3. Judges will be e-mailed soon
      5. **Careers Avenue Updates (J. Chu)**
         1. Oct. 3rd Wednesday, 5:30-9 pm: Please invite all your friends
         2. Facebook event will be up by Next Wed.
         3. Getting $400 from Tony Seet; volunteers are needed for setting-up and booths
   4. **November 2016 (Items below will be discussed as New Business at next week’s meeting)**
      1. Dog Therapy Event Updates (J. Chu)
      2. Professional Photography Session with Yearbook Club Updates (J. Chu)
      3. CSHP-CAPSI Symposium Updates (S. Song, J. Chu)
      4. CAPSI Annual General Meeting and Award of Professionalism (S. Song)
   5. Roundtable

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| Position | Update/Announcements |
| Sr. Rep | NTR |
| Jr. Rep | NTR |
| Treasurer | NTR |
| Vice-Treasurer | NTR |
| Secretary | NTR |
| Sponsorship | NTR |
| 1st year Rep | NTR |
| 2nd year Rep | NTR |
| 3rd year Rep | NTR |
| 4th year Rep | NTR |
| IPSF Liaison | NTR |
| Comm. Ed. Coord. | NTR |
| CAPSIL editor | NTR |
| IT Officer | NTR |
| Fundraiser | NTR |
| PDW Fundraiser | NTR |

* 1. Deposits
  2. Reimbursement
  3. Amendments
  4. Payments

1. Adjournment at 12:41 pm motioned by M. Lu and seconded by M. Ni