CAPSI MEETING

November 4th, 2016

UBC Pharmaceutical Sciences, Room 3116

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| **Senior Rep** | Stephanie Song | ✓ | **IT Officer** | Margaret Lu | - |
| **Junior Rep** | Jerold Chu | ✓ | **Community Education Coordinator** | Willie Bao | ✓ |
| Faculty Co-Advisors | Paulo T. Chen  Dr K. Seto | -  - | **CAPSIL Editor** | Anik Mukhuri | ✓ |
| **Secretary** | Dorothy Lau | ✓ | **IPSF Liaison/Rep** | Henry Gong | ✓ |
| **Treasurer** | Kevin Chu | ✓ | **4**th year rep | Viktor Kalashnikov | - |
| **Vice-Treasurer** | Michelle Yeung | ✓ | Yolanda Lin | - |
| **Sponsorship Coordinator** | Louise Lau | ✓ | **3**rd year rep | Michael Ni | ✓ |
| **PDW Fundraiser** | Annie Wu | ✓ | **2**nd year rep | Monique Theriault | ✓ |
| **CAPSI Fundraiser** | Lucy Zhang | ✓ | **1**st year rep | Ada Mew | - |
|  |  |  | **CSHP Representative** | --- | - |

1. Call to order at 12:09 pm motioned by M. Ni and seconded by M. Theriault.
2. Standing Business
   1. Motion to adopt the minutes from October 21st, 2016 motioned by M. Ni seconded by M. Theriault.
3. New Business
   1. **MAiD Symposium Recap (S. Song)**
      1. Dr. Tim Lau talked about medical assistance in dying and antimicrobial stewardship in the symposium. For those unable to make it to the event, the symposium went pretty smoothly and the turnout was around 40 people (around 60 people RSVPed). Everyone asked a lot of questions and were very interested. S. Song will post-up his e-mail on the Facebook page so that others may contact him for any further questions.
      2. Improvements for next time: inform speakers on the allocated timing for each section of the symposium i.e. let speakers know how much time they have to talk – for the presentation and for answering questions from the audience (J. Chu).
         1. Perhaps we could have an itinerary/timing schedule ready for the speakers in the future. The itinerary should also include a break-time for them.
      3. Another area of improvement: there was a gluten-free individual but we did not order food for her so she was a bit upset; perhaps we should have let her know before-hand that we did not have suitable food for her, so that she may bring her own food, or we may prepare some small snacks.
         1. Her feedback was that she expected or assumed we would accommodate her dietary restrictions since we included dietary restrictions on the online form.
   2. **Headshot Happy Hour Recap (J. Chu)**
      1. From yesterday’s event, everyone was very interested and happy to have their photos taken. Spots for photos were filled-up really quickly so some people could not get a spot.
      2. Feedback: some responded that they would be willing to pay for the event in the future.
      3. In the future, we may have an earlier photo session for upper-year students before their interviews, which usually occurred in early October (M. Yeung and K. Chu).
   3. **SLC Competition Updates (V. Kalashnikov)**
      1. Congratulations to Reanne Li who won the SLC Competition!
   4. **Award of Professionalism Updates (H. Gong)**
      1. We received a few applications and H. Gong will be marking them with his marking committee. He will update us as soon as the applications are marked.
   5. **UBCs Next Top Pharmacist Updates (L. Zhang, L. Lau)**
      1. A few contestants dropped-out so we now have 6 contestants: Simon Z, Arthur, Allen, Joey, Viktor and Craig. All the photos and promotions have been done yesterday.
      2. Facebook page will be up this weekend! Please click “going” and invite your friends to the event.
      3. Judges: Dr. Ensom, Dr. Seto, Dr. Chan, Ms. Colleen Brady and a representative from La Roche-Posay. The representative from La Roche-Posay was interested in being a judge and she would also provide us gift baskets for free – these baskets may be used as door prizes or awards for contestants (L. Lau).
         1. Tanveer is also interested in doing sponsorship for PDW so L. Lau has sent her more info about PDW. L. Lau is discussing with J. Chu on the logistics of the application (L. Lau).
      4. Funding: There was a mix-up in the cost of the venue because the total cost now comes to $1000 compared to $600 previously (L. Zhang). We should still be able to fit it into the budget (K. Chu).
      5. L. Zhang will create a private draft event on Facebook and invite us to it so that we may see the rough copy first before publishing the final copy of the event (J. Chu).
   6. Roundtable

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| Position | Update/Announcements |
| Sr. Rep | Thanks to those coming out to MAiD Symposium! I am currently working on CAPSI AGM (in November). Reminder to those who lost receipts that need submissions to let me know so I can put it in agenda.  **Upcoming Dates of Events in November:**   * **Nov. 16th: CAPSI symposium on medical marijuana** * **Nov. 18th: UBC’s Next Top Pharmacist** * **Nov. 22nd: De-stress with Dogs event** (PHUS, CAPSI, Mental Health Awareness Club) * **Nov. 23rd at 5-7 pm: Annual General Meeting (AGM) – please reserve and book-off the date for AGM b/c it’s mandatory for all CAPSI execs to attend** |
| Jr. Rep | * J. Chu is currently working on PDW and everything is going pretty well; we need to figure out T-shirt logistics for Pharma-facts competition during PDW * Pharma-facts delegates: we usually decide the teams at PDW; we don’t really plan a team beforehand * Dog session event is LIVE on Facebook; Nov. 22nd (Tues) organized by PHUS, CAPSI and mental health awareness club |
| Treasurer | NTR |
| Vice-Treasurer | * If you lose your receipt, you need to include your purchase into the meeting minutes to get it reimbursed (takes a week then have to print it, sign, and submit it); so make take up to a month in delay * On the receipt: if you pay by debit/credit, it must say what you bought   e.g. “Stationery, Food or Beverages” – this is needed to pass through AMS   * Hopefully, receipts you have given me will pass through AMS within the next week * Up to 6 months to pick-up your reimbursements from AMS |
| Secretary | NTR |
| Sponsorship | NTR |
| 1st year Rep | NTR |
| 2nd year Rep | * Yearbook: M. Theriault has signed up to do 3 pages for CAPSI (actual CAPSI page and 2 CAPSI competition pages) * M. Theriault is talking to Alex Assumption about doing an event for the class-joint event for PHUS-CAPSI for 2nd year 🡪 event planned for Nov. 24th: PEAD activity followed by year-event afterwards * Money from CAPSI may support purchasing food (but limited amount of money) * Games Night technology-themed event (games revolve around using phone/tablet in some kind of way); perhaps Alex can discuss with Mike, Viktor and Ada to see if other years are interested (S. Song) * Bring it up next meeting to keep us updated * Maybe the other-year reps may be interested in PHUS (Alex Assumption); budget may be tight b/c he wants to do 2 events instead of 1 event only |
| 3rd year Rep | NTR |
| 4th year Rep | - |
| IPSF Liaison | World Polio Day event and congratulations to Michelle! The event didn’t get many participants entering but a lot of people “liked” the Facebook event.  Next year will be World Diabetes Day and H. Gong is just wondering what prize we can offer; prize can be a shirt (CAPSI shirt) instead of spending money to buy something ($50 gift-card left-over from SSRP BBQ according to L. Lau)   * Tobacco Awareness Campaign: will be next year * **Registration IPSF deadline is Dec. 5th:** H. Gong will make a closed FB group and try advertising the FB IPSF group when making in-class announcements i.e. talk about FB group closer to the deadline date. |
| Comm. Ed. Coord. | * Communicating with student groups: Nursing is interested with volunteers ready; topic: basic wound care and wound care products and Nursing wants to hear about Med Recs and Med Reviews * Medicine also interested in hearing about Med Rec and PharmaNet (trying to get more PharmaNet into offices) * Dentistry also interested in hearing about PharmaNet * Presentation likely Early Jan before term gets too busy: good opportunity for pharmacy students i.e. Plan to finish both PharmaNet presentation and presentation for nursing students by Jan. * Not sure yet if 2 separate events or 1 combined event |
| CAPSIL editor | * If you need something sent out for MicroCAPSIL, please send it to A. Muhuri |
| IT Officer | - |
| Fundraiser | NTR |
| PDW Fundraiser | We made a lot of money from CAPSI Gala Rose Sales (around $250). A. Wu might organize another upcoming event. |

* 1. Deposits
  2. Reimbursement.
  3. Amendments
  4. Payments
     1. Motion to reimburse $7.50 for M. Ni for CAPSI Patient Interview Competition (2016-10-11) for purchasing dinner for judges, motioned by H. Gong and seconded by M. Theriault. All in favour; motion passed. M. Ni abstained from voting.
     2. Motion to reimburse $124.74 for S. Song for buying Freshslice pizza for CAPSI Symposium (2016-11-03) on Antimicrobial Stewardship and Medical Assistance in Dying, motioned by M. Ni and seconded by W. Bao. All in favour; motion passed.

S. Song abstained from voting.

1. Adjournment at 12:46 pm motioned by M. Theriault and seconded by M. Ni.