CAPSI MEETING

December 2nd, 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 | ✓ |
|  |  |  | **CSHP Representative** | --- | - |

1. Call to order at 12:15 pm motioned by M. Theriault and seconded by B. Kwong.
2. Standing Business

* 1. Motion to adopt the minutes from November 23rd, 2016 motioned by M. Theriault, seconded by B. Kwong.

1. New Business
   1. **AGM Recap (S. Song and J. Chu)**
      1. AGM was a bit too long this year; perhaps it would be best to list off all the items that needed motioning and have one big motion instead of having motions page-by-page.
         1. We may also try releasing the items that need motioning a week in advance.
      2. We should always add that all general CAPSI members are welcome to attend general weekly meetings (i.e. not just the AGM) because a lot of general members consider that CAPSI weekly meetings are exclusive to execs only, which is not the case (M. Yeung)
      3. Regarding certificates, there was a small typo on the certificates and Next Top Pharmacist winner should also receive a certificate next year since the winner is also invited to AGM (S. Song)
      4. We will continue to aim for an AGM of around 1 hour for next year instead of 2 hours (S. Song)
      5. Perhaps we may try putting-on some background music while students are coming-in for AGM for next year to enhance the ambience (W. Bao)
      6. Dean’s Luncheon Room is probably better than the lecture hall for seating (we don’t need too many seats) but we are often restricted by the type of rooms available for AGM
      7. Year Recap on AGM presentation slides using photos kept viewers’ interest so we would likely continue Year Recap for AGM next year (D. Lau)
      8. Perhaps we could double-check schedules before deciding on the date for the AGM, since 2nd-year students had lab until 5:30 pm this year.
   2. **New Year at A Glance (S. Song)**
      1. We will be resuming meetings on the 2nd week of January after PDW has been completed. Elections will be held in late Jan.
      2. Currently, there is only PDW planned for January i.e. no other events.
         1. Suggestion: first meeting of the year may be a social-type of meeting for general members; perhaps also as promotion for elections (W. Bao).
         2. We may make the first lunch-time meeting informal e.g. incorporate some ice-breakers or games to get people to know each other (B. Kwong).
      3. Please start working on your turn-over documents (J. Chu and S. Song).
      4. A. Mew had the idea of starting an alumni network: obtain a list of alumni and the purpose is to find alumni CAPSI members who are still interested in being active members and in helping out current CAPSI members. This allows greater interaction between graduates and current students. CAPSI Nationals know that we are planning this program and may start implementing alumni networks in other local universities as well (J. Chu).
         1. We may also invite alumni CAPSI members to the AGM if they are interested (S. Song).
      5. Another option is to have a social event before the start of classes to go out and eat but keep the general first meeting of the year at lunchtime.
         1. We may also invite our general members to come out to the social event but the event will be likely be paid for out-of-pocket (S. Song). The Turnover Dinner is in Feb. and that event is subsidized for both the new council and previous council (S. Song).
      6. Please spread the word and let your CAPSI friends know that meetings are always open to general members as well so they are welcome to come to our lunchtime meetings (S. Song).
         1. Suggestion: We may include a spot in the Roundtable section of the Meeting minutes for general members (W. Bao).
      7. Turnover Dinner will happen in Feb. and PAM (Pharmacist Awareness Month) will happen in March. Please get in contact with Jerold if interested in helping with PAM (S. Song and J. Chu).
   3. Roundtable

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| Position | Update/Announcements |
| Sr. Rep | Good luck on finals everyone! Have a great holiday break. |
| Jr. Rep |  |
| Treasurer |  |
| Vice-Treasurer |  |
| Secretary |  |
| Sponsorship |  |
| 1st year Rep |  |
| 2nd year Rep |  |
| 3rd year Rep |  |
| 4th year Rep |  |
| IPSF Liaison |  |
| Comm. Ed. Coord. | * W. Bao will need some help with the Practice Counselling Event from 12-12:30 pm on Dec. 6th or Dec. 7th for blowing whistles and keeping time for each practice counselling slot. Please connect with W. Bao if interested. |
| CAPSIL editor |  |
| IT Officer |  |
| Fundraiser |  |
| PDW Fundraiser |  |

* 1. Deposits
  2. Reimbursement.

Motion to reimburse J. Chu for $150 for paying for Dog Destressor event on Nov. 22nd, 2016, motioned by M. Theriault and seconded by M. Ni; J. Chu abstained. No objections; all in favour; motion passed.

* 1. Amendments
  2. Payments

Motion to award Jenny Li $100.00 for winning the CAPSI Award of Professionalism on Nov. 23rd, 2016, motioned by A. Muhuri and seconded by M. Theriault. No objections; all in favour; motion passed.

1. Adjournment at 12:40 pm motioned by M. Lu and seconded by B. Kwong.