CAPSI MEETING

January 13th, 2017

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. ChenDr 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 12:32 pm motioned by Michelle Yeung and seconded by Margaret Lu.
2. Standing Business
	1. Motion to adopt the minutes from December 2nd, 2016 motioned by Michelle Yeung and seconded by Margaret Lu.
3. New Business
	1. Welcome Back!
		1. A warm welcome was extended to all CAPSI members and CAPSI execs coming-back to classes after the winter holidays. Hope everyone had a refreshing and restful break.
	2. **PDW 2017 Recap (S. Song, J. Chu)**
		1. J. Chu was at PDW 2017 Winnipeg to represent but S. Song was also present via teleconference.
		2. One of the main topics was deciding on whether to keep the CAPSI Agenda as there were some issues with finances.
		3. Another issue was to make French delegates feel more welcome since all the Powerpoint slides have been translated to French via Google Translate. French universities became quite upset and we would like to help them feel more inclusive next time through better translation efforts.
		4. Delegates were very friendly and accommodating – most of us were an inclusive group and had little segregation; many people were excited and some were interested in running for elections.
		5. Other topics discussed: **IPSF Exchange is still welcoming applications for summer IPSF 2017 (this year) so if you know anyone who is still interested, please contact Henry Gong.**
		6. You may visit capsi.ca website online to view the meeting minutes from PDW.
		7. Increased CAPSI membership: students still pay $20 per year to CAPSI but the change is that, instead of allocating $12, we now have to allocate $15 from the $20 to CAPSI Nationals per year in order to account for inflation over the past 10 years.
			1. This does NOT directly affect us this year or next year. However, it will come into effect in September 2019; the drawback is – by allocating more fees to CAPSI Nationals, we have less funding for ourselves (CAPSI local) so we need to think about fundraising and how to better manage membership.
	3. **PDW 2018 (J. Chu)**
		1. PDW 2018 will occur in Edmonton, Alberta; it is a big event because it is CAPSI’s 50th anniversary and PDW’s 30th anniversary. The event is held in the 2nd week of January because students in Alberta go back to classes in the 2nd week.
			1. We will be in contact with Faculty to re-arrange labs for students since, in the past, PDW has happened in the 1st week of Jan. (and hence, fewer classes/ labs were missed).
		2. Pre-Conference Event: paid out-of-pocket by delegates themselves; it will be a 1-2 days event to network with other delegates and go visit tourist attractions e.g. skiing trip.
	4. **AMS Clubhouse (J. Chu)**
		1. Orgsync has how been switched to AMS Clubhouse. We are an AMS club and hence, have to follow AMS rules and use the AMS online platform i.e. AMS Clubhouse.
		2. AMS Clubhouse: online platform for AMS clubs to host events and deal with membership fees. This is less applicable to us because CAPSI is a National club. However, we are waiting for the program to open so that we can join; we need at least 10 members.
		3. Please sign-up quickly for this AMS Clubhouse as CAPSI execs (technically all members need to sign-up).
	5. **Membership Drive and Elections (S. Song, J. Chu)**
		1. CAPSI Turnover will happen in late Jan. or early Feb., depending on room-bookings (likely the last week of Jan. 30th and onwards).
		2. CAPSI Nationals would like us to do another membership drive – it is a good opportunity for new CAPSI members to participate in Elections and in the summer’s IPSF program.
			1. **Membership Deadline for new CAPSI members: FRIDAY, Jan. 27th, 2017.**
			2. Elections likely held on a Monday – if 1st-year students don’t have lab on Monday, they will not be in class so perhaps Wednesday elections may be better.
			3. Anyone interested in running for elections but will be absent, may present a 1-min video.
		3. **Changes to CAPSI positions, particularly Sr. and Jr. Rep, due to the PHARMD program:**
			1. **Proposal: Instead of 12-month term, will only be a 10-month term for Jr. Rep.**

**i.e. the next Jr. Rep will be Jr. Rep for 10 months (from Feb. 2017 to Nov. 2017) followed by being Sr. Rep for 16 months (from Dec. 2017 to Mar. 2019)**

* + - 1. J. Chu will commit 4 months as Advisor until the next elections.
			2. We are changing the election process from Jan. to March; the November elections will only be for people moving from the BSc program (e.g. J. Chu and M. Yeung) so bi-elections in Nov are held specifically for Jr Rep and Treasurer positions.
			3. After Nov. 2017, on local council, J. Chu would no longer be Sr rep – however, on National council, he is still Sr. Rep. After his Sr. Rep finishes, we would elect a new Jr. Rep in Nov 2017 elections and the newly-elected Jr. Rep would run a 16-month term until our next election in March 2019.
			4. J. Chu will be making an event page that can be posted on Facebook student groups:
				1. **Jr. Rep position: MUST be a 1st-year PHARMD student**
				2. **Vice-Treasurer position: MUST be a 1st-year PHARMD student**
	1. Turnover Dinner (S. Song, J. Chu)
		1. Turnover Dinner’s purpose is for the current or newly-elected position holder to talk with the previous position holder so that there is face-to-face interaction opportunity to learn more about the position and ask questions.
		2. **Please have your Turnover Documents prepared by that time; J. Chu has posted Turnover Document on Facebook. Please e-mail it to Dorothy once the documents are finished**.

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. | W. Bao is meeting with the nurses at 5 pm today in Rm 3116 to discuss collaborative IPE event. |
| CAPSIL editor | NTR |
| IT Officer | NTR |
| Fundraiser | NTR |
| PDW Fundraiser | NTR |

* 1. Deposits
	2. Reimbursement
	3. Amendments
	4. Payments
1. Adjournment at 12:57 pm motioned by Monique T. and seconded by Margaret L.