CAPSI MEETING

January 20th, 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. 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 12:21 pm motioned by A. Mew and seconded by M. Ni.
2. Standing Business
   1. Motion to adopt the minutes from January 13th, 2017 motioned by A. Mew and seconded by B. Kwong.
3. New Business
   1. **PAM Update (J. Chu)**
      1. J. Chu is currently working with Simon Qi to work on PAM and the faculty and OEE have given us full-support. The showcase is planned for the 1st week of March while the 2nd week of March will feature the topic of feminine health (i.e. contraception, IUDs); the 3rd week will cover stimulants (e.g. caffeine, topic drugs) and opioids (Fentanyl overdose and Naloxone). There is sponsorship for all of these.
      2. Community Outreach: there will be presentations at elementary schools, high schools around campus and at Tapestry (seniors’ home in Wesbrook Village).
      3. Marketing: we need help! We will be on social media i.e. Facebook live stream for events and Ariel Tsai will be having her own spot-light. We are also reaching-out for TV coverage: will be in contact with Global and Shaw so the faculty will liaise with them and help-out with advertising.
      4. Volunteering: applications for volunteering will open next week! BCPhA would like us to go back to Pharmacy Awareness Week instead of Pharmacy Awareness Month (PAM) because it is challenging to keep-up with the momentum. However, we would prefer PAM to stay as PAM regardless of the provincial body.
   2. **PAM IPE Event (J. Chu)**
      1. CAPSI Nationals wants to initiate IPE event at PAM across all the universities in Canada. The format would be a case-standardized patient and the topic is on schizophrenia. There would be a panel of different Health-Care Professionals (HCPs) and the goal is to see how each HCP goes through the thought-process to deal with the patient instead of focusing on the solution.
      2. The case has been pretty easy in past years.
      3. We are currently in contact with HSSA: last-year, we hosted an event on schizophrenia but could not find any speakers. We decided on schizophrenia again this year based on a vote.
      4. Please help with this if you can (Ada Mew and Annie Wu will be helping); we are still in early planning stage and the set-date of the event is anytime in March (likely last week of March), except Mar. 13th.
   3. **Elections (J. Chu)**
      1. Please refer to the Elections Timeline Draft document written by J. Chu and sent-out in the e-mail as it highlights the thought-process for elections for the next 3 years.
      2. The differences arise because 4th-year students will now all be on rotations as PHARMD students, compared to BSc 4th-year students who are away for only ½ of the academic year.
      3. In order to have mandatory CAPSI membership, it is reasonable to integrate with PHUS such that it is easier to integrate elections.
      4. PHUS is now changing elections from Nov. to Mar. which makes Turnover easier for PHARMD students when in their 3rd-year.
      5. **We are also changing elections from Jan. to March** i.e. 2 months later than previous elections, such that each position will now be 14 months long instead of the previous 12 months’ duration. This is only true for 1-year positions i.e. this does NOT apply to Sr Rep, Jr Rep, Vice-Treasurer and Treasurer.
         1. Turnover will be changed to March or around April i.e. PHARMD students are still in 3rd-year so they are still on campus. But if we kept the original elections, PHARMD students would be in 4th-year and would no longer be on campus (which makes turnover difficult).
         2. **We allow PHARMD students ONLY to run in the upcoming elections** with the exception of the position 4th-year Representative.
      6. We still need bi-elections for 2-year positions i.e. Sr. Rep, Jr. Rep, Vice-Treasurer and Treasurer. Rationale: If we didn’t have bi-elections, J. Chu and S. Song would still be in rotations in Jan. and the council would lack a Sr. Rep and Treasurer (only a Jr. Rep and Vice-Treasurer would be present because of rotations) and there would be a lack of communication and guidance.
      7. **Bi-elections are held in Nov**., similar to PHUS bi-elections. As a result, the newly-elected Jr. Rep and Vice-Treasurer would have a 10-months position and then undergo a vote of confidence before transitioning to Sr. Rep and Treasurer for 16 months i.e. total duration would be 26 months instead of 24 months (the extra 2 months’ duration arises from changing elections from Jan. to Mar.)
         1. Because of bi-elections, J. Chu and M. Yeung would no longer be in position but would remain as advisors (even though away from campus on rotations) because Jr. Rep and Vice-Treasurer would have only been in position for 10 months (require guidance).
         2. **In summary:** J. Chu would be Sr. Rep from Feb. to Nov. for 10 months, followed by being Advisor for 4 months until March 2018; the same is expected of M. Yeung as the upcoming Treasurer. The upcoming-elected Jr. Rep would be in-position from Feb. 2017 to Nov. 2017 (10 months) and then transition into Sr. Rep from Dec. 2017 to Mar. 2019 (16 months). The elections process should flow smoothly after this.
      8. We might dissolve the 4th-year Representative position later because PHARMD 4th-year students are all on rotations (by April 2018).
      9. CAPSI Nationals and CAPSI local council also work on different timeframes: if someone runs for Jr. Rep on this (upcoming) election, they would be Sr. Rep in December and we would require a new Jr. Rep in December. However, although considered as a NEW Jr. Rep on our local CAPSI council, that student actually would NOT be attending PDW.
      10. **If running in this upcoming election for 1-year position: will be 14-months duration.**
      11. **If running in this upcoming election for 2-year position: will only be 10 months for the**

**1st-year, followed by 16 months for the 2nd -year.**

* + 1. Year-reps can start making announcements for elections!
    2. **Election-date: Jan. 30th** and we already have a Facebook event up and running.

Roundtable

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| Position | Update/Announcements |
| Sr. Rep | Pick up your card from the CAPSI mailbox in the lounge if you haven’t already. |
| Jr. Rep | NTR |
| Treasurer | - |
| Vice-Treasurer | Cleaned-up PDW count, sent in forms to AMS and waiting for those; all reimbursements are done so please pick-up before August. To Year-Reps: please keep membership on you and keep the total number of people who signed-up. |
| Secretary | NTR |
| Sponsorship | NTR |
| 1st year Rep | NTR |
| 2nd year Rep | More people interested in joining new membership drive |
| 3rd year Rep | More people interested in joining new membership drive |
| 4th year Rep | NTR |
| IPSF Liaison | Vampire Cup: since CAPSI is a member of IPSF, Vampire Cup is a competition between all the organizations around the world to donate the most amount of blood so, to contribute,  if you donate blood, send in your name and the amount of blood that you’re donating. |
| Comm. Ed. Coord. | NTR |
| CAPSIL editor | NTR |
| IT Officer | NTR |
| Fundraiser | NTR |
| PDW Fundraiser | NTR |

* 1. Deposits
  2. Reimbursement
     1. Motion to reimburse $150.00 to J. Chu for paying UBC Mental Health Awareness Club for the Project Paws: Drugs and Pugs dog distressing event (taking place on 2017-03-13), motioned by Monique Theriault and seconded by Michael Ni. All in favour; no objections; motion passed. J. Chu abstained from voting.
  3. Amendments
  4. Payments

1. Adjournment at 12:49 pm motioned by Yolanda Lin and seconded by Michael Ni.