CAPSI MEETING

January 27th, 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 12:07 pm motioned by M. Lu and seconded by W. Bao.
2. Standing Business
	1. Motion to adopt the minutes from January 20th, 2017 motioned by M. Lu seconded by W. Bao.
3. New Business
	1. **Membership Drive and Elections (S. Song, J. Chu)**
		1. Today is the last day that students can sign-up for CAPSI membership this term in order to obtain the discounted rate.
		2. Many 2nd-year students have signed-up for new CAPSI membership because of a huge interest in PDW 2018 while not as many 3rd-year students signed-up.
		3. Students may still sign-up for CAPSI membership after today but will no longer be offered the discount and memberships would no longer contribute to PDW seat allocation.
		4. Year-reps, please make announcements about CAPSI Elections to your year-class.
			1. **Elections are on coming Mon., Jan. 30th**. There have not been many responses yet on the online election sign-up form (candidates need to include a copy of their speech on the online form so that it can be posted online for voters to read).
			2. A. Muhuri and L. Lau are unable to attend elections.
	2. **Turnover Dinner (S. Song, J. Chu)**
		1. Current budget is $15 per person subsidized at the dinner. Turnover Dinner is a great opportunity for the current exec to talk with the next position-holder.
		2. Date and location TBD but suggestions are welcomed.
	3. **Turnover Documents (S. Song)**
		1. M. Theriault has submitted Turnover Document.
		2. Deadline to submit: next meeting (draft) and please use the template that J. Chu has posted.
			1. **Kindly note that the template may not be perfect for every position so please feel free to update with any helpful attachments for your individual position.**
	4. **PAM Updates (J. Chu)**
		1. The first few days of March i.e. Mar. 1st, 2nd, and 3rd are reserved for showcases and Mar. 6th will feature the coffeehouse. All 3 weeks of PAM have been planned and the faculty will help with supervising our events.
		2. Sponsorship package is in progress and will later be sent-out to sponsors.
		3. We are trying to get more clubs involved with PAM: if you are involved with Kappa-Psi or LKS, please try to ask for their support/involvement with PAM.
		4. Choir might do a flash mob for PAM but this is still unconfirmed.
		5. J. Chu is still working on the IPE event: Dr. Seto and HSSA will be providing some contacts.

J. Chu will be meeting-up with Mr. Jason Min and Mr. Larry Leung next week (faculty in-charge of IPE) and they will provide some help. Mr. Jimi Galvão has given advice in contacting the media and Pharmacy Practice + (Canadian pharmacy journal).

* + 1. Volunteers: **still accepting volunteers until Feb. 4th** – if you are interested, please help out!
			1. We plan to have 50 volunteers this year. Volunteers will help with setting-up, managing the booths, doing community-outreach and much more.
			2. There is a points system for volunteering e.g. 1 shift = set-number of points and the volunteer with the most number of points will receive a plaque or an award.
		2. S. Song is planning the 3rd week of PAM and hosting an event for 1st-year students in UBC residence at Totem Park and Vanier in the Commons area. The topic is on stimulants like caffeine and Adderall. Nurses and professionals in Naloxone-training will also be present.
			1. Activities will be fun and interactive e.g. whether students can identify structures of drugs or understand the effects of caffeine on the human body.
			2. We will focus on the physiology of drugs (i.e. effects of drugs) in advertising instead of the legal controversies (S. Song and W. Bao).
			3. Research content of the posters will be done by student volunteers but will first be sent-out to Mr. Paulo T. Chen for approval and revisions before posters are made.
	1. PDW Allocation Fund (A. Wu)
		1. Please refer to Reimbursements section; volunteers for PDW will be allocated funds.

Roundtable

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| Position | Update/Announcements  |
| Sr. Rep | NTR |
| Jr. Rep | * CAPSI Nationals would like us to work more with **Pharmacists Without Borders**: a non-profit organization, so we will bring in their Vice-President as a speaker on **March 1st** as a lunchtime session and food will be provided. We will help raise awareness about their organization and help with fundraising for them.
* InterClub Meeting: discussed topics like copyrighting events e.g. if a club has always organized a certain event in the past, should that club have a monopoly over that event? E.g. Compounding Bootcamp has always been run by LKS and other clubs that might be interested in holding Compounding events may not want to interfere with LKS to avoid conflict of interest. Consensus: If you plan to have a similar event, try to talk with the club that has organized it and see whether you can collaborate with that club i.e. prevent overlapping (similar) events from happening.
* CAPSI has 10% discount at Staples offered to other clubs to promote collaboration.
* B. Kwong talks about blood drive: collaborating w/ H. Gong and J. Chu for Vampire Cup event (blood drive).
* Canadian Blood Services (CBS) have mentioned that we cannot run a blood drive ourselves but they are holding **blood drive clinics at UBC: Feb. 16th at Totem Park from 10 am to 5 pm, and one on Mar. 30th at the Nest**. Both are Thursdays and they do need donors for Feb. 16th. Year-Reps: please promote these blood drives and (perhaps) compile a list of donors.
* Blood-donating process may take at least 20 min. since a questionnaire with the nurse needs to be filled-out and the blood-draw depends on your hydration status.
* CBS contact also mentioned that she wanted to work collaboratively with pharmacy for advocacy – if students cannot donate e.g. inappropriate veins, they can still volunteer at the clinic
* All the clinics have a registered nurse already so they can turn to the nurse for medical advice if necessary
* Blood donors who donate on Feb. 16th will not be able to donate again for Mar. 30th; requires 56 days between donations for turnover of your blood
* Contact of CBS would like to actually hold blood-drives at the pharmacy building so perhaps we can book rooms for the event but rooms have size limitation; this is something to look-into for next year
* She also mentioned they want to do stem cell registry which was a big success in the past = cheek swab
* Can start advertising blood-draws after elections
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| Treasurer | - |
| Vice-Treasurer | - |
| Secretary | We will adapt a form for CAPSI meetings: try to be systematic with attendance and improve the convenience of CAPSI execs adding new items to the agenda.  |
| Sponsorship | Still has $50 Safeway gift-card: put in cash box once Turnover happens |
| 1st year Rep | NTR |
| 2nd year Rep | **Everybody can submit the Turnover questions (for the candidates running in elections) to J. Chu through e-mail (UBC Jr. Rep CAPSI email) instead of using the Google Form** |
| 3rd year Rep | - |
| 4th year Rep | NTR |
| IPSF Liaison | If interested in World Congress happening in Taiwan, sign-ups are open now and first round of sign-up for non-executives filled-up in 30 min but 2nd-round and 3rd-round accessible later; we are all non-execs. 2nd-round of signing-up is 1st April to \_\_\_June; let them know in March. |
| Comm. Ed. Coord. | * W. Bao proposed separating Community Outreach and academic portion of the Community Ed. Coordinator position: the review sessions are currently under CAPSI name but would like to keep working on those even if she is no longer a CAPSI exec, or we may choose to combine the event as a CAPSI-PHUS collaboration.
* Next position-holder may get a committee or organize a Co-Chair position
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| CAPSIL editor | NTR |
| IT Officer | Needs password for MicroCAPSIL which will be sent by A. Muhuri |
| Fundraiser | NTR |
| PDW Fundraiser | PDW Fund Allocation (see Reimbursement below) |

* 1. Deposits
	2. **Reimbursement**

Motion to reimburse $144 to (Jerold) Hsiao-Yuan Chu, $76.34 to Ziharrphil Magnaye, $110.07 to (Tony) Yongsin Kim, $61.47 to Ava Azhir, $7.44 to Eva Zhou, $29.74 to (Henry) Yi Fan Gong, $14.87 to Loreena Pang, and $44.61 to Stephanie Leung for volunteering for PDW 2017 (2017-Jan-04 to 2017-Jan-07), motioned by M. Theriault and seconded by M. Lu. All in favour; no objections;

H. Gong and J. Chu abstained.

Motion to reimburse $308.95 to (Jerold) Hsiao-Yuan Chu for paying for the PDW 2017 (2017-Jan-04 to 2017-Jan-07) PharmaFacts shirts, motioned by L. Lau and seconded by M. Theriault. All in favour;

no objections; J. Chu abstained.

Motion to reimburse $400.00 **EACH** to the following 8 individuals for a **total of $3200**: (Reanne) Rui Yan Li, Ziharrphil Magnaye, (Karen) Hing Kwan Lok, (Lily) Ting Huan Yeh, (Annie) Yue Yu, (Thomas) En Ning Tsuei, Ava Azhir, and (Arthur) Yi Shao Chen for winning first place in the local Student Literacy Challenge (2016-Oct-21), Compounding Competition, (2016-Oct-13), Patient Interview Competition (2016-Oct-11), Over-the-Counter Competition (2016-Oct-11), and UBC's Next Top Pharmacist (2016-Nov-18) respectively, motioned by H. Gong and seconded by B. Kwong.

All in favour; no objections; no abstentions.

* 1. Amendments
	2. Payments
1. Adjournment at 12:54 pm motioned by A. Mew and seconded by B. Kwong. All in favour; no objections; no abstentions.