**CAPSI MEETING**

**February 10th, 2017**

**UBC Pharmaceutical Sciences, Room 3116**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Senior Rep** | Jerold Chu | ✓ | **IT Officer** | --- |  |
| **Junior Rep** | Ada Mew | ✓ | **Community Education Coordinator** | Michelle Le | **-** |
| Faculty Co-Advisors | Paulo T. Chen  Dr K. Seto | -  - | **IPSF Liaison/Rep** | Henry Gong | ✓ |
| **Secretary** | Lucy Zhang | ✓ | Benson Kwong | - |
| **Treasurer** | Michelle Yeung | ✓ | **4**th year rep | --- | - |
| **Vice-Treasurer** | Riaaz Lalani | - | Yolanda Lin | - |
| **Sponsorship Coordinator** | --- | - | **3**rd year rep | Monique Theriault | ✓ |
| **PDW Fundraiser** | Annie Wu | ✓ | **2**nd year rep | Manvir Mehanger | ✓ |
| **CAPSI Fundraiser** | Stephanie Leung |  | **1**st year rep | --- | - |
|  |  |  | **CSHP Representative** | --- | - |

1. **Call to order at 12:04pm motioned by M. Lu and seconded by M. Ni.**
2. **Standing Business**
   1. Motion to adopt the minutes from February 3rd, 2017 motioned by M. Lu seconded by M. Theriault.
3. **New Business**
   1. By-Elections (S. Song)
      1. Sponsorship, IT officer and 4th year rep positions
      2. Results will be posted later today
   2. Turnover Dinner (A. Mew)
      1. Turnover dinner is a great opportunity for new council members to connect with the previous position holder to talk about the position and plans for next year
      2. Post has been made on the new and old council page for a potential date sometime during reading break in the evening
      3. **Please respond to the poll by Tuesday (Feb 14)** evening and comment on potential restaurants
      4. Will be subsidized $15 per person – does not include alcoholic drinks
      5. Turnover will be open to general members but will not be subsidized and will have limited spots
   3. Meeting Agenda/Regrets Form (J. Chu, L. Zhang)
      1. Will be using the form starting next meeting which Lucy will be posting on our Facebook page
      2. Please use the form to send in your regrets/when you will be late and to add items to the agenda
      3. An example of a potential agenda item: Fundraiser or PDW fundraiser may need to pass reimbursements through during meetings

**Roundtable**

|  |  |
| --- | --- |
| **Position** | **Update/Announcements** |
| Sr. Rep | NTR |
| Jr. Rep | NTR |
| Treasurer | NTR |
| Vice-Treasurer | Regrets |
| Secretary | NTR |
| Sponsorship | ----- |
| 1st year Rep | ----- |
| 2nd year Rep | NTR |
| 3rd year Rep | NTR |
| 4th year Rep | Regrets |
| IPSF Liaison | * Pan American symposium has been announced * Canada has won the bid to host it in Ottawa this year in July * Registration starts in March |
| Comm. Ed. Coord. | Regrets |
| IT Officer | ----- |
| Fundraiser | Regrets |
| PDW Fundraiser | NTR |

* 1. Deposits
  2. Reimbursement
  3. Amendments
  4. Payments

1. **Adjournment at 12:32PM motioned by M. Ni and seconded by M. Theriault.**