**CAPSI MEETING**

**March 3rd, 2017**

**UBC Pharmaceutical Sciences, Room 3116**

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| **Senior Rep** | Jerold Chu | ✓ | **IT Officer** | Cynthia Ramasubbu | ✓ |
| **Junior Rep** | Ada Mew | ✓ | **Community Education Coordinator** | Michelle Le | ✓ |
| Faculty Co-Advisors | Paulo T. ChenDr K. Seto | -- | **IPSF Liaison/Rep** | Henry Gong |  ✓ |
| **Secretary** | Lucy Zhang | ✓ | Benson Kwong  |  |
| **Treasurer** | Michelle Yeung  |  ✓ | **4**th year rep | Nolan Lee |  |
| **Vice-Treasurer** | Riaaz Lalani  |  L | Yolanda LinNick Halim |  -✓ |
| **Sponsorship Coordinator** | Sandy Baptie | ✓ | **3**rd year rep | Monique Theriault |  L |
| **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 12:10PM motioned by A. Mew seconded by M. Yeung.**
2. **Standing Business**
	1. Motion to adopt the minutes from February 17th, 2017 motioned by A. Mew seconded by H. Gong.
3. **New Business**
	1. Robert’s Rules (J. Chu)
		1. Set of rules for meetings that keeps the meeting on track and makes sure everyone’s voice is heard
		2. Implementation is more thorough on the national level than local council meetings; local only calls to order and motions
		3. Rules:
			1. When you want to speak, try to raise your hands to keep the discussion on track
			2. Camera mode: in camera means that everything is kept confidential in the room, all electronics must be closed and the discussion cannot be mentioned outside of the room
	2. Tardiness Policy (J. Chu)
		1. Adopting PhUS’ policy
		2. In the case of unexplained absences, you will be required to explain your absence in front of the council
		3. Please fill out the agenda/regrets form if you will be missing the meeting
	3. Committees (J. Chu)
		1. Committees for Community Education Coordinator, Fundraiser, and PDW Fundraiser positions
		2. Allows for council members to have more help when planning their events and allows more general members to be engaged in CAPSI
		3. Start advertising by Sunday March 5; recruit all members by Sunday April 2
		4. Fundraiser and PDW Fundraiser will make sure to distinguish between the two roles
		5. Comm Ed will make two separate committees – outreach and academic
			1. Willie expressed interest to be the lead for the academic committee
	4. Mandatory Membership Proposal (J. Chu)
		1. Jerold sent out draft to all council members last week and has presented the proposal to PhUS council this past Wednesday
		2. PhUS must approve of the proposal before a referendum can be sent out to the students
	5. PSF Lunch and Learn (B. Kwong, H. Gong, A. Mew)
		1. Event went very well and turnout was very high; 60 people registered and 80 showed up
			1. May need to increase budget for this event in the future
		2. Lisa Brander, the Pharmacist Without Borders’ western rep talk about the non profit organization and their goals in sending pharmacists and pharmacy students to countries around the world on missions
		3. PSF wants to collaborate with IPSF liaison to raise awareness for PSF through fundraisers and other events
			1. Kappa Psi has also expressed interest to collaborate with us and support PSF
		4. In UofT, they send out scholarships, and we would like to explore this as well
		5. In UofT, 4th year students have a global requirement to do a rotation in another country
			1. Provided us with the contact info and we will see if we can set up something similar in our faculty
	6. Donation to Peer Mentorship Program (M. Yeung)
		1. Donation of $50.00 in return for a bit of publicity for CAPSI during their year end wrap up event – gave us a bit of a shout out and there was a good turnout
		2. How to improve next time:
			1. Collaboration was too rushed, next collaboration will need more advance notice
			2. Can consider getting the mentors to talk about CAPSI to their mentees
		3. We have a space in our budget for special events – so far it was allocated to pugs and drugs
	7. Council Photo (L. Zhang)

**Roundtable**

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| **Position** | **Update/Announcements**  |
| Sr. Rep | PAM * PAM is currently ongoing for the month of March
* If you haven’t liked the page yet, please like it
* There are showcases happening throughout the month, if you’re interested in attending the events, there is a list on the main website

Bi-Elections* Bi-elections for national for the president-elect, finance and webmaster positions have concluded
* Margaret has been elected for the webmaster position
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| Jr. Rep | HIV/Hepatitis Seminar * On March 20, we are collaborating with CPhA to present a HIV/Hepatitis Seminar
* Pharmacist will come in to talk about these conditions and where you can find resources pertaining to these conditions
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| Treasurer | NTR |
| Vice-Treasurer | Introduction to Finance Tutorial * Will start a poll on Facebook to set up a date for Introduction to Finance (reimbursements)
* People who will be holding events is encouraged to come to the tutorial (ie fundraiser, PDW fundraiser, community outreach, IPSF)
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| Secretary | NTR  |
| Sponsorship | * Jerold went through a bunch of documents of old sponsors, and will be sending them to Sandy to see if we can get in touch with them again
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| 1st year Rep | ----- |
| 2nd year Rep | NTR |
| 3rd year Rep | Headshot Happy Hour* Scheduled for Mar 9-10 with Yearbook from 12-1pm. Facebook page is live. Link for registration will go up at noon on Friday (Mar 3)
* Will not be including people who had already signed up last year
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| 4th year Rep | NTR |
| IPSF Liaison | NTR |
| Comm. Ed. Coord. | Pugs and Drugs* Still need volunteers for the 2-245pm shift. Volunteers are guaranteed a spot for the event
* Michelle will post again on the year pages about recruiting volunteers
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| IT Officer | * Updated the CAPSI website (changes to contacting through email)
* Going to update the template to send out newsletters
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| Fundraiser | Yoga Night * Thurs March 30, 530-630pm; doors open at 5
* $5 for entrance; $2 for mat rental
* Co-hosted with Kappa Psi
* In contact with UBC Yoga Club for instructors and mat rentals
* Will update on location, and if help is needed from the council for setup
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| PDW Fundraiser | NTR |

* 1. Deposits
	2. Reimbursement
		1. Motion to reimburse Ben with $61.90 and $53.34 for paying for food at Nando’s at the turnover dinner on Feb 26, 2017, motioned by N. Halim and seconded by M. Theriault.
		2. Motion to reimburse Ben with $123.80 for paying for food at the PSF event on March 1, 2017, motioned by A. Mew and seconded by M. Theriault.

3.10. Amendments

3.11. Payments

 3.11.1. Motion to donate $50.00 to the peer mentorship program for their Year End Wrap Up Event on

 March 1, 2017, motioned by A. Mew and seconded by N. Halim

1. **Adjournment at 12:49PM motioned by A. Mew and seconded by H. Gong.**