



**CAPSI Meeting  
 September 29, 2017  
 UBC Pharmaceutical Sciences Building – Room 3116**

<b>Senior Representative</b>	Jerold Chu	P	<b>IT Officer</b>	Cynthia Ramasubbu	L
<b>Junior Representative</b>	Ada Mew	P	<b>Community Education Coordinator</b>	Michelle Le	L
<b>Secretary</b>	Lucy Zhang	L	<b>IPSF Liaisons</b>	Henry Gong	P
<b>Treasurer</b>	Riaaz Lalani	P	<b>4<sup>th</sup> Year Representatives</b>	Ben Kwong	L
				Nolan Lee	P
<b>Vice-Treasurer</b>	Iris Luo	R	<b>3<sup>rd</sup> Year Representative</b>	Nick Halim	-
				Monique Theriault	P
<b>Sponsorship Coordinator</b>	Sandy Baptie	P	<b>2<sup>nd</sup> Year Representative</b>	Manvir Mehanger	L
<b>PDW Fundraising</b>	Annie Wu	A	<b>1<sup>st</sup> Year Representative</b>	Katie Bishop	P
<b>Fundraiser</b>	Stephanie Leung	R	<b>Faculty Advisors</b>	Dr. Kathy Seto	R
				Paulo T. Chen	R

P – Present, A – Absent, R – Regrets, L – Late

**1. Call to order at 12:05PM motioned by M. Theriault, seconded by A. Mew.**

**2. Standing Business**

2.1. Motion to adopt the minutes from Sept 22<sup>nd</sup>, 2017 motioned by B. Kwong seconded by M. Theriault.

**3. New Business**

3.1. Introduction to Robert's Rules (J. Chu)

3.1.1. Refer to Robert's Rules document – Important for National council

3.1.2. Camera – Close all electronic devices, confidential information

3.2. Membership Drive and Distribution (A. Mew, J. Chu)

3.2.1. Starting September 2017 – 30% are now CAPSI members, 2021 – 30, 2020 – 74, 2019 – 61, 2018 – 81

3.2.2. 2020 – Manvir biggest jump – Activity; PDW; offer to members, super positive; bunch classroom announcements together – once a week is best, recaps on fb group

3.2.2.1. 61 new members, 71 members as compared to last year

3.2.3. Membership Drive: Monday and Tuesday Lunch time atrium – Collect membership sign up and swag distribution

3.2.4. Existing members will get: planners and backpacks and Lilly pens = new members

3.2.5. Need help from year reps

3.3. PDW Draw (J. Chu)



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- 3.3.1. Wednesday October 4<sup>th</sup> 1201 12pm -1 pm
- 3.3.2. PDW Draw form, is online on the CAPSI Page
- 3.3.3. Deposit Cash or Cheque addressed to CAPSI UBC
- 3.3.4. Proxy is okay, but cash and cheque must be present
- 3.3.5. Education policy waiver will need to be signed
- 3.3.6. Random number generated lottery
- 3.4. Career Avenues (A. Mew)
  - 3.4.1. Wednesday October 4<sup>th</sup> Atrium 4:30PM – 9PM
  - 3.4.2. Need help with set up and take down
- 3.5. CAPSI National Committees (J. Chu)
  - 3.5.1.4 Available to Students: Website (Chaired by Margaret), Membership Committee, Electoral Committee, CAPSI 50<sup>th</sup> Celebration Committee – PDW 30<sup>th</sup> Anniversary, Translational Committee)
    - 3.5.1.1. Estimated time commitment is only 5-10 hours per person, 500 word paragraph for application
    - 3.5.1.2. Deadline is Sept 29<sup>th</sup> Midnight PST
- 3.6. Competition Updates (J. Chu)
  - 3.6.1. Released Monday on October 2<sup>nd</sup> at noon
  - 3.6.2. Monique – October 18<sup>th</sup> – Judges? Poster is due 19<sup>th</sup>
  - 3.6.3. Manvir – O – Brandon, Janice and Tony (3<sup>rd</sup> judge done)
  - 3.6.4. Nolan – OTC October 19<sup>th</sup> (10<sup>th</sup> participants) – will be finding a patient
- 3.7. Day of the Longboat (N. Lee)
  - 3.7.1. 2:10 – Saturday September 30; please come 40 minutes early, team shirts are red
- 3.8. PDW Travel Award Endowment Fund Update (J. Chu)
  - 3.8.1. Donation to sponsor students to attend PDW (\$950 this year)
- 3.9. Square for Year Reps (R. Lalani)
  - 3.9.1. Waiting to hear back from AMS about getting squares for year reps
  - 3.9.2. Wont do a group tutorial, but will instead talk to each person individually
  - 3.9.3. Each year rep will have their own device code



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**Roundtable**

<b>Position</b>	<b>Update/Announcements</b>
Senior Representative	NTR
Junior Representative	NTR
Secretary	NTR
Treasurer	Reimbursements <ul style="list-style-type: none"> <li>- Receipts in envelope with name + reasoning</li> <li>- Reimbursement forms are in the google drive folder</li> </ul>
Vice-Treasurer	Regrets
Sponsorship Coordinator	NTR
PDW Fundraising	NTR
Fundraising	NTR
IT Officer	Will be updating website with photos of Katie + Iris
Community Education Coordinator	Meetings for committee will be on Mondays at lunch
IPSF Liaisons	Fashion show in NTP – Sandy, Tilly Vancouver, Gilmore Line, Blood drive TBD
4 <sup>th</sup> Year Representatives	NTR
3 <sup>rd</sup> Year Representative	NTR
2 <sup>nd</sup> Year Representative	NTR
1 <sup>st</sup> Year Representative	NTR

**4. Deposits**

**5. Reimbursements**

**6. Amendments**

**7. Payments**

**8. Adjournment at 12:44 PM motion by A. Mew, seconded by M. Theriault.**