



**CAPSI Meeting
 November 3, 2017
 UBC Pharmaceutical Sciences Building – Room 3116**

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

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

1. Call to order at 12:04PM motioned by A. Mew seconded by M. Le.

2. Standing Business

2.1. Motion to adopt the minutes from Oct 27th, 2017 motioned by I. Luo seconded by A. Mew.

3. New Business

3.1. Pharmafacts T-Shirt Designs (J. Chu)

3.1.1. One submission so far

3.1.2. Deadline: Nov 15 for submission

3.1.3. Let student delegates decide on which design they like; deadline: Nov 17 morning to vote

3.2. Pharmafacts T-Shirt (J. Chu)

3.2.1. Will use Travis' company for shirts

3.2.2. Be it resolved that CAPSI UBC collects a \$5 fee from all the delegates attending PDW 2018 to help cover the cost of the Pharmafacts t-shirts. Motioned by A. Mew and seconded by N. Lee. No objections. A. Mew abstain. Motion passed.

3.3. Headshot Happy Hour Recap (M. Mehanger)

3.3.1. Few issues, but well received

3.3.2. Donating all proceeds Canadian Association for HIV Research

3.4. CSHP-CAPSI Symposium Held for Term 2 (A. Mew)



- 3.4.1. Too many symposiums held in November, rescheduled for next term
- 3.4.2. Topic: diabetes or aboriginal health
- 3.5. CAPSI Award of Professionalism (A. Mew)
 - 3.5.1. Received some submissions
 - 3.5.2. Marking rubric will be finished by Jerold and the year reps
 - 3.5.3. Hopefully will be able to make an announcement by Tuesday
 - 3.5.4. Henry will be in charge of the plaques
- 3.6. World Diabetes Day (H. Gong)
 - 3.6.1. Will be posting on Facebook as an awareness post
 - 3.6.2. Insulin pens and candy as a prize for the winner
- 3.7. CAPSI Elections/AGM (J. Chu)
 - 3.7.1. November 27
 - 3.7.2. Only election will be for junior representative; has to be a first year and they will be presenting a speech followed up with 3 Q&A by current junior representative
 - 3.7.3. Will also have a vote of confidence for current junior representative to transition into the senior representative
 - 3.7.4. If current council first year members are thinking of running for the by-election; let Ada or Jerold know by Nov 8
 - 3.7.5. Will be going over what we did in the past year and our plan going forward, including budget and finances
 - 3.7.6. Will also do award presentations
 - 3.7.7. Will be discussing any changes to the operating manual; will also post it on our website beforehand so that members can look at it prior to the AGM

Roundtable

Position	Update/Announcements
Senior Representative	NTR
Junior Representative	<u>CPP committee:</u> - stay behind so that Ada can present the letter draft
Secretary	NTR
Treasurer	- new cashbox has arrived
Vice-Treasurer	NTR
Sponsorship Coordinator	Regrets

PDW Fundraising	<u>Rose Sale:</u> - finalizing profits <u>Pharmafacts</u> - will be in contact with co chairs this weekend
Fundraising	<u>NTP</u> - group performance practice happened Wed. Nov. 1 - photoshoot at Olympic Village Sun. Nov. 5 - hired 3 security guards from GuardTeck (\$324) - decoration supplies (looking for balloons, streamers) - event page release and atrium ticket sales begin next Wed (will post sign up sheet) - update on event rundown: doors open 6:30pm, event begins 6:45pm SHARP (but will advertise that event begins at 6:30pm) - updates on designers/clothing: Henry
IT Officer	- will be sending out a newsletter by the end of the weekend - if anyone is unable to access their email, please contact Cynthia
Community Education Coordinator	<u>Wash Out Bug Out</u> - potentially Nov 16 - University Hill elementary - if interested in doing wash out bug out, please contact Michelle
IPSF Liaisons	<u>World Polio Day</u> - wasn't as popular as before <u>Clothing Sponsors</u> - next week will get contestants fitted
4 th Year Representatives	NTR
3 rd Year Representative	<u>Beta Blocker Sweaters</u> - Reached out to Stephanie already, will talk again after NTP <u>Poster Competition winner:</u> - Will get update from judges at the end of today or tomorrow
2 nd Year Representative	Regrets
1 st Year Representative	NTR

4. Reimbursements

5. Amendments

6. Payments

7. Adjournment at 12:37PM motion by A. Mew seconded by H. Gong.