



**CAPSI Meeting
 November 10, 2017
 UBC Pharmaceutical Sciences Building – Room 3116**

Senior Representative	Jerold Chu	P	IT Officer	Cynthia Ramasubbu	R
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	R
				Nolan Lee	R
				Nick Halim	-
Vice-Treasurer	Iris Luo	P	3rd Year Representative	Monique Theriault	P
Sponsorship Coordinator	Sandy Baptie	P	2nd Year Representative	Manvir Mehanger	R
PDW Fundraising	Annie Wu	P	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 12:06PM motioned by A. Mew seconded by M. Theriault.

2. Standing Business

2.1. Motion to adopt the minutes from Nov 3rd, 2017 motioned by M. Theriault seconded by H. Gong.

3. New Business

3.1. Next Top Pharmacist (S. Leung)

3.1.1. Atrium ticket sales have begun (12-1pm) and will continue until Tue. Nov. 14th

3.1.2. Early Bird sales end Fri. Nov. 10 (if they have missed the atrium sale, they can still get the pricing if they buy through Eventbrite or Steph before 11:59pm)

3.1.3. Looking for white Christmas lights (decoration)

3.1.4. Looking for someone who knows how to work AV (ie. slideshow, audio)

3.1.5. Reminder: SEP servers (Ada, Nolan, Katie) please arrive at 6:20pm

3.1.6. If you are free to help set up on the day of, please let Steph know. She will be arriving there at 4:30pm

3.1.7. Event page is up on Facebook, will be posting on Instagram soon

3.2. Award of Professionalism Recap (A. Mew)

3.2.1. Improvement for next year: marking scheme

3.2.2. Henry will get plaque



3.3. Headshot Happy Hour Recap (M. Mehanger)

- 3.3.1. Money made will be donated to charity
- 3.3.2. Gift cards have been given to yearbook photographers
- 3.3.3. Potential to do another one for next semester

3.4. Reimbursement Policy (R. Lalani)

- 3.4.1. Last day Riaaz will be accepting reimbursements is Dec 1 meeting
- 3.4.2. Please use the form on the google doc; has been updated
- 3.4.3. If you have submitted reimbursements, please pick them up

3.5. Pharmafacts Bowl (A. Wu)

- 3.5.1. Nov 22 from 5:30-7:30PM in Rm 1201
- 3.5.2. 5 teams, 4 people each from different years
- 3.5.3. Free for CAPSI members and \$5 for non CAPSI members
- 3.5.4. Will have event page soon
- 3.5.5. Light refreshments will be provided
- 3.5.6. Each team will need scrap paper and calculator

3.6. AGM and By-Election (J. Chu)

- 3.6.1. Need help from council members to present to the students
- 3.6.2. Finance: budgeting, revenue etc
- 3.6.3. Sponsorship: list of sponsors that have been contact this year and how their contributions have helped CAPSI
- 3.6.4. PDW: how much we have earned for delegates this year
- 3.6.5. Community Ed: make a list of all events and include some photos
- 3.6.6. IPSF: all the students we sent out, and all the ones that came in for this year
- 3.6.7. Year Reps: competitions

3.7. Operating Manual Changes (J. Chu)

- 3.7.1. Be it resolved that CAPSI UBC approves the changes to “Chapter 1.0 – The Association” of the local operating manual presented on Nov 10, 2017. No objections, J. Chu abstained. Motioned approved.
- 3.7.2. Be it resolved that CAPSI UBC approves the changes to “Chapter 2.0 – Membership” of the local operating manual presented on Nov 10, 2017. No objections, J. Chu abstained. Motion approved.

3.7.3. Be it resolved that CAPSI UBC approves the changes to “Chapter 5.0 – Official Meetings” of the local operating manual presented on Nov 10, 2017. No objections, J. Chu abstained. Motion approved.

Roundtable

Position	Update/Announcements
Senior Representative	NTR
Junior Representative	NTR
Secretary	NTR
Treasurer	- retreat money has been deposited to PhUS
Vice-Treasurer	- yearbook wants to do a group photo - need it by the end of this term
Sponsorship Coordinator	- waiting for Eli Lilly’s insulin pens
PDW Fundraising	NTR
Fundraising	Regrets
IT Officer	Regrets
Community Education Coordinator	<u>Wash Out Bug Out</u> - U-Hill elementary - Thurs Nov 16 and Mon Nov 20 <u>Smoking Cessation</u> - Will be at a mall <u>Cough and Cold Presentation</u> - Working on it for next term <u>High School Outreach in Burnaby South</u> - Nov 25 - On sexual health and oral contraceptives
IPSF Liaisons	<u>World Diabetes Day</u> - World diabetes on the Nov 14 <u>Exchange program</u> - Dec 10 deadline for student exchange program application - Has drafted a letter ready to send out for host pharmacies <ul style="list-style-type: none"> o If you know any pharmacy willing to host, please help send out the letter - Will send letter to Lucy and Lucy will put it on the google drive
4 th Year Representatives	Regrets
3 rd Year Representative	<u>Poster Competition:</u> - Results have been decided
2 nd Year Representative	Regrets
1 st Year Representative	- Please donate to Movember

4. Reimbursements

5. Amendments

6. Payments



Canadian Association of Pharmacy Students and Interns (CAPSI)
University of British Columbia
2405 Wesbrook Mall
Vancouver, British Columbia, V6T 1Z3
www.capsiubc.com

7. Adjournment at 12:51PM motion by M. Le seconded by A. Wu.