



**CAPSI Meeting
 November 17, 2017
 UBC Pharmaceutical Sciences Building – Room 3116**

Senior Representative	Jerold Chu	P	IT Officer	Cynthia Ramasubbu	P
Junior Representative	Ada Mew	R	Community Education Coordinator	Michelle Le	R
Secretary	Lucy Zhang	P	IPSF Liaisons	Henry Gong	L
Treasurer	Riaaz Lalani	R	4th Year Representatives	Ben Kwong	R
				Nolan Lee	P
				Nick Halim	-
Vice-Treasurer	Iris Luo	P	3rd Year Representative	Monique Theriault	R
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 12:04PM motioned by S. Knight seconded by S. Baptie.

2. Standing Business

2.1. Motion to adopt the minutes from Nov 10th, 2017 motioned by S. Knight seconded by I. Luo.

3. New Business

3.1. Next Top Pharmacist Recap (S. Leung, J. Chu, A. Mew)

3.1.1. Went pretty well and we made a profit; will be donating a portion of that to pharmacists without borders

3.1.2. Stephanie will recap at the next meeting

3.2. Operation Washup Recap (M. Le)

3.2.1. Event went well

3.2.2. Will be doing another one on Monday Nov 20

3.2.3. Michelle will provide a recap at next week's meeting after all sessions are finished

3.3. National Support of CPP (J. Chu)

3.3.1. Post has already been made on the CAPSI page

3.3.2. Jerry wrote a statement for national

3.3.3. Letter has already been submitted to the college and will be included in the engagement report which will be sent to the ministry of health



3.3.4. Couple of other student groups sending out letter of support

3.4. Election Applications (J. Chu)

3.4.1. Nov 27 along with our AGM

3.4.2. Election applications for the local council has been updated on our CAPSI UBC website

3.4.3. Junior representative position (16 month commitment)

3.4.4. Nomination form, one minute speech, two questions from current junior representative

3.4.5. Applications due Friday Nov 24

3.4.6. Contact Jerold/Ada with questions

3.5. Pharmafacts Bowl (A. Wu)

3.5.1. So far we have 3 teams signed up, can accommodate up to 5 teams

3.5.2. Weds Nov 22

3.5.3. Room change to 1101 to accommodate more people

3.5.4. Annie to post on the year pages

3.5.5. For people who don't have team members but are interested can post on the event page

3.5.6. Supplies: email groups to bring their own calculator

3.5.7. Will be providing snacks

3.5.8. If they win, they will be guaranteed a spot at PDW, but will need to pay themselves

3.6. CAPSI Award of Professionalism (A. Mew)

3.6.1. Plaque has been sent in for engraving, estimated to be done by Weds Nov 22

3.6.2. Will be presenting the award at the AGM

3.7. Cash Box Situation (R. Lalani, I. Luo, A. Mew)

3.7.1. We have two cashboxes now

3.7.2. In the future, more responsibility for treasurer/vice-treasurer to prepare cashbox + float

3.8. IPSF Host Letter (H. Gong)

3.8.1. Trying to increase the number of exchange sites in Vancouver, so more Canadian students can go out

3.8.2. Please give a copy to your pharmacy if they're interested

3.8.3. Managers have a preference on students

3.8.4. Template will be sent out to council after final changes have been made



3.9. Christmas Wrap Up Party (A. Mew)

3.9.1. Dinner/party with council before the end of the semester

3.10. Operating Manual Changes (J. Chu)

3.10.1. Be it resolved that CAPSI UBC approves the changes to “Chapter 4.0 – Elections” of the local operating manual presented on Nov 17, 2017. No objections, J. Chu abstained. Motion approved.

3.10.2. Be it resolved that CAPSI UBC approves the changes to “Chapter 6.0 – Professional Development Week (PDW)” of the local operating manual presented on Nov 17, 2017. No objections, J. Chu abstained. Motion approved.

3.10.3. Be it resolved that CAPSI UBC approves the changes to “Chapter 7.0 – Pharmacist Awareness Month (PAM)” of the local operating manual presented on Nov 17, 2017. No objections, J. Chu abstained. Motion approved.

Roundtable

Position	Update/Announcements
Senior Representative	NTR
Junior Representative	Regrets
Secretary	NTR
Treasurer	Regrets
Vice-Treasurer	NTR
Sponsorship Coordinator	- Insulin pens have arrived - Yearbook photo will be taken at the end of the elections
PDW Fundraising	NTR
Fundraising	Regrets
IT Officer	- Will send out newsletter this weekend about upcoming events
Community Education Coordinator	- Will have one more event for high school students for this semester
IPSF Liaisons	NTR
4 th Year Representatives	NTR
3 rd Year Representative	<u>Improv/Stand Up Night – Koko</u> - Potentially for next semester
2 nd Year Representative	Regrets
1 st Year Representative	NTR

4. Reimbursements

5. Amendments

6. Payments

7. Adjournment at 12:39PM motion by S. Baptie seconded by S. Knight.