**CAPSI MEETING**

**Jan 4th, 2013**

**PHRM 3116, UBC**

\_\_\_ = Important dates

\_\_\_ = new ideas  
\_\_\_ = requires action from someone

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| **Senior Rep** | Amy Le | **** | **IT Officer** | Stephanie Ho | **** |
| **Junior Rep** | Stephen Huynh | **** | **4th year rep** | Charles Yu | **** |
| Faculty Co-Advisors | Paulo Tchen  Dr K. Seto | ****  **-** | **3rd year rep** | Shaylee Peterson | **** |
| **Secretary** | Leanne Leung | **** | **2nd year rep** | Lisa Lix | **** |
| **Treasurer** | Vivien Hu | **** | **1st year rep** | Kathy Sheng | **** |
| **Community Ed. Coord** | Puneet Vashisht | **-** |  |  |  |
| **CAPSIL Editor** | Katie Milbers | **** | **CSHP Mem. Coord** | Yoshi Ito | **** |
| **PDW Fundraiser** | Alex Mehta | **** | **National Council** |  |  |
| **Fundraiser** | Lily Liang | **** | **VP Education** | Nader | **-** |
| **IPSF Liaison** | Jessica Tran |  |  |  |  |

1. **Call to order**

1. **Standing Business**
   1. Motion to adopt the minutes from November 30th, 2012.

Motioned by S. Peterson, Seconded by K. Milbers. All in favour. Motion passed.

1. **New Business**
   1. PAW 2013: March 4-8th (S. Huynh)
      1. Working with PhUS VP PR to organize PAW2013
      2. Have several applications for the 16 positions that are available. They are due Jan 4 at midnight Number of volunteers is currently quite low, try to encourage people to sign up to be volunteers (ongoing up to PAW)
   2. PDW 2013 Update (A. Le)
      1. PDW2013 is next week, there will be no meeting because of this. T-shirts have been ordered; they are red. They will be handed out Tuesday starting 4pm in the atrium
   3. CAPSI National Elections (A. Le)

* no one has been nominated from UBC; A. Le will continue to ask PDW 2013 participants if they are interested in running for a CAPSI National Council position
* elected CAPSI National Council member will be subsidized to go to the CPhA and PDW Conference
* interested CAPSI members do not need to go to PDW to run, a video application will be showed during PDW 2013 where delegates will be voting for new CAPSI National Council members
  1. UBC CAPSI Membership run and Elections (A. Le)
* UBC CAPSI Membership Drive will take place during the week of January 14th: promotion of UBC CAPSI elections, PDW 2014, and membership signup
  + A. Le will be making brochures/half-page leaflets with information with information about CAPSI and events held by CAPSI throughout the year
  + CAPSI Booth in the PHRM Atrium on Tuesday, January 15th from 1-2pm and Thursday, January 17th from 11am-1pm
  + CAPSI Ice Breaker/Information Session on Monday 21st from 12-1pm; this event will be opened to all UBC Pharmacy Students where CAPSI elections and events will be promoted
* UBC CAPSI Elections will held on January 25th from 12-1pm; nominations will close right before the elections start (11am) and all nominees must join CAPSI after they have been elected
* PDW 2014 Eligibility: UBC Pharmacy Students (Year 2-4) must be a member by the end of 2012/2013 Term to be eligible to register for PDW 2014
* Advertising 🡪 Classroom announcements, make a leaflet to hand out to people, make advertisement for TV
  1. Term 2 Council Tasks (A. Le)
* Treasurer: work with the newly elected Treasurer to set up the new budget for 2013/2014 before the end of March and organize PDW 2013 reimbursements
* Secretary: coordinate the 2013 elections
* Year Reps: organize membership events
* Fundraiser: small fundraiser like Krispy Kreme by the end of January
* CAPSIL editor: send out a uCAPSIL by the end of next week, before the CAPSI events occur

* 1. PDW 2013 Fundraising Fund Distribution (A. Le, A. Mehta)
* A. Mehta will send over the finalized PDW 2013 Fundraising Fund Distribution to A. Le by Saturday, January 6th
* A. Mehta will email all PDW Fundraising Committee about the finalized distribution of funds
  1. Roundtable

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| **Position** | **Update/Announcements** |
| Sr. Rep | NTR |
| Jr. Rep | * Interclub Fund: finalized Interclub Fund criteria will be passed in next two weeks |
| Treasurer | NTR |
| Secretary | * all meetings in Term 2 will be held on Fridays at 12pm in PHRM 3116 unless noted otherwise |
| 1st year Rep | NTR |
| 2nd year Rep | n/a |
| 3rd year Rep | NTR |
| 4th year Rep | NTR |
| IPSF Liaison | n/a |
| Comm. Ed. Coord. | n/a |
| CAPSIL editor | n/a |
| IT Officer | n/a |
| Fundraiser | NTR |
| PDW Fundraiser | NTR |
| CSHP Liaison | * President of CSHP really wants to get involved with UBC Pharmacy Students and CAPSI in organizing PAW Events * Y. Ito will provide CSHP President the UBC PAW 2013 contact information for further coordination |

* 1. Deposits
  2. Reimbursements
  3. Amendments

1. **Adjournment (12:48PM)**Motioned by: S.Huynh. Seconded by S.Peterson. All in favor. Motion passed.