CAPSI MEETING

February 26th, 2016

PHRM 3116, UBC

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| **Senior Rep** | Stephanie Song | **** | **IT Officer** | Margaret Lu | **** |
| **Junior Rep** | Jerold Chu | **** | **Community Education Coordinator** | Willie Bao | **** |
| Faculty Co-Advisors | Paulo T. Chen  Dr K. Seto | -  - | **CAPSIL Editor** | Anik Mukhuri | **** |
| **Secretary** | Dorothy Lau | **** | **IPSF Liaison/Rep** | Henry Gong | **** |
| **Treasurer** | Kevin Chu | **** | **4**th year rep | Viktor Kalashnikov | **** |
| **Vice-Treasurer** | Michelle Yeung | **** | Yolanda Lin | **** |
| **Sponsorship Coordinator** | Louise Lau | **** | **3**rd year rep | Michael Ni | **** |
| **PDW Fundraiser** | Maci Wong | **** | **2**nd year rep | Monique Theriault | **** |
| **CAPSI Fundraiser** | Lucy Zhang | **** | **1**st year rep | --- | - |
|  |  |  | **CSHP Representative** | --- | - |

1. Call to order (12:03pm)
2. Standing Business
   1. Motion to adopt the meeting minutes from February 12th, 2016 motioned by S. Song and seconded by A. Mukhuri
3. New Business
   1. **Welcome Back! (S. Song).**
      1. Warm welcome extended to all CAPSI council members coming back after Reading Week.
   2. **Turnover Dinner Recap (K. Chu)**
      1. Turnout at the Turnover Dinner was great and will be done again next year
      2. Need to be reimbursed because dinner was paid via credit card; reimbursement will be done by M. Yeung
   3. **PAM Updates (S. Song)**
      1. PAM is happening in March and booths will be set up at the Nest every Wednesday with 5 different poster presentations during lunch so the public can interact with volunteers at the booths
         1. Topics include contraception, constipation, and other OTC topics
         2. Dr. Kim-Sing has arranged for pharmacists to be available during lunch time hours
      2. Pharmacy Information Evening run by Pre-Pharm Society, Jack Zhu, from 2nd year and CAPSI symposiums with speakers will be held by CAPSI Junior Rep J. Chu in 3rd week of March
      3. PAM Facebook Page will be out by March; Melina Huang’s suggestion is to make a PAM website with Elaine Chang
      4. All CAPSI Council members, please spread the word about PAM and about volunteering positions at the booths and for presenting at the talent show (singing/dancing/juggling/any type of talent) (V. Kalashnikov)
      5. CAPSI Year Reps: S. Song and Elaine Chang will make a general message about PAM but will rely on Year Reps to talk to their class about PAM Weekly Events
   4. **PAM Symposium Updates (J. Chu)**
      1. Innovations in Rural Practices talk is scheduled on Monday, March 14th, from 5:30 – 7 pm in Room 1201 – there will be 2 speakers and each speaker will talk for 45 minutes
         1. John from Howe Sound Pharmacy will talk about clinical care in Canada
         2. J. Chu is working on inviting another speaker from Health Presence Pharmacy in Kamloops to speak; if it does not work out, speakers Jason Min and Larry Leung from Pharmacist Clinic at UBC will be invited to speak
   5. **Reimbursements Orientation (K. Chu)**
      1. Orientation session will be hosted before the summer and is available for all executives to attend. The purpose is to familiarize everyone with the system of reimbursements, how to receive money back, and what the procedure is.
      2. Session organized by M. Yeung and K. Chu
      3. Tentatively, session will be held the week after next week; final date TBD
      4. Highly recommended for fundraisers and other executives planning to deliver events

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| Position | Update/Announcements |
| Sr. Rep | Attendance: If any council members will be absent for CAPSI meeting, please give 24 hours advance notice with reasoning and notify S. Song, J. Chu, and D. Lau |
| Jr. Rep | Considering Modification to CAPSI Meeting Day:  - 1st year students have difficulty attending meetings on Friday because of Community Service Learning (CSL); considering the possibility of changing meeting to Wednesday 12-1 pm (However, many meetings are already arranged on Wed.; suggestion perhaps to faculty to implement more hours where students from all years are available)  - If changed, this change will only be for meetings in March (No meetings in April); this is a topic to be discussed again for next year  - Save the Wednesday 12-1 pm as a back-up plan as CSL will be a recurring issue for incoming students next year (K. Sin)  - Also considering booking a bigger room next year to allow more general CAPSI members to attend meetings (M. Yeung)  PHUS Lounge Lockers Clean-Up:  - Found name-tag holders and other resources including inhalers, backpacks, water bottles, community education material |
| Treasurer | - Reimbursements to be done at the Nest and should be completed next week (currently still on hold)  Directions to Access Reimbursements at the Nest:  - On 3rd Floor, turn right twice, OR take the elevator and there will be a sign with AMS and a window where the staff hands you a cheque  - Open Hours from 10 am – 4 pm  - If the amount is over $200, will receive a cheque; if under $200, let them know it is for CAPSI (filed under C) |
| Secretary | NTR |
| 1st year Rep | NTR |
| 2nd year Rep | - Would like to take a look at the binder for a Turnover Report but S. Song has replied that the Turnover Document is up to date |
| 3rd year Rep | - PAM: confirms that Year Reps will be responsible for making announcements for weekly events |
| 4th year Rep | NTR |
| IPSF Liaison | - Working on booth for PAM for the Fair about IPSF |
| Comm. Ed. Coord. | Community Outreach Peer Review Summer Sessions:  - Still need faculty approval for these sessions (W. Bao)  - VP Academic and Faculty-led Student Ambassador program is also interested in peer tutoring and may set it up for coming years (Melina Huang)  - Requested CAPSI Back-Up for Summer Review Sessions (W.Bao) and S. Song has approved  - May recruit more Rho-Chi members |
| CAPSIL editor | NTR |
| IT Officer | CAPSI Swag:  - Hoodies will cost $50  - Clothing without zippers will be cheaper i.e. Crewnecks will be about $40  - Likely a poll/survey set up on Facebook to ask for preferences |
| Fundraiser | De-Stressing Event in collaboration with Kappa-Psi:  - 2 part Event; 1st part is Yoga Club while 2nd part is Arts session (painting on canvases)  - If sponsorship is not obtained, participants may need to pay extra for art supplies (approx. $3.50 per person)  - Currently aiming to obtain sponsorship |
| PDW Fundraiser | NTR |
| CSHP Liaison | --- |

* 1. Deposits
  2. Reimbursement
     1. Motion to reimburse $261.45 to S. Song for purchasing the missing CTMA from the Textbook Sales 2015; motioned by M. Ni and seconded by J. Chu
  3. Amendments
  4. Payments

1. Adjournment motioned by M. **Ni** and seconded by J. Chu (12:41pm).