CAPSI RETREAT MEETING

September 19th, 2015

Manning Park Resort, BC

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| **Senior Rep** | Kevin Sin | **** | **IT Officer** | Genie Cheung | **** |
| **Junior Rep** |  |  | **4**th year rep | Moh Kazem | **** |
| Faculty Co-Advisors | Paulo Tchen  Dr K. Seto | **-**  - | **3**rd year rep | Ruthdol Ywaya | **** |
| **Secretary** | Louise Lau | **** | **2**nd year rep | Stephanie Song |  |
| **Treasurer** | Kevin Chu | **** | **1**st year rep | - | - |
| **Community Ed. Coord** | Dwayne S. da Silva | **** |  |  |  |
| **CAPSIL Editor** | Maci Wong |  | **CSHP Mem. Coord** | Jarred Kelly |  |
| **PDW Fundraiser** | Michelle Yeung | **** |  |  |  |
| **Fundraiser** | Yolanda Lin | **** |  |  |  |
| **IPSF Liaison** | Benny Sio | **** |  |  |  |

1. Call to order (11:39)
2. Standing Business
   1. Motion to adopt the minutes from September 11th 2015 motioned by K. Chu seconded by M. Yeung.
3. New Business
   1. CAPSI Retreat Welcome (K. Sin)
      * 1. Over this weekend, we will be planning out the details for many upcoming events.
   2. Clubs Night Recap (K. Sin)
      * 1. Clubs night took place last Wednesday, Sept 16. M. Yeung and R. Ywaya were at the booths actively recruiting members. It was very similar to last year’s event and was an overall success. K. Sin will be following up with those who signed up at the event.
   3. Upcoming Week (K. Sin)
      1. Textbook Distribution
         1. The books (Therapeutics choices, Drug Information Handbook and Rx files) should be arriving sometime next week (week of Sept 21st) and we will distributing them sometime next week as well. TCMA and Sanford will be coming later in early October. For next year, we should set earlier deadlines for ordering to ensure books arrive on time for students. Also, we should also get in touch with the faculty earlier to confirm the textbook requirements for all years.
      2. Sign-Ups and Membership Items
         1. Membership fees will be collect next week (starting on Sept 21st). AMS waiver form will need to be signed by the joining member. Please not that CAPSI council members manning the booth should only initial the wavier as well only if students have paid. After they have paid, they can receive their membership items (backpack, agenda, Teva goodie bag and inhaler sample).
      3. Volleyball Tournament
         1. The event is schedule to be on Thursday Sept 24, 2015. Yolanda is currently waiting for payments for those who signed up (deadline on Monday Sept 21st). Most spots have be currently filled. Yolanda will be purchasing a prize for the winning team.
      4. CAPSI First Year Event

The event will be held on Wednesday, Sept 23, 2015. CAPSI members will be giving a short presentation on their responsibilities. The event allows for an opportunity for student to mingle with CAPSI members. Food (Pita Pit) will be served at the food. Please note that Vietnamese subs has been suggested to be an option for future events.

* + - 1. First Year Elections

Louise will be responsible for putting together the ballets for the vote on Wednesday. Kevin S will be giving an announcement to the first years during their classes. Reminders will be given when students pick up their textbooks and sign up for membership.

* + - 1. Jeopardy

Kevin S. will be hosting the Jeopardy show at the event. All members are required to submit 5 question to Louise by Monday. The categories are 1.) CAPSI history 2.) pharmacy fact 3.) movies and current events 4.) interpret his signature 5.) interpret this sig 6.) therapeutics (ie. what side effects do ACE inhibitors have)

* 1. Run for the Cure 2015 (K. Chu)
     + 1. Kevin C. will send a blurb for the event to be placed in the IT bulletin. Approximately 30 T-shirts have been ordered (including extra 10 shirts). He has yet received confirmation from the event organizers but he will be calling to confirm with the organizers. Kevin C. will also be contacting Dr. Li for bonus points to encourage students to join the event.
  2. CAPSI Information Sessions/Awareness Week (K. Sin)
     1. PDW Info Session
        1. The PDW event is from January 6th – 9th, 2016 inclusive. Information session will be held together with SEO information session on Monday Oct 5th at 5:30pm. Michelle will prepare the PDW presentation alongside Kevin S.
     2. SEO Info Session
        + 1. The date for the info session is at 5:30pm on October 5th, 2015 at the same time as the PDW session. Benny will be talking about his experience on exchange. Kevin S will also invite Joyce Chang to speak at the event as well. Genie will design pamphlets/poster will be made for the event to advertise.
     3. Junior Representative Elections
        + 1. Announcements will be made to students this week. The date for the election is Wednesday, Sept 30, 2015 at 12-1pm. Kevin S will be running the event.
  3. CAPSI Competitions (K. Sin)
     + 1. The competition will be held by year reps and senior & junior reps.
     1. Compounding Competition
        + 1. The tentative date for the competition is October 14th, 2015 at 5-7pm. Dr. Li will be invited to be the judge for the event.
     2. Patient Interview Competition
        + 1. The competition date will be last week of October. Possible judges Dr. Seto and Dr. Vaughen.

Recess at 1:09 motioned by K. Chu and seconded by B. Sio.

Reconvened at 1:15.

* + 1. OTC Competition
       - 1. Moh will be handling this competition. Updates will been given closer to the event.
    2. Student Literary Challenge
       - 1. Moh will be handling this competition. Updates will been given closer to the event.
  1. Mr. Pharmacist (Y. Lin)
     + 1. The date for the event is Friday, Nov. 6, 2015 at the old ballroom in the SUB. Dividers will be used to section off the ballroom. Kappa Si will be responsible to the liquor license and the relevant details. Yolanda will see if door prizes are a possible addition to the event. The rundown (catwalk, trivia, dance competition, talent show, Q&A and crowning) is currently in progress. Yolanda will contact the dance club and choir for potential performances. She will contact Viktor/AJ/Adam to put together videos. MC positions are still currently opened. She will also finalize the list of judges for the competition. Kevin S. will provide the rubric for that national competition for the judge to use to evaluations. The winner will be subsidized to go to PDW. Contest participants will also be given a token of appreciation for their participation with the event. Promo video should be up by mid-October. Please contact Yolanda if you know of anyone who wants to participate in the competition.
  2. PDW 2016 (K. Sin)
     1. Deadlines
        + 1. The deadline to submit competition winners as well as first round names of attendees to the national committee of PDW 2016 is Oct 30, 2015.
     2. Draw Process
        + 1. The draw process will be around mid-October (before competitions).
  3. Membership Benefits and Use of Committees (K. Sin)
     + 1. Will revisit during next meeting.
  4. Upcoming Responsibilities (K. Sin)
     1. Senior Representative
     2. Junior Representative
        1. Symposium
           1. Will need to be attended to soon.
        2. Award of Professionalism
           1. Will be done during November.
     3. Treasurer
        + 1. Moving forward, Kevin is trying to set up square, which is a new online membership process. Kevin will continue to process reimbursement so please go to him for any reimbursements for events.
     4. Secretary
        1. Bookings: Louise will continue to book rooms through Johnathan as necessary. Please contact her when room bookings are needed.
        2. Printing: Will be in charge of the Staples discount cards. For in building printing, we will continue to use K. Sin’s account to print materials.
        3. Election: The ballets for first year election.
     5. Year Representatives
     6. Announcements: continue to make succinct announcements during the beginning of classes. Kevin S. is currently in charge of the 1st year class announcements.
     7. Year Events: Year Reps have a budget to plan year events. The pool currently consists of ~$200. Year reps will need to submit a proposal describing event and budget to K. Sin and K. Chu to claim the money. Another option is to plan cross year events rather than year events, which can be planned by anyone interested.
     8. IPSF Liaison
     9. IPSF Health Campaign: This is a week where activities and events are designed relating a specific topic (ie. counterfeit medication). One option includes inviting speakers. A budget will be allocated for these events. The events will be held some time during Term 2. All council members will help arrange events or Benny can form a separate committee to organize events.
     10. Student Exchange Program: Info session will be held to provide information to students interested.
     11. Community Education Coordinator
     12. Presentations
     13. CAPSIL Editor
     14. IT Officer
     15. Minutes: They need to be uploaded to online. All minutes need to be sent to Genie for uploading.
     16. Website: Genie will continue to update website.
     17. Fundraiser
     18. PDW Fundraiser: Will be working on rose grams and coat check for future fundraiser events.
     19. CSHP Liaison: Jackson Stewart has recently signed up to become a CAPSI member. He has shown interest in attending the meetings when he has time.
  5. CAPSI Annual General Meeting (K. Sin)
     + 1. This will occur in November. The constitution will be updated. Council members will be required to provide a brief presentation on duties, accomplishments and upcoming plans.
  6. CAPSI National Updates (K. Sin)
     + 1. Pfizer
       2. Extra supply of inhalers provided by National. They have tried hard to help provide supplies to us.
       3. CPHA
  7. Roundtable

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| Position | Update/Announcements |
| Sr. Rep | NTR |
| Jr. Rep | N/A |
| Treasurer | The deadline for the next books needs to be earlier next year (mid-August). Better communication with LKS to confirm sales and dates. REZGO is our currently payment method and they don’t give us the money until the end of the month which poses an issue. |
| Secretary | NTR |
| 1st year Rep | N/A |
| 2nd year Rep | Regrets |
| 3rd year Rep | NTR |
| 4th year Rep | NTR |
| IPSF Liaison | NTR |
| Comm. Ed. Coord. | Regrets |
| CAPSIL editor | Regrets |
| IT Officer | NTR |
| Fundraiser | A peer mentoring program is a suggestion for future members on council. Currently, it seems that treasurer should have a shadow while other positions are still up for debate. |
| PDW Fundraiser | Minor issue with name tag magnets because they were designed differently from last year so refunds may be necessary for students upon request. |
| CSHP Liaison | Regrets |

* 1. Deposits
  2. Reimbursement
  3. Amendments
  4. Payments

1. Adjournment (2:44pm) motioned by B. Sio and seconded by K. Chu.