**CAPSI MEETING**

**September 21st, 2012**

**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** | Irfan Rajani  (current 3rd)  Charles Yu (current 3rd) | ****  **-** |
| 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** | Eric Wong | **** |
| **PDW Fundraiser** | Alex Mehta | **** | **National Council** |  |  |
| **Fundraiser** | Lily Liang | **** | **VP Education** | Nader | **-** |
| **IPSF Liaison** | Jessica Tran | **** |  |  |  |

1. **Call to order (5:13PM)**

1. **Standing Business**
   1. Motion to adopt the minutes from September 7th, and September 8th-9th, 2012  
      Motioned by: K.Milbers. Seconded by: S.Peterson. All in favor. Motion Passed.
2. **New Business**
   1. Welcoming First Year Rep: Kathy Sheng
   2. CAPSI Retreat Wrap-Up (S. Huynh)

* great because got to know each other better
* total amount of meetings were great, got most of planning done (productive)
* travel time was a little bit too long 🡪 consider having a day trip for 2013/2014 retreat
* more council bonding time (eg: dinner during 5pm meetings)   
  1. CAPSI awareness week wrap-up for (A. Le)
     1. CAPSI Meet and Greet
* (Wednesday) turnout appeared low (~80 people)
* for next year, to help with recruitment, have CAPSI Awareness Week on a different week than PhUS collection week 🡺 contact PhUS VP External/President to discuss alternatives
* CAPSI presentation was good and informative
* main attendance were 1st year, perhaps change the CAPSI Meet and Greet to WOODWARD and have specific awareness campaigns just for first years in WOOD during/after anatomy and/or physiology lectures
  + 1. The Ice Cream Social
* most people stayed and socialized; it was a good idea to have this as an exclusive members only event because it encouraged individuals who were contemplating in signing up for CAPSI to do so and we were able to sign up a lot of new members
* too little for the first years to do, needs to be a little more interactive so there will be opportunities to meet other people;
* SUGGESTIONS: play CAPSI powerpoint in the background, add some music, match member with non-member, and provide prizes
* next year, market towards first year since they are voting for First Year Rep; market outside WOOD or bring ice cream into their classrooms right after class
  + 1. Ideas for increasing membership
* spin on big brother/big sister event for prospective members, have one council member with a group of non-members to share what CAPSI is all about and what CAPSI provide for their members
* this year we have 35 new members (for all years) 🡪 we need MORE new members to sign up!
* have lunchtime events, people won’t be deterred to come because of the time
  1. CAPSI-LKS Book Sale Update (A. Le)
* 21 books have been ordered during second round book ordering
* next year, CAPSI will have their own booksale independent from LKS because CPhA will be able to help us with book costs and ordering   
  1. PDW2013 Info Session – September 26th 12-1pm PHRM 1101 (A.Le)
* each school will have designated number seats based on number of CAPSI members they have, UBC has 33 to 37 seats for general CAPSI members
* local reps will pick names of CAPSI members via a ballot system, selected members will have to fill and submit the appropriate forms by October 1st and provide payment by October 5th
* registration fees must be collected/paid for by October 5th or selected members of the draw will forfeit their seats and those who are waitlisted will have an opportunity to take available seats
* INFO NIGHT: Wednesday September 26th at 5pm, tentatively in PHRM 3208 or 1201
* Amy, Stefan, and Alex must be there  
  1. Careers Avenue – October 1st 5pm (A. Le, S. Huynh)
* Careers Avenue will be held in the atrium on the main level, volunteers will help UBC Alumni with setup/takedown and giving a tour around the building
* volunteer sign will be sent out by Amy via DOODLE (check your emails if you are interested); set up and tours will be scheduled starting at 4pm
* other UBC students will be given an invitation to volunteer at this event
* Career Avenue will be focused on the possible career options after graduation in Pharmacy: CPhA, chain stores, hospital, manufactures, Canadian forces
* prize draws will be available!  
  1. CAPSI-IPSF Driving Range Fundraiser Update (J. Tran)
* event will be postponed due communication issues 🡪 postponed until next week October 2nd
* prizes will be provided, Scotiabank may be a sponsor for this event (Amy will confirm)
* all proceeds will be donated proceeds to Little Travelers
  1. Mr. Pharmacist Pageant Update (L. Liang)
* Lily have been doing “door-to-door sales” looking for sponsors; currently there are 4 pending sponsors (with the need of a flower shop sponsor to complete the day package)
* executive sponsor (restaurant) will provide restaurant vouchers with a total value of 200$
* Lily is still looking for members for the planning committee; official meetings will start next week to go over the specifics
* promotion for Mr Pharmacist 2013 will start on the week of Oct 15th
* tentatively, Robson (alumni) is willing to help with filming the promo video and Kappi Psi is also willing to organize the alcohol sales
* all proceeds raised will go toward Little Travelers
* Lily will send promo videos (long and short) that she has made herself next week  
  1. PDW Fundraising Committee Event updates (A. Mehta)
* Walmart BBQ made a total of 400$ profit, this includes the matching grants from Walmart
* Walmart is in the process of generating the cheque
* still have smokies left, most likely will be having another BBQ after the PDW info session (weather permitting)  
  1. Upcoming CAPSI Events – Calendar (A. Le)
* too little events for the first years, market events towards first year
* market events by setting up a booth outside WOOD during Anatomy/Physiology lectures  
  1. CAPSI membership event Term 1 (Year Reps)  
     - perhaps to be organized for first/second week of October.
  2. Council Dinner (L. Leung)
* a googledoc will be set up to ask for suggestions for Council Dinner
* Suggestions: Shabusen on Robson during 5pm to 6pm meeting night
  1. Roundtable

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| **Position** | **Update/Announcements** |
| Sr. Rep | NTR |
| Jr. Rep | * PhUS meeting on Wednesday to discuss first year events, main issue is low attendance |
| Treasurer | * invoices have been submitted on the 22nd, waiting for email reply |
| Secretary | * almost *ALL* the events have been booked, please check the googledoc * I will be checking the googledoc for changes mostly once a week (Fridays) but once all events are booked/confirmation email has been sent to organizer I will not be monitoring for changes * if you change the dates to your event, it is *your* responsibility to let me know at least 7 school days in advance, classroom services take 3-4 school days to respond to requests 🡪 if your event is on Oct 10th, let me know about the change on Oct 1st the latest |
| 1st year Rep | NTR |
| 2nd year Rep | * emailing Tony for faculty volunteers next week * organizers please email and confirm with Lisa, so far Shaylee and Irfan needs 2 faculty volunteers for their event |
| 3rd year Rep | NTR |
| 4th year Rep, 4th yr | NTR |
| IPSF Liaison | NTR |
| Comm. Ed. Coord. | NTR |
| CAPSIL editor | * Alumni Open House (Sat Sept 22): AMY and KATIE will arrive at 11:15am but all volunteers may arrive at noon (but please arrive earlier like 11:45am for briefing…) * Welcome CAPSI members uCAPSIL: sending welcome newsletter soon (tentatively sent on 28th or 30th) – please send KATIE Info about events if you want them to be promoted * uCAPSIL: planning to send uCAPSIL at end of every month |
| IT Officer | PUNEET, Irfan, and Lisa: please send your pictures to Stephanie |
| Fundraiser | JOIN THE PLANNING COMMITTEE |
| PDW Fundraiser | NTR |
| CSHP Liaison | * Tuesday, September 25th – BC Cancer Agency at 630 to 830 * Friday, September 28th – CSHP Info Session from 12-1pm |

* 1. Deposits

Motion to deposit $163.21 from Good luck Candy Grams Sale held in March 2012.  
Motioned by: S.Peterson. Seconded by: S.Huynh. All in favor. Motion Passed.

* 1. Reimbursements  
     Motion to reimburse L. Liang $55.73 for purchasing candy and supplies for the Good luck Candy Grams Fundraiser in March 2012.

Motion to reimburse S. Huynh $271.80 for purchasing ferry tickets to Victoria for the CAPSI Retreat 2012.

Motion to reimburse S.Huynh $110.85 for purchasing pizza for the CAPSI Meet and Greet during CAW 2012.

Motion to reimburse A. Le $3217.20 for purchasing the 2nd round CPhA textbooks for our Textbook sale.

Motion to reimburse A. Mehta $228 for purchasing supplies for the SSRP BBQ Fundraiser.   
Motioned by: J.Tran. Seconded by: K.Milbers. All in favor. Motion Passed.

* 1. Amendments

None

1. **Adjournment ( 6:21)**Motioned by: K.Milbers. Seconded by: P. Vashisht. All in favor. Motion Passed.