**CAPSI MEETING**

**Friday, September 7th, 2012**

**UBC, PHRM 3102**

\_\_\_ = 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** | TBA |  |
| **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 (12:06PM)**

1. **Standing Business**
   1. Motion to adopt the minutes from March 30th, 2012  
      Motioned by: S.Peterson. Seconded by: J.Tran. All in favor. Motion Passed.
2. **New Business**
   1. Candy Grams Fundraiser Wrap-Up (L. Liang)

* 163.21$ (candy sales), gross profit of 170.48$
  1. SSRP BBQ Fundraiser Wrap-UP (A. Mehta)
* 50$ profit (284.04$ cost, 300$ BBQ sales)
* another Walmart BBQ fundraiser on September 16th, 2012 in North Vancouver; Walmart will be donating supplies and willing to match profits up to 1000$ (more details later)
  1. CAPSI-PhUS First Year Orientations Wrap-Up (P. Vashisht)
* First Year Orientations went well, 1st years showed a lot of interest in CAPSI
* topics discussed: PDW, presentation on what CAPSI is all about, Skits Night
  1. CAPSI-LKS Book Sale Update (A. Le)
* book sales took place in the Summer with 154 TCs and 171 PSCs sold, profits from TC and PSC will be split between LKS and CAPSI
* 2013/2014 academic year CAPSI will be responsible for own book sale, CHPA will waive the shipping fee and provide a discount on bulk orders
* book pick up will be held at the same time as fee collections during the week of September 10th – please sign up for shifts
* FEEDBACK: felt Paypal was easy to use and safe charges, some people missed the deadline for book ordering (suggestions for improvements for next year?)
  1. Pharmacy Open House T-shirts Update (K. Milbers, A. Le)
* 220 shirts (cost at 2400$) ordered, 20 will be given for free to all volunteers
* t-shirts will be shipped to Cunningham on the 12th of September and stored in the old computer room in the Cunningham building/new PhUS lounge
* limited t-shirts will be sold at “Toast to the New Pharmacy Building” student event on the 12th and majority of the t-shirts will be sold at the Alumni Event on the 22nd
* promote special pricing for a limited time/limited quantity (1 day only) at 15$/shirt
* regular price starting at 20$/shirt, depending on sales adjust price accordingly
* no demo available, t-shirt design is a wrap-around print of the new pharmacy building with UBC logos (silver/gray shirt with blue letter print)
* still looking for ONE volunteer for student event (4 people at the booth per shift)
  1. CAPSI Retreat Update (A. Le, S. Huynh)
* PLEASE CHECK THE SCHEDULE for the meeting time to buy tickets   
  (do not qualify as a group, must buy individual tickets)
* for those who cannot make it to the meeting, please Skype in
* please pack light and bring enough change for transit (5$ for two-way trip, UPASS DOES NOT WORK in Victoria)
* room arrangements will be done later, room reservations will be under Amy, Stephen, and Lisa
* Restaurant suggestions: Rhubarb Belfast Restaurant, Red Fish Blue Fish
* Activity suggestions: please email Amy  
  1. CAPSI-Tilak Award Update (S. Huynh)
* CAPSI-Tilak Award is awarded in November 2012 to the student who demonstrates a high degree of professionalism, worth 260$
* total of 4 applicants, doodle and a rubric will be sent to the members of the voting committee (year rep, sr rep, and jr rep) to a meeting time to decide the winner; feedback is welcomed for the rubric before it will be finalized   
  1. Club’s Night (A. Le)
* held September 14th at 5:15pm in the Pharmacy Concourse, each Club may have up to 4 representatives manning the booths and each Club will have 7 minutes with each group of students
* ideas for the booth: what is CAPSI all about/the advantages in joining CAPSI (via powerpoint and poster), CAPSI events, PDW, monetary awards for eligible members
* candy will be provided as the snack of choice to participants unless someone would like to volunteer to make some goodies like cupcakes/cookies
* please wear your CAPSI shirt to all CAPSI Awareness Week Events
  1. Run for the Cure 2012 Update (S. Huynh)
* tally of 55 people “attending” on FB (mostly 2nd years): 18 people signed up and 4 people have starting fundraising with approximately 1900$ raised
* Sept 14th is the deadline for fundraising
* to receive a t-shirt, each participant will have to “fundraise” an average of 150$ otherwise only those who raise 150$ on their own will receive a t-shirt
* so far, compared to Pharmacy Schools across Canada, UBC is ranked 4th
  1. CAPSI AWARENESS WEEK (A. Le) – Tabled
  2. Roundtable

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| **Position** | **Update/Announcements** |
| Sr. Rep | * Interclub discussion: club night discussion * T-shirts: orders will be placed on the week of September the 10th * CPhA Conference (May): had meetings with the National Council members – developed the official mission statement, ideas to improve CAPSI competitions, finalized official symposium topics for 2013 |
| Jr. Rep | NTR |
| Treasurer | * **Katie**: please provide appropriate form and cheque * **Lily**: please provide the appropriate receipts for reimbursement * reimbursements: please provide Amy with the total amount and reason for reimbursement before the weekly agenda is sent out * all reimbursements need to be done through the official form and cannot be self-subsidized through the fundraising profits – a papertrail is required |
| Secretary | * meeting time will be alternate between 12pm-1pm and 5pm-6pm, a schedule will be sent out with next week’s meeting * 5pm meetings will be held in PHRM 3116, 12pm meeting location is TBD until further notice |
| 2nd year Rep | NTR |
| 3rd year Rep | NTR |
| 4th year Reps, 3rd yr | n/a |
| 4th year Rep, 4th yr | NTR |
| IPSF Liaison | * went on exchange and will be doing a presentation about experience, presentation date will be determined at the retreat |
| Comm. Ed. Coord. | * 3 presentations presented at Killarney Secondary School * confirmation of future presentations in elementary schools |
| CAPSIL editor | * September Newsletter edition will be sent out sometime in mid/end of September * please email Katie if you would like to promote any events, distribution of swag, or special dates to look out for |
| IT Officer | * **Year Reps**: please send Stephanie new pictures of yourself for the CAPSI website * if you would like to post something on the CAPSI website, please email Stephanie the content to be uploaded |
| Fundraiser | * week of September 10th, Lily will be going “door-to-door” looking for sponsors for Mr. Pharmacist Event and is looking for any council members who would like to help out |
| PDW Fundraiser | NTR |
| CSHP Liaison | * Clubs Night: CSHP plans to be next to CAPSI, membership information will be provided * new CHSP Liaison, Yoshi Ito, will be replacing Eric at the end of November 2012 |

\*TBD: 1st Year rep

* 1. Deposits  
     Motion to deposit $32 for CAPSI T-shirts purchased by council members (Katie $15, Leanne $16)

Motion to deposit $300.00 extra float money. (done)

Motion to deposit $300.00 as PAW 2012 sponsorship money from Scotia Bank. (done)  
Motioned by: S.Peterson. Seconded by: A.Mehta. All in favor. Motion passed.

* 1. Reimbursements

Motion to reimburse Stephen Huynh $355.26 for purchasing food, drinks, thank you gift cards for the March 21st, 2012 Coast-to-Coast Symposium  
Motion to reimburse Stephen Huynh $21.25 (50% of registration fee) for registering the CAPSI team for Storm the Wall 2012.

Motion to reimburse Stephen Huynh $600 as a subsidy for flight and accommodation to CPhA Conference in June 2012.

Motion to reimburse Stephen Huynh $313.86 for booking the Hotel (Red Lion Inn and Suites) for the retreat.

Motion to reimburse Amy Le $200 as an accommodation subsidy for attending CPhA conference in June 2012.   
Motion to reimburse Amy Le $14.92 for printing the PAW Award Application, submitted to CAPSI National during CPhA 2012.

Motion to reimburse Emma Brizen $154.39 as travel subsidy for PDW as per her PDW fundraising efforts (done).   
Motioned by: P. Vashisht. Seconded by:I. Rajani. All in favor. Motion passed.

* 1. Amendments – Tabled

Motion to amend the following motion passed on March 30th, 2012 to be read as:

Motion to deposit $16 as CAPSI T-shirts sold to Council Member.

1. **Adjournment (12:56)**Motioned by: L.Lix. Seconded by: S. Huynh. All in favor. Motion passed.