**CAPSI MEETING**

**September 8th – 9th, 2012**

**Victoria, BC (CAPSI RETREAT)**

\_\_\_ = 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 (2:53PM)**

1. **Standing Business**
   1. Motion to adopt the minutes from September 7th, 2012 – Tabled
2. **New Business**
   1. Ideas for CAPSI AWARENESS WEEK, Sept. 10-14 (A. Le)

* PLEASE WEAR YOUR SHIRTS to all CAPSI AWARENESS WEEK EVENTS; everyone is expected to come out and support all CAPSI Awareness Events
* **CAPSI Meet and Greet** will be held on Wednesday, September 12th during lunch time from 12pm to 1pm in the lecture hall, pizza from Fresh Slice will be served; advertisement via IT Announcement and email via Margaret Nicholson will be sent on Monday September 10th
* **CAPSI Membership Event** will be held on Friday, September 14th in lieu of CAPSI Weekly Meeting from 12pm to 1pm – location will be finalized by Monday September 10th
  + Ice Cream Social: free for members (check via student card or via membership list) or 2$ entrance fee for non-members
  + Budget of 200$ for bowls, spoons, sprinkles/syrup/chocolate chips, and ice cream (1 tub of vanilla, strawberry, and chocolate); ice cream will tentatively be stored in the PhUS lounge
  + Promotion and Advertisement: FB event will be created to allow CAPSI members to RSVP, classroom announcements by year reps (volunteers to make announcements in first year classes at 11:30am or 2pm), IT Announcements, internal event email (sent by Katie)
  + first year elections will be held at the end/during the social; first years will be notified about CAPSI First Year Rep Elections on Monday and during the Meet and Greet info session on Wednesday
  1. CAPSI Membership Events (L. Lix, S. Peterson, I. Rajani)
* CAPSI booth during CAPSI Awareness Week will have signup sheets/stickers/swag available for interested pharmacy students, please volunteer for shifts
* all CAPSI Awareness Week Events should have a table at the event entrance – all events will be free for members and 2$ for non-members
* Suggestions: post facts about CAPSI, have a powerpoint and/or picture slides showing CAPSI past events, have a calendar made with all our events for 2012/2013 as a giveaway to members/potential members
  1. First Year Elections (L. Leung, A. Le)
* ballots will be made for Friday, September 14th for the First Year Rep elections
* results will be counted and announced the following week
  1. CAPSI Facebook Profile/ Executive Groups (A. Le)
* over the summer CAPSI Council suggested a need for a CAPSI “person” from each Provincial Pharmacy School on facebook that members can be “friends” with, so posts on the walls will appear on the newsfeed on Facebook; this CAPSI “person” will be passed on for each succeeding Sr CAPSI rep
* unanimous agreement that all communications will be via email, no need for a Facebook CAPSI Council Group
  1. EVENTS TO BE DISCUSSED and SCHEDULED:
     1. Symposia (S. Huynh)  
        Nontraditional Pharmacist Careers – 2nd term, most likely during PAW  
        Implementation of Clinical Practice in Community Care – Wednesday, November 7th at 12pm
     2. IPSF Driving Range Fundraiser (J. Tran)
* Tuesday, September 25th from 5:30pm to 8pm
* there will be a cost for participation but prizes will be available
  + 1. Competitions (A. Le, S. Huynh)
* CAPSI National would like all winners to be declared by November 1st, 2012  
    
  Jeopardy: Wednesday, October 10th at 12pm-1pm  
  OTC: Monday, October 22nd at 6pm-8pm   
  Compounding: Wednesday, October 10th at 6pm-7pm (multipurpose practice lab 6pm-8pm)  
  Patient Counseling/Interview: Monday, October 29th from 6pm-8pm  
  Student Literary Challenge: …to be scheduled  
  + 1. IPSF Health Campaign (J. Tran)
* 2012 IPSF Health Campaign Topic: Tuberculosis
* Tuesday, November 6th at 12:30pm-1:30pm  
  + 1. IPSF-SEO Info Session (J. Tran)
* Wednesday, October 3rd 2012 from 12pm to 1pm
  + 1. CAPSI Awards Ceremony and AGM (A. Le)
* Friday, November 2nd from 12pm to 1pm in lieu of CAPSI Weekly Meeting
* invitation to all members, event where awards will be handed out and where applicable changes to the CAPSI Constitution will be made/discussed (?)  
  + 1. Community Education Outreaches (P. Vashisht)
* Puneet with arrange the meetings, announcements will go out to CAPSI members to give them a chance to volunteer/be involved
  + 1. Christmas Candy Grams/ Good luck Candy Grams (L. Liang, A. Mehta)
* Shoppers BBQ Fundraiser in North Van is set on Sunday, September 16th from 9am to 2pm; CAPSI Banner is requested for the event
* Christmas Good Luck Candy Grams are set to take place during the last two weeks of November; one week of advertisement/sales and one week for preparation/distribution – will be handled by PDW fundraising committee   
  + 1. CSHP-CAPSI Events
* Symposium will be held on November 14th from 5:30pm to 7pm
* CSHP will be responsible for the budget/cost of symposium and for finding 2-3 hospital pharmacist speakers
* ideas on topics that you would like to learn/hear more about, please email Eric (ewong728@hotmail.com)  
  1. Mr. Pharmacist Pageant (L. Liang) – SUNDAY
* DATE: November 23rd, 2012 in SUB Ballroom from 5pm to 12am   
  MCs: L. Lix, K. Milbers, S. Huynh
* need to make a Planning committee next meeting when Lily is present.
* Will be having a meeting on Saturday Sept. 15th, 2012 to work on promo video script
* Sponsorship: We have secured sponsorship from an Indian restaurant (form to be sent to UBC), PNE (2 play passes), Cupcakes
* Ideas: look into getting sponsorship from Floral shops to complete the “date package”
* A. Metha will also join L. Liang on sponsorship hunt (Door to door)
* Recruit another club, i.e. Kappa Psi to deal with the alcohol sales – they will be in charge of organizing, sales and all revenue produced by the alcohol sales
* CAPSI will be in charge of organizing events and will profit from ticket sales
  1. Other Fundraising Ideas – SUNDAY
* (PDW2013 fundraising committee) thinking of doing a bake sale
  1. Weekly Speaker Series (A. Le)
* PhUS has booked PHRM 1101 weekly on Wednesdays and Fridays 12-1pm for lecture series in TERM 1 ONLY
* They want to foster a culture of lunchtime lectures; these times are available for all clubs to contribute lecture topics
* **Dates UNAVAILABLE (term 1): Sept 26th, Oct 10th**.
  1. Other Event Ideas – tabled
  2. PDW 2013 Update – Registration (A. Le, S. Huynh)
* Will be done using lottery system this year. We will have an info session for students about PDW and for them to learn about the new registration system
* First round: CAPSI Only, fill up designated school spots 🡪 done by lottery by local reps
* Second round: CAPSI Only, fill up the rest of the seats pooled from left over school seats
* Third round: everyone
* Second and third rounds are online, first come first serve.
  1. PDW 2014 Update (L. Lix) – tabled
  2. Careers Avenue (A. Le) – tabled
  3. Roundtable

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| **Position** | **Update/Announcements** |
| Sr. Rep |  |
| Jr. Rep |  |
| Treasurer |  |
| Secretary |  |
| 2nd year Rep |  |
| 3rd year Rep |  |
| 4th year Reps, 3rd yr |  |
| 4th year Rep, 4th yr |  |
| IPSF Liaison |  |
| Comm. Ed. Coord. |  |
| CAPSIL editor |  |
| IT Officer |  |
| Fundraiser |  |
| PDW Fundraiser |  |
| CSHP Liaison | * CSHP Membership Event: September 26th from 5:30 to 6:30 |

\*TBD: 1st Year rep

* 1. Deposits  
     None
  2. Reimbursements  
     None
  3. Amendments

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

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

1. **Adjournment (4:00pm)**

Motioned by: J. Tran, Seconded by: S. Peterson. All in favour. Motion Passed.