CAPSI MEETING

March 4th, 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. ChenDr 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** |  --- | - |

LEGEND:

Topics to be potentially re-visited for next or future meetings

Events that will take place soon

1. Call to order (12:05pm)
2. Standing Business
	1. Motion to adopt the meeting minutes from February 26th, 2016 motioned by M. Yeung and seconded by M. Wong. All in favour. Motion passed.
3. New Business
	1. **PAM Updates and Promotion (S. Song).**
		1. CAPSI: Share our PAM Event Page on Facebook if possible
		2. Please like the PAM page on Facebook
	2. **Manufacturer’s Night Ticket (S. Song and J. Chu)**
		1. Extra ticket from Benny Sio needs to be given out and J. Chu is thinking of giving it away as a raffle ticket for executives
		2. Resolved: V. Kalashnikov has taken the ticket
	3. **TEVA-CAPSI Dinner (S. Song and J. Chu)**
		1. Dinner event held at a hotel and organized by TEVA. Mr. David Windross will give a talk about TEVA. Free dinner and swag included. Event is about leadership, strategic planning and how to deal with new changes in pharmacy (e.g. innovative niches, modifications to prescriptions)
			1. Dinner likely held in October or November but we will need to book soon to invite Mr. Windross in advance
			2. Some issues with turnout in past years so we need to ensure a good turnout for TEVA
			3. Maybe revisit this topic for coming meetings
	4. **Interclub Meeting Updates (J. Chu)**
		1. Interclub Meetings allow PHUS to connect with different pharmacy and health-related clubs in the faculty; everyone collaborates to facilitate sponsorship and the use of resources
		2. Interclub Calendar: each club fills out a form and writes its event on the calendar to prevent scheduling conflicts with other clubs
			1. Calendar can only be accessed by Sr. and Jr. Rep, so any CAPSI execs planning events should notify S. Song and J. Chu so that the form can be filled out for the calendar
			2. CAPSI Events filled out on the calendar can also receive help with photography because Yearbook Club tries to have one photographer with each event on the Calendar
		3. Business Cards: Interclub Meeting is considering group order to save shipping
			1. Consensus: business cards ordered for only certain CAPSI positions: Sponsorship Coordinator, Community Ed. Coordinator, Sr. and Jr. Reps, IPSF Liaison, and perhaps PDW Fundraiser (depends on whether local or international companies are approached)
	5. **Reimbursements Orientation (K. Chu and M. Yeung)**
		1. Date TBD; doodle will be put on Facebook so please fill out your availability
		2. Session will take ~30 min. and D. Lau will book a room later (K. Chu)
		3. Highly recommended for Fundraiser, PDW Fundraiser, and anyone planning to do reimbursements. Recommended that everyone attend as it will be easier for you to transition to other finance-related positions for coming years (S. Song)
	6. **Community Education Peer Review Session (W. Bao)**
		1. W. Bao has emailed Dr. Pearson and Dr. Jarvis-Selinger
		2. Considering holding 2 Info Sessions (tentative dates) – one on Mon. the 14th 12-1 pm and the other on Wed. the 16th 12-1 pm. Info sessions will highlight the benefits of participation and the time commitments required (maybe 3 hours over the entire summer)
		3. S. Song and M. Wong’s recommendations: giving out 5 min. announcements first, during class breaks and before class; Google form with announcement can be accessible to everyone 🡪 one week to gather replies 🡪 Find a date to organize Info Sessions suitable for people who replied
	7. **CAPSI Crewneck (M. Lu)**
		1. Consensus: pay extra $20-30 for ordering hoodies
		2. Group ordering to save costs: traditionally, PHUS hoodies are from American Apparel
		3. M. Lu can keep in touch with Sahil Ahuja from PHUS to ask about the price of group ordering from American Apparel vs. ordering by ourselves
	8. **De-Stressing Event with Kappa-Psi (L. Zhang)**
		1. L. Zhang and Lily from Kappa-Psi are thinking of holding an event on Mar. 24th and inviting a yoga instructor from Yoga Club to come
			1. Expecting around 25 people to come and charging them $4; make around $100 in total but need to pay instructor for about $40
			2. L. Zhang will forward the emails to S. Song to keep S. Song up to date
			3. Painting event cancelled i.e. just the yoga event will be held due to lack of sponsorship
	9. **CAPSI-PHUS Retreat (J. Chu)**
		1. Traditionally held in September shortly after classes commence
		2. Considering changing it to end of April of this year after final exams have finished
			1. Exams end late this year and clerkships commence in May so there is only one weekend
			2. Maybe we can have it on the Sunday before classes start (M. Wong)
			3. Maybe revisit this topic for next meeting

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| Position | Update/Announcements  |
| Sr. Rep | - PAM: Recommended for all execs to come if you want to learn more about the organization and what is happening; in the past, continuity from PAM to PAM is not the best- Watch how the logistics are working; this is for the best interest of CAPSI for next year when we want to improve PAM |
| Jr. Rep | Symposium on 14th:- Finding a 2nd speaker and hopefully will find one by the end of weekend- Try to have Facebook event up by next week |
| Treasurer | - Connect individually with S. Song about the email being rejected for application regarding Finance Reimbursements- Competition winners: Viktor’s money is in the Nest 🡪 please go pick it up |
| Vice-Treasurer | - NTR |
| Sponsorship Coordinator | - Has confirmed with IT Officer that emails can be sent out from a CAPSI email account and emails received from the CAPSI email account will be synced back to the original email account  |
| Secretary | - NTR |
| 1st year Rep | --- |
| 2nd year Rep | - Went to PAM and did an announcement already |
| 3rd year Rep | - Make announcements for PAM please |
| 4th year Rep | - Make announcements for PAM please |
| IPSF Liaison | - Print material out for PAM and organize it on poster board |
| Comm. Ed. Coord. | - Already reported in New Business |
| CAPSIL editor | --- |
| IT Officer | - Need photos for CAPSI website from V. Kalashnikov before putting it up |
| Fundraiser | - NTR |
| PDW Fundraiser | - NTR |
| CSHP Liaison  | --- |

* 1. Deposits
	2. Reimbursement
		1. Motion to reimburse $345.88 to K. Chu for paying for the CAPSI Turnover Dinner via credit card. Motioned by M. Theriault and seconded by M. Lu. K. Chu has abstained. All in favour. Motion passed.
	3. Amendments
	4. Payments
		1. Motion to pay $110 to Simon Zhou, 2nd year student, for the CAPSI Award of Professionalism. Motioned by M. Yeung and seconded by J. Chu. All in favour. Motion passed.
	5. Amendments
	6. Payments
1. Adjournment motioned by V. Kalashnikov and seconded by M. Theriault (12:50 pm). All in favour. Motion passed.