CAPSI MEETING

February 5th, 2016

PHRM 3116, UBC

|  |  |  |  |  |  |
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| **Senior Rep** | Kevin Sin | **** | **IT Officer** | Genie Cheung | **** |
| **Junior Rep** | Stephanie Song | **** | **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 | - |  |
| **Treasurer** | Kevin Chu | **** | **1**st year rep | Margaret Lu | **** |
| **Community Ed. Coordr** | Dwayne S. da Silva |  |  |  |  |
| **CAPSIL Editor** | Maci Wong | **** | **CSHP Mem. Coord** | Jackson Stewart |  |
| **PDW Fundraiser** | Michelle Yeung |  |  |  |  |
| **Fundraiser** | Yolanda Lin |  | **Incoming council members in attendance:** | Willie Bao  Monique Theriault  Lucy Zhang  Michael Ni  Jerold Chu |  |
| **IPSF Liaison** | Benny Sio |  |  |  |  |

1. Call to order (12:02pm)
2. Standing Business
   1. Motion to adopt the meeting minutes from January 22nd, 2016 motioned by M. Yeung and seconded by M. Theriault
3. New Business
   1. CAPSI By-elections (S. Song)

Motion to move in camera motioned by M. Yeung and seconded by M. Lu at 12:04pm

Motion to move out of camera motioned by M. Yeung and seconded by M. Lu at 12:30pm.

* + - 1. Results from the by-elections will be sent out tonight. A new secretary, PDW fundraiser, IT officer and CAPSIL editor have been elected.
  1. New Council Welcome and Turnover Documents (S. Song)
     + 1. All outgoing members will provide incoming members with turnover documents.
  2. Turnover Dinner (K. Chu)
     + 1. Kevin will organize the turnover dinner. Availability will be gathered from both incoming and outgoing council in the upcoming week. Location is TBD.
  3. PAM Updates
     + 1. The faculty has approved of PAM. Stephanie and Elaine are currently progress of working out the details.

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| --- | --- |
| Position | Update/Announcements |
| Sr. Rep | NTR |
| Jr. Rep | NTR |
| Treasurer | Kevin will start planning by the budget starting in April. Please notify him if you have suggestions that require budgeting for next year |
| Secretary | NTR |
| 1st year Rep | NTR |
| 2nd year Rep | - |
| 3rd year Rep | NTR |
| 4th year Rep | Regrets |
| IPSF Liaison | Regrets |
| Comm. Ed. Coord. | Willie: Ideas for a peer tutoring program during the summer or winter break. There are some details that will require further discussion (eg. room, accuracy of information, current peer tutoring program). A budget may be required for start-up. |
| CAPSIL editor | NTR |
| IT Officer | NTR |
| Fundraiser | Regrets |
| PDW Fundraiser | NTR |
| CSHP Liaison | Regrets |

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

1. Adjournment motioned by M. **Theriault** and seconded by M. Yeung (12:49pm).