



CAPSI Meeting
October 13th, 2017
UBC Pharmaceutical Sciences Building – Room 3116

Senior Representative	Jerold Chu	P	IT Officer	Cynthia Ramasubbu	P
Junior Representative	Ada Mew	P	Community Education Coordinator	Michelle Le	L
Secretary	Lucy Zhang	P	IPSF Liaisons	Henry Gong	L
Treasurer	Riaaz Lalani	P	4th Year Representatives	Ben Kwong	P
				Nolan Lee	P
				Nick Halim	-
Vice-Treasurer	Iris Luo	P	3rd Year Representative	Monique Theriault	P
Sponsorship Coordinator	Sandy Baptie	P	2nd Year Representative	Manvir Mehanger	P
PDW Fundraising	Annie Wu	L	1st Year Representative	Katie Bishop	P
Fundraiser	Stephanie Leung	P	Faculty Advisors	Dr. Kathy Seto	R
				Paulo T. Chen	R

P – Present, A – Absent, R – Regrets, L – Late

1. Call to order at 12:03PM motioned by B. Kwong seconded by A. Mew.

2. Standing Business

2.1. Motion to adopt the minutes from Oct 6th, 2017 motioned by A. Mew, seconded by B. Kwong.

3. New Business

3.1. PDW Update (J. Chu)

3.1.1. Everyone in second round waitlist has a spot

3.1.2. Student has 24 hours to accept/decline the offer after Sunday

3.1.3. There will be another third round later on

3.2. National Elections (J. Chu)

3.2.1. All applications due on December 10

3.2.2. Have to compile all candidate's information and upload it onto members only portal and CAPSI youtube so that all members can review the applicants

3.2.3. Applications will open at the end of October

3.2.4. Year reps will be point of contact

3.2.5. Jerold and Ada will be filming the candidates

3.2.6. Format has changed (5minute speech and 3 minutes Q&A questions)



Canadian Association of Pharmacy Students and Interns (CAPSI)
University of British Columbia
2405 Wesbrook Mall
Vancouver, British Columbia, V6T 1Z3
www.capsiubc.com

3.3. Award of Professionalism (A. Mew, J. Chu)

3.3.1. Be it resolved that CAPSI UBC accepts the changes made to the Association's Operating Manual

3.3.1.1. Motioned by M. Theriault, seconded by S. Baptie. No objections. J. Chu, A. Mew and B. Kwong abstain. Motioned passed. Changes will be made to the operating manual.

From:

9.1.1 CAPSI Award of Professionalism

To:

9.1 CAPSI Award of Professionalism

From:

CAPSI UBC sponsors an annual award for CAPSI members. This award is subject to availability every year based on budget. CAPSI Council must discuss every March whether the award is available for the following year. Nominations/ Call for applications for this award are sent out after September each year.

This award recognizes a pharmacy student who demonstrates a high degree of professionalism in pharmacy. Any of the following demonstrates contribution to pharmacy professionalism:

- Displaying initiative in trying to promote pharmacy as a profession
- Willing to actively participate in events for the benefit of others - demonstrating leadership skills
- Showing interest and involvement in any number of events/activities (from fundraising, volunteering, working to increase awareness around community about pharmacy and pharmacy students)
- Showing initiative in developing a new concept, activity, or fundraiser

To:

The CAPSI Award of Professionalism is an annual award that recognizes a pharmacy student who demonstrates high degree of professionalism in pharmacy. Examples of professionalism includes but are not limited to:

- Actively promoting the profession
- Participating in events and initiatives related to pharmacy
- Developing a new event, initiative, or fundraiser related to pharmacy

The award is subject to availability annually based on the availability of the budget.

The application form is to be uploaded on the CAPSI UBC website in October.



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The deadline of the award will be determined by the CAPSI Awards Committee but must not be later than the last day of October in order to provide enough time for the plaque engraving, which shall be presented at the AGM.

From:

A. Award Eligibility

Only CAPSI members are eligible for this award.

Under recognized students will be given preference

- The present local executive council and members of national council are not eligible for the award (including the Sr. and Jr. rep). However, if someone has previously been on council but is not on either council during the year that they are nominated, they are eligible to receive the award.

To:

AWARD ELIGIBILITY

The applicant must be a CAPSI General Student Member.

Members of the current CAPSI UBC Council or CAPSI National Council are not eligible for the award.

Remove:

B. Criteria

The most important attributes for the successful candidates would include:

- Impact and initiative in professional activities
- Dignity of character
- Creation of new programs
- Promotion of pharmacy
- Dedication to a worthy cause
- Pattern of professionalism
- Role model for colleagues

The consideration of each criterion will be based on the impact made outside of school activities, with participation in Clubs (CAPSI, PhUS, Kappa Psi, or Lambda Kappa Sigma, etc.) CAPSI activities are an asset and will be a secondary consideration. However, CLUB CAPSI involvement will be considered as CAPSI executives record attendance at CAPSI events including but not limited to CAPSI competitions, volunteering for CAPSI community education, PDW, etc.

From:

C. Procedure



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The candidate is required to be nominated by two other students. The students are not required to be CAPSI members, but must be nominating someone who is a CAPSI member. No faculty members will be eligible to nominate a student candidate.

The two students nominating a candidate will each have to provide a nominating letter (in a normal standard letter format with a limit of one page) that describes how the candidate has demonstrated the criteria set out for the award.

The candidate must then complete an award application form that involves an essay stating why he or she should win the award and a resume describing professional activities. The essay must be a maximum of 1 page each with standard margins and 12 point font. Application forms are available from CAPSI Junior representative.

To:

PROCEDURE:

All applicants must submit a nomination form signed by two (2) nominators, both of which must be current General Student Members.

The nominators are to each provide a letter describing how the applicant has demonstrated the criteria set out for the award. The nominating letters must each be a maximum of one (1) page typed in Times New Roman font in size twelve (12). The margins of the document must not be altered.

The applicant must also complete an award application form, which consists of two (2) essays stating how the applicant has contributed to a high degree of professionalism and how the activities the applicant participated in helped develop their professional skills in pharmacy. The application form must be typed in Times New Roman font in size twelve (12). The margins of the document must not be altered.

Members of the CAPSI Awards Committee and members of the Faculty of Pharmaceutical Sciences are not eligible to nominate student candidates.

From:

D. Voting Committee

The voting committee will be comprised of the Senior and Junior representatives and all year representatives. They shall use the marking rubric designed in August 2011 to mark all the applications.

To:

The recipient of the award shall be determined by the CAPSI Awards Committee, which consist of the CAPSI Junior Representative (Chair), the CAPSI Senior Representative, and all CAPSI Year Representatives.

The Chair will be tasked with redacting all personal identifiers from the nomination letters and essays.



3.4. CPP Letter (J. Chu)

3.4.1. CSHP is trying to push for prescribing pharmacists and asked CAPSI if we can draft up a letter for our members to sign

3.4.2. Would like it signed by Nov 6 (CSHP is hoping to pick up the letter and deliver it to the college)

3.4.3. Ada and Katie will help draft up the letter and then we will discuss as a council on any changes

3.4.3.1. Deadline Oct 23, council will vote on it on Oct 27, once approved we will have it available for people to sign up to Nov 6

3.5. Dietetics Community Outreach (M. Le)

3.5.1. Wednesday Oct 18 and 25

3.5.2. Event is good to go, will be doing a sugar demo and make your own granola bar (dietetics) and pharmacists will be giving information about healthy living (diet, exercise, diabetes, HTN etc)

3.6. Compounding Competition Update (M. Mehanger)

3.6.1. Happening today in Rm 3206

3.6.2.6 teams participating

3.6.3. Allowed to bring a laptop in (not allowed to bring paper notes)

3.7. Gala Rose Sale Update (A. Wu)

3.7.1. Still have 90 unsold roses; will advertise again this weekend

3.7.2. Will be doing it until the orders are sold out

3.8. Next Top Pharmacist Update (S. Leung)

3.8.1. Promo video has been released

3.8.2.5 days until application deadline, please support and like the post (have 3 applicants signed up already)

3.8.3. Still need a choreographer and dancer (committee is helping but if you know anyone please also let Steph know)

3.8.4. There will be a price difference between CAPSI and non CAPSI members after early bird is over

3.9. CAPSIL Submissions (J. Chu, C. Ramasubbu)

3.9.1. National CAPSIL editor has asked all the schools to submit updates for their school

3.9.2. Deadline is Oct 20

3.9.3. If you have anything you want to submit, please let Cynthia know

3.10. Career Avenue Survey (A. Mew)



3.10.1. Survey to get feedback from students on what we can improve and what the sponsors can improve on

Roundtable

Position	Update/Announcements
Senior Representative	NTR
Junior Representative	NTR
Secretary	NTR
Treasurer	<u>Square Update</u> <ul style="list-style-type: none"> - Will get device next week (hopefully will get them by Friday meeting) - If you are using square, please submit it under an item - If you need to set up any new items on square please let Riaaz know so that he can help set that up - Still waiting for info for online store
Vice-Treasurer	<u>Cashbox</u> <ul style="list-style-type: none"> - Still looking for a cash box - Will decide as a committee what cashbox we want
Sponsorship Coordinator	<u>Lunch and Learn</u> <ul style="list-style-type: none"> - Still looking into the Lunch and Learn - Sometime in November on Weds
PDW Fundraising	Regrets
Fundraising	<u>Online Store</u> <ul style="list-style-type: none"> - Another order for phone sleeve was placed
IT Officer	Regrets
Community Education Coordinator	- Will be looking into more UBC and elementary events
IPSF Liaisons	NTR
4 th Year Representatives	<ul style="list-style-type: none"> - OTC is ready to go - Make announcement about PDW money in class today
3 rd Year Representative	- Will need some gift certificates and thank you cards
2 nd Year Representative	NTR
1 st Year Representative	- Trying to collaborate with PhUS and Kappa Psi to do something for Movember

4. Deposits

5. Reimbursements

6. Amendments

7. Payments

7.1. Motion to reimburse PhUS with \$1000.00 for the August PhUS/CAPSI Retreat, motioned by M. Theriault and seconded by H. Gong. No objections. A.Mew and B. Kwong and R. Lalani abstain. Motion passes.

8. Adjournment at 12:41PM motion by A. Mew seconded by M. Lu.