



**CAPSI Meeting**  
**October 20<sup>th</sup>, 2017**  
**UBC Pharmaceutical Sciences Building – Room 3116**

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

**2. Standing Business**

2.1. Motion to adopt the minutes from Oct 13<sup>th</sup>, 2017 motioned by A. Mew, seconded by M. Theriault.

**3. New Business**

3.1. PDW Update (J. Chu)

3.1.1. Currently have around 70 delegates

3.1.2. Second round has ended, if students are still interested have to wait until third round in November

3.1.3. Third round- anyone can apply, but if non CAPSI member have to pay extra ~\$70

3.1.4. Still have around 100 spots left

3.2. CAPSI Award of Professionalism (J. Chu)

3.2.1. Award information, criteria, application is now on our website

3.2.2. Deadline: Oct 30 at 5PM

3.2.3. Application: Two nomination letters from two different CAPSI members and answer two questions

3.2.4. Awards committee headed by Ada

3.2.5. Year reps: please advertise this to your class

3.3. Compounding Competition Recap (M. Mehanger)



- 3.3.1. Happened last Friday, Oct 13, 2017
- 3.3.2. Everything went smoothly
- 3.3.3. Left over compounding supplies donated to the dermatology class
- 3.4. OTC Competition Recap (N. Lee)
  - 3.4.1. Everything went smoothly
- 3.5. PIC Recap (M. Theriault)
  - 3.5.1. Took longer than expected; was behind schedule (2 hours for 5 contestants), otherwise went well
  - 3.5.2. Will send photos to Jerold
  - 3.5.3. Will talk to winners in regards to competing at national
- 3.6. Rose Sale Update (A. Wu)
  - 3.6.1. Last day of official payment is today Oct 20, if anyone wants to pay after that will have to find Annie in person
  - 3.6.2. Will also be selling any left over roses until gala (including on the day of)
  - 3.6.3. If anyone wants to help out with wrapping roses it will be on Thursday – message Annie if you are interested
  - 3.6.4. If anyone wants to help pick up the roses on Tuesday – please contact Annie
- 3.7. CPP Letter Update (A. Mew, K. Bishop)
  - 3.7.1. CPP draft is almost finished – deadline will be Oct 23
  - 3.7.2. If anyone knows how to do an online version, let Ada know; if not we will do paper versions

**Roundtable**

| Position              | Update/Announcements   |
|-----------------------|--|
| Senior Representative | <u>National Elections</u> <ul style="list-style-type: none"> <li>- Already uploaded on our website</li> <li>- Criteria and information is listed (letter of intent, resume, nomination and confidentiality form; other pieces also optional – see website for more details)</li> <li>- If interested in running, please contact Jerold or Ada so they can film you</li> <li>- Deadline: Nov 24 @ 5PM</li> <li>- Year reps: please advertise</li> </ul> |
| Junior Representative | <u>OEE</u> <ul style="list-style-type: none"> <li>- Ask other pharmacy schools about their OEE procedures</li> </ul>   |
| Secretary             | NTR  |

|                                      |   |
|--------------------------------------|---|
| Treasurer                            | <u>Square</u><br>- Obtained the devices from AMS but still waiting for codes  |
| Vice-Treasurer                       | <u>Cashbox</u><br>- Looking at boxes from Amazon<br>- Want to have combo lock   |
| Sponsorship Coordinator              | <u>Lilly Diabetes</u><br>- Sending us 250 more insulin pens<br>- Will be putting it in our newsletter and Lilly's newsletter<br><u>Lunch and Learn</u><br>- Still looking into it   |
| PDW Fundraising                      | Regrets   |
| Fundraising                          | Regrets   |
| IT Officer                           | Regrets   |
| Community Education Coordinator      | <u>Community Dietetics</u><br>- Good engagement and discussions<br>- Will be needing reimbursements<br>- Need 2-3 people only; next session will be next weds<br><u>Committee Projects for next semester</u><br>- Hand washing activity with nearby elementary schools + Richmond schools<br>- Seniors Event at UBC learning exchange downtown<br>- Burnaby South Secondary students event<br>- Cough and cold event<br>- Smoking cessation event |
| IPSF Liaisons                        | <u>World Polio Day</u><br>- Oct 24<br>- Will be putting it up on Facebook<br>- Prize for winner (insulin pen + iTunes giftcard)   |
| 4 <sup>th</sup> Year Representatives | NTR   |
| 3 <sup>rd</sup> Year Representative  | <u>Poster Competition</u><br>- 5 contestants<br>- Will be sending them to the judges tonight and results within a week  |
| 2 <sup>nd</sup> Year Representative  | <u>Headshot Happy Hour</u><br>- Nov 1, 3, 6 from 12:10-1:40PM in a study room (TBA)<br>- In contact with Sharon from Yearbook<br>- Will be making a doodle and posting on Facebook for sign up<br>- Potentially thinking of setting up a deposit for the event with proceeds going to charity (thinking of \$15 minimum)<br>- Yearbook is okay with CAPSI choosing the charity<br>- Starbucks gift cards for the photographers                    |
| 1 <sup>st</sup> Year Representative  | NTR   |

**4. Reimbursements**

**5. Amendments**

**6. Payments**



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**7. Adjournment at 12:42PM motion by A. Mew seconded by M. Mehanger.**