



**CAPSI Meeting
 November 24, 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	R
				Nolan Lee	L
				Nick Halim	-
Vice-Treasurer	Iris Luo	P	3rd Year Representative	Monique Theriault	P
Sponsorship Coordinator	Sandy Baptie	R	2nd Year Representative	Manvir Mehanger	P
PDW Fundraising	Annie Wu	P	1st Year Representative	Katie Bishop	P
Fundraiser	Stephanie Leung	R	Faculty Advisors	Dr. Kathy Seto	R
				Paulo T. Chen	R

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

1. Call to order at 12:04PM motioned by A. Mew seconded by M. Theriault.

2. Standing Business

2.1. Motion to adopt the minutes from Nov 17th, 2017 motioned by A. Mew seconded by M. Theriault.

3. New Business

3.1. Next Top Pharmacist Recap (S. Leung)

3.1.1. Event went well, good turn out and the audience thought it was entertaining

3.1.2. Suggestions for improvement for next year:

3.1.2.1. Dress rehearsal for the MCs

3.1.2.2. Consider changing up the deciphering Rx component

3.1.2.3. Set up was a bit hectic in the beginning

3.2. AGM + Elections (J. Chu, A. Mew)

3.2.1. Nov 27 at 5:30PM

3.2.2. Food will be provided

3.2.3. Ada has messaged the council members about making slides

3.2.4. Constitution manual changes at the AGM will be more impactful

3.3. PSAP (J. Chu, A. Mew)



- 3.3.1. Motion to go into camera, motioned by J. Chu, seconded by A. Mew
- 3.3.2. Motion to go out of camera, motioned by Ada and seconded by Henry
- 3.3.3. Be it resolved that CAPSI UBC approves the letter “RE: Unauthorized use of the CAPSI UBC logo” to be sent to the PhUS VP Internal, Simon Zhou, on Nov 24, 2017, under the condition that the requested letter of apology will be sent to all current CAPSI General Student Members and archived in the CAPSI Historical Box. Motioned by I. Luo, seconded by M. Theriault. Abstained by J. Chu and A. Mew. No objections. Motion passes.

3.4. Pharmafacts Bowl Recap (A. Wu, J. Chu)

- 3.4.1. The event went well
- 3.4.2. Potential prizes for the winners – medals

3.5. Christmas Wrap Up Party (A. Mew)

- 3.5.1. Will be posting on the Facebook page for council member’s availabilities

3.6. IPSF Host Letter (H. Gong)

- 3.6.1. Revised letter will be sent out to all of council after it has been modified
- 3.6.2. Please help send out letters to any pharmacies that may be interested

3.7. Operating Manual Changes (J. Chu)

- 3.7.1. Be it resolved that CAPSI UBC approves the changes to “Paragraph 4.2.3 – By-Election Voting Protocol” and “Paragraph 4.2.7 – Vote of Confidence” of the local operating manual presented on Nov 24, 2017 to be implemented immediately. Motioned by J. Chu, seconded by R. Lalani. No objections, J. Chu and A. Mew abstained. Motion approved.
- 3.7.2. Be it resolved that CAPSI UBC approves the changes to “Chapter 9.0 – Awards, Competitions, and Symposia” of the local operating manual presented on Nov 24, 2017. Motioned by J. Chu, seconded by M. Le. No objections, J. Chu abstained. Motion approved.
- 3.7.3. Be it resolved that CAPSI UBC approves the changes to “Chapter 10.0 – Standing Committees” of the local operating manual presented on Nov 24, 2017 to be implemented after the election of the 2018-2019 council. Motioned by J. Chu, seconded by M. Le. No objections, J. Chu abstained. Motion approved.
- 3.7.4. Be it resolved that CAPSI UBC approves the changes to “Chapter 11.0 – Amendments of Official Documents” of the local operating manual presented on Nov 24, 2017. Motioned by J. Chu, seconded by R. Lalani. No objections, J. Chu abstained. Motion approved.

Roundtable

Position	Update/Announcements
Senior Representative	- will bring up mandatory membership on Facebook group
Junior Representative	- next Friday is last meeting



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Secretary	NTR
Treasurer	- reimbursements for next meeting
Vice-Treasurer	NTR
Sponsorship Coordinator	Regrets
PDW Fundraising	NTR
Fundraising	Regrets
IT Officer	NTR
Community Education Coordinator	NTR
IPSF Liaisons	NTR
4 th Year Representatives	NTR
3 rd Year Representative	NTR
2 nd Year Representative	NTR
1 st Year Representative	NTR

4. Reimbursements

5. Amendments

6. Payments

7. Adjournment at 12:53PM motion by M. Mehanger seconded by C. Ramasubbu.