

**CAPSI Meeting
November 1, 2019
UBC Pharmaceutical Sciences Building – Room 3116**

Senior Representative	Katie Bishop	P	IT Officer	Isabella Di Trocchio	P
Junior Representative	Winnie Bao	P	Community Education Coordinator	Alyssa Chen	P
Secretary	Tracy Liu	R	IPSF Liaisons	Nicole Ma	R
				Celine Jeon	P
Treasurer	Mary Shen	P	4th Year Representatives	Stuart Knight	R
Vice-Treasurer	Louise Araújo	P	3rd Year Representative	Brittany Buffone	P
Sponsorship Coordinator	Riaaz Lalani	R	2nd Year Representative	Jenny Chen	P
Fundraiser	Kate MacCuspic	P	1st Year Representative	Val Carvalho	L
	Claire Wang	P		Hae Reen Kim	L
Advocacy	Nicholas Sosulski	P	Faculty Advisors	Dr. Kathy Seto	A
				Paulo Tchen	A

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

1. Call to order at 12:03 PM motioned by N.Sosulski seconded by K.MacCuspic

2. Standing Business

Motion to adopt the minutes from October 25, 2019 motioned by I.Di Trocchio seconded by M.Shen

3. New Business

3.1. Award of Professionalism Nominator Limit (W.Bao)

3.1.1. Year Reps has been given rubric and application forms

3.1.2. New rule for next year: A person can only nominate one applicant for the award

3.2. BC Serving it Right for NTP (K.MacCuspic)

3.2.1. Would probably need two people who has BC Serving it Right for NTP

3.3. Career Planning with David Wang (K. Bishop)

3.3.1. Met with David at Shopper's about doing a talk for us, Wednesday November 20th at Lunch Time

3.3.2. Can start promoting it a week beforehand

3.4. Creating a CAPSI member updates FB group (K. Bishop)

3.4.1. Our outlets to our members right now: Facebook, UBC CAPSI Page (people need to like it and follow), Year Pages, Emails, Instagram

3.4.2. Many members still do not know about all of our activities

3.4.3. **Suggestion:** Having a Facebook group for CAPSI (has more prioritized notifications), we can make better use of instagram (less information flood than the other outlets)

3.4.3.1. For the Facebook group, we can send out an email with the link to join the group + class announcement about the email

Roundtable

Position	Update/Announcements
Senior Representative	<p>Promote Pharmafacts (Next Friday, two teams signed up right now), NTP, Fuelled by Feeling event (Friday after the 15th), Movember</p> <p>ACTION: Invite your friends to FB events and promote all the events!</p> <p>Going Forward: everyone on council always go to an event we are hosting, share and invite your friends through a group/page</p>
Junior Representative	<p>Once AGM room booking has been confirmed, we will give an update.</p> <p>ACTION: Once date and time is confirmed, please let Winnie or Katie know if you can make it</p> <p>Food preferences for food for AGM?</p> <p>ACTION: Let Winnie know if you guys have any food allergies/restrictions</p> <p>PAM: Wendy and Winnie will be accepting applications on November 3rd. Winnie will be making a post on CAPSI, and Wendy will be making a post on PhUS. Winnie will also be making a post on council group about PAM.</p>
Secretary	<p>Annual General Meeting (AGM) room booking form has been submitted. Will give update upon successful booking. In the meantime, here is the link to the tentative AGM slides: https://docs.google.com/presentation/d/1osF5IV7CnI2kzESQvJhmMDm2IdFGpvIC8tC140h1utg/edit#slide=id.p1</p> <p>ACTION: Everyone please edit/update your respective sections!</p> <p>We have an operating manual, give it a quick read through that are relevant to you. If there is anything you want to change, submit through the form</p> <p>ACTION: Please fill out the Operating Manual Amendments Form by Nov 14 @ 11:59 PM https://forms.gle/ee55X2iW3pcUTT5s9</p> <p>ACTION: Please fill out UBC CAPSI Council 2019 Contact Info if you haven't already! Link: https://docs.google.com/document/d/1TLonZB2thyS_s1SGjfXzAv42MTgoPEJg4VEt8zotOfw/edit?usp=sharing</p>
Treasurer	ACTION: For the competitions make sure to send in your reimbursements as soon as possible
Vice-Treasurer	NTR
Sponsorship Coordinator	NTR
Fundraising	Regrets
IT Officer	NTR

Community Education Coordinator	Friday, November 1st is the application deadline for Community Education and Outreach Committee
IPSF Liaisons	<p>IPSF Info Session: Tried to get a room on November 5th but it was full. Now we are trying to get a smaller room.</p> <p>ACTION: Please promote to people who are interested and there is a facebook page for the event as well</p>
Advocacy	<p>Having our next meeting November 6th at noon, anyone interested in what Advocacy do, please send Nick a message!</p> <p>LGTQ Trust: Four members who will be working on it -Some pretty exciting ideas, thinking about doing 4 events:</p> <p><u>Idea 1:</u> Patient and healthcare provider session (get a patient and healthcare provider perspective on what's going on) <i>Suggestion:</i> If you guys can get it done quick enough (within the next few weeks of this semester) and want to run it next semester, we can actually run it as an actual IPE credited activity. It is a process, will need to start 8 weeks in advance and have all the information passed through (Can get Paulo to help with it) -Thinking about January for the event, probably in the later weeks to have enough time to advertise</p> <p><u>Idea 2:</u> 30 min drop-in session to incorporate things into practice in community to make transgender patients feel more comfortable (i.e. pronouns)</p> <p><u>Idea 3:</u> Positive space event that was held recently, marketed toward staff members. It was a really good event, now trying to contact the same person who hosted the event to hold another one targeted towards students.</p> <p><u>Idea 4:</u> A booth or quick info session, some off topic therapeutic thing directly relevant to pharmacy (i.e. HIV prophylaxis) -This would require a lot of pre-approval if it is related to anything therapeutic</p>
4 th Year Representatives	Regrets
3 rd Year Representative	NTR
2 nd Year Representative	<p>Compounding Competition on Wednesday went really well -Winners would like to go to PDW</p>
1 st Year Representative	NTR
Faculty Advisors	Regrets

4. Reimbursements

4.1 Motion to reimburse Si (Jenny) Chen of \$169.26 for the compounding competition (judges food/GC, contestants prizes, and printing) motioned by B.Buffone seconded by N.Sosulski. J.Chen abstained.



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4.2 Motion to reimburse Isabella Trocchio of \$95.88 for the GoDaddy Website renewal fee motioned by B.Buffone seconded by C.Jeon.

5. Amendments

6. Payments

7. Adjournment at 12:24 PM motion by N.Sosulski seconded by A.Chen