

**CAPSI Meeting**  
**November 29, 2019**  
**UBC Pharmaceutical Sciences Building – Room 3116**

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

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

**1. Call to order at 12:15 PM motioned by N.Ma seconded by A.Chen**

**2. Standing Business**

Motion to adopt the minutes from November 22, 2019 motioned by N.Ma seconded by N.Sosulski

**3. New Business**

**3.1. Link to video from W.Bao, regarding the below agenda points (please click and watch!):**

<https://drive.google.com/file/d/1EPzm6FJVQbSFRwI0YUc42y5G8pdSAB7G/view?usp=drivesdk>

1) Email Draft Proposal

Discussion from council: unnecessary, as there are already many emails and notifications that gets sent to council members.

*Suggestion:* 24 hour email delay (wait at least a night and checking it in the morning before sending). Some emails are time-sensitive, and cannot be delayed for checking with other council members. We can also use the weekly friday meetings instead to update each other on ongoing issues.

2) Updates from Senior and Junior

Discussion from council: Meetings are more useful and less time consuming to update each other on responsibilities each council member do. Katie has started a document for writing updates, and it is time consuming and a lot of information. Could overwhelm incoming members when given with the turnover report.

*Benefits* are that it will help council members remember what they did, and leave a paper trail.  
*Suggestion:* change it to a live/working document that can be referred to. Could be something only the Senior or Junior does, not necessary for all council members.

3) Senior Role and Contingency Plan

Discussion from council: The problem with training someone now, is that there will need to be a by-election. We are not able to just pick someone and train, as it would be unfair. This situation has happened before and is not unheard of, and it usually ends up fine. The person elected in would most likely have the personality suited for the Senior position. We can only have one person be in the Senior and Junior position.

### 3.2. **End of Semester Feedback Session (K. Bishop)**

#### 3.2.1. First Year Rep

- 3.2.1.1. Overwhelming going into the role, because there is so much going on in CAPSI making it hard to understand.
- 3.2.1.2. A lot of first years still don't understand what CAPSI does, as there are so many subcommittees and roles that CAPSI is involved in.
- 3.2.1.3. Suggestion: Doing a better job of promoting CAPSI to first years, and how CAPSI is broken down into all its different roles. Start a CAPSI instagram. Updating the photos on Facebook.
- 3.2.1.4. Motion into camera at 12:32 by N.Sosulski, seconded by B.Buffone.
- 3.2.1.5. Motion out of camera at 12:34 by A.Chen, seconded by B.Buffone.
- 3.2.1.6. *Feedback:* Make the meeting with 2nd/3rd year reps happen to ease into role

#### 3.2.2. Second Year Rep

- 3.2.2.1. Like the support from everyone, and always get a quick answer on our council Facebook Chat
- 3.2.2.2. Was unable to do Headshot Happy Hour this semester, and mostly it was because Yearbook were unable to find photographers for us. We will be trying next semester. It would be fair if Yearbook was unable to provide us photographers, and we find one ourselves.
- 3.2.2.3. Motion into camera at 12:37 by N.Sosulski, seconded by B.Buffone.
- 3.2.2.4. Motion out of camera at 12:37 by N.Sosulski, seconded by A.Chen.

#### 3.2.3. Third Year Rep

- 3.2.3.1. One goal that wasn't met this semester: going through the class list and making sure everyone received their swag. Something to do going into the new year
- 3.2.3.2. Motion into camera at 12:38 by A.Chen, seconded by N.Sosulski..
- 3.2.3.3. Motion out of camera at 12:38 by N.Sosulski, seconded by C.Jeon.

#### 3.2.4. Fourth Year Rep

#### 3.2.5. Advocacy

- 3.2.5.1. First full year in this position, and has been surprisingly a lot of work. Learned to be adaptable so the council can keep going, and that's why the vice-chair position was created. The vice-chair position should be carried forward and can even be used to help transition.

#### 3.2.6. IPSF

- 3.2.6.1. Coming into the role it was really confusing, and the turnover report was not really helpful. For the future reps, they could have a bit more support.
- 3.2.6.2. Most of the work is with the IPSF Liaison, we also do activity reports and spotlighting (sending over to national what our CAPSI branch has been doing)
- 3.2.6.3. Did a good job promoting IPSF program, and creating an Info Session about the IPSF program.
- 3.2.6.4. Moving forward we can update the turnover report for next year, to continue this year's activity and make the transition smoother.

### 3.2.7. Community Education Coordinator

- 3.2.7.1. Last year when elected, had a turnover meeting with the previous Community Education Coordinator which was really helpful. Also had a meeting with Paulo and Gilly, which was also really helpful. Last year's vice-chair continued to their role into this year, and was able to provide support as well.
- 3.2.7.2. Make sure to write a detailed turnover report, and have a meeting with the next incoming Community Education Coordinator.
- 3.2.7.3. Already have people in the community education and outreach committee that have reached out to us, regarding the coordinator and vice-chair position. And they have a pretty good understanding of the committee and roles because of frequent meetings and meetups.
- 3.2.7.4. *Feedback:* Some of the volunteer for the outreaches felt that it was not well advertised the amount of work they had to put in. Thought the powerpoints and presentations were already set up, and they just had to go over the content and present it. Currently, they have to make a new powerpoint and presentation every couple of weeks.
- 3.2.7.5. There was a change this year from previous years, which could have caused the misunderstanding. Did say in the beginning of the year to people that applied, they would have to work on the presentations from beginning to end.

### 3.2.8. IT Officer

- 3.2.8.1. Advertising events have been good and timely. Don't be afraid to ask for more help in posting for events, etc.
- 3.2.8.2. Would help to be more clear on how often to post the announcement. For example, if it is 2 weeks away, should the announcement be posted every 3 days?
- 3.2.8.3. **ACTION:** Need to put the winners of Award of Professionalism and Competitions on the website at some point. After today.

### 3.2.9. Fundraising

- 3.2.9.1. For NTP: both attendees, contestants, and judges liked it being held in building, made it more intimate. And we saved money.

3.2.9.2. Same turnout as last year, there was another event at the same time. Unsure of what other ways we can entice people to come out to NTP.

3.2.9.3. *Feedback:* get things started sooner, for example the alcohol licence. Just to get things done far in advance, so we don't have any issues with them

**BELOW POINTS ARE TABLED TO MEETING ON DECEMBER 10TH, 2019 VIA TELECONFERENCE**

**Roundtable**

<b>Position</b>	<b>Update/Announcements</b>
Senior Representative	
Junior Representative	I have ordered the PDW shirts (\$424.94!!). It may be possible for the shirts to be shipped to the hotel (awaiting confirmation). PAM committee application has closed and I am in the process of reviewing and selecting applicants with Wendy (we're hoping to send acceptance and rejection emails this weekend).
Secretary	
Treasurer	
Vice-Treasurer	
Sponsorship Coordinator	
Fundraising	
IT Officer	
Community Education Coordinator	
IPSF Liaisons	
Advocacy	
4 <sup>th</sup> Year Representatives	
3 <sup>rd</sup> Year Representative	
2 <sup>nd</sup> Year Representative	
1 <sup>st</sup> Year Representative	
Faculty Advisors	

**4. Reimbursements**

- 4.1. Motion to reimburse Winnie Bao of \$424.94 for PDW t-shirt order
- 4.2. Motion to reimburse Stuart Knight of \$40 for SLC judges Prizes
- 4.3. Motion to reimburse Katherine Bishop of \$215.43 for NTP food (pizza + cookies)
- 4.4. Motion to reimburse Katherine Bishop of \$199.39 for David Wang lunch + learn food
- 4.5. Motion to reimburse Katherine Bishop of \$ for Fuelled by Feelings workshop (need 2 people to sign form because it's an E-transfer)
- 4.6. Motion to reimburse Claudia Chan of \$20.12 for the Candies for Role of Pharmacist community outreach
- 4.7. Motion to reimburse Lillian Lo of \$44.56 for the Candies for Role of Pharmacist community outreach
- 4.8. Motion to reimburse Alyssa Chen of \$74.64 for the Candies for Role of Pharmacist community outreach



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4.9. Motion to reimburse Brittany Buffone of \$29.03 for the Final Exam CAPSicare Packages

4.10. Motion to reimburse Britany Buffone of \$15 for the Patient Interview Competition gift cards

## **5. Payments**

## **6. Adjournment at 12:48 PM motion by B.Buffone seconded by N.Ma**