

**CAPSI Meeting  
September 13, 2019  
UBC Pharmaceutical Sciences Building – Room 3116**

<b>Senior Representative</b>	Katie Bishop	P	<b>IT Officer</b>	TBD	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	P
<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>	TBD	
	Claire Wang	P		TBD	
<b>Advocacy</b>	Nicholas Sosulski	P	<b>Faculty Advisors</b>	Dr. Kathy Seto	A
				Paulo Tchen	P

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

**1. Call to order at 12:05 PM motioned by B. Buffone seconded by J. Chen**

**2. Standing Business**

Motion to adopt the minutes from September 6, 2019 motioned by B. Buffone seconded by J. Chen

**3. New Business**

3.1. Faculty Advisors Introduction (K. Bishop)

3.1.1. Paulo Tchen and Kathy Seto

3.2. Backpacks (K. Bishop)

3.2.1. Donating Rexall ones - CSL Kayla Fang - contacts

3.2.1.1. Any ideas?

3.2.1.2. CSL Kayla Fangs has contacts downtown with potential places to donate to

3.2.2. Would anyone on council like last year's aerochamber?

3.2.2.1. Message Katie, if anyone wants one

3.2.2.2. Afterwards, offer to the third year class of 2021 (first-come-first-serve)

3.3. Room Booking (K. Bishop)

3.3.1. [https://forms.gle/t6o8ZKxPNRF5XVqEA?fbclid=IwAR2zMfGhTzFTmgkurkd\\_0H3AhOj3y3mcLNB4njbAmBrvibOg-LmxKiwPHz8](https://forms.gle/t6o8ZKxPNRF5XVqEA?fbclid=IwAR2zMfGhTzFTmgkurkd_0H3AhOj3y3mcLNB4njbAmBrvibOg-LmxKiwPHz8)

3.3.2. **ACTION**: Fill out form for room bookings, and VP internal for PhUs will take the forms to John. This is to mitigate double bookings.

#### 3.4. CAPSI/IPSF Awareness Week (K. Bishop)

##### 3.4.1. Yoga update

3.4.1.1. We have not heard back from them, most likely won't be running a yoga night

3.4.1.2. A room has been requested for Friday, just in case

##### 3.4.2. Sponsorship update - David's tea, dessert

3.4.2.1. Going to get some David's tea sponsorship (free cold and hot drink)

3.4.2.2. **ACTION**: Cobbs Bread (McDonalds and Broadway), at end of the day donate away what has not been sold. If the event is happening Tuesday (cookies and coloring), we can go Monday night to pick it up (~9:00pm)

3.4.2.3. Katie will also be baking, anyone who wants to bake/contribute feel free to do so

##### 3.4.3. Need to purchase materials - finance?

##### 3.4.4. Thoughts on by-election date?

3.4.4.1. First year rep and IT position: should be done next week or the week after. Info night is the day before, so probably the week after.

#### 3.5. CAPSI/IPSF Info Night (K. Bishop) September 19, Thursday at 6:00pm in Room 3201

3.5.1. **ACTION**: Council members must update their slide(s) by Sunday night

3.5.2. **ACTION**: IPSF should have a couple slides to talk about what it is, where you can go, previous student experiences

3.5.3. **ACTION**: Will need some second years to pick up pizza, get banner, cashbox, backpacks, swag, etc. (3rd years are in IA until 5:30, we have the room at 5:30 so please set up so we can get started 5:45-6ish)

3.5.3.1. **ACTION**: Will also need someone with a HDMI port laptop/adaptor

3.5.4. **ACTION**: Katie order pizza on wednesday/thursday morning

#### 3.6. PDW 2020 Montreal (K. Bishop)

3.6.1. Alloted seats = 20

3.6.2. We must reserve 1 NTP, 2 AFL, 4 Pharmafacts, 1 IPSF rep, 1 Poster

3.6.2.1. AMENDMENT - should be 1AFL winner

3.6.2.2. Best way to get a seat at PDW is to win a competition

3.6.2.3. 12 seats to be completely lotteried

3.6.3. January 8-11, 2020 at the Sheraton Montreal

3.6.4. Cost: registration \$230 + hotel (quad only) \$245 + UBC t-shirt fee \$15 = \$490...

3.6.4.1. Last year was \$180 + \$200 + \$20 = \$400

3.6.5. Flight rough estimate ~ \$606 - usually there is a 10% discount for westjet and air canada

3.6.6. Total will be around ~\$1000 (stay, flight, 2 gala dinners, breakfasts, one boxed lunch), outside expenses would be food, shopping, social drinking, etc..

3.7. Excellence in Pharmacy Award PDW seat (K. Bishop)

3.7.1. Started last year, given 3 times a year, given to any CAPSI member across Canada

3.7.2. In camera mode motioned at 12:22 pm by K. Bishop, seconded by B. Buffone

3.7.3. Will be reserving a seat to the Pharmacy Award winner for PDW, and re-evaluate for next year

3.7.4. Motioned out of camera mode at 12:30 pm by K. Bishop seconded by N. Sosulski

3.8. Competitions (K. Bishop)

3.8.1. Who doesn't have the material for their competition?

3.8.2. Year reps should know which competition you are running

3.8.3. Please take photos and record how many participants/winners of the competition

3.8.4. Once have a winner provide them their prize money, spot to PDW, and if they decline it gets offered to second place winner

## Roundtable

Position	Update/Announcements
Senior Representative	NTR
Junior Representative	NTR
Secretary	Recording of the minutes worked well! Helps me out by getting to re-hear what you guys have said
Treasurer	NTR
Vice-Treasurer	NTR
Sponsorship Coordinator	In the process of reaching out to the sponsors for NTP, already sent him a list and coordinating with that. If anyone needs sponsorship, get a specific list with dates to Riaaz 2-3 weeks in advance (he is on rotation currently)
Fundraising	Moving NTP to the atrium on Friday November 22, still needs to figure out costs.
IT Officer	N/A
Community Education Coordinator	Those who signed up for UBC Heal will start their training in September, afterwards they can sign up for workshops that works for them. This opportunity is open to non-CAPSI members.

	For community outreach and advocacy, it is open to non-CAPSI members. However, if they are creating events or running something they would need to be a member. General volunteers don't have to be a CAPSI member.
IPSF Liaisons	Can't get into the IPSF emails...
Advocacy	Have the first meeting coming up this Wednesday 12:00-1:00 in room 3116. <b>ACTION:</b> Please promote meeting to anyone who is interested
4 <sup>th</sup> Year Representatives	Preference for 4th year student's for SLC competition? Is this something we want to pursue at all due to the fact a lot of 4th years are on rotation and therefore may find it difficult (or impossible) to enter other competitions? Of note though, in the last two years we only had about 5 entrants each year (we can have up to 10 entrants though).
3 <sup>rd</sup> Year Representative	Research Poster Competition, faculty has been sponsoring people to go to PDW. Currently trying to get into contact with the research team since August, and now into September. Contact is out of office until September 25, competition is October 10th.
2 <sup>nd</sup> Year Representative	Headshot Happy Hour, not many photographers currently. Need to wait for Yearbook's first meeting, may need to push back to early october
1 <sup>st</sup> Year Representative	N/A
Faculty Advisors	To hold Info Session for students in Community Outreach and Advocacy New updates to academic policies (has just been refined a little bit)

#### 4. Reimbursements

#### 5. Amendments

#### 6. Payments

#### 7. Adjournment at 12:45 PM motion by N.Sosulski seconded by K.MacCuspik

### CAPSI/IPSF Awareness Week Schedule

#### Monday

- Boothing?
- Announce giveaway(s)
  - Trivia in the morning
    - What CAPSI event are you most excited about this year?
    - Who would you nominate from UBC Pharmacy for NTP? (tag them)
  - Repost cookies event



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

- Lucky new member (draw from any new members since school started)

Tuesday

- Cookies and Colouring

Wednesday

- Boothing
- Release post of council members?
- Announce all competitions

Thursday

- Info night

Friday

- Announce giveaway winners
- Open meeting