

**CAPSI Meeting
September 20, 2019
UBC Pharmaceutical Sciences Building – Room 3116**

Senior Representative	Katie Bishop	P	IT Officer	TBD	
Junior Representative	Winnie Boa	R	Community Education Coordinator	Alyssa Chen	P
Secretary	Tracy Liu	R	IPSF Liaisons	Nicole Ma	P
				Celine Jeon	R
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	TBD	
	Claire Wang	P		TBD	
Advocacy	Nicholas Sosulski	L	Faculty Advisors	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 13, 2019 motioned by B.Buffone seconded by J.Chen

3. New Business

3.1. Competitions update (K. Bishop, B. Buffone, J. Chen)

3.1.1.If anyone is interested direct them to event page (on our website, description of competitions, dates, information) or their year reps

3.1.2.First competition is October 10th (Research), last is on October 30th (Compounding)

3.1.3.Made a google form and sent on Wednesday

3.1.3.1. We currently have at least 1 sign-up for each competition

3.1.4.Change from last year: people can register for one of the competitions and also register for LSC, poster, pharmacare, and NTP.

3.1.5.Deadline for membership is October 4th if they want to enter competitions

3.1.5.1. For new members: first years can talk to Katie or Louise, and year reps for any other year

3.1.5.2. We do take new members anytime, but there is a deadline for competition sign-ups

3.1.6. Next Thursday: Meeting with Dr. Lin, Dean of Research, they have funded for PDW for the last two years

3.2. By-elections (K. Bishop)

3.2.1. Application forms have been released, will be happening a week from today

3.2.2. **ACTION:** Anyone who is in first or second year interested in these roles, please encourage them to apply

3.3. IT (K. Bishop)

3.3.1. Found turnover report from Cynthia (from two years ago)

3.3.2. **ACTION:** Anyone know how to use godaddy?

Roundtable

Position	Update/Announcements
Senior Representative	Thank you for helping out yesterday for INFO Night!
Junior Representative	NTR
Secretary	NTR
Treasurer	New reimbursement procedure - on google drive under finance info Upload receipts to the drive Can find all the information on the google drive under finance
Vice-Treasurer	NTR
Sponsorship Coordinator	NTR
Fundraising	Update on stethoscope: should be ready for the end of September Have started engravings now, students will need them for October 3rd or 7th for IA
IT Officer	N/A
Community Education Coordinator	Confirmed topics for the Downtown eastside - wound care and nutrition <ul style="list-style-type: none"> Procedures are to: plan it out first, coordinate with the community partner to make sure topics are relevant, then work on topics and get it approved. Afterwards is to recruit volunteers. Will also need to determine when the outreaches are going to be.
IPSF Liaisons	Diabetes & healthy living topic from CPHA (collab with advocacy team to organize a blood drive maybe?) <ul style="list-style-type: none"> In the coming week will have a chat with the blood drive, considering doing it in november (right after EOB for second and third years) Connect with advocacy if they want to give help with a few more hands Also talk about stem cell donation as well Potentially collaborate with UBC Med or UBC Dentistry 2 people signed up for the IPSF programs, we will possibly have a couple of people try to do it this summer
Advocacy	NTR
4 th Year Representatives	NTR
3 rd Year Representative	NTR
2 nd Year Representative	NTR
1 st Year Representative	N/A
Faculty Advisors	NTR



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- 4. Reimbursements**
- 5. Amendments**
- 6. Payments**
- 7. Adjournment at 12:17 PM motion by B.Buffone seconded by J.Chen**