

**CAPSI Meeting  
September 6, 2019  
UBC Pharmaceutical Sciences Building – Room 3116**

<b>Senior Representative</b>	Katie Bishop	P	<b>IT Officer</b>	TBD	
<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	R
<b>Sponsorship Coordinator</b>	Riaaz Lalani	R	<b>2<sup>nd</sup> Year Representative</b>	Jenny Chen	P
<b>Fundraiser</b>	Kate MacCuspic	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	A

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

**1. Call to order at 12:07 PM motioned by J. Chen seconded by N. Sosulski**

**2. Standing Business**

Motion to adopt the minutes from March 22, 2019 motioned by J. Chen seconded by M. Shen

**3. New Business**

**3.1. Textbook Sale (W. Bao)**

**3.1.1. How distribution will work**

3.1.1.1. Distribution starts next week

3.1.1.2. Three students had overpaid (we didn't have change at the time), and one student owes us \$3. You would need the cashbox, and it is documented which students owes us and who we owe

3.1.1.3. Some students paid for membership upon textbook purchasing, they would need to fill out the google membership form (they would also get their backpack, swag bag at that time as well)

3.1.1.4. Most likely do this on a day where we have the most volunteers helping out

3.1.1.5. There is a pick up sheet made, it has the student's name, student number, and a list of what they have picked up (CTC (1), CTMA (1), etc). Need to get the student's ID to confirm who they are, and have them sign off on it to document

**3.1.2. Volunteer poll on FB**

3.1.2.1. **ACTION:** please respond to the poll, and try to help out for at least one day or more! We hope to get 3 people for each time slot.

### 3.1.3. Stethoscope Sale (K. MacCuspig, C. Wang, M. Shen)

3.1.3.1. When they are expected

3.1.3.2. The check was mailed and express post to the distributor, it takes 5 days for them to clear it, and another 2 weeks to prepare the stethoscope. So 3 weeks from now the stethoscope should arrive, sometime last week of September.

3.1.3.3. **ACTION**: On the post, give a reason why the stethoscope is arriving the last week of September and state that the students won't need their stethoscope yet anyways

### 3.2. NTP date (K. MacCuspig)

3.2.1. Friday, Nov. 22

3.2.2. No really good time, October and November can be quite busy. As long as not before EOB, people usually will come. Fridays are a good time, as people have the weekend to study.

### 3.3. Club Nights (K. Bishop)

3.3.1. Wednesday, Sep 11 at 6:00pm

3.3.1.1. Introduce and showcase CAPSI to first years and other years

3.3.1.2. Help gain interest for the first year rep positions and IT position

3.3.1.3. Also have backpack and swag bags there to have people sign up on that day, agenda are given to everyone that is a member (check master membership form)

3.3.2. Ideas

3.3.2.1. We have a tall stand up banner, backpack, swag bags, TEVA lanyards to pass out, some candy

3.3.2.2. Poster Board, Picture reel?

3.3.2.3. Have a poster for one of the Community Outreach Committee Programs, it is the Partnership with UBC Health from UBC Med. They already had their clubs night, and are having their training in September. So if we could get them a list of volunteers on Clubs Night, with a sign up form

3.3.3. Volunteers poll on FB

3.3.3.1. **ACTION**: please fill out, to volunteer for helping out at clubs night!

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

3.4.1. Lunchtime boothing, info/pizza night - would IPSF like their own separate?

3.4.1.1. Boothing can be set up any time for questions, etc..

3.4.1.2. IPSF can have their own info night if they wish

3.4.2. Yoga night? → **ACTION** Advocacy (Komal can probably take on b/c was dealing w/last one)

### 3.4.3. Other ideas

- 3.4.3.1. Paint and wine night
- 3.4.3.2. Coloring with music and relaxation
- 3.4.3.3. Food always brings people out!

### 3.4.4. Week of 16-20 or 23-27 (3rd years have eob 30th)

- 3.4.4.1. Second last week of September (week of the 16th)
- 3.4.4.2. Info Night will have to be Tuesday b/c wednesdays already booked for both wks by other clubs

## 3.5. First Year Rep and IT Officer (K. Bishop)

### 3.5.1. Spread the word

- 3.5.1.1. Any friends in first year, tell them about it and their friends
- 3.5.1.2. Hoping to start junior training early

### 3.5.2. Election last Friday of September (27th)

## 3.6. Changing meetings to Wednesday 12-1pm (K. Bishop)

### 3.6.1. Pros: everyone on Campus

### 3.6.2. Cons: Usual time for Lunch and Learns and symposiums. Some conflicts with other club members, LPS and Kappa Psi also have club meetings on Wednesdays at lunch

### 3.6.3. **ACTION**: Think about it, and decide next week or the following week with a vote

## Roundtable

Position	Update/Announcements
Senior Representative	Council photos - if you don't have one pls let me know
Junior Representative	Reminder for CAPSI members who attended the retreat to fill in the feedback form
Secretary	NTR
Treasurer	NTR
Vice-Treasurer	NTR
Sponsorship Coordinator	Regrets
Fundraising	NTR
IT Officer	N/A
Community Education Coordinator	UBC Heal - timeline of volunteers for this coming week Second and Third meetings for various projects -brainstorming ideas and now deciding on which ones to do Residences -going to get the residence sub-committee members to start emailing the residences this week

IPSF Liaisons	SEP - 1 student to port moody
Advocacy	<p>May Measurement Month - bigger than last year, expanded to Surrey</p> <p>-expanded to do more in community centres and rec centres</p> <p>-we met and slightly succeeded 1000 screening goals (over double what we got last year)</p> <p>-Turn over report almost done, makes planning next year easier</p> <p>-Send the turnover report and blurb on what MMM is for other caps</p> <p>First meeting</p> <p>-The week after next week (September 16th week)</p> <p>-IDEAs: Osteoporosis clinic</p>
4 <sup>th</sup> Year Representatives	NTR
3 <sup>rd</sup> Year Representative	NTR
2 <sup>nd</sup> Year Representative	<p>Headshot Happy Hour - Sep 25, 26</p> <p>-rooms haven't been booked yet, just tentatively</p> <p><b>ACTION:</b> Think about which charity to donate to, and poll on facebook</p> <p>-decide by next week</p>
1 <sup>st</sup> Year Representative	NTR
Faculty Advisors	Absent

**4. Reimbursements**

**5. Amendments**

**6. Payments**

**7. Adjournment at 12:32 PM motion by J. Chen seconded by M. Shen**