

**CAPSI Meeting**  
**April 9, 2020**  
**Online via Zoom**

<b>Senior Representative</b>	TJ Dhadial	P	<b>IT Officer</b>	Isabella Di Trocchio	P
<b>Junior Representative</b>	Celia Ma	P	<b>Community Education Coordinator</b>	Ria Garg	P
<b>Secretary</b>	Sandeep Padam	P	<b>IPSF Liaisons</b>	Amanda Sambrielaz	R
				Ting Cheng	L
<b>Treasurer</b>	Louise Araújo	P	<b>4<sup>th</sup> Year Representatives</b>	Brittany Buffone	P
<b>Vice-Treasurer</b>	Shirley Li	P	<b>3<sup>rd</sup> Year Representative</b>	Jenny Chen	P
<b>Sponsorship Coordinator</b>	Amy Jradi	P	<b>2<sup>nd</sup> Year Representative</b>	Val Carvalho	R
<b>Fundraiser</b>	Lily Zhang	P	<b>1<sup>st</sup> Year Representative</b>	TBD	NA
	Emily Wong	P		TBD	NA
<b>Advocacy</b>	Manrubby Dhillon	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 3:06 PM: motioned by I. Di Trocchio, seconded by A. Jradi**

**2. Standing Business**

Motion to adopt the minutes from March 23, 2020: motioned by J. Chen, seconded by R. Garg

**3. New Business**

**3.1. University of Montreal Mental Health Activity Report**

**3.1.1. Idea/Initiative:**

- UdeM CAPSI Senior (Derek) shared a document titled “Montreal’s Health Activities Report”
- It outlines mental health initiatives implemented at UdeM’s pharmacy faculty over the past 2 years
- UBC CAPSI would like to either pass this on to our Advocacy committee or work on the initiatives as a council
- Examples of initiatives from the document:
  - Articles on sleep hygiene, suicide prevention week, free coffee booths, pharmasports, zoo therapy sessions, yoga classes, yoga with goats, mediation classes, mentorship programs
  - Relaxation room: no phone, no food, etc.
  - Study sessions: people study together for 50 mins in silence, then there is a 10 min break to socialize, and then back to 50 mins of studying in silence

**3.1.2. Feedback from executives:**

- We may not have room for the relaxation room; Phus lounge is not feasible
- Study session is a good idea that could be hosted in an IA room, but students may not follow the rules
- Meditation classes are a good, low cost idea
- Initiatives may be too much for the Advocacy committee alone, so it may be better to do it as a council

- **ACTION:** TJ to share the document in the council google drive
- **ACTION:** Executives are asked to read the document before the next meeting

[3:14 PM Ting joined the meeting]

### 3.2. NCODA: National Community Oncology Dispensing Association

#### 3.2.1. Idea/Initiative:

- NCODA is a non-profit organization in the USA (like CSHP or BCPhA)
- They provide resources for students interested in oncology pharmacy
- One of their initiatives is called SET: Student Education Talks
  - Anyone can log in to watch and there is a Q&A session after
  - Example of a SET topic is CINV
- They would like to collaborate with UBC CAPSI
- They have not collaborated with any other Canadian pharmacy school (not well-established here)
- Examples of initiatives they could host:
  - Lunch and learn sessions: topics such as drug manufacturing and processing in the States
  - Info booths, swag
- They would also like to establish a local UBC NCODA chapter (we would have to sign a contract)
  - They want 4 executive members on a board to liaison between CAPSI and NCODA
- Their overall goal is to be a stand alone organization separate from CAPSI, but right now they need support to get started

#### 3.2.2. Feedback from executives:

- Lunch and learns should have Canada specific information and be available to CASPI members only
- Council expressed concerns about what the benefit is to CAPSI
- Council expressed concerns about how established they are (many local chapters in USA schools)
- Our CAPSI council is small and they are asking for too many executives
- We only have 10 - 20 students in our oncology elective, so there is not much interest in oncology
- Logistics will be difficult to get this started

#### 3.2.3. Options moving forward:

- We could ask them for less executive members, possibly 1 CASPI council member instead of 4
- We could make a student survey to determine interest
- We could advertise their SETs to students
- **ACTION:** TJ to share the detailed information document and contract in the council google drive
- **ACTION:** Executives are asked to read the document before the next meeting
  - We need to reply to the proposal over the summer

[3:38 PM several members had to re-enter the Zoom meeting due to Zoom time restrictions]

### 3.3. CIBC Partnership

#### 3.3.1. Idea/Initiative:

- Rob is a liason from CIBC who would like to partner with UBC CASPI
- CIBC wants to increase their presence among young professionals through:

- Lunch and learns: topic such as student specific lines of credit and options available to students after graduation (i.e. if we want to own/open our own pharmacy)
- Info booths at our events to promote CIBC and make more connections
- Benefit to students would be increased financial literacy early in our careers
- Events/talks would be for all students (not a CAPSI member benefit only)
- CIBC's financial options are similar to other banks (nothing extra or special)
- Rob is open to being a sponsor for CAPSI
- **ACTION:** TJ to connect Amy (sponsoring coordinator) with Rob

### 3.3.2. Feedback from executives:

- We would like talks on helping us prepare financially now: budgeting, saving, RRSPs, TFSAs, etc
- UBC pharmacy does have a business class in third year, but it does not provide extensive information on financial planning
- Good idea overall; council is interested in partnering with CIBC
- **ACTION:** Ask Rob to make a survey/list of possible topics so we can ask students what they are interested in learning more about
- We should work on this over the summer (Lunch and learns will happen in September)
- We could use the talks/events as a method to increase CAPSI membership

### 3.4. CAPSI Membership

- UBC does not have mandatory CAPSI membership, so our numbers are lower than other schools
- We could recruit more members by contacting GPA executives and asking for an event booth
- We will discuss this further at the next meeting

### Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>● <b>ACTION:</b> Reminder to executives to fill out the contact form in the google drive at your earliest convenience</li> <li>● CAPSI National Teleconference on March 29th <ul style="list-style-type: none"> <li>- Celia, Katie and TJ attended</li> <li>- Discussed new council turnover and general issues</li> </ul> </li> <li>● FB Page for New Local Executive Council <ul style="list-style-type: none"> <li>- Everyone should have been added</li> <li>- Any big announcements should be posted on this page</li> </ul> </li> <li>● CAPSI Accounts Access and Turnover <ul style="list-style-type: none"> <li>- <b>ACTION:</b> TJ or Celia to contact Val for 1st year turnover report</li> <li>- Nick (outgoing Advocacy chair) will submit theirs after final exams</li> <li>- All executives should have access to their google drive</li> <li>- All executives should have contacted the outgoing reps for turnover</li> </ul> </li> <li>● Rules for Meeting Attendance <ul style="list-style-type: none"> <li>- <b>ACTION:</b> Members who are unable to attend a meeting are asked to please <b>read the minutes within 2 days</b> of when they are emailed out</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- This is to ensure that all action items are addressed and topics can be submitted timely for the following meeting agenda</li> <li>- Please notify TJ, Celia or Sandeep (via FB group msg) once you have read the minutes</li> <li>• Future of Pharmacy Excellence Award               <ul style="list-style-type: none"> <li>- Students of all years that are CAPSI members can apply or nominate</li> <li>- Application deadline is <b>April 30th 2020</b></li> <li>- <b>ACTION:</b> Isabella to post the application on all FB pages</li> </ul> </li> <li>• Ontario Industry Residency Video               <ul style="list-style-type: none"> <li>- The University of Waterloo CAPSI Senior rep shared a video about industry related residency opportunities</li> <li>- <b>ACTION:</b> Isabella to post the video on all FB pages</li> </ul> </li> </ul>
Junior Representative	• NTR
Secretary	• NTR
Treasurer	<ul style="list-style-type: none"> <li>• Any reimbursements approved before the COVID quarantine cannot be picked up because we currently cannot access the AMS nest</li> <li>• Any new reimbursements submitted after the COVID quarantine will be processed as an electronic reimbursement</li> <li>• Reminder that there is a folder in the google drive (reimbursements) outlining how to apply for a reimbursement</li> </ul>
Vice-Treasurer	• NTR
Sponsorship	• NTR
Fundraising	• NTR
IT Officer	• <b>ACTION:</b> Reminder to all executives to please email Isabella your gmail account passwords
Community Education	<ul style="list-style-type: none"> <li>• Ria is in the process of recruiting a vice officer               <ul style="list-style-type: none"> <li>- Decision will be made tomorrow (April 10th)</li> </ul> </li> <li>• Will start brainstorming outreach ideas for next year over the summer</li> </ul>
IPSF Liaisons	• NTR
Advocacy	<ul style="list-style-type: none"> <li>• CAPSI Care Packages competition was done online this term               <ul style="list-style-type: none"> <li>- Not much participation (8 submissions)</li> <li>- Reimbursement has been applied for and is pending (was pre-approved as part of the Advocacy committee budget)</li> </ul> </li> </ul>
4 <sup>th</sup> Year Representatives	• NTR
3 <sup>rd</sup> Year Representative	• NTR
2 <sup>nd</sup> Year Representative	• Regrets
1 <sup>st</sup> Year Representative	• N/A
Faculty Advisors	• Absent



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#### 4. Reimbursements

- Status about PDW reimbursements (are there any members with outstanding payments?)
  - **ACTION:** Contact Mary (outgoing treasurer) as she was in charge of PDW reimbursements

#### 5. Payments

#### 6. Adjournment at 4:13 PM: motioned by S. Padam, seconded by C. Ma.