

CAPSI Meeting
May 26, 2020
Online via Zoom

Senior Representative	TJ Dhadial	P	IT Officer	Isabella Di Trocchio	R
Junior Representative	Celia Ma	P	Community Education Coordinator	Ria Garg	P
Secretary	Sandeep Padam	P	IPSF Liaisons	Amanda Sambrielaz	P
				Ting Cheng	P
Treasurer	Louise Araújo	P	4th Year Representatives	Brittany Buffone	P
Vice-Treasurer	Shirley Li	P	3rd Year Representative	Jenny Chen	P
Sponsorship Coordinator	Amy Jradi	P	2nd Year Representative	Val Carvalho	A
Fundraiser	Lily Zhang	P	1st Year Representative	TBD	N/A
	Emily Wong	P		TBD	N/A
Advocacy	Manrubby Dhillon	P	Faculty Advisors	Dr. Kathy Seto	A
				Paulo Tchen	A

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

1. Call to order at 8:06 PM: motioned by C. Ma, seconded by B. Buffone.

2. Standing Business

2.1. Motion to adopt the minutes from April 27, 2020: motioned R. Garg, seconded by J. Chen.

3. New Business

3.1. Virtual events (TJ. Dhadial)

3.1.1. University of Montreal Mental Health Activity Report

3.1.1.1. Activities discussed last meeting: Sleep hygiene articles, Mental Health Week, PharmaSports, Study-O-Thon Sessions, Yoga Classes, Stress-O-Meter Surveys

3.1.1.2. Any activities that we can do virtually? -> Will decide after we discuss our regular events

3.1.2. Fate of CAPSI's regular events for the upcoming year

3.1.2.1. Dean Coughtrie announced that all club events should be done virtually

3.1.2.2. **ACTION:** Four options for regular CAPSI events. Executives to choose an option by mid June/next meeting. For PDW events, hold decision until we have an update about PDW

- Option 1: postpone event to term 2 (keep in mind term 2 is shorter)
- Option 2: hold event virtually
- Option 3: hold event in person
- Option 4: cancel the event

3.1.2.3. Senior

- 3.1.2.3.1. Events related to PDW, T.J. Dhadial and C. Ma will discuss action moving forward
- 3.1.2.3.2. Events involving the faculty, T.J. Dhadial and C. Ma will contact the faculty
 - 3.1.2.3.2.1. Pharmafacts Bowl Competition (with Junior)
 - 3.1.2.3.2.2. PDW T-Shirt Competition (with Junior)
 - 3.1.2.3.2.3. PAM organizing committee (with VP External)
 - 3.1.2.3.2.4. Breast Cancer Awareness Week (with PhUS)
 - 3.1.2.3.2.5. Career Avenues with Tony Seet and other related Faculty
 - 3.1.2.3.2.6. Seminars based on topics sent by National
 - 3.1.2.3.2.7. AGM (with Secretary and Junior)
 - 3.1.2.3.2.8. L&L with Pharmachoice and GSK
 - 3.1.2.3.2.9. PDW Information Session

3.1.2.4. Junior

- 3.1.2.4.1. Annual Symposia at CPhA Conference
- 3.1.2.4.2. Textbook Sales
 - Cancelled for term 1
 - Tony said first years will be using online references
 - **ACTION:** L. Araújo to calculate how much this will impact the budget
- 3.1.2.4.3. Pharmacist Awareness Month
 - Will likely be online
 - **ACTION:** C. Ma to consult VP external

3.1.2.5. Secretary

- 3.1.2.5.1. Meet and Greet
- 3.1.2.5.2. By-elections for First Year Rep
 - Can be done online
- 3.1.2.5.3. September Membership Drive
 - Can collect membership online
 - Previously have used square (3% upcharge per payment)
 - L. Araújo and B. Buffone have developed an online method for collecting membership -> contact L. Araújo for new membership payments

3.1.2.6. First Year Rep

- 3.1.2.6.1. Over the Counter Competition (PDW)
 - Competition can be done online in term 2 after 1st year reps are elected

- If it's being done for PDW, needs to be done in term 1

3.1.2.7. Second Year Rep

- 3.1.2.7.1. Compounding competition (PDW)
 - Waiting for update on PDW
- 3.1.2.7.2. Headshot Happy Hour
 - Can be held in term 2

3.1.2.8. Third Year Rep

- 3.1.2.8.1. Patient Interview Competition (PDW)
 - Waiting for update on PDW
- 3.1.2.8.2. Poster Competition (PDW)
 - Waiting for update on PDW

3.1.2.9. Fourth Year Rep

- 3.1.2.9.1. Student Literacy Challenge (PDW)
 - Waiting for update on PDW

3.1.2.10. Fundraising Coordinator x 2

- 3.1.2.10.1. Stethoscope sales
 - Ali said no sales in term 1 and unsure if they will be required in term 2
 - **ACTION:** L. Araújo to calculate how much this will impact the budget
- 3.1.2.10.2. Next top Pharmacist (PDW)
 - Waiting for update on PDW
- 3.1.2.10.3. Summer BBQ for SSRP students
 - Likely will not happen
- 3.1.2.10.4. Rose sale and Coat Check for annual GALA
 - Likely will not happen
 - Gala will likely be cancelled, confirm with PHUS VP social

3.1.2.11. Sponsorship Coordinator

- 3.1.2.11.1. Sponsorship Packages to Sponsors
 - Depends on what events we are going to hold
 - If events are being held in general (not for PDW), contact A. Jradi to see if we have any interested sponsors
 - Due to the negative impact on the economy from COVID, there are not that many interested sponsors

- 3.1.2.11.2. microCAPSIL newsletter blurb to acknowledge sponsor's support
- Can continue as usual depending on available sponsors.

3.1.2.12. **Advocacy Coordinator**

- 3.1.2.12.1. Pugs and Drugs
- Possibility to hold in term 2
- 3.1.2.12.2. Off-campus events
- Plan events as per usual and contact OEE for approval

3.1.2.13. **Community Outreach Coordinator**

- 3.1.2.13.1. Advice for Life Competition (PDW)
- Waiting for PDW update
- 3.1.2.13.2. Off-campus events
- Plan other events as per usual and contact OEE for approval

3.1.2.14. **IPSF Liaison x2**

- 3.1.2.14.1. SEP Information Session during CAPSI Awareness Week
- Deadline is usually December, but will need an update for this year
 - Can do an online webinar info session
- 3.1.2.14.2. Mental Health Seminar
- Can do an online webinar (term 2)
- 3.1.2.14.3. Vampire Cup Blood Drive
- Usually in January
 - People can still participate individually rather than as a group

3.1.2.15. **Treasurer and Vice Treasurer**

- 3.1.2.15.1. No events

3.1.2.16. **IT Officer**

- 3.1.2.16.1. No events

3.2. Conflict Resolution Process (TJ. Dhadial)

- 3.2.1. Recommendations to help avoid or prevent conflict when working with colleagues
- 3.2.1.1. Record hours and log tasks that you have completed
- 3.2.1.2. CC or BCC the appropriate people when sending emails
- 3.2.1.3. State expectations clearly

3.2.1.4. Ask anyone on council for help

3.3. CAPSI/PHUS Retreat (C. Ma)

3.3.1. Planning for an in person retreat in Whistler for 3 nights and 2 days

3.3.2. AMS says its up to our discretion, PHUS execs are comfortable with the retreat

3.3.3. Feedback from CAPSI executives: concerns about safety, social distancing, uncomfortable sharing cars and rooms due to risk of asymptomatic carriers, availability of PPE, not a good influence for our student body (i.e. not adhering to social distancing)

3.3.4. Could postpone for a smaller event in term 2 (budget ~ \$1000) or do a virtual event prior to fall semester

3.3.5. **ACTION:** Executives to let C. Ma or TJ. Dhadiyal know if they are interested in attending Whistler

Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> ● CIBC update from Rob <ul style="list-style-type: none"> ○ Approved to do virtual talks ○ Rob will send us a list of topics hopefully before our next meeting ● CAPSI National Meetings June 6th - 7th <ul style="list-style-type: none"> ○ ACTION: Let C. Ma or TJ. Dhadiyal know if you have any concerns for CAPSI National
Junior Representative	<ul style="list-style-type: none"> ● GPA will be held virtually <ul style="list-style-type: none"> ○ ACTION: Let C. Ma or TJ. Dhadiyal know if you are interested in volunteering
Secretary	● NTR
Treasurer	● NTR
Vice-Treasurer	● NTR
Sponsorship	● In contact with CIBC for events; waiting for response
Fundraising	● NTR
IT Officer	● NTR
Community Outreach	● NTR
IPSF Liaisons	● NTR
Advocacy	<ul style="list-style-type: none"> ● Vice coordinator chosen: Randeep Dhillon (third year) ● Marketing coordinator chosen: Kathleen Lau (fourth year)
4 th Year Representatives	● NTR
3 rd Year Representative	● NTR
2 nd Year Representative	● Absent
1 st Year Representative	● N/A
Faculty Advisors	● Absent



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4. Reimbursements

5. Payments

6. Adjournment at 8.57 PM: motioned by R. Garg, seconded by J. Chen.