

CAPSI Meeting
October 5 2020 at 7 pm PST
Online via Zoom

Senior Representative	TJ Dhadial	P	IT Officer	Isabella Di Trocchio	P
Junior Representative	Celia Ma	P	Community Education Coordinator	Ria Garg	P
Secretary	Sandeep Padam	P	IPSF Liaisons	Amanda Sambrielaz	R
				Ting Cheng	L
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	L	1st Year Representative	TBD	N/A
	Emily Wong	P		TBD	N/A
Advocacy	Manrubby Dhillon	P	Faculty Advisors	Dr. Kathy Seto	R
				Paulo Tchen	R

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

1. Call to order at 7:07 PM PST: motioned by C. Ma, seconded by L. Araújo.

2. Standing Business

2.1. Motion to adopt the minutes from September 15th, 2020: motioned by M. Dhillon, seconded by J. Chen.

3. New Business

3.1. Career Avenues (T. Dhadial and S. Padam)

3.1.1. Will be held on Oct 14th from 5 - 8 PM PST via Zoom (links available through Canvas course)

3.1.1.1. Each employer will have their own Zoom “room”

3.1.2. Volunteer duties: moderate the Zoom room for each employer (2 - 3 volunteers per room) = 29 volunteers

3.1.2.1. Volunteer shifts range from 4:45 - 8:15 PM PST (remind students that they can do partial shifts)

3.1.2.2. Historically, CAPSI executive members were required to be volunteers

3.1.2.3. Currently, only 5 volunteers have signed up, so CAPSI executives are needed (mandatory)

3.1.2.4. 4th year executives are not required to volunteer since the event is a networking opportunity

3.1.2.5. **ACTION:** Executives to please fill out the volunteer sign up form by the end of the day today

3.1.2.6. **ACTION:** T. Dhadial to organize volunteer availability by shifts on excel sheet

3.1.2.7. **ACTION:** I. Di.Trocchio to repost the volunteer form on FB and make an event page

3.2. First Year Representatives By-Election (T. Dhadial and S. Padam)

3.2.1. Will be held on Wednesday October 7th at 7 PM PST

3.2.2. **ACTION:** Executives to review the protocol document in preparation for the election

3.2.3. Only executive members are required to vote, so please try to be present for the election; if unable to attend, please watch the recorded speeches and vote by Oct 8th at 9 PM PST (strict deadline)

3.2.4. Live election will be approximately 30 - 45 minutes in duration

3.2.5. "CAPSI member endorsement" clause in the operating manual dictates that every candidate needs to be endorsed by 2 current CAPSI members

3.2.5.1. Endorsement was not required for this year's candidate sign up because first years are new to the program and likely do not know any CAPSI members that can endorse them; we did not see a purpose for this clause as it is more of a barrier for students to sign up for candidacy

3.2.5.2. **BIRT UBC CAPSI will opt against the endorsement clause for the first year representative candidate application 2020**

T.Dhadial/C.Ma.

3.3. Feedback on Recent Events (T. Dhadial and C. Ma)

3.3.1. Clubs Night

3.3.1.1. Things done well:

3.3.1.1.1. Quick and concise presentation

3.3.1.2. Things to improve:

3.3.1.2.1. Have more members present (only T. Dhadial and C. Ma presented this year)

3.3.2. 1st year Orientation CAPSI Meet and Greet

3.3.2.1. Things done well:

3.3.2.1.1. Students enjoyed the games

3.3.2.2. Things to improve:

3.3.2.2.1. Cut down the ppt and overall presentation

3.3.2.2.2. Make it more engaging (i.e. put Kahoot games/poll mid way in the presentation rather than at the end)

3.3.2.2.3. Do not schedule the event close to exams

3.3.3. CIBC Lunch and Learn

3.3.3.1. Things done well:

3.3.3.1.1. Good turn out initially

3.3.3.2. Things to improve:

3.3.3.2.1. Lost audience during the 2nd half

3.3.3.2.1.1. Students may not have been interested in the topic (1st half was personal finance and second half was business finance)

3.3.3.2.1.2. Could have 1 shorter presentation rather than 2 joined presentations on separate topics (audience will only stay for the topic they are interested in)

3.3.3.2.2. Speakers need to try to be more engaging and enthusiastic

3.3.3.2.3. Pharmacy Investment Club is a new club with similar presentation topics whom we could try to partner with

3.4. Lunch and Learn events with GSK (A. Jradi and T. Dhadial)

3.4.1. Two Lunch and Learns coming up:

3.4.1.1. Acute pain and inflammation: Voltaren -> tentatively scheduled for the 1st week of November

3.4.1.2. Allergic rhinitis: Flonase -> tentatively scheduled for the end of February

3.4.1.3. Could hold the sessions in the evening rather than at lunch (not enough time at lunch because classes often run late and students need breaks to get food)

3.4.2. We normally have a budget for food, but we could use this to do a raffle/door prize to increase attendance

3.4.3. If executives have time, they should be present to support each other's events and increase attendance

3.5. Stethoscope Sale Code (T. Dhadial, L. Zhang and E. Wong)

3.5.1. Gave out a discount code in lieu of a stethoscope sale via Google form and during the Meet and Greet

3.5.2. Twenty students have filled out the form so far

3.5.3. We were not given a deadline to submit the orders and are unsure if the code has an expiry (E. Wong and L. Zhang will look into this)

3.5.3.1. General deadline to complete the form will be end of October in the meantime

3.5.3.2. E. Wong or L. Zhang will post one last reminder to boost sales

3.6. Storagehotel Discount Code (T. Dhadial)

3.6.1.Storage hotel is a storage service that picks up, stores, and delivers items for UBC students

3.6.2.Link to website: <https://www.storagehotel.ca/>

3.6.3.They want to partner with CAPSI for business growth by providing a discount code

3.6.3.1. No one on council has heard of this company before, but it could be a good CAPSI membership benefit so we will pursue a partnership

3.6.4.Notify representative by October 7th (we are interested)

3.7. CAPSI membership requirement for Advocacy and Outreach Committee volunteers/members

3.7.1.Outreach: From discussions last year, membership for general volunteers was to be mandatory this year

3.7.2.Advocacy: Not everyone in the committee is a CAPSI member

3.7.3.Volunteers might wonder what the benefit is and we may lose them by making membership mandatory

3.7.3.1. Will let students know the benefits include: leadership skills, networking, professional experience, and access to reimbursement if they want to host an event or start an initiative

3.7.4.Next year, we will make it mandatory for everyone to be a CAPSI member (leads and general volunteers)

3.7.4.1. Will be discussed further during the AGM in November

4. Topics for Future Discussion - Defer

3.8. CAPSIL Alternative (T. Dhadial, C. Ma and A. Jradi)

3.8.1.Post on social media/CAPSI website: highlight events, highlight executive members (“faces of CAPSI”) or highlight CAPSI alumni members

3.8.2.Create a blog instead of a subscription to CAPSIL

Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> ● Textbook Sales <ul style="list-style-type: none"> ○ No update on delivery/pickup times ● CAPSI Notebook <ul style="list-style-type: none"> ○ Haven't received the order yet ○ T. Dhadial will contact National to follow up regarding this ● CAPSI Laurel Prize for Excellence in Pharmacy <ul style="list-style-type: none"> ○ Kevin and Jerold (sponsors) have asked to change the timeline for the application so that it opens in late October and the deadline to submit is November 30th (last year it was due in the second semester)

	<ul style="list-style-type: none"> ○ ACTION: I. Di.Trocchio to change the deadline info on the website and advertise accordingly with T. Dhadial and C. Ma
Junior Representative	<ul style="list-style-type: none"> ● Local award of professionalism will be coming out soon ● National (PAM) award of professionalism is being worked on by the previous PhUS VP External (W. Song)
Secretary	<ul style="list-style-type: none"> ● NTR
Treasurer	<ul style="list-style-type: none"> ● NTR
Vice-Treasurer	<ul style="list-style-type: none"> ● NTR
Sponsorship	<ul style="list-style-type: none"> ● NTR
Fundraising	<ul style="list-style-type: none"> ● Local NTP <ul style="list-style-type: none"> ○ Will be online this year in November ○ Google form for participants to sign up will be coming out soon ○ Will promote via IG and FB
IT Officer	<ul style="list-style-type: none"> ● NTR
Community Outreach	<ul style="list-style-type: none"> ● NTR
IPSF Liaisons	<ul style="list-style-type: none"> ● NTR
Advocacy	<ul style="list-style-type: none"> ● NTR
4 th Year Representatives	<ul style="list-style-type: none"> ● NTR
3 rd Year Representative	<ul style="list-style-type: none"> ● NTR
2 nd Year Representative	<ul style="list-style-type: none"> ● NTR
1 st Year Representative	<ul style="list-style-type: none"> ● N/A
Faculty Advisors	<ul style="list-style-type: none"> ● NTR

4. Reimbursements

- 4.1. Motion to reimburse S. Padam \$30 for the Meet and Greet Amazon gift card prizes motioned by M. Dhillon, seconded by A. Jradi, abstained by none
- 4.2. Motion to reimburse T. Dhadial \$20 for the Meet and Greet Starbucks gift card prizes motioned by M. Dhillon, seconded by B. Buffone, abstained by none
- 4.3. Motion to reimburse T. Dhadial \$44.80 for Zoom Account membership for September and October months motioned by M. Dhillon, seconded by J. Chen, abstained by none

5. Payments

- 5.1. Motion to pay CPhA Textbook order worth \$16753.71 (inclusive of taxes) from CAPSI AMS account motioned by S. Padam, seconded by B. Buffone, abstained by none
 - 5.1.1. This motion should have been carried in the last meeting before making the payment. However, this is being carried and recorded now in this meeting for documentation purposes.

6. Adjournment at 8:19 PM PST: motioned by T. Dhadial, seconded by J. Chen.