

**CAPSI Meeting**  
**September 15 2020 at 7 pm PST**  
**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	P
<b>Treasurer</b>	Louise Araújo	P	<b>4<sup>th</sup> Year Representatives</b>	Brittany Buffone	R
<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	N/A
	Emily Wong	P		TBD	N/A
<b>Advocacy</b>	Manrubby Dhillon	R	<b>Faculty Advisors</b>	Dr. Kathy Seto	R
				Paulo Tchen	R

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

**1. Call to order at 7:04 PM PST : motioned by J. Chen, seconded by I Di Trocchio.**

**2. Standing Business**

**2.1.** Motion to adopt the minutes from July 14, 2020: motioned by A. Jradi, seconded by R. Garg.

**3. New Business**

**3.1. Clubs Night (T. Dhadial and C. Ma)**

3.1.1. Event date: Wednesday September 16th, 2020 at 6:30 - 8:00 PM PST via Zoom

3.1.2. Five minute CAPSI presentation (by C. Ma and T. Dhadial) followed by a Q/A period

3.1.3. Decided not to have membership signup at Clubs Night this year due to time and logistic restrictions

3.1.3.1. Will present a Google RSVP form for the Meet and Greet at the end of Clubs Night -> C. Ma will make RSVP form (**ACTION**)

**3.2. 1st year Orientation CAPSI Meet and Greet (T. Dhadial and S. Padam)**

3.2.1. Event date: Monday September 21st, 2020 at 6:00 - 7:00 PM PST via Zoom

3.2.2. **ACTION:** PPT presentation will be shared shortly and executives to review their sections

3.2.2.1. Used last year slides along with updates for this year: new events, new council

3.2.3. Raffle draw and Kahoot prizes

3.2.3.1. Event RSVP form and Zoom attendance will be cross referenced when the event starts to confirm attendance -> C. Ma will make RSVP form

3.2.3.2. Random winner will be chosen for 1 raffle prize; top 3 winners from Kahoot game

3.2.3.3. Winners will be announced at the end of the Zoom Call

3.2.3.4. Ideas for prizes

3.2.3.4.1. Amazon and Starbucks E - gift cards (can be sent through email)

3.2.3.5. Budget: \$50

3.2.3.5.1. 1 winner for Raffle draw - \$15

3.2.3.5.2. Top 3 winners for Kahoot - \$15 → \$10 → \$10

**3.2.3.6. BIRT UBC CAPSI will spend \$50 on the Meet and Greet Raffle and Kahoot prizes as outlined above.**

**T.Dhadial/S.Padam**

3.2.4. Test Kahoot (if time at end of meeting)

3.2.5. FB event for Meet and Greet is made -> executives please click “going”

3.2.6. If anyone is not available to present their section, let T. Dhadial or C. Ma know beforehand (by 5PM Sept 21st) and someone will present for you

### **3.3. CIBC Lunch and Learn (T. Dhadial, C. Ma, A. Jradi)**

3.3.1. Event Date: Wednesday September 23rd, 12 - 1pm PST

3.3.2. Presentors: Rob and Lisa from CIBC

3.3.3. Topic: general topics about how banking works and how to open a business (not CIBC focused)

3.3.4. FB event page will be created, survey for audience questions will be posted

3.3.5. Executives should be in attendance if they can

3.3.6. Event will be held on Microsoft Teams: click on the link and you will be added to meeting; no Teams account needed

### **3.4. Textbook Sales (T. Dhadial and C. Ma)**

3.4.1. Tentative pickup dates: Saturday September 26th and Monday October 5th (outside pharm building) from 12:00 - 5:00 PM

3.4.2. Volunteers:

3.4.2.1. Need volunteers to help distribute and make the textbook packages that are being mailed

3.4.2.2. If anyone is available to volunteer, let T. Dhadial know

3.4.2.3. Alternative pickup location: Holland park Surrey

3.4.3. CAPSI usually gets discount from CPhA for bulk orders

3.4.3.1. There is an ongoing 25% sale at CPhA -> these prices are cheaper than the deal CAPSI has given

3.4.3.2. Students are upset because we promised the best deal; How to proceed?

3.4.3.2.1. Option 1: Complete refund to students

3.4.3.2.2. Option 2: Refund the difference

3.4.3.2.3. Option 3: No refunds

**3.4.3.3. BIRT UBC CAPSI will provide the option of full refunds to students who ordered CPhA textbooks from CAPSI under the 2020 sale**

**T.Dhadial/R.Garg**

3.4.3.3.1. **ACTION:** C. Ma or T. Dhadial to make a Google form for students who want the refund (with a deadline)

**3.5. CAPSI Calendar (C. Ma and S. Padam)**

3.5.1. An interactive calendar for UBC CAPSI executive events and meetings is available on the Google drive

3.5.1.1. Purpose is to keep events and meetings organized within the council (like an agenda)

3.5.1.2. **ACTION:** Executives please add your events to the calendar

3.5.2. Side note: PhUS website has an Interclub Calendar that includes events for other clubs (PhUS, LKS)

3.5.3. Side note: We could post a mini calendar for upcoming CAPSI events on FB and IG to remind students of our events

**3.6. CAPSIL (T. Dhadial, C. Ma and A. Jradi)**

3.6.1. Confirm if any continuing council members have seen a previous issue of CAPSIL newsletter

3.6.1.1. No, have not seen an issue in about 3 years

3.6.2. Alternative ideas to pursue instead of CAPSIL:

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

3.6.2.2. Create a blog instead of a subscription to CAPSIL

3.6.3. **BIRT UBC CAPSI will not be pursuing microCAPSIL in the upcoming 2020/2021 year**

**T.Dhadial/R.Garg**

3.6.3.1. We will need to make an amendment in the operating manual (during AGM).

### 3.7. Career Avenues (T. Dhadial)

3.7.1. Tony Seet organizing it this year, as historically, via Zoom

3.7.2. CAPSI's role in the event this year:

3.7.2.1. Virtual volunteers?: one volunteer per breakout room to help mediate conversation and resolve any issues

3.7.2.2. There is an upcoming meeting with Tony this Thursday and updates on the event will be provided

### Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>Stethoscope sale being planned for November by L. Zhang and E. Wong due to popular demand from students</li> <li>Local NTP will be online this year in November <ul style="list-style-type: none"> <li>L. Zhang and E. Wong have started planning and A. Jradi is in process of reaching out to sponsors</li> <li>As per National's instructions, for now local winners will also participate in CNTP remotely (exact rules yet to be figured)</li> </ul> </li> <li>Media Waiver Forms required for any events we do <ul style="list-style-type: none"> <li><b>ACTION:</b> T. Dhadial will upload to google drive</li> <li>Special attention to Advocacy and Outreach events</li> </ul> </li> <li>CAPSI Notebooks: <ul style="list-style-type: none"> <li>C. Ma has ordered about 80 notebooks already and they will likely go to new members first when they arrive</li> <li>CAPSI backpacks have been cancelled by the National</li> </ul> </li> </ul>
Junior Representative	<ul style="list-style-type: none"> <li>Goal Setting meeting summary: <ul style="list-style-type: none"> <li>Any discussions regarding Senior and Junior reports -&gt; No</li> <li>Support/like each others event posts and attend each others events when possible</li> <li>Promote IG (any photos to share?)</li> <li>New document for budgeting to keep track of expenses <ul style="list-style-type: none"> <li>The document has a tab for each position</li> </ul> </li> <li>Zoom study sessions (for yearly reps to discuss)</li> </ul> </li> <li>Meetings will be weekly or bi-weekly (depending on how much to discuss) <ul style="list-style-type: none"> <li>Meetings will not be set, but a poll will be made to determine availability</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Will ensure there is enough notice before each meeting</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>● Bi-elections for 1st years will be held early October (promote to 1st years)</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
Vice-Treasurer	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
Sponsorship	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
IT Officer	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
Community Outreach	<ul style="list-style-type: none"> <li>● Hosting a virtual workshop on interacting with patients living with substance use disorder (in collaboration with IHI)               <ul style="list-style-type: none"> <li>○ Speakers include a community pharmacist and a patient</li> <li>○ Will be open to all students (not just pharmacy students)</li> <li>○ Will be held on November 19th at 6:30 PM -&gt; note in calendar and share with friends</li> <li>○ Add to interclub calendar (<b>ACTION:</b> T. Dhadial let Jeremy from PhUS know)</li> </ul> </li> </ul>
IPSF Liaisons	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
4 <sup>th</sup> Year Representatives	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
3 <sup>rd</sup> Year Representative	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
2 <sup>nd</sup> Year Representative	<ul style="list-style-type: none"> <li>● NTR</li> </ul>
1 <sup>st</sup> Year Representative	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
Faculty Advisors	<ul style="list-style-type: none"> <li>● NTR</li> </ul>

#### 4. Reimbursements

#### 5. Payments

#### 6. Adjournment at 8:26 PM PST : motioned by T. Dhadial , seconded by J. Chen.