

CAPSI Meeting
September 15, 2021, 12:30-1:00 PM PST
Room 3110

Senior Representative	Celia Ma	P	IT Officer	David Tse	P
Junior Representative	Aneet Grewal	P	Community Education Coordinator	Lilyan Jia	P
Secretary	TBD	-	IPSF Liaisons	Jonah Curl	P
				Emily Blacklaws	R
Treasurer	Shirley Li	A	4th Year Representative	Jenny Chen	R
Vice-Treasurer	Nghi Le	L	3rd Year Representative	Jennifer Liang	R
Sponsorship Coordinator	Amy Jradi	R	2nd Year Representative	Sarah Burke	P
Fundraiser	Celeste Giovanatti	P	1st Year Representative	TBD	-
	TBD	-		TBD	-
Advocacy	Manrubby Dhillon	R	Faculty Advisors	Dr. Kathy Seto	A
				Paulo Tchen	A

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

1. **Call to order at 12:34 PM: motioned by L. Jia, seconded by J. Curl**

2. [Land Acknowledgement](#)

3. **Standing Business**

BIRT CAPSI UBC accepts the minutes from the meeting on September 9, 2021.

L. Jia / D. Tse

Motion carried

4. **New Business**

4.1. CAPSI Events (5 min) – C. Ma

Ensure to attend as many CAPSI events as you are able to through the semester to show support for your fellow executive members and to promote the club! Advertise the events to your friends/classmates.

Facebook event pages are encouraged as they are useful in the promotion of CAPSI events and estimating attendance/interest. Please message David to

For posts to Facebook class pages and the Pharmacy Hub, CAPSI had our IT Officer post for all events. The reasoning was so that students could associate one student's name with CAPS, and so CAPSI events did not overwhelm the class pages due to overlap of posting. However, there was an additional delay for posting. Would we like to continue to have our IT Officer post to Facebook pages this year?

- S. Burke states that the reasoning from last year makes a lot of sense, and we should continue posting through IT Officer.

- J. Curl states that IPSF has many separate events, and asks whether it would be possible for him to post regarding IPSF events specifically.
- C. Ma states that it is a good idea to separate who posts CAPSI and IPSF-related posts.

BIRT CAPSI UBC will post CAPSI-related posts through David (IT Officer) and IPSF-related posts through Jonah (IPSF Liaison) on Facebook class pages and the Pharmacy Hub.

C. Ma / A. Grewal

Motion carried

4.2. PhUS Event Bookings / Interclub Calendar (5 min) – C. Ma

ACTION: This year, CAPSI executives will book events/rooms through PhUS individually. The process is as follows:

- 1) Check the PhUS Interclub calendar to ensure your event does not coincide with another club's event: <https://calendar.google.com/calendar/embed?src=phus.president%40gmail.com&ctz=America%2FVancouver>
- 2) Fill out this form with your event details: <https://forms.gle/KUYw4gxWVjxPtimW6>
- 3) Notify Marcus Wong (PhUS VP Internal; <https://www.facebook.com/marcus.wong.10048>) that you have filled in the form
- 4) Marcus will review your event and send in the room booking request. Once confirmed, you may start advertising the event to pharmacy students.

4.3. CAPSI Competitions Planning (5 min) – C. Ma

CAPSI competitions information documents have been released from National. Year reps, please read through your documents and start planning. Due date for results sent to National is November 15, 2021 - please account time for judges to mark. Refer to the above process for event/room booking. If you have any questions, contact Celia or Aneet.

For PIC and OTC, standardized patients are required. Would any executive members like to volunteer as a standardized patient?

- J. Curl and L. Jia volunteer as standardized patients for PIC and OTC. Reps planning the events will contact them.

4.4. CAPSI Info Night (2 min) – C. Ma

CAPSI Info Night (AKA Meet & Greet) will be held on September 22, 2021 from 6-7 pm. Please try and attend in-person!

ACTION: If you are able to attend the Info Night in-person, please RSVP:

<https://forms.gle/RTKkZW2qpnwZDVMe8>

ACTION: Press “going” on the Facebook event page and invite your friends & classmates:

<https://fb.me/e/FhHYZpFC>

ACTION: Please update your respective slides for your position (name, headshot, duties). Following each position slide, you may add any events under your position's profile that you wish to advertise (mandatory for CO, Advocacy, IPSF). Finish slides by Sunday, September 19, 2021. At Info Night, you will be introducing yourself and talking about your slides. If you cannot attend, please let Celia know. Slides: <https://docs.google.com/presentation/d/1PyY7vd3ciHXs3yWfrqmCNYqNCfLLpknj2zh-qAVPItg/edit>

4.5. CAPSI By-Elections (2 min) – C. Ma

By-election application forms open on September 21, 2021. Actual election will be on September 29, 2021 from 6-7 pm. Please try and attend so we can have our discussion about candidates. A Zoom link will be set up for online attendance. All executives must vote within 24 hours of election speeches, so results can be posted. Encourage your friends to apply! If you are unable to attend, please let Celia know.

Roundtable

Position	Update/Announcements
Senior Representative	• NTR
Junior Representative	• NTR
Secretary	• -
Treasurer	• NTR
Vice-Treasurer	• NTR
Sponsorship Coordinator	• NTR
Fundraising	• NTR
IT Officer	• ACTION: Reminder to fill out the "Connect with CAPSI" form if you have not already https://forms.gle/esmoUcGLmxJtMey7
Community Education Coordinator	• Hiring of Co-chair & subcommittees will be advertised through next weeks and at Info Night.
IPSF Liaisons	• SEP Info Night is planned for October 7, 2021.
Advocacy	• NTR
4 th Year Representatives	• NTR
3 rd Year Representative	• NTR
2 nd Year Representative	• NTR
1 st Year Representative	• -
Faculty Advisors	• NTR

5. Reimbursements

6. Payments

7. Adjournment at 12:50 PM: motioned by S. Burke, seconded by D. Tse.