

**CAPSI Meeting**  
**7-8 PM PST, September 3, 2021**  
**Online**

<b>Senior Representative</b>	Celia Ma	P	<b>IT Officer</b>	David Tse	P
<b>Junior Representative</b>	Aneet Grewal	P	<b>Community Education Coordinator</b>	Lilyan Jia	A
<b>Secretary</b>	TBD	-	<b>IPSF Liaisons</b>	Jonah Curl	P
				Emily Blacklaws	P
<b>Treasurer</b>	Shirley Li	P	<b>4<sup>th</sup> Year Representative</b>	Jenny Chen	R
<b>Vice-Treasurer</b>	Nghi Le		<b>3<sup>rd</sup> Year Representative</b>	Jennifer Liang	P
<b>Sponsorship Coordinator</b>	Amy Jradi	P	<b>2<sup>nd</sup> Year Representative</b>	Sarah Burke	P
<b>Fundraiser</b>	Celeste Giovanatti	R	<b>1<sup>st</sup> Year Representative</b>	TBD	-
	TBD	-		TBD	-
<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 7:05 PM: motioned by C. Ma, seconded by A. Grewal**

2. [Land Acknowledgement](#)

3. **Standing Business**

**BIRT CAPSI UBC accepts the minutes from the meeting on April 28, 2021**

**C. Ma / S. Li**

**Motion carried**

4. **New Business**

4.1. Meeting Formalities and Review of Robert's Rules (20 min) – C. Ma

■ **Robert's Rules:**

- To make a motion: "Be it resolved that (BIRT) ... [what you want to do]". Motions are made to signify a decision made, or an action item.
- Every motion must be seconded by another council member to pass into discussion.
- If there is no further discussion on the topic, the motion must be voted on: "All those in favour please remain silent; all those that oppose please make yourself known."

■ **New Business vs Roundtable**

- "New Business" items: things that require discussion from council, or big new items/initiatives that require background information.

- “Roundtable” items: reminders, brief announcements, updates.

#### ■ Meeting Frequency

- E. Blacklaws states that it may be better to have meetings online, as she and others may be living quite far from campus.
- J. Curl states that all individual members should be taken into consideration regarding the timing and distance from campus for other meetings.
- M. Dhillon indicates that fourth year students have inflexible schedules, and will probably not be able to remotely attend meetings during lunch hours. Suggests having weekly meetings alternate between online and in-person, to accommodate for those who will be joining remotely.

**BIRT CAPSI UBC will trial weekly meetings, alternating between online and in-person, for the month of September and then reassess. Forms will be used to decide on the best date for meetings.**

**C. Ma / A. Grewal**

**Motion carried**

#### ■ CAPSI Council Calendar

- CAPSI UBC’s council calendar was a new initiative last year to try and keep our local events organized between council members. It was not used very much. Would we like to try to implement this again? [CAPSI CALENDAR 2021/2022](#)
- A. Jradi mentions that the reason it was not used is because nobody knew how to use it. It is a good idea, but would likely be more useful if it was easier to understand and more accessible. Alerts would also be beneficial.
- J. Li suggests using a shared Google Calendar.
- S. Burke, A. Jradi, J. Curl, and M. Dhillon second the idea of subscribing to a shared Google Calendar.

**BIRT CAPSI UBC will look into implementing a shared Google Calendar, and reassess at the next meeting.**

**C. Ma / J. Curl**

**Motion carried**

#### 4.2. 2021-2022 Budget Presentation (10 min) – S. Li, N. Le

- S. Li presented our proposed budget for the upcoming year to the council.

#### 4.3. CAPSI Council Retreat (10 min) – A. Grewal

- Normally we do a council retreat with PhUS at the end of August. This year, we did not join PhUS in their retreat. Is our council interested in having a retreat? If so, what time of year would work best for members, and what activities would members be interested in?

- J. Curl notes that we have reading weeks in each term, as well as winter break. He notes that PhUS did a few day trips instead of a formal trip this year.
- S. Burke states that winter break might be hard to plan for, since people might go home. Suggests doing it over a weekend or long weekend, or reading week.
- E. Blacklaws notes that it may be hard to plan in advance, as COVID is making all travel arrangements complicated.
- A. Jradi suggests to use the funds to book a hotel suite in downtown Vancouver for a day for the experience (i.e. “staycation”), or something else that is more “COVID-friendly”.

#### 4.4. CAPSI Council Goal Setting (5 min) – C. Ma

- Goal Setting Documents & Meetings: <https://doodle.com/poll/pcic8mts3ctc78g3#calendar>
  - Council members are asked to fill out this Doodle (select one time slot), and Sr/Jr will reach out to you to discuss whether the meeting will be in-person or online.
- Goal Setting Template: [https://docs.google.com/document/d/1DF\\_QXSujp52JisycCvW45xh79AQ3nIX3RR4FLeKkzuw/edit#](https://docs.google.com/document/d/1DF_QXSujp52JisycCvW45xh79AQ3nIX3RR4FLeKkzuw/edit#)
  - Council members are asked to fill out this template prior to their goal setting meeting with Sr/Jr.
- Anonymous Feedback Form for Sr and Jr, used to promote communication and progress/improvement.
  - Senior: <https://forms.gle/fbpZZ3Nn9bACzs2z7>
  - Junior: <https://forms.gle/G6TmxTCSwWnoW8XE8>

#### 4.5. CAPSI Summer Advocacy Project (10 min) – C. Ma

- CAPSI UBC started a new initiative to advocate for the pharmacy profession via social media posts earlier this summer. However, the project did not receive as much attention as we had initially intended. Is this something we still want to continue?
- J. Curl suggests that we make a subcommittee for this project.
- A. Jradi thinks that this is a very good initiative, and we should push to pursue this. It is a good way to involve non-CAPSI members, and to get CAPSI’s name out there. Especially with COVID, this is a good way for CAPSI to make a bigger stand in the community. Proposes to have an event to showcase the topics before or after PAM, as the topics are very useful and often not covered prior to first-year practicums.
- C. Ma suggests to make a subcommittee for this under Advocacy Chair, as this would allow the project to continue, not add to the workload of current exec members, as well as allow non-CAPSI members to be involved.

- M. Dhillon agrees that the project will fit under the Advocacy profile, and a subcommittee can be made. The subcommittee will pick up where the project has been left off. Resources as follows:  
<https://docs.google.com/document/d/1K8YVxeeVcXan8mkIG-X64Trnjsw7Em7jwX8z6YuxY14/edit>

BIRT CAPSI UBC will create a new subcommittee under the Advocacy Committee to take on the Pharmacy Advocacy Project throughout the school year.

C. Ma / J. Curl

Motion carried

#### 4.6. GSK L&Ls (10 min) – A. Jradi

- As of last fall, GSK has already committed to doing 2 L&L's with CAPSI - one in fall term for flu in children, one in winter term for adult pain. GSK will provide food, and can do either an in-person or a livestream. In-person would be best, to increase attendance. GSK would like to know whether an in-person event would be possible ASAP, as it will take approximately 6 weeks for GSK to prepare for the presentation after confirmation. Banks are also interested in doing L&L's this year.
- C. Ma states that the faculty has not sent us an exam schedule for all years yet, so we do not have an idea of the best date. The faculty has not been clear about whether in-person L&L's are allowed, as there are no restrictions at this point but precautions should be taken. We can let GSK know about how to move forward within the next weeks.

#### 4.7. Podcast Sharing on Social Media (5 min) – C. Ma

- Katie Bishop, past CAPSI UBC Senior Rep, suggested that CAPSI share some pharmacy podcasts for students to listen to, as they helped her with preparing for practicums and studying for licencing exams. How does the council feel about sharing pharmacy podcasts, such as Real Life Pharmacology, CorConsultRx, and the Best Science Medicine Podcast with pharmacy students via social media? Additionally, would sharing other resources be beneficial as well?
- E. Blacklaws and M. Dhillon support the idea.
- C. Ma will check with OEE to make sure we can post these, and collect a list to post.

#### 4.8. Pharmacy Clubs Night (5 min) – C. Ma

- Pharmacy Clubs Night is occurring on Sept 15, 2021. CAPSI needs 2-3 members to represent us at the event. <https://forms.gle/aLk8JTbM9fsbNT9a9>
- J. Curl, S. Burke, C. Ma will be present at the event.

### Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>● AMS Club Renewal</li> <li>● CAPSI Competitions Update</li> <li>● CAPSI Notebook Distribution</li> </ul>

Junior Representative	<ul style="list-style-type: none"> <li>• Textbook Sale</li> <li>• CAPSI's Station in GPA 2021</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• NTR</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 Coordinator	<ul style="list-style-type: none"> <li>• NTR</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>• Stethoscope Sale</li> </ul>
IT Officer	<ul style="list-style-type: none"> <li>• Local Website Summer Updates</li> <li>• Local Social Media Summer Updates (reminder!)</li> </ul>
Community Education Coordinator	<ul style="list-style-type: none"> <li>• NTR</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>• NTR</li> </ul>
Faculty Advisors	<ul style="list-style-type: none"> <li>• NTR</li> </ul>

**5. Reimbursements**

**6. Payments**

BIRT CAPSI will make a payment to Kimberly Low for the AFL National Prize 2nd place - \$300.00 (already processed)

J. Liang / M. Dhillon

Motion carried

**7. Adjournment at 8:10 PM: motioned by M. Dhillon, seconded by A. Grewal**