

**CAPSI Meeting**  
**October 5, 2021, 8:45 PM PST**  
**Online (Zoom)**

<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	P
<b>Secretary</b>	Rami Khouri	P	<b>IPSF Liaisons</b>	Jonah Curl	R
				Emily Blacklaws	R
<b>Treasurer</b>	Shirley Li	L	<b>4<sup>th</sup> Year Representative</b>	Jenny Chen	R
<b>Vice-Treasurer</b>	Nghi Le	L	<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	P	<b>1<sup>st</sup> Year Representative</b>	Mark Seo	P
	Sung Ju Lee	P		Jay Alam	P
<b>Advocacy</b>	Manrubby Dhillon	A	<b>Faculty Advisors</b>	Dr. Kathy Seto	R
				Paulo Tchen	R

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

**1. Call to order at 8:49 PM PST: motioned by S. Burke, seconded by J. Liang**

**2. Land Acknowledgement**

- Resource: [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls\\_to\\_action\\_english2.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf)
- Land Acknowledgements are important in the path of reconciliation. Include more resources in the future.

**3. Standing Business**

**BIRT CAPSI UBC accepts the minutes from the meeting on September 29, 2021**

A.Grewal / D.Tse

**Motion carried**

**3.1. Event Booking - Resources (2 min) – C. Ma**

Resources for planning CAPSI events:

- Room Booking Form (do ASAP once you know the date of your event, at least 2 weeks before your event date, instructions are in the form): <https://forms.gle/KUYw4gxWVjxPtimW6>
  - Reminder that we're all here to support each other :)
  - If you are having conflicts with anyone, we are here to support you.
  - S. Burke: Do we have to message Marcus? C. Ma: Yes.
- UBC E2P Assessment Schedule (NOT TO BE SHARED OUTSIDE OF CAPSI COUNCIL):  
<https://drive.google.com/file/d/1V1Hbmp-sPFgDZz0rIqzNRXmBGKEPGWc/view?usp=sharing>

- Check the assessment calendar and do not schedule a day before exams.
- PhUS Interclub Calendar (check other clubs' events to plan the best date for your event):  
<https://calendar.google.com/calendar/embed?src=1bmjd30ca0gcdfadk6mh7vk7ps%40group.calendar.google.com&ctz=America%2FVancouver>
- CAPSI Council Calendar (for CAPSI Council Members so we know when/where CAPSI events are):  
<https://calendar.google.com/calendar/embed?src=9gktdn5rmj7peqe129fa8gu7g0%40group.calendar.google.com&ctz=America%2FVancouver>
- First Year reps will be added with their emails in the contact form

### 3.2. **CAPSI Events through the Year (1 min) – C. Ma**

Review this document that highlights all of CAPSI's events through the year:

<https://docs.google.com/document/d/1ypw2LF8yKNhkbqH3H1n2eudVZtIU2ziwABU8PUd8Rmc/edit?usp=sharing>

3.2.1. Anyone new to the council, check this link. For any questions, message C. Ma and A. Grewal.

## 4. **New Business**

### 4.1. **Welcome to New Council Members (2 min) – C. Ma**

Welcome to our new council members! Please fill out the following:

- Website Bio: <https://forms.gle/Z29z7yHUHECU82pS7>
  - Fill out before next week. Formal Headshot is needed.
- Social Media Introduction: <https://forms.gle/nNRyQud4rEZyT3HE7>
  - A formal headshot is not necessary. Try a picture of you doing something fun.
- Council Contact Info:  
[https://docs.google.com/document/d/1w2KizlDQTaBwAqCjjWWvOXeRd\\_Wiy\\_u0iVi42xb2\\_-w/edit?usp=sharing](https://docs.google.com/document/d/1w2KizlDQTaBwAqCjjWWvOXeRd_Wiy_u0iVi42xb2_-w/edit?usp=sharing) (you can fill this out now bc the link is open to anyone, but I will close it afterwards so this doc is only editable through your CAPSI position emails)
  - Not shared except with CAPSI council. Check this document for council members' emails.

### 4.2. **Textbook Sale Pickup Volunteers (5 min) – A. Grewal**

We will be having our textbook pickup in the week(s) after Thanksgiving! Please sign up for a time to help hand out textbooks: <https://www.when2meet.com/?13167251-qZwaw>

4.2.1. Tuesday to Friday, A. Grewal will not be here until Thursday.

4.2.2. We need two members to help with the sale.

4.2.3. Fill in the when2meet. 12 pm to 1 pm or 12 pm to 2 pm could be the best time for students to pick it up.  
A. Grewal will check the when2meet on Thursday and will contact you about arrangements.

4.2.4. Create an Excel file?

4.2.5.M. Seo: Are the textbooks only for first years? A. Grewal: Some second-year and third-year textbooks.

**4.3. Checking with Faculty Advisors for Events and Building Safety (2 min) – C. Ma**

PhUS VP Internal has asked that we ask our Faculty Advisors to check over our events before having them so that they are in accordance with the building's existing safety plan. "Events that are educational in nature should be already covered (e.g. Lunch N Learns, Talks, etc), but for social events (e.g. networking, mingling, ice breakers) you might need to fill in some additional paperwork from the Faculty."

**ACTION:** For future events, email our Faculty Advisors Dr. Kathy Seto ([setok@mail.ubc.ca](mailto:setok@mail.ubc.ca)) and Paulo Tchen ([paulo.tchen@ubc.ca](mailto:paulo.tchen@ubc.ca)) with event details to confirm that they are in accordance with the building's existing safety plan.

- Most of the time they will say yes!

**Roundtable**

Position	Update/Announcements
Senior Representative	Reminder that we as a council are always here to support each other!
Junior Representative	Will contact the Council through Facebook on Thursday with more details about the textbook sale.
Secretary	NTR
Treasurer	NTR
Vice-Treasurer	NTR
Sponsorship Coordinator	Room booking is confirmed (for the November 4th event)
Fundraising	NTR
IT Officer	NTR
Community Education Coordinator	NTR
IPSF Liaisons	SEP Info Night Reminder!! Try to come on Thursday at 6 pm or online (Need to RSVP)
Advocacy	NTR
4 <sup>th</sup> Year Representatives	NTR
3 <sup>rd</sup> Year Representative	NTR
2 <sup>nd</sup> Year Representative	NTR
1 <sup>st</sup> Year Representatives	Happy to be here!
Faculty Advisors	NTR

**5. Reimbursements**

**6. Payments**

**7. Adjournment at 9:04 PM PST: motioned by D. Tse, seconded by A. Grewal**