

**CAPSI Meeting**  
**September 29, 2021, 12:00 PM PST**  
**UBC Pharmaceutical Sciences Building, Room 3110**

<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>	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	R	<b>3<sup>rd</sup> Year Representative</b>	Jennifer Liang	P
<b>Sponsorship Coordinator</b>	Amy Jradi	R	<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>	TBD	-
	TBD	-		TBD	-
<b>Advocacy</b>	Manrubby Dhillon	R	<b>Faculty Advisors</b>	Dr. Kathy Seto	R
				Paulo Tchen	P

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

1. **Call to order at 12:05 PM PST: motioned by A. Grewal, seconded by S. Burke**

2. [Land Acknowledgement](#)

3. **Standing Business**

BIRT CAPSI UBC accepts the minutes from the meeting on September 15, 2021.

D. Tse / J. Curl

Motion carried

3.1. [Reassessment of CAPSI UBC Council Meeting Frequency \(5 min\) – C. Ma](#)

For the month of September, CAPSI UBC Council trialled weekly meetings, alternating between online and in-person. Would we like to continue this method through the year?

BIRT CAPSI UBC will continue having weekly meetings, alternating between in-person and online formats. In-person meetings will be held at the UBC Pharmaceutical Sciences Building on Wednesdays at 12:00 PM PST. Online meetings will be held over Zoom, and an availability poll will be open from the Thursday to Saturday following each in-person meeting to determine the best date/time for the online meeting. If there are no agenda points for a weekly meeting, the meeting will be cancelled.

A. Grewal / S. Burke

Motion carried

3.2. [World Congress Bid Update \(5 min\) – C. Ma](#)

Moving forward, CAPSI UBC must prepare a small 5-slide presentation for the CAPSI National Council, highlighting the reasons why Vancouver would be the best host city in Canada for the World Congress. This

entails considering attractions in Vancouver, what kind of event we would like to host, how we can make the event profitable, and possible forms of support we would have in the pursuit. Working document:

<https://docs.google.com/document/d/1qnBygPWAppN7aI2XLOWzXwZOcIWUA59ivys8call4k/edit>

Currently, Celia, Aneet, Jonah, Emily, and Jennifer are working on this mini-bid. Are any other council members interested in helping?

- C. Ma asks P. Tchen, on a preliminary basis, would the faculty be able to help support CAPSI hosting an international pharmacy conference in Vancouver?
- P. Tchen states that with the limited amount of information he has gathered regarding this event, the faculty would possibly be able to help out either through financial or logistical support (e.g. providing space, networking support). He would require CAPSI to have a more detailed plan that he could present to the faculty. He supports the idea, as it would promote Vancouver as a city, bring pharmacy students together, and promote the pharmacy profession.
- C. Ma will follow up with P. Tchen with more information regarding the event.

#### 4. New Business

##### 4.1. Review of CAPSI Events & Competitions (10 min) – C. Ma

To clarify the events that CAPSI UBC runs through the year, and what each competition entails, we will go over this document:

[https://docs.google.com/document/d/1ypw2LF8yKNhkbqH3H1n2eudVZtIU2ziwABU8PUd8Rmc/edit?usp=s\\_haring](https://docs.google.com/document/d/1ypw2LF8yKNhkbqH3H1n2eudVZtIU2ziwABU8PUd8Rmc/edit?usp=s_haring)

- C. Ma reminds council members that they can participate in competitions. They are a good way to practice skills in a low-stakes, high rewards environment, and an opportunity for a seat at PDW. Year Reps cannot participate in their own competitions, but can participate in others. Junior and Senior Rep may not participate in competitions.
- L. Jia comments that Community Education & Outreach subcommittees will clarify their timeline of events as subcommittees are formed.
- P. Tchen reminds the council that the OEE strongly encourages and is available to support student-led community outreach initiatives. He feels that due to the online nature of last year, there were fewer community outreach events, and students may not understand the benefits and importance of having OEE support through community outreach events. Would it be beneficial for his team to hold a presentation outlining the process of community outreach events with OEE approval and support?
- L. Jia answers that it would be beneficial to have a presentation, to clarify the process and supports offered by the OEE.
- C. Ma asks P. Tchen about what the turnaround for AP-7 forms (required for community outreach events approval) is.

- P. Tchen answers that although the standard time for events being approved through the OEE is 8 weeks from the initial day the AP-7 form is filled out, it often happens faster. This is especially possible for events that are online, as it is easier to find a supervising pharmacist and other supports in this format.
- C. Ma will discuss with PhUS and follow up with P. Tchen regarding an OEE presentation to clubs for community outreach events.

#### 4.2. CAPSI Competitions Sign-Up Form (5 min) – C. Ma

In previous years, we have had one sign-up form for all competitions:

[https://docs.google.com/forms/d/15OQzu\\_yJo9uzuRtTKIy9SBkpvvegM0SOIvRUywjWgNS8/edit](https://docs.google.com/forms/d/15OQzu_yJo9uzuRtTKIy9SBkpvvegM0SOIvRUywjWgNS8/edit)

The intent was to keep all of the information regarding competitions in one place, and allow for Year Reps to view all of the registrations at once.

Would we like to continue to have one sign-up form for all competitions this year?

- J. Liang supports the use of one sign-up form, as it helps organize the competitors and registrations. Those who are interested may look at all of the information regarding competitions at once.
- L. Jia notes that not all competitions happen at the same time in the year, so this may lead to the competitions being lost.
- C. Ma clarifies that the sign-up forms are sent out with each “wave” of competitions - once in October and once in January/February.
- S. Burke feels that multiple forms will be less confusing, and allow for us to include more information about each competition in the form. We would also be able to advertise each competition with more details to gain more student interest. Because different people are organizing different events, it would be more convenient to be able to see the students who have registered for each event individually, rather than filtering through all registrations.
- J. Liang states that in this way, students may only see one or two competitions, and miss the others.
- A. Grewal echoes S. Burke, and states that we may be able to garner more interest by having separate forms with more details. We would also be able to advertise up to the date of each individual event. We could use a Linktree to help organize our events, and make Facebook event pages.
- C. Giovanatti states that although having a single form will be less confusing in the beginning, it will make things more confusing as planning/advertising goes on. She echoes A. Grewal and S. Burke in that more student interest can be gained.
- C. Ma states that with good technological organizational skills and advertising, events will not get lost from students. Since we have historically only done one form for all events, and we have not had much interest, it is worth trying to have individual forms this year.
- L. Jia adds that we can also advertise competitions (and all events) via announcements made by Year Reps before class.



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 Vancouver, British Columbia, V6T 1Z3  
 www.capsiubc.com

**BIRT CAPSI UBC will have separate forms for competition registrations this year.**

**A. Grewal / S. Burke**

**Motion carried**

#### 4.3. SEP Info Night, IPSF Social Media Campaign for World Pharmacists Day (5 min) – J. Curl, E. Blacklaws

SEP Info Night will be held on Thursday, October 7, 2021 from 6:30-7:30 PM PST. Council members are encouraged to attend, and there will be food (RSVP via Google form).

**ACTION: Press going on SEP Info Night Facebook Event to increase awareness: <https://fb.me/e/5skt7NovS>.**

**RSVP via Google form if you will be attending in-person for food: <https://forms.gle/vgTWuKSDP6PcQFC87>**

**ACTION: Year Reps will make an in-class announcement to promote SEP Info night sometime next week.**

An IPSF Social Media Campaign is currently ongoing. It is to promote World Pharmacists Day (September 25), and aims to advocate for the profession of pharmacy. As an international campaign, CAPSI UBC council members are encouraged to participate by taking a photo holding a sign that says “I am a future pharmacist and I optimize patient health by \_\_\_\_\_” and posting it to social media (tag @capsiubc and @capsinational, and use the hashtag #wpdcapsi2021). Participants are entered into draws by both CAPSI UBC and CAPSI National for \$15 gift cards.

CAPSI UBC is considering having a booth in the pharmacy building over lunchtime to increase participation.

- L. Jia inquires where we should post our photos.
- E. Blacklaws clarifies that photos should be posted to each individual’s personal social media page (Facebook or Instagram), either as a post or as a story.

**ACTION: Participate in IPSF’s World Pharmacists Day Social Media Campaign by taking a photo of yourself and posting it to your personal social media page.**

#### Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>Reminder that our by-elections are this evening at 6-7 PM PST, and voting must be completed by 6 PM PST tomorrow at the latest!</li> </ul>
Junior Representative	<ul style="list-style-type: none"> <li>Textbooks have arrived. We will figure out a time to hand them out, and also hand out membership notebooks/cards/sponsor items concurrently.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>N/A</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>Stethoscopes were supposed to ship yesterday. Hopefully they will be coming very soon.</li> </ul>

IT Officer	• NTR
Community Education Coordinator	• Hiring Co-Chairs over the weekend.
IPSF Liaisons	• NTR
Advocacy	• NTR
4 <sup>th</sup> Year Representatives	• SLC deadline planned for November 5, 2021. Judges secured: Jane Xia, Vaughn Chauvin.
3 <sup>rd</sup> Year Representative	• NTR
2 <sup>nd</sup> Year Representative	• NTR
1 <sup>st</sup> Year Representative	• N/A
Faculty Advisors	• NTR

## 5. Reimbursements

BIRT CAPSI UBC will reimburse Celia with \$225.75 for food costs during CAPSI Info Night on September 22, 2021.

L. Jia / J. Curl

Motion carried

## 6. Payments

## 7. Adjournment at 12:58 PM: motioned by A. Grewal, seconded by J. Curl