

**CAPSI Meeting**  
**November 30, 2021, 7 PM PST**  
**Online (Zoom)**

<b>Senior Representative</b>	Celia Ma	P	<b>IT Officer</b>	David Tse	R
<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	P
				Emily Blacklaws	R
<b>Treasurer</b>	Shirley Li	P	<b>4<sup>th</sup> Year Representative</b>	Jenny Chen	P
<b>Vice-Treasurer</b>	Nghi Le	P	<b>3<sup>rd</sup> Year Representative</b>	Jennifer Liang	R
<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>	Mark Seo	P
	Sung Ju Lee	R		Jay Alam	P
<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 PM PST: motioned by A.Grewal, seconded by S.Burke**

**2. Land Acknowledgement**

- 2.1. We would like to acknowledge that we are meeting today on the traditional, ancestral, and unceded territory of the Coast Salish peoples – the Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and x̣ʷməθkʷəy̓əm (Musqueam) Nations.

**3. Standing Business**

**BIRT CAPSI UBC accepts the minutes from the meeting on November 25, 2021**

**S.Burke / J.Curl**

**Motion carried**

**4. New Business**

**4.1. Competitions follow-up, 7 min.**

- 4.1.1. C.Ma: Feedback: Separating fb pages for each competition. How was that?

S.Burke: Liked it. Thought it was easier to navigate. Participation was low; how do we promote it?

J.Alam: Some people didn't know what these competitions were about.

N.Le: Timing is an issue. We are holding a lot of events later in the term, which makes it difficult for people to participate.

J.Curl: Start advertising early. Instead of Facebook posts, we could send a newsletter for CAPSI members. C.Ma: We have a newsletter, but we don't send it on a monthly basis.

C.Giovanatti: We need to highlight the prizes. Timing is an issue; NTP at the end of the semester was not the best idea.

C.Ma: For next year, we should go over the competitions at the beginning of the year when people are not busy. Putting examples; confirm with winners if it is ok to use them as examples.

S.Burke: In-class announcements could be helpful. FB posts are so long, and people don't usually read the whole post.

J.Curl: Agrees that in-class announcements are better to promote events.

A.Grewal: We should send a mass email to members to promote competitions. We should also promote on Instagram as well.

#### 4.2. **Attendance Promotion Initiative. (J.Curl)**

- 4.2.1. CAPSI UAlberta mentioned that they split their CAPSI members into teams and award points for attendance to CAPSI/IPSF events. At the end of the year, they give awards to the team or person with the most points. This might be a good idea to promote attendance to our events, form a sense of community between CAPSI members and increase the number of members.

Similar to Houses of Hogwarts. Maybe we could start it next semester or next year?

- 4.2.2. S.Burke: Likes the idea. People don't even know if they're CAPSI members. Someone would have to be responsible for the whole idea and it could be a lot of work/

C.Ma: Good idea. We should have enough in our budget. Should we give out badges or stickers? Stickers are cheaper. They don't have to be CAPSI related.

J.Curl: Whoever is holding an event can keep track of who shows up. We could split CAPSI executives and share responsibilities.

C.Ma: We have about 150 members. Maybe it would be easier to target individuals or small teams.

- 4.2.3. **On a separate note about participation:** S.Burke: In the future, is it possible for members to participate as a group? People are really shy and want to participate with their friends.

C.Ma: Teams of 2 could be considered. SOC is not long enough. NTP would be fun and more engaging but the winners would go to National to compete; we don't have enough money.

**Action: C.Ma to check with National to see if it's possible to have groups participating in NTP.**

N.Le: Compounding Competition is a group competition. C.Ma: Pharmafacts is also a competition for a team of 4.

- 4.2.4. **BIRT CAPSI UBC trials attendance promotion initiative for the winter term: A.Grewal/J.Curl**  
**Motion carried**

#### 4.3. **New marketing process and advertisement feedback, 10 min.**

- 4.3.1. C.Ma: We're starting a new process for marketing to organize all advertisements formally.

4.3.2. There will be a Google form to fill out.

After you fill out the Google form, let David know and check the Calendar to see if it's done.

For anything to be posted on the Hub, you can do it yourself; but do put it in the calendar to know how many posts we're doing each day.

For class pages, only post things that are relevant to that class.

The form is for CAPSI's Facebook/Instagram/Website.

Full instructions:

[https://docs.google.com/document/d/1e05DGZGA\\_9osyhTPdYe1569yXfS9PaaejeQRVpen-HM/edit](https://docs.google.com/document/d/1e05DGZGA_9osyhTPdYe1569yXfS9PaaejeQRVpen-HM/edit)

## Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>Yearbook photographer form reminder.</li> <li>National Conference talks in January.</li> </ul>
Junior Representative	<ul style="list-style-type: none"> <li>Working on PAM.</li> <li>CAPSI National elections deadline on December 7th.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Thank you for your participation in the AGM. We had a great turnout.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>For everyone who received reimbursements, let S.Li know.</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>NTP was successful.</li> </ul>
IT Officer	<ul style="list-style-type: none"> <li>NTR</li> </ul>
Community Education Coordinator	<ul style="list-style-type: none"> <li>NTR</li> </ul>
IPSF Liaisons	<ul style="list-style-type: none"> <li>L&amp;Ls and Vampire Cup coming up in January.</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>CAPSI Care Packages being hosted this week (total of 15 prizes to be handed out, posting daily on FB, reserved slots on the announcements excel sheet already!)</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

5.1. Motion to reimburse Celeste Giovanatti \$296.69 for NTP food. **A.Grewal/S.Burke**

**Motion Carried**



Canadian Association of Pharmacy Students and Interns (CAPSI)  
University of British Columbia  
2405 Wesbrook Mall  
Vancouver, British Columbia, V6T 1Z3  
[www.capsiubc.com](http://www.capsiubc.com)

- 5.2. Motion to reimburse Sung Ju Lee \$32.22 for NTP snacks and construction paper. **J.Curl/A.Grewal**

**Motion Carried**

- 5.3. Motion to reimburse Celia Ma \$95.69 for AGM food. **S.Burke/J.Curl**

**Motion Carried**

## **6. Payments**

- 6.1. Motion to pay NTP 1st place (Edwin) (\$250). **S.Burke/J.Curl**

**Motion Carried**

- 6.2. Motion to pay NTP 2nd place (Arrietty) (\$100). **S.Burke/A.Grewal**

**Motion Carried**

## **7. Adjournment at 7:31 PM PST: motioned by A.Grewal, seconded by S.Burke**