

**CAPSI Meeting**  
**Monday, March 28th, 2022**  
**Online (Zoom)**

<b>Senior Representative</b>	Celia Ma	P	<b>IT Officer</b>	David Tse	P
<b>Junior Representative</b>	Aneet Grewal	R	<b>Community Education Coordinator</b>	Lilyan Jia	R
<b>Secretary</b>	Rami Khouri	P	<b>IPSF Liaisons</b>	Jonah Curl	R
				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	P	<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	R
<b>Fundraiser</b>	Celeste Giovanatti	R	<b>1<sup>st</sup> Year Representative</b>	Mark Seo	P
	Sung Ju Lee	P		Jay Alam	P
<b>Advocacy</b>	Manrubby Dhillon	P	<b>Faculty Advisors</b>	Dr. Kathy Seto	R
				Paulo Tchen	R

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

**1. Call to order at 7:04 PM PST: motioned by D.Tse, seconded by N.Le**

**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 Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

**3. Standing Business**

**BIRT CAPSI UBC accepts the minutes from the meeting on 15/03/2022**

**S.J.Lee / D.Tse**

**Motion carried**

**4. New Business**

**4.1. Turnover Reports - 5 min (Celia)**

- 4.1.1. We need to have turnover reports written for the new council.
- 4.1.2. You will need to individually message and meet with the incoming council member to go over your position with them.
- 4.1.3. When is a good time to finish the reports?
- 4.1.4. April 21st is the last day of exams. **Turnover reports are due by the 23rd of April.**
- 4.1.5. You can reach out sooner to new members if they need to start working in April.

- 4.1.6. Refer to last year's reports to help you write your turnover report. Also refer to reports from 2 years ago (in-person reports) to see how things were run before COVID.

### Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>• Voting in elections:               <ul style="list-style-type: none"> <li>○ If you haven't voted yet, vote now! Encourage your friends to vote: <a href="https://forms.gle/PqnnWdJeYaEh6xUP9">https://forms.gle/PqnnWdJeYaEh6xUP9</a></li> <li>○ Results will be out this friday.</li> </ul> </li> <li>• By-elections.               <ul style="list-style-type: none"> <li>○ By-elections form will open the week after elections results.</li> <li>○ Most likely, they will be held mid-April.</li> <li>○ Encourage your friends to apply. Prepare questions and send them to Rami.</li> </ul> </li> <li>• Mental health survey reminder:  <a href="https://forms.gle/UwHcKmEFfWDxfS7U9">https://forms.gle/UwHcKmEFfWDxfS7U9</a> </li> </ul>
Junior Representative	<ul style="list-style-type: none"> <li>• PAM Update               <ul style="list-style-type: none"> <li>○ Pam events were successful.</li> <li>○ An article will be written by UBC's newspaper.</li> <li>○ Everyone loved the merch.</li> <li>○ Thanks to everyone who helped.</li> </ul> </li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• NTR</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• If you submitted reimbursements in February or before, you should have received it by now. Let Shirley know if not.</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>• Rose sale and coat check were successful. For next time, it might be a good idea to hire someone (committee) to help out.</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>• 2 international students are coming to UBC. Liaisons will meet with them.</li> <li>• Not sure about outgoing students.</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>• Clinics:               <ul style="list-style-type: none"> <li>○ HTN clinic center is looking to do more events.</li> <li>○ Osteoporosis clinic is also looking to do more events in the future.</li> <li>○ Still waiting from the OEE for the diabetes clinic.</li> <li>○ New chair is updated and in the loop.</li> </ul> </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 Representatives	<ul style="list-style-type: none"> <li>• EBP competition               <ul style="list-style-type: none"> <li>○ It was ok. It needed more participants. The competition is somewhat long, and it was the first time we're planning it.</li> <li>○ We could consider adjusting it for future editions.</li> </ul> </li> </ul>
Faculty Advisors	<ul style="list-style-type: none"> <li>• NTR</li> </ul>

## 5. Reimbursements

- 5.1. Motion to reimburse Celia \$367.5 for Club Retreat - Aquarium tickets (Already processed)  
**D.Tse/J.Liang**
- 5.2. Motion to reimburse Rami Khouri \$50 for AGM Gift card (Already processed)  
**M.Seo/ D.Tse**
- 5.3. Motion to reimburse Lilyan Jia \$39.5 for Brochure Printing (Already processed)  
**M.Dhillon/J.Liang**
- 5.4. Motion to reimburse Jawad Alam \$65.08 for EBP food (Already processed)  
**D.Tse/M.Seo**
- 5.5. Motion to reimburse Sung Ju Lee \$462.24 for Gala rose & relevant expenses (wrapping paper, taxi, card tape, kitchen towel)  
**M.Dhillon/D.Tse**

## 6. Payments

- 6.1. Motion to pay Venus Dhaliwal \$50 for EBP competition 1st place.  
**M.Dhillon/M.Seo**
- 6.2. Motion to pay Vanay Verma \$50 for EBP competition 1st place.  
**M.Dhillon/J.Liang**
- 6.3. Motion to pay CAPSI National \$3024 for membership (already processed)  
**M.Seo/D.Tse**
- 6.4. Motion to pay Coronation Recognition \$90.26 for CAPSI Guy Genest Award Plaque (already processed)  
**M.Dhillon/D.Tse**

## 7. Adjournment at 7:19 PM PST: motioned by M.Dhillon, seconded by N.Le