

**CAPSI Meeting**  
**Sept 15th, 2022**  
**UBC Pharmaceutical Sciences Building**

<b>Senior Representative</b>	Aneet Grewal	P	<b>IT Officer</b>	Setayesh Abdollahi	P
<b>Junior Representative</b>	Mark Seo	A	<b>Community Education Coordinator</b>	Armita Shadgan	P
<b>Secretary</b>	Celeste Giovanatti	P	<b>IPSF Liaisons</b>	Arrietty Song	P
				Emily Blacklaws	P
<b>Treasurer</b>	Nghi Le	P	<b>4<sup>th</sup> Year Representative</b>	Jennifer Liang	L
<b>Vice-Treasurer</b>	Noah Koster	P	<b>3<sup>rd</sup> Year Representative</b>	Aya Al-Nuaimi	A
<b>Sponsorship Coordinator</b>	Alix Logan	R	<b>2<sup>nd</sup> Year Representative</b>	Ilianna Bustamante-Araya	P
<b>Fundraiser</b>	Jay Alam	L	<b>1<sup>st</sup> Year Representative</b>	TBD	N/A
	Shihoko Minakawa	P		TBD	N/A
<b>Advocacy</b>	Romina Amir Sardari	L	<b>Faculty Advisors</b>	Dr. Kathy Seto	A
				Paulo Tchen	A

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

1. **Call to order at 7:02 PM PST: motioned by A. Song, seconded by I. Bustamante-Araya**

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 Skwxwú7mesh (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 2022.09.07  
(E. Blacklaws) / (C. Giovanatti)  
Motion carried

4. **New Business**

4.1. **Career Avenues: Volunteers Needed (10 min) - A. Grewal**

- Oct 13 at 6pm at PharmSci
- CAPSI will be helping out from 6-9 and we need 20 volunteers, especially for cleanup
- IT can send a mass email to get word out to general members as well, to which food will be provided
- CAPSI receives \$500 for this
- Volunteers will be checking in guests, and cleaning up at the end of the night
- Exec Volunteers:
  - Ilianna
  - Arrietty

#### 4.2. Compounding Competition (10 min) - A. Grewal

- Max 40 people can participate
- We need about 4-5 volunteers to clean up at the end - can be anyone
- We are waiting to hear back on supplies for the event, can also recruit some judges
- Exec volunteers:

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#### 4.3. CAPSI Info Night and By-elections Planning (15 min) - A. Grewal

- Info night is on Sept 26 at 6pm
- Marketing for the event needs to be done for a good turnout
- Free food will be provided, different execs can showcase their committees
- By-elections will be Oct 3 and applications close Sept 30
  - Forms can open up around the time of CAPSI info night, possibly the day of
  - Advertising for elections, membership and textbooks should be posted soon to market

#### 4.4. 2022/2023 Marketing Strategy (15 min) - S. Abdollahi

- S. Abdollahi prefers a direct message if anything needs to be posted with a timeline
- If blurb and picture is ready to be sent, the day before is fine
  - If not, let S. Abdollahi know 1 week before the planned posted date
- E. Blacklaws asks if IPSF will be posting their own content this year?
  - A. Grewal says this is fine, and can be send to S. Abdollahi for Instagram

#### 4.5. Next Top Pharmacist Preliminary Planning (5 min) - J. Alam and S. Minakawa

- NTP is planned for Nov 14th, monday after reading break
  - Nothing for assessments is going on this week, looks clear
- PharmSci atrium will be booked out
- C. Giovanatti suggests it's best to check if other clubs are holding other events at that time
- A. Grewal suggests making a committee if possible
- S. Minakawa asks if finance can give a budget if possible
- Sponsorship will be reached out to
- Heavy marketing is important for this event
- The Pharmacy Vocal Ensemble has agreed to perform for intermission, and possibly N. Koster
  - N. Koster will consider
- PHUS calendar for booking events:

## Roundtable

Position	Update/Announcements
Senior Representative	<ul style="list-style-type: none"> <li>Clubs night was a success, thanks to all the volunteers</li> </ul>
Junior Representative	<ul style="list-style-type: none"> <li>NTR</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>NTR</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>AMS hasn't gotten back yet for stethoscope invoices</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>Thinking of doing a possible bake sale in Dec for further fundraising</li> </ul>
IT Officer	<ul style="list-style-type: none"> <li>Everyone please upload your headshot and fill out the google form for the website</li> <li>Another form will be filled out for an Instagram/Facebook showcase; will be sent within the next day</li> </ul>
Community Education Coordinator	<ul style="list-style-type: none"> <li>Application for committee is out and is due by next wednesday at midnight; advertisement for this appreciated</li> </ul>
IPSF Liaisons	<ul style="list-style-type: none"> <li>NTR</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>An announcement will be posted tonight for volunteers for clinics, a meeting will be held next week to sign up clinics leads</li> <li>A vice-chair may be elected for extra help and application will be posted tonight; promotion for this is appreciated</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>Advice for Life - competitors are submitting online and being reviewed by judges</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

N/A

## 6. Payments

N/A

7. Adjournment at 7:26 PM PST: motioned by I. Bustamante-Araya, seconded by J. Alam