

CAPSI Meeting
Sept 7th, 2022
UBC Pharmaceutical Sciences Building

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

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

1. Call to order at 8:33PM PST: motioned by A.Song, seconded by E.Blacklaws.

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 Sk̓wxwú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

3. Standing Business

BIRT CAPSI UBC accepts the minutes from the meeting on 2022.03.28
(E. Blacklaws) / (I. Bustamante-Araya)
Motion carried

4. New Business

4.1. Meeting Formalities and Review of Robert's Rules (20 min) – A. Grewal

■ Robert's Rules:

4.1.■.1. To make a motion: “Be it resolved that (BIRT) ... [what you want to do]”. Motions are made to signify a decision made, or an action item.

4.1.■.2. Every motion must be seconded by another council member to pass into discussion.

4.1.■.3. If there is no further discussion on the topic, the motion must be voted on: “All those in favour please remain silent; all those that oppose please make yourself known.”

■ New Business vs Roundtable

4.1.■.1. “New Business” items: things that require discussion from council, or big new items/initiatives that require background information.

4.1.2. “Roundtable” items: reminders, brief announcements, updates.

■ Meeting Frequency

- Weekly meeting on zoom and once a month meeting in person
- E. Blacklaws - should in person meetings be streamed?
- A. Grewal suggests this is a good idea so the 4th year rep can attend

BIRT CAPSI UBC accepts weekly zoom meetings, with monthly in person meetings

(A.Song) / (C. Giovanatti)

Motion carried

4.2 CAPSI Council Goal Setting (5 min) – A. Grewal

- Sr and Jr will have a meeting with all council member in order to set goals for all the members within the next couple weeks

4.3 Clubs Night (10 min) - A. Grewal

- Will be held Wed Sept 14th from 6:00-8:15pm
- All available council members who can attend the booth and are available to volunteer:
 - Mark Seo
 - Celeste Giovanatti
 - Arrietty Song
 -
 - Armita Shadgan

4.4 Stethoscope Sale Progress (10 min) - J. Alam/S. Minakawa

- Order has been submitted to Varda and bill has been paid
- Waiting on a response for when the order will come in
- \$8279 in sales (costs to CAPSI \$ 7390, \$889 profit) was made and hopefully order comes in next week

4.5 Competitions Overview (20 min) - A. Grewal

- An overview of all the competitions for 2022/2023:

<https://docs.google.com/document/d/1ypw2LF8yKNhkbqH3H1n2eudVZtIU2ziwABU8PUd8Rmc/edit>

4.5 Year Representative Roles & Duties (10 min) - A. Grewal

- 3rd year rep: Patient interview Competition
- 2nd year rep: Advice for Life Competition
- 1st Year rep: OTC Competition
- A. Grewal: are people still interested in a raffle for event attendance?
 - We can start this at Clubs night and CAPSI info night
- E. Blawlaws suggests having a punch card to use at events or an excel sheet
- It's better to stick to an excel sheet for now for attendance records

- National wants competitions winners by October 28th so let's aim for the 21st - date for AGM should be around this time

Roundtable

Position	Update/Announcements
Senior Representative	● NTR
Junior Representative	● Discuss payment process for textbook orders with Nghi and Noah
Secretary	● NTR
Treasurer	● Reimbursement and receipt folder is shared with all members for future reference; can also reach out if any budget questions
Vice-Treasurer	● NTR
Sponsorship Coordinator	● Sept 28th works for the next Lunch n Learn and room can be booked for this time
Fundraising	● NTR
IT Officer	● Website will be updated soon - please everyone update their headshot in the google drive, bios will soon be updated as well
Community Education Coordinator	● Vice chairs are currently being hired, most likely 3 for each sub-committee. Next week sub-committee members will be hired
IPSF Liaisons	● NTR
Advocacy	● NTR
4 th Year Representatives	● NTR
3 rd Year Representative	● NTR
2 nd Year Representative	● Initiate Headshot Happy hour in January is a better time than September
1 st Year Representative	● N/A
Faculty Advisors	● N/A

5. Reimbursements

N/A

6. Payments

N/A

7. Adjournment at 9:04PM PST: motioned by I. Bustamanate-Araya, seconded by C. Giovanatti