

Undergraduate Pharmacy Society Meeting #4 Minutes
Tuesday October 7, 2008 – 5:00 pm

Attendance: James, Christine, Alex, Brenna, Linda, Mike, Sassha, Rachel K., Meaghan, Keith, Giana, Yuan, Ruby, Jadie, Yali, Rachel F, Vincent, Anna W., Brandon, Paul, Anna H., Joyce, Matt, Saeed, Stephanie, Tina, Rasha, Nadeem, Zao

Quorum: yes (15/16 votes present at start of meeting)

1) **Call to Order:** Time: 5:06

2) **Motion to Commence:** 1st: Giana 2nd: Paul

3) **Motion to accept previous meeting minutes:** Tuesday September 22, 2008
1st: Rachel F. 2nd: Stephanie

4) **Executive Reports**

a) ***President's Report: James***

i. Voting to accept UPS Staff Advisor

- James and Christine met with the volunteers for the position (Doris and Yvonne)
- Chose Yvonne → she is very enthusiastic and really seems to know her way around the faculty, etc.

❖ **Motion to accept Yvonne MacNeil as the UPS Staff Advisor for 2008-2009.**

- Motioned by: Christine
- 2nd: Brandon
- Abstain: 1
- Reject: 0
- Accept: 14 → motion passed

➤ Elnaz and Koren arrive → (16/16 votes present)

b) ***Finance Officers' Report: Keith and Giana***

i. Discussion and approval of UPS budget

- Everyone has received copies of the 2007-2008 actual and the 2008-2009 proposed budgets
- The 2007-2008 actual budget will be available to the student body once it is approved by the council → must be viewed in the presence of Keith and Giana
- Notes about the format of the budget:
 - Debit = what we pay out
 - Credit = what we bring in
 - Balance = debit – credit → brackets = negative, no brackets = positive
- **Athletics:**
 - recovery fees = charged to pay sport (referee costs, ice time, etc.)

- **Awards & Grants:**
 - gifts of appreciation to faculty members is lumped in with other rewards (ex. Mortars & pestles)
- **Phone Line:**
 - \$1000 was budgeted to pay for the phone line in case we were billed but we were not so it has been left as \$0
 - This is for the phone in the UPS office which is to be used for UPS business only
- **CAPSI:** no comments
- **External Affairs:** no comments
- **IPSF:** no comments
- **GST:** no comments
- **The Key:** no comments
- **Monograph:** no comments
- **Orientation Banquet:**
 - Question as to why the appreciation gifts for guest speakers were charged to UPS last year but were paid for by 1T1 this year → Christine was told to ask 1T1 to subsidize it in her portfolio
 - Is it possible for it to be reimbursed to 1T1 now → we will discuss under this years budget
 - Bryan, James, etc. were subsidized to attend the banquet last year and it is believed that this should be a credit under this section of the budget
 - This subsidy was originally paid by 1T0 and a request for payment was never filed with UPS and therefore it does not appear on the budget
 - Came back to this topic after discussing the athletics section of the 2008-2009 proposed budget: there was no motion that committed us to paying the subsidy for specific people and there was no request for payment so in theory we do not owe the money
- **Pharmakon:**
 - Questions as to why we are approving a budget with estimated numbers → because the yearbooks have just arrived there has not been a chance to mail out those that need to be mailed
 - This is the same protocol followed in previous years and the estimate is slightly higher than the proposed budget from last year so it should not cause a problem
- **Publicity:**
 - At the turnover meeting a motion passed to reimburse 51% of the extra costs for PAW to Josh
 - This will be added as a debit in this section of \$318.90 making a total debit for the section of \$436.56
- **Phollies/events:**
 - There seem to be a couple of things missing from this section (ex. Cost of pizza for practice)
 - Only those things that were submitted for reimbursement appear in the budget
- **Social:**
 - Rachel F. has different numbers for various things for semi-formal in the stuff she got from Sarah
 - Again, the numbers in the budget reflect the receipts submitted and some things may be classified differently so that the numbers look different

- **Student Fees:**
 - There is no formula for the student fees that we receive but that is the amount that we received
- **Website:**
 - There is currently no cost for the website because it is running off of a server that Joe uses for personal use so he has generously stated that he will not charge us for as long as he is a student in the faculty
- **UPS:**
 - The donation from the Class of 07 came because they needed to clear their bank account and reflects the money that normally would have gone to GRADitude
 - ◆ Note to future class presidents: as a non-profit organization you can not leave a large sum in you bank account after graduation so try and spend it all
 - Question regarding the “fraudulent money for the pool table” → UPS rents the table and the company issued a charge when fraudulent money was found in the machine that we were responsible for paying

❖ **Motion to accept the Actual UPS Budget 2007-2008.**

- Motioned by: Keith
 - 2nd: Sassa
 - Abstain: 1
 - Reject: 0
 - Accept: 15 → motion passed
- Discussion commenced on the 2008-2009 Proposed Budget
 - **Athletics:**
 - The money that Rene is receiving from Wyeth will not be coming through UPS at all → the athletics committee is responsible for submitting receipts to Wyeth to account for the money
 - Locker rental at AC: this locker will be used to store stuff for various sports so that everyone has access to them
 - Is there anything we can do to decrease default bond because we only get half of it back
 - ◆ We need people to attend their games → team captains have been asked to ensure that they have enough players
 - ◆ It is not felt that reducing the number of teams that we have would help
 - ◆ Paul, Anna, Brandon are going to ALL meetings so that they don't default on attendance
 - ◆ Default fine per game depends on game (\$70 for first game, \$35 for any other game, \$25 for tournament, \$25 for meetings)
 - Question regarding the subsidy of jerseys → it depends on the sport
 - ◆ Ex. The purchase of the soccer jerseys was a captain initiative and did not go through UPS or Athletics committee so it is not being subsidized there is also a 1T2 initiative to get jerseys that is not being done through UPS
 - ◆ If the student pays part of the cost they are able to keep the jersey, if not it is kept by UPS
 - ◆ Wyeth is helping us pay for new pinnies, etc.

❖ **Motion to accept the proposed Athletics Budget for 2008-2009**

- Motioned by: Keith
- 2nd: Anna H.
- Abstain: 1
- Reject: 0
- Accept: 15 → motion passed

• **Awards & Grants:**

- Question as to why the cost for the gifts, Pharmacy P's, etc. has been decreased from last year while the costs have been increasing over the past few years (due to an increasing number of students who qualify as well as increasing prices)
- It is also felt that we need to buy permanent trophies for compounding, student literary challenge, and Guy Genest to be kept by the faculty

➤ Brandon exited

- Last year there was no mailing of awards to members of OT8 because they were able to attend the ceremony or come to campus to pick up their awards
- It is believed that the fourth years will be able to do the same or can receive their awards on the day of convocation

➤ Shaun arrived

➤ Brandon returned

- Based on discussion the amount for the Mailing to OT9 was decreased from \$200 to \$0
- Many students are close to qualifying for Pharmacy P's, plaques, medals, etc. and based on discussion the amount allocated for their purchase was increased from \$1000 to \$1500

➤ Sassa exited

➤ Joyce exited

- Question regarding the cost of trophies, etc. → we are required to have the Guy Genest Passion for Pharmacy trophy as part of the award but for the other awards it is not necessary to have a trophy and they do not need to be purchased this year

➤ Koren exited

➤ Joyce returned

- It is not believed that any of the existing or previous trophies have been sponsored and the CAPSI budget is too tight to absorb the cost of these trophies

➤ Sassa returned

- Based on discussion the amount for Engravings, trophies, medals, mortars/pestles increased from \$2500 to \$3500

❖ **Motion to accept the proposed Awards and Grants budget for 2008-2009**

- Motioned by: Keith
- 2nd: Rasha
- Abstain: 1
- Reject: 0
- Accept: 15 → motion passed

➤ Mike exited

• **Phone:**

- How are we going to pay for the phone line when no money is allocated in the budget?
- We have never received a bill and it has been assumed it is being paid for upstairs

➤ Mike returned

❖ **Motion to accept the proposed Phone Line budget for 2008-2009**

- Motioned by: Keith
- 2nd: Stephanie
- Abstain: 1
- Reject: 0
- Accept: 15 → motion passed

• **CAPSI:**

- Question as to why the local fees are listed as both a debit and a credit as well as under student fees → this is because the local fees come out of ancillary fees and documenting it this way makes it balance out

❖ **Motion to accept the proposed CAPSI budget for 2008-2009**

- Motioned by: Keith
- 2nd: Matt
- Abstain: 1
- Reject: 0
- Accept: 15 → motion passed

• **External Affairs:**

- The subsidies have been changed from last year and the money is no longer as equal between OPA and the other organizations → it is felt that while more students attend OPA some of the other conferences (CPhA) are further away and should therefore still get equal money
- Mike and Sassa explained why the split has been set up as is in the budget
- Discussion regarding which conferences should be sponsored and how this should appear in the budget
 - ◆ some members feel that the word “other” is too ambiguous and may lead to requests of subsidies for too many conferences as well as difficulty in determining who receives money and how much
 - ◆ other members feel that this will allow us more freedom in allocating the funds to students especially since the number of students attending each conference changes depending on where the conference is being held
- Discussion as to whether or not UPS should cap the amount a student can receive as a subsidy for a conference in order to dispel the concern regarding the term “other” → this is not a budget issue and can be discussed at future meetings

❖ **Motion to accept the proposed External Affairs budget for 2008-2009**

- Motioned by: Keith
- 2nd: Brenna

➤ Anna exited

- Abstain: 1
- Reject: 0
- Accept: 15 → motion passed

❖ **Motion to extend the meeting by 1 hour and have a 10 minute break.**

- Motioned by: Christine
- 2nd: Brandon

- Anna returned
 - Abstain: 0
 - Reject: 0
 - Accept: 16 → motion passed and 10 minute break taken

- Brenna, Brandon, Paul, Stephanie, and Jadie left the meeting. → (15/16 votes present)
 - **IPSF:**
 - IPSF is no longer under the UPS umbrella and we therefore need to decide if we should lump CAPSI and IPSF together on the budget or continue to fund IPSF directly
 - This issue was discussed last year and was tabled however, the suggestion at the time was to allocate \$3000 to CAPSI that would be used to fund IPSF.
 - There is concern regarding what will happen to any left over funds from the \$3000 allocated for IPSF and it is therefore suggested that it be moved under the CAPSI umbrella
 - Discussion regarding a change to the CAPSI constitution and whether or not UPS wants to turn these funds over the CAPSI or keep control of them under the UPS umbrella → if there is extra money will it go to CAPSI or UPS
 - The framework to oversee IPSF is not established under CAPSI and UPS can not dictate how another group spends the funds allocated to them

 - ❖ **Motion to amend the 2008 –2009 proposed CAPSI budget to include a section called “IPSF” valued at \$3170.00 and subsequently delete the portion of the budget called IPSF.**
 - Motioned by: Anna
 - 2nd: Tina
 - Abstain: 0
 - Reject: 12
 - Accept: 3 → motion did not pass

 - ❖ **Motion to accept IPSF portion of the budget 2008-2009 as is.**
 - Motioned by: Keith
 - 2nd: Anna H.
 - Abstain: 1
 - Reject: 0
 - Accept: 14 → motion passed

 - ❖ **Motion to accept the proposed GST budget for 2008-2009**
 - Motioned by: Keith
 - 2nd: Elnaz
 - Abstain: 1
 - Reject: 0
 - Accept: 14 → motion passed

 - **The Key:**
 - Question as to why there is an indication that we will profit \$406 from the Key → in order to cover some other costs UPS will take 10% of the profit derived from the key despite the amount that the Key profits
 - The constitution does not state that this money must be allocated to the grad fund
 - The advertising budget is final as the Key is already in production

- The grad reps from OT9 believe that this money is required for the grad fund due to a decrease in advertising, an increased number of students and a decrease in overall sponsorship → the OT9 grad fund is currently \$10,000 short of the required funds
- Discussion over who is performing the work

❖ **Motion to allot the entire key profit to the OT9 grad fund**

- Motioned by: Zao
- 2nd: Nadeem
- Abstain: 1
- Reject: 0
- Accept: 14 → motion passed

❖ **Motion to accept the proposed The Key budget for 2008-2009**

- Motioned by: Keith
- 2nd: Sassha
- Abstain: 1
- Reject: 0
- Accept: 14 → motion passed

• **The Monograph**

- Question as to why the cost of the Monograph has increased → This is a proposed number that usually ends up being less
- In the past we have budgeted for one copy per student but this number has been altered based on student uptake
- Discussion as to whether or not this amount should be decreased to reflect less printing and a lower budget
- The first issue of the monograph was larger and future issues will not require as much printing and will therefore cost less
- Based on what was said to advertisers we could decrease the printing → we are still not sure who the specific sponsors will be

➤ Nadeem exited

- CAPSI national has decreased the number of issues of the CAPSIL that are printed for each run
- We are not currently printing one copy per student and editors have indicated that they can decrease the number that are printed

➤ Nadeem returned

- It is felt that the number of students who read the Monograph decreases with each issue
- It is felt that the addition of the newspaper stand will encourage students to read the paper

➤ Nadeem and Zao left the meeting → (14/16 votes present)

❖ **Motion to decrease the proposed budget for the Monograph for 2008-2009 from \$5,000 to \$4,000**

- Motioned by: Yuan
- 2nd: Matt
- Abstain: 1
- Reject: 0
- Accept: 13 → motion passed

❖ **Motion to accept the new proposed The Monograph budget for 2008-2009**

- Motioned by: Keith
- 2nd: Anna H.
- Abstain: 1
- Reject: 0
- Accept: 13 → motion passed

❖ **Motion to extend the meeting by one hour with a three minute break**

- Motioned by: Tina
- 2nd: Anna W.
- Abstain: 0
- Reject: 0
- Accept: 14 → motion passed and three minute break taken

➤ Yuan missing following break but returned later

• **Orientation Banquet**

- Only one subsidy was provided to a UPS member
- Question as to whether 1T1 should be paying for staff and the yearbook committee to attend the banquet
- Comment that there has been a lack of transparency between the class council and the UPS VP
- It is believed that the yearbook reps should be subsidized because they perform the slideshow and are required to take pictures during the event
- The staff members who did not pay did not incur an additional charge to the class council and this therefore does not require further discussion → comment that they simply crashed the party and this is not the fault of UPS and we therefore should not have to pay
- Historically, the UPS subsidy is for students who are not required to attend the banquet and not for students who are required to attend

❖ **Motion for a staff subsidy of \$25.00 for staff who did not pay.**

- Motioned by: Tina
- 2nd: Sassa
- Abstain: 2
- Reject: 11
- Accept: 1 → motion did not pass

❖ **Motion for UPS to reimburse 1T2 for the cost of the gift to the guest speaker in the amount of \$40.12.**

- Motioned by: Rasha
- 2nd: Anna H.
- Abstain: 1
- Reject: 0
- Accept: 13 → motion passed

❖ **Motion to accept the new proposed Orientation Banquet budget for 2008-2009**

- Motioned by: Keith
- 2nd: Rachel F.
- Abstain: 1
- Reject:
- Accept: 13 → motion passed

- Discussion regarding who should receive a subsidy to the orientation banquet → it is believed that yearbook should be subsidized because they put in a lot of work but do they actually need to eat at the banquet?
- Alex exited
- Rachel K. left the meeting
- Saeed exited

❖ **Discussion of who will receive subsidies for the orientation banquet TABLED**

- Alex returned
- Matt and Rasha left the meeting
 - **The Pharmakon**
 - The projection for the yearbook may be too high but will be left as it is
 - It is believed that the Pharmakon is no longer self-sufficient
- Saeed returned
 - Questions as to whether or not the yearbook needs to be in full color → it could be printed in black and white with a cheaper cover in order to save costs
 - For this year it has already been advertised as being in full color but this could be changed in future years
 - Discussion regarding the benefit of early bird prices

❖ **Motion to accept the proposed Pharmakon budget for 2008-2009**

- Motioned by: Sean
- 2nd: Sassa
- Abstain: 1
- Reject: 0
- Accept: 13 → motion passed

• **Publicity**

- Spring info night has not been held for years and should be removed from the budget with the money reallocated for PAW food (minus \$25)
- Discussion regarding appreciation gifts for fall info night → changed to \$0.

❖ **Motion to accept the new proposed Publicity budget for 2008-2009**

- Motioned by: Keith
- 2nd: Rachel F.
- Abstain: 1
- Reject:
- Accept: 13 → motion passed

• **Phollies**

- There may an increase in the ticket sales as the budget assumes that the shows will not sell out and that all tickets will be purchased at the lowest possible price
- DVD sales may also be an underestimate.
- The \$50 allocated for the crew thank you gift will be reallocated for food
- The camera rental may be an underestimate and it is felt that we should add \$50 as these are not included in the theatre rental
- The events directors will look into borrowing some equipment or getting it from Hart House.
- Discussion regarding the elimination of the cast party

❖ **Motion to accept the new proposed Phollies budget for 2008-2009**

- Motioned by: Keith
- 2nd: Anna W.
- Abstain: 1
- Reject: 0
- Accept: 13 → motion passed

➤ Ruby exited

• **Social**

- There is a problem with the profit from the boat cruise → we have extra money (?)
- Community outreach is zero
- Transportation will be the same if we are not late and this should be increased to provide a buffer

➤ Ruby returned

➤ Megan left the meeting → (13/16 votes present)

- The chair covers will be scrapped due to the high cost
- Centre pieces will be more expensive, but this cost will be maintained by combining decorations and centre-pieces.
- Ticket cost may be increased

❖ **Motion to accept the proposed Social budget for 2008-2009**

- Motioned by: Keith
- 2nd: Anna H.

➤ Sassha exited and returned

- Abstain: 1
- Reject: 0
- Accept: 12 → motion passed

❖ **Motion to accept the proposed Student Fees budget for 2008-2009**

- Motioned by: Keith
- 2nd: Anna H.
- Abstain: 1
- Reject: 0
- Accept: 12 → motion passed

❖ **Motion to accept the proposed Webmaster budget for 2008-2009**

- Motioned by: Keith
- 2nd: Mike
- Abstain: 1
- Reject: 0
- Accept: 12 → motion passed

• **UPS**

- \$500 from “Social contribution” will be put towards semi-formal.
- Office supplies have increased due to printer toner, paper, scissors, etc.
- Tug of war rope on this part of the budget so that UPS owns it and it can be used by the entire faculty
- The charity donation that is usually divided between all four classes to supplement charity week proceeds does not need to be given every year (it was not given last year)

- The amount allocated to PDW in the proposed budget is a loan that will be repaid → will discuss sponsorship for PDW 2010 upon receipt of the Sponsorship Package.

❖ **Motion to accept the proposed UPS portion of the budget for 2008-2009**

- Motioned by: Keith
- 2nd: Sassa
- Abstain: 1
- Reject: 0
- Accept: 12 → motion passed

❖ **Motion to accept the entire proposed UPS budget for 2008-2009**

- Motioned by: Keith
- 2nd: Tina
- Abstain: 1
- Reject:
- Accept: 12 → motion passed

➤ Anna left the meeting → (12/16 votes present)

5) Position Reports

a) ***Athletics: Brandon, Anna, and Paul***

i. Curling Bonspiel – Nov 15

- Will be held at Leaside curling on Nov. 15th from 4-6pm
- This will be free for everyone if they sign up with a team of 4
- There will likely be a social event following

ii. Tug of War

- The event was postponed because the rope that we usually borrow from UTM was covered in mold and was not salvageable
- UPS only had a nylon rope so we either had to wait for UTM to buy a new one or purchase our own
- We have now received our own rope and the Tug of War will be scheduled soon

6) New Business

• **Referendum**

- ❖ **Motion to accept the entire preamble as follows:** "The Undergraduate Pharmacy Society is proposing an increase to its student society fees, starting in the 2009-2010 fall/winter academic year. This fee would increase by \$5.62 per session from \$30.38 to \$36.00 per session. Consequently, annual fees would increase from \$60.76 to \$72.00 per fall/winter academic year.

Question: Are you in favor of a \$5.62 per session fee increase in the membership fees of the Undergraduate Pharmacy Society, starting in the 2009-2010 fall/winter academic year. YES-NO"

- Motioned by: Tina
- 2nd: Giana
- Abstain: 0
- Reject: 0
- Accept: 12 → motion passed

7) Motion to Adjourn: 1st: Tina 2nd: Sean
Time: 8:56