



# Undergraduate Pharmacy Society

2016-2017



## Meeting Minutes – UPS Meeting #1 (Housekeeping)

**Date:** Tuesday September 20, 2016

**Time:** 6:15 p.m- 8:15 p.m.

**Location:** Room 850

**Speaker:** Aleksa S.

**Minute Taker:** Onella P.

**Attendees Present:** Faraz R., Alex M., Onella P., Nisha G., Bryanna T., Krista C. Hatf S., Tiana T., Alex. K, Sara T., Natalie T., Maria M., Elise D.F., Tanner W., Arpit C., Steven G., Linda C., Carmen C., Steven G., Vincent N. Naomi L., Halina L., Adriana T., Jeff T.,, Sylvia K.

**Regrets:** Jason Y., Vivian T. ,Avey T. Erin C.

**Guests:** Shane N., Faizan B.

**Faculty Advisors:** Kenny T. and Sandra B.M

### **A. Call to Order**

**B. Motion to Begin:** Maria motions, Sara seconds

### **C. AGENDA:**

#### **1.0: UPS Council Group Photo**

**Presenter:** Pharmakon

**Description:** Gather the UPS Council all together to a take a group photo. May be taken outside if weather permits.

#### **2.0: Undergraduate volunteer representative, Research Advisory Committee to the Associate Dean of Research**

**Presenter:** Sam D'Alfonso

- Need an student from the undergraduate student body on the Research Advisory Committee
- 1 undergraduate student interested in research; commitment to attend as many meetings as possible
- Strategic meeting that plans research for the next 5 years; vital meeting to attend
- Draft email/ description will be sent to Faraz and will be circulated to UPS

#### **3.0: Event Updates and Future Improvements**

**Presenter:** President, Vice President, 1T9 President, 1T9 Vice-President, Events, Athletics

**Description:** Brief discussion regarding all the events that have happened so far, what went well and what we could do better for the year after.

- i. Summer Package - Deadlines for items
- ii. 1st Day of Activities (Faraz)
  1. Possibly advertise the Virtual Reality aspect better,
    - a. Bring back for the Holiday Party?
    - b. Note: Has to be a UPS holiday party as it is in the National Bank's contract



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- iii. Mixer - BBQ, Textbook Distribution, Tug-of-War
  - 1. Great turnout for all events for the day
  - 2. Textbook Distribution: Waiting to distribute other items due to some of the boxes not being delivered yet.
    - a. Having the textbook pickup in 2 different locations reduced traffic
    - b. **Motion: UPS to cover \$250 that was lost on the TCMA**
      - i. Alex motions
      - ii. For: 15
      - iii. Against: 0
      - iv. **Motion passes.**
    - c. Next year: Advised that class councils should be responsible for reconciling their order, ordering themselves and distribute it; Can happen on the same day as the mixer or not due to confusion; UPS should not have to incur the cost possibly having the class councils responsible
    - d. Suggestions: TC or TCMA in different rooms: could we pre-pack items?
- iv. Phrosh (1T9 Prez/ VP)
  - 1. Important: Always have a backup
  - 2. Projected Profit: \$23 000
    - a. \$13 800 = sponsorship
    - b. \$ 3 850 = CPR
      - i. Only 13 (compared to 7 last year) registrations outside of Toronto, Not necessarily worth the effort
      - ii. Possibly have CPR deadline all together in August rather than 2 days before the event
- v. Tug a War/ Annual Softball tournament/ UofT vs Waterloo Soccer Game
  - 1. Won the Soccer!!
  - 2. Intramural sign-ups: lots of first years signing up compared to last year's sign ups
- vi. Boat Cruise:
  - 1. Turnout was low: 270 attendees (boat capacity was approx. 400)
  - 2. Finance: 2.6K loss
    - a. Half of the attendees in previous years were other faculties but this year was not the case
    - b. Could be because of phrosh week
  - 3. Communication: contacted 10 faculties; although there was a response for interest it did not seem that it was carried through in the end.
  - 4. Further years: Limit capacity to 300 because even though there was 270 there was not enough space on the dance floor. Boat company still provided free drink tickets.
    - a. If decreasing capacity possibly increase price

### 4.0: Clubs Meeting/ SIF

**Presenter:** Vice President, Secretary, and Finance



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1. Talk about Club Renewals, UPS points, SIF funding
2. Gift Proposal (Mugs)
  - a. Budget of gifts would be coming out of UPS funds not SIF funding
  - b. When applying for SIF, they cannot claim gifts for guests speaker
  - c. \$250 for 20 cups, \$525 for 50 cups
3. SIF Funding
  - a. \$4000 is not enough money, in past it has gone up \$1000 each year
  - b. Motion: Increase SIF budget to \$5000**
    - i. Alex motions, Faraz seconds
      1. For:14
      2. Abstains: 0
      - 3. Motion Passes**
4. UPS points:
  - a. Clubs -> club forms -> book an event and request UPS points or Submit a list (will have to create excel sheet) Submit it 5 days or more before the actual event.
  - b. Can find it in the UPS constitution/UPS website.
  - c. Booking UPS Meeting Room: Log into your email account -> Calendar -> Create and event -> Click on UPS Room Booking
  - d. Booking Rom B150 during House times: Contact UPS **secretary@uoftpharmacy.com**
  - e. Booking any room in PB (including atrium): Lisa H. at **events.pharmacy@utoronto.ca**

## 5.0: TEVA Strategic Planning Seminar

**Presenter:** CAPSI

1. Chance for UPS to reflect and brainstorm ideas to move forward as a council, invitation extended to other clubs in the faculty
2. Deadline to Sign-Up: Friday September 23
  - a. CAPSI to send out email this week

## 6.0: Semi-Formal (7:10)

**Presenter:** Events

1. Last year: 200 attendees; Cost: \$15 557; aprox \$11000 was in ticket sales
2. Venue Options: All venues Available on March 10 or 17 (Note: St. Patty's is on 17th)
  - a. Fermenting Cellar (300 attendees)
    - i. Travel: 20 mins
    - ii. Seated/ Plated dinner (\$35600 for 3 drinks, or \$45 200 for open bar)
    - iii. Pro: location appeal; Con: decor
    - iv. Price includes: Security cost does not include DJ (approx \$2k)
    - v. Events TO do: Ask about Photography Fees
  - b. Epic Hall (400 attendees)
    - i. Have to apply for alcohol permit & storing it
    - ii. Do not have a caterer (even though they won't provide the alcohol, they would be the one distributing it)
      1. Waiting for quote by caterer
    - iii. Cost includes: AV, Security
  - c. Glass Factory (240-250 less than our approximate)
    - i. Cost: \$32000



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- ii. Travel Time: 30-40 minutes
- iii. Has free parking + a lounge area
- d. Hart House ( capacity 400)
  - i. Cost (buffet dinner unlike the others): \$27 500 (based on 300 attendee + 4 drink tickets)
  - ii. Have to bring our own DJ + equipment
- e. Factors to consider:
  - i. Need to factor in cost of commuting
  - ii. Drinks: Possibly cap the drinks at ie.600 drinks, if over 600 drinks either close the bar or you have to pay additional
  - iii. If we increase the price, then we might be able to cover the price of the “open bar”
  - iv. Buffet vs 3 course: Cheaper for Buffet
    - 1. Last year 3 course was \$36
    - 2. Inquire regarding student discount, and send pricing based on last year
- f. **Motion to have Semi- Formal at Hart House:**
  - i. Krista motions, Maria seconds
    - 1. For: 14
    - 2. Abstain: 0

### 3. Motion Passes

## 7.0: Budget Projections

**Presenter:** Finance

**Description:** Review what each position on council will be projecting in terms of finances for the 2016-2017 school year.

- 1. Not the OPA board Membership was the OPA member getting their membership Reimbursed
- 2. PAM Events: Have it on the UPS budget rather than the CAPSI
  - a. Can we distinguish UPSCAPSI PAM vs CAPSI National
  - b. CAPSI: consult with Alex and Faraz regarding PAM budget and then input your projections
- 3. Awards:
  - a. New PIC award because the plaque is full
- 4. IPSF:
  - a. September 29th: Liaison with Pharmacists without Borders
    - i. Able to come in to do Lunch and Learn covering IPSF info session also going to include Pres + VP of Pharmacists without Borders.
    - ii. **Motion to increase budget of IPSF Student Exchange Info Session to \$300**
      - 1. CAPSI motions, Krista seconds.
        - a. For: 15
        - b. Against: 0
        - c. **Motion passes**
- 5. Website:
  - a. Need to pay next year 2017
- 6. Need to DO:
  - a. Re-Look at Subsidy for Semi Formal



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## D. Additional Business/ Announcements

1. CHSP present approached Hatf regarding Name Tags for the entering class,
  - a. Waterloo will be getting Name tags form CHSP
  - b. Check with Jason: Regarding price + Revenue
    - i. May impact revues for these year
    - ii. Minimum order is typically 100, for bulk pricing
  - c. Name tags are magnetic
  - d. If CHSP covers the profit for first years, the 4th year class would get the funds and can run a sale for upper years and increase the price
  - e. If you get this order by november, we can bring it in for the 2T0's and get their name tags for hier ceremony
  - f. Motion to table topic to next meeting
    - i. For: 11
    - ii. Against: 0
    - iii. Abstain:
    - iv. Topic has been tabled

## E. Setting of next meeting (tentative): TBD

## F. Motion to Adjourn:

Faraz Motions, Sara seconds

For: 15

Against: 0

Meeting adjourned at 8:25 p.m.