



# Undergraduate Pharmacy Society 2017-2018



## Agenda – UPS Summer Meeting

**Date:** Wednesday August 9th, 2017

**Time:** 7:00 pm - 9:00 pm.

**Location:** PB 850

**Speaker:** Clarence L.

**Minutes:** Pamela I.

**Present:** Pamela I., Clarence L., Joel T., Vivian T., Carmen C., Michelle W., Matthew L., Julia L., Nisha G., Narth S., Rachel A., Paul B., Steven G., Onella P., Steven S., Qiqi L., Chris T., Sylvia K., Cindy Z., Faraz R., Roman P., Pauline T., Aisha C.

**Regrets:** Ersilia U., Andrew H., Vinh N., Jakov K., Samuel C.,

**Faculty Advisors:** Kenny T., Sandra B.

**A. Call to Order:** Clarence L.

**B. Motion to Begin:** Clarence L. motions, Nisha G. seconds at 7:53 pm.

1. For: 14
2. Against: 1
3. **Motion passes**

**C. AGENDA:**

**1. Welcome & Pictures by Pharmakon & Ice Cream**

**2. Updates on Summer Activities**

**a. Sponsorship Updates (External Affairs)**

- i. Got in contact with 12 companies; 11 confirmed and 1 has yet to confirm.
- ii. One diamond sponsor finalized, 3 platinums, 1 silver, 1 gold
  1. Roche: custom sponsorships (2 L&L); interested in offering scholarships for 3rd and 4th year students.
- iii. Total sponsorships is \$26,000 (matches last year); not many renewals from last year, but attracted new companies to compensate.
  1. Onella: We should try to figure out why sponsors didn't want to renew.
  2. Main reasons to date: we're non-profit, the company doesn't have enough money to sponsor, or that we are not able to provide what they are aiming to achieve
- iv. Emailed all sponsors for new material that they would like for their events. Target date to get that is Friday, with hard deadline for mid-next week (before our banner orders).
- v. Should be receiving the lunch and learn dates for the next upcoming year.
- vi. Joel: Pharmachoice was looking to become a platinum sponsor; however, they are not interested in sponsoring UPS directly. Rather, they are looking into a reward program with CAPSI (so not enough funding to sponsor UPS too).
  1. CAPSI: they're looking to make a national competition, which is where the funding is going.
  2. Events: they do want to look into having a lunch and learn around the time for club fair.



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- vii. CU advertising: they did not re-sign for the key for this year, but they did email saying their company is willing to place an ad in the key and get paid for it.
  - 1. ( we voted to NOT publish a key this year later in the meeting; see below)
- b. **Phrosh Updates** (2T0 Council)
  - i. Sponsorships were tough to obtain because of a lot of internal turnover in the sponsoring companies;
    - 1. PCCA - pulled out because of internal affairs
    - 2. Hydralyte - will be donating their products, but we're still contacting them for monetary sponsorship
    - 3. Scotia - confirming last minute details (usually \$3,000)
    - 4. Last year's total sponsorship was \$13, 000; however, this year we are sittil at around \$6,000
  - ii. Busses booked now and T shirts will be ordered today.
    - 1. Frosh week expenses are around \$14,500.
  - iii. How many froshies attended last year? 201. This year, 125 are currently signed up (expecting a lot of last minute sign ups).
- c. **Summer Package and Online Ordering Updates** (President/ Vice-President/ Secretary/ Finance)
  - i. Onella: Summer package was sent out early July and we have had a lot of positive feedback. This year, the 1T8 also decided to send out the summer package to staff (new addition). A lot of professors were able to place orders too.
  - ii. Hardships: our sales (compared to previous years) have been very poor. Students may not want to purchase the products we are offering, or the events were trying to promote. It's tough because a lot of councils use this as a revenue for future events (use towards their budget).
    - 1. Steven: As upper year students to phroshies, we are in a position of power. Try to be mindful of how we're advising these incoming first years.
    - 2. There is a lack of promotion for summer package sales. May be beneficial to try to elaborate on what each book is used for (which courses the textbooks pertain to). We will make a summary chart for the textbooks to clarify which courses they're used for.
      - a. Try to post the chart for tonight (tomorrow morning)
    - 3. For previous years, cheques were around \$20,000 for each year council; however, this year we are around \$6-8,000 for each council; much lower than before.
- d. **Social Media Engagement/ Outreach Updates** (Marketing Directors)
  - i. New this year in the Summer Package: Introduction to the UPS council.
  - ii. Making updates and changes on the UPS facebook pages and sending out invites to the page so that people start following it (aim to increase followers).We need a new cover photo with all of the UPS council.
  - iii. Want to kick start the IG page by making bi-weekly updates . Aiming to get more followers.
  - iv. With respect to boat cruise, we have been promoting heavily, but there has not been much difference in sales. Boat cruise is aiming for 350 attendees(340 plus/minus council and prep staff), however were only at 150 attendees. It is continually sold (even after the summer package deadlines), up until the door-sales. We want to try and reach our goal of 350 to break even.



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- v. We want to make an after-movie for phrosh events, to make promoting easier for future years.
  - 1. Clarification: If UPS were to host events, would marketing or external make the events? Make both parties hosts so that they can edit it (Events can plan the event and Marketing can update the cover photo).

### 3. Updates on Upcoming Events

#### a. Back-To-School Mixer

- i. **Back to School Mixer / Textbook Pick Up** (President/ Vice-President)
  - 1. Back 2 school mixer Sept 7th, first day of class. We have booked rooms 201, 310 and atrium
    - a. 210 and 310 will be used for textbook pick up
    - b. Will we get the orders in time? Depending on the suppliers.
    - c. Prefer to have the textbook pickup in different rooms because the lines are better distributed.
- ii. **Title Sponsor and Activities** (External Affairs Directors)
  - 1. The title sponsor is National Bank (main advertiser). Last year, they wanted to set up really early (mixer started at 12, but they wanted to start at 7am). They wanted to target first years specifically by coming in on the first day of school, very early.
    - a. Verify if they want to do the virtual reality (come in early) to target first years or to just participate in back to school mixer. Follow-up with them.
- iii. **Tug-a-war Activities** (Athletic Directors)
  - 1. Aiming to get faculty and UPS council involved with the BBQ and clean-up.
  - 2. Attendance: First years are always there, while 3rd years never show up. It would be great if the phrosh leaders hype up the tug-of-war, since the event is mainly dedicated to their phorsh.
  - 3. Phrosh is also a good time to explain to the first years about the UPS cup.
    - a. The UPS cup is awarded to the class with the cumulative highest score from three athletic events (winner of the tug of war, attendance for curling and attendance and winner of dodgeball).

#### b. Boat Cruise & Phollies (Events Directors)

- i. Boat Cruise is on the 8th. The only thing that's left is marketing. We need to get more people to come. We've been inviting other faculties to come this year (they have shown a higher interest than last year).
  - 1. Issue: not enough sales all around. Cruise tickets do carry over past the summer package deadlines, so there is still a window of opportunity. We need to discuss more ways to promote the event.
  - 2. Usually the deadline to pay the final deposit for the boat is this Friday. However, the boat cruise planners have compromised with us this year; we were able to push back our final deposit to a week before the final event (therefore we can decrease the people going if we do not sell enough tickets and minimize loss if it occurs). Last year, they switched the unsold entrance ticket money to drink tickets- but it still resulted in a loss).
- ii. Phollies
  - 1. Nov 3rd, staying at the regular venue. We wanted to change venues, but the other venues were not within budget



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2. Audition applications will be sent out the first week of school and most likely doing the actual auditions the second week.
- c. **Orientation banquet** (Vice-President/ 2T0 President)
  - i. Hosting the banquet on Sept 29th at the same place as in the past. We asked Peter Tolios (winner of the OPA new practitioner award this year) and Nancy (CEO and registrar of OCP) to be our guests for this evening.
  - ii. This year, the banquet is being held on a Jewish holiday. The planning committee were aware of this and did take into consideration, but there were no better alternative dates.
  - iii. The price per person has increased by a dollar, but we have already taken this into account when booking this event.
  - iv. We need a lot of the Phorsh planning committee to help set-up.
  - v. 12 faculty members have already RSVPed for the event.
- d. **Soccer Cup** (Athletic Directors)
  - i. The game is set for September 23rd from 12:30 - 3pm. It will be hosted by Waterloo this year. After the game, we are planning to head to a local bar. 2 years ago, we took 2 buses (1 for the soccer team and one for fans) to Waterloo. We are trying to reserve 2 buses for transportation this year as well.
  - ii. Aim to increase the attendance for Waterloo away game. Suggestions?
    1. Pep-rally could be a good way to get people there. However, time may be an issue.
  - iii. This is the 3rd year this is occurring and there has yet to be OPA funding.
    1. The funding for the gear and field is through UPS. The soccer team had an external sponsor for the uniform.
- e. **Semi-formal** (Events Directors)
  - i. **March 9th is the date for our Semi-formal.**
    1. Hart house (200 seating), cost for food and drink tickets, if we were to host semi by ourselves- it would be \$71 per person (\$45 we would charge).
    2. Chestnut - seat either 400 or 500 and the cost is only around \$8 more so, but it would be more complex for payments, etc.
4. **Clarence motions to extend the meeting by 30 mins, Steven S. seconds (9:00pm)**
  - a. In favour: 11
  - b. Against: 0
  - c. **Motion passes**
5. **Updates/Presentation from Council Members**
  - a. **President**
    - i. Ran 2 events;
    - ii. Science rendezvous- a street fair of science; there was a huge turnout
    - iii. Summer mentorship program - high school students from disadvantaged backgrounds were invited into the faculty to show them about our profession. Good turnout and positive feedback
  - b. **Vice President**
    - i. **The Key**
      1. Have not renewed our contract with CU company. Because we do not have a contract with them, we are creating a key that does NOT make any money and we're putting a lot into it.



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2. If we were to do it this year, it may be \$1,400 from our budget directly into the Key. The key has been done every year because it usually makes a lot of money via advertising (\$4,000). This year though, we have no money to fund the original printing of the key.
  3. **Onella motions to not publish The Key this 2017-2018 year, Carmen seconds**
    - a. In favour: 12
    - b. Against: 0
    - c. **Motion passes**
  4. Can we not have a pdf sent via email?
    - a. It increase the chance of breach of privacy. Too much personal information that can be disclosed. Even though we could encrypt a password, its still not ideal for privacy purposes.
  5. If we do end up getting a new contract or get new funding for the key in the future, then we can continue to publish The Key in the future.
- ii. **SIF Meeting**
1. Meeting with club execs to talk about what events will be hosted this year. Sept 18 from 4-6pm is our **tentative date**. Asking for 2 execs from each club and class council to attend (pres/vp + another member). We ask that Events also attend to familiarize yourself with the whole process
  2. During this meeting, we go over how to get points, their budget, and how UPS can help all these clubs and councils to communicate
  3. If no one from your club shows up, they do not get funding
  4. Clubs must renew (or if they're new, they must create a registration with us) to be considered a club.
    - a. An Email will be sent out explaining their **MANDATORY ATTENDANCE** to get funding for both semesters. Must be strict about that because of our increasing number of pharmacy club.
    - b. The current budget is \$2,500 each semester per club
- iii. **Waterloo/ UofT Formal**
1. UPS has been approached to host a joint formal together to increase the relationship between our two schools. Waterloo requested to host a formal right after OPA soccer cup.
    - a. Due to the timeline, we don't have the funding to host the event this semester right after the cup. There may be a greater chance to host this next semester; however, it's mainly about timeline and where to allocate our currently funding.
    - b. In September, Waterloo does not have their first years. January may be a better time because that's when they start school.
  2. If we merge our semi with this formal, it would save money (cut down our funding needs and have OPA funding). If not, it would take away from our semi-formal (less attendance).
  3. Waterloo initially proposed to have the soccer cup during our phrosch week (they want to reach out towards us and moving forward, we should try to reciprocate that).
    - a. Waterloo does have co-op, so it would be more realistic to have it during our second semester (mid january to april) to better accommodate them.





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year, second semester is that we offer 1 UPS point per an attendance to a game. This has resulted in increased attendance vs previous years.

### g. Monograph

- i. Fill out your blurbs! We also did a pre-issue preview for the third years

### h. 1T8

- i. Career fair 24, 4-8pm.
- ii. Meeting with Sandra to see if we are able to obtain more mock OSCES and PEBC exams.

### i. 1T9

#### i. Charity Week

1. November 6th to 10th this year.
2. Have been emailing about charity donations
  - a. ROM, AGO have responded with tickets; everyone else is TBA.
  - b. Have gone around to many pharmacies to ask for sponsorships.
- ii. Supplier for CTMA2 is away, but there should be no problem. The book store is providing RxFiles this year. Any books they do not send us, they will stock in their own stores. We are confident everything will here on time.

### j. 2T0

- i. We require more Big Sib sign ups.
- ii. CPR is going well for phrosh. 88 orders for upper years (low numbers because they have not expired yet). May want to work with OEE to bring awareness about CPR certification for OEE (for upper years), for third years specifically.
  1. Can also bring it up to faculty and staff; add them to the summer package. Send a separate email to the staff
  2. May need to open another date if there in staff interest

## E. Adjourn Meeting

1. Clarence motions to adjourn the meeting, Matthew seconds
  - a. In favour: 10
  - b. Against: 0
  - c. **Motion passes.**