



Undergraduate Pharmacy Society 2018-2019



Meeting Minutes – UPS Meeting #4 / Transition Meeting

Date: Friday, April 6th, 2018

Time: 6:20 PM – 9:00 PM

Location: PB 850

Speaker: Clarence L., Chris T.

Minute Taker: Pamela I., Gigi L.

Attendees (2017-2018 Council): Matthew Luu, Pamela I., Steven S., Onella P., Chris T., Roman P., Vinh N., Qiqi L., Thomas F., Yifan Z., Samuel C., Cindy Z., Michelle W., Carmen C., Hatf S., Aisha C., Sylvia K., Andrew H., Pauline T., Jakov K., Rachel A., Nisha G., Narth S., Clarence L., Paul B., Steven G., Vivian T.

Absent (2017-2018 Council): Joel T., Julia L., Ersilia D.

Attendees (2018-2019 Council): Jacob P., Gigi L., Shreeya T., Kendra H., Matthew Lau, Catherine Z., Wendy C., Belle L., Farhat H., Minh V., Elaine N., Peter Z., Meagan H., Alena T., Yimin L., Roshni P.

Absent (2018-2019 Council): Deuk K.

Guests: Alexander M.

A. Call to Order: Clarence L.

B. Motion to Begin: Clarence L. motions to begin at 6:20 PM.

- o Thomas F. seconds the motion.
 - For: 10
 - Against: 0
- o **Majority – Motion passes**

C. Agenda:

1. Welcome to the Transition Meeting

- a. **Presenter:** Steven S., Onella P.

2. Constitutional Amendment

- a. **Presenter:** Thomas F.

- i. <https://drive.google.com/open?id=105x89L6an0i4lc6VbRqzE4Z-JoWBL-qi>
- ii. This Constitutional amendment was written by all current faculty representatives in consultation with each other over the past 3-4 months. The amendment provides updates on the roles of faculty representatives as the current Constitution does not accurately reflect their tasks and roles.
 - o Currently, the description of the roles is very non-specific and the responsibilities placed on faculty representatives have been evolving throughout the years.
 - o The roles of the faculty representatives should be changed to ones that focus more on advocacy for students. The proposed changes detail specifically what these roles are, who the faculty representatives will liaison with, and the concerns that should be brought up during Dean's Meetings.
 - o There should also be more communication and intimacy with the PharmD program outside of the Dean's Meetings to get more consistent feedback.
 - Given there are only 2 Dean's Meetings each year, it is difficult to make all proposed changes during the academic year in only 2 meetings.
 - o All newly-elected faculty representatives have been made aware of these proposed changes.



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- b. Clarence L. motions to amend the Constitution with the changes outlined in the document.
 - i. Chris T. seconds the motion.
- c. Further discussion:
 - i. Should we change “(ex. Once per semester)” to “(Minimum of 1 meeting per a semester)” under article II.2.7.2?
 - o The current 4th year faculty representatives generally did not meet with the OEE more than necessary. They met once before APPEs began, once at the midpoint, and once at the end of APPEs. Leaving in the article as is would not be too concerning.
 - The amount of meetings held by faculty representatives in the past can be communicated during their transition.
 - ii. It is also possible that this year’s PharmD Academic Director was more open to having more meetings. It is unsure whether future Academic Directors will be the same so it is up to the future faculty representatives to determine the frequency of meetings as only they attend meetings with the Academic Director.
 - o Multiple faculty representatives have had this relationship of regular meetings with the Academic Director established and they believed it to be an effective method. As such, they believe that it would be beneficial to make it mandated in the Constitution.
 - iii. The roles of faculty representative are flexible and they may change from year to year to reflect the needs of the classes. If we mandate them to meet with the OEE and the PharmD Academic Director, would this be too restricted?
 - o It most likely would not be restrictive as current faculty representatives have already been organizing these meetings so even it were to be added in writing, it would not change their practice. Adding it to the Constitution is more of a way to recognize this role and make it easier for incoming faculty representatives to follow.
 - o Even with all the changes made to the organization of EPEs this year, it would be a good idea to maintain this connection because the OEE can be very confusing overall. They are not very transparent about their decisions and they also do not directly communicate with students on a timely basis.
- d. Thomas F. motions to call this amendment to question.
 - i. Chris T. seconds the motion.
- e. Clarence L. motions to amend the Constitution with the changes outlined in the document.
 - i. Thomas F. seconds the motion.
 - o For: 14
 - o Against: 0
 - o Abstain: 2
 - o **Motion passes**

3. Approval of Senior Council Positions (Voting)

- a. **Presenter:** Clarence L.
- b. Steven S. motions to approve the transition of Jr. Finance Director, Michelle Wang, to Sr. Finance Director.
 - i. Carmen C. seconds the motion.
 - o For: 16
 - o Against: 0
 - o **Motion passes**
- c. Steven S. motions to approve the transition of Jr. External Affairs Director, Aisha Choudhry, to Sr. External Affairs Director.
 - i. Hatf S. seconds the motion.
 - o For: 16
 - o Against: 0



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- **Motion passes**
 - d. Steven S. motions to approve the transition of Jr. CAPSI Representative, Rachel Anisman, to Sr. CAPSI Representative.
 - i. Onella P. seconds the motion.
 - For: 16
 - Against: 0
 - **Motion passes**
 - e. Steven S. motions to approve the transition of Jr. Athletics Director, Andrew Henry, to Sr. Athletics Representative.
 - i. Sylvia K. seconds the motion.
 - For: 16
 - Against: 0
 - **Motion passes**
- 4. **Transition of Keys from Outgoing to Incoming Executives / Transition Debrief**
 - a. **Presenter:** Pamela I.
- 5. **Welcoming of the 2018-2019 UPS Council**
 - a. **Presenter:** Pamela I., Matthew L.
 - i. Powerpoint presentation:
https://docs.google.com/presentation/d/1Z29Np2XxBKnoxgaJ5J_alK0BL-4HwKYCT_Xmi78vvjl/edit?usp=sharing
- 6. **Presentation: Review of Robert's Rules**
 - a. **Presenter:** Pamela I., Chris T.
 - i. Powerpoint presentation:
https://docs.google.com/presentation/d/1Z29Np2XxBKnoxgaJ5J_alK0BL-4HwKYCT_Xmi78vvjl/edit?usp=sharing
 - b. Matthew Luu motions to extend the meeting by 20 minutes.
 - i. Thomas F. seconds the motion.
 - There are many things left on the agenda still to be discussed.
 - **Majority: motion passes**
- 7. **Approval of Faculty Co-Advisors (Voting)**
 - a. **Presenter:** Pamela I., Matthew L.
 - i. Please take a look at the responses for the UPS Faculty Co-Advisor Applications for the 2018-2019 term.
 - Each year we have 2 faculty members who sit on the UPS council. An application was sent out to faculty detailing what the role of the Faculty Co-Advisor and this year, we have received 3 applications and we must vote on them.
 - Faculty Co-Advisors have no voting power within the meetings.
 - ii. Applications
 - <https://docs.google.com/spreadsheets/d/123lbZ3D0C3ePbF1vCV930UXp-bT0AGBclsogko18wIA/edit>
 - iii. Candidates:
 - Candidate #1: Kenny Tan
 - He is very well-connected in the faculty and has contributed a lot towards the student body.
 - He and Sandra Bjelajac were the past 2017-2018 Faculty Co-Advisors.
 - Candidate #2: Sandra Bjelajac



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- She is very well-connected in the faculty and has helped solve disputes within UPS.
- She and Kenny Tan were past 2017-2018 Faculty Co-Advisors.
- Candidate #3: Vinita Arora
 - As someone who has not previously served as a Faculty Co-Advisor, she can provide new perspectives to UPS.
- b. Further discussion:
 - i. Kenny & Sandra are great Faculty Co-Advisors but they have also been our faculty advisors for a long time so it may be nice to have some change.
 - ii. In previous cases, faculty advisors have mainly sat in on UPS meetings and contributed their opinions when needed. They mainly answered questions involving the faculty, however, most of the topics discussed during meetings were not relevant to them.
 - iii. Based on previous experience, most room bookings this year required the involvement of a faculty advisor. CAPSI had many events that required room bookings and Kenny had consistently offered to provide assistance and give his name if needed.
 - iv. In previous meetings, there were times when the discussion was not progressing and during those times, the faculty advisors gave their thoughts on the matter to move the discussion along. Specifically, Kenny has been great at providing helpful opinions and advice during UPS meeting discussions.
- c. Voting:
 - i. Candidate #1: Kenny Tan
 - For: 17
 - ii. Candidate #2: Sandra Bjelajac
 - For: 13
 - iii. Candidate #3: Vinita Arora
 - For: 3
 - iv. Based on the voting results, Kenny Tan & Sandra Bjelajac have been chosen as the 2018-2019 UPS Faculty Co-Advisors.

8. New Funding and Sponsorship Dilemma

- a. **Presenter:** Matthew L., Pamela I.
 - i. We recently attended a faculty meeting with Susan (Coordinator of ESEF – Enhancing the Student Experience Fund) & Dean Heather Boon and they had brought up that there is now a new legislation for pharmaceutical companies pertaining to sponsorships.
 - The new legislation requires pharmaceutical companies to report all of their sponsorship activities to the government as lump sums.
 - ii. As a result, they have been requesting the faculty members to provide them with information regarding sponsorships. However, sponsorships are mainly handled by UPS and since our finances and the faculty's finances are separate, they do not have full knowledge regarding sponsorships.
 - iii. Susan and Heather have proposed to work alongside UPS to approach sponsors together so that reporting in the future will be easier. Their plan for the future is to approach sponsors themselves and to have UPS submit an application when requesting for funding.
- b. Further discussion:
 - i. One of the main concerns is that many positions on UPS council would lose some of their roles if these changes were to take place. Although the faculty wishes to work alongside UPS, External Affairs Directors would lose some of their autonomy since their work mainly involves communicating with sponsors and acquiring sponsorships. Marketing Directors and Finance Directors would lose some of their roles as well since they are also part of the sponsorship process.



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- ii. In addition to the loss of roles, we would also be losing the amount of sponsorship money we currently get. At the moment, we receive sponsorship money directly but having to apply for it would be an issue as we would not be guaranteed the full amount.
 - iii. Marketing Directors & External Affairs Directors would still organize packages to appeal to sponsors but most of the communication would be done between the faculty and the sponsors.
 - iv. Previously, pharmaceutical companies needed to report all gifts they send out. The new legislation requires them to be more specific about the value of those gifts.
 - o In the past, we did not have to undergo an audit unless the government requested it in order to verify a pharmaceutical company's reports.
 - v. Another issue to take into consideration is that we have lost our non-profit status. Because we have lost our status, lots of sponsors have pulled out and they can no longer sponsor us.
 - o Many pharmaceutical companies have legislations stating that they cannot sponsor schools. In order to acquire sponsorships from these companies, we will need to regain the non-profit status.
 - Of the sponsors we had this year, only one of them was a pharmaceutical company and they did not follow through with the Lunch & Learn they had planned.
 - Many pharmaceutical companies are also undergoing restructuring due to the new legislations & procedures.
 - o This will affect the amount and type of sponsorships we acquire during summer.
 - o If we were to work with the faculty to bring in sponsors, it would likely give us higher buying power since faculty members may have good relationships with sponsoring companies and we would be able to obtain more sponsorships.
 - While this may be beneficial for us, there is still the concern of where the remaining unused sponsorship money will go. This year, we had enough remaining funds to be able to create an award for an incoming 2T2 recipient. If the faculty were to be in charge of the funds, it is uncertain where they will allocate it to and we will need to discuss this issue further with them.
 - o There was only one sponsor company that was affected by this change this year and they still held a Dinner & Learn for 4th year students.
 - The loss of our non-profit status may be an issue for some companies but it hasn't posed too big of a problem so far.
 - o We will discuss this further with faculty members as they may be able to provide strategies to work around this and obtain more sponsorships.
 - vi. As stated briefly before, if we were to give the faculty all of this responsibility, we may lose our autonomy when dealing with sponsorships.
 - o For now, the faculty has only mentioned that they would like to be involved in the communication process with pharmaceutical companies so we would still have control over communication with other sponsors (e.g. Ideal Protein). However, in the future, they may not only approach pharmaceutical companies.
 - As of currently, we have very limited ways to approach other sponsors (e.g. Banks).
 - vii. Student sponsorships affect Phrosh, the grad committee, and clubs as well. Would the faculty also be in charge of this? If so, how will they be able to manage all this?
 - viii. Currently, we are quite hazy on the details of this situation but we will inquire further in future meetings with the parties involved.
- c. Aisha C. motions to extend the meeting by 20 minutes.
 - i. Peter Z. seconds the motion.
 - o **Majority – motion passes**
 - d. Continuation of discussion:



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- i. The faculty has always been getting sponsorship money. They have given us examples of companies during the meeting and the examples include Pfizer.
 - o They have also hinted that with their involvement, they will be able to get larger sponsorships than what we are currently getting so there may be an advantage in collaborating.
 - o In consideration of all the other points mentioned, it may be a better idea to not include the faculty when we get our non-profit status back.
- ii. Each semester, the Vice-President and the Executive Secretary will hold meetings with the Finance Directors to review the funding that the faculty provides to students. Susan has also expressed interest in sitting in on these meetings as well.
 - o The UPS council sets aside money every year to provide funding for student initiatives. This funding is known as SIF (Student Initiatives Funding).
 - o The faculty was not aware that SIF exists but now that they know about it, they would like to combine SIF with the lump sum they normally give us. However, doing so would mean that the faculty has the power to decide which clubs or events receive funding.
 - o Because faculty members are not directly involved in student life and events, the UPS council would have a better understanding of which clubs are actually holding events that enhance student experience and thus, we would have a better idea of which clubs should receive funding.
- iii. We will be meeting with the affected committees in the future to come up with questions to ask the faculty in order to learn more about this situation.

9. Bringing Awareness of the Lunch & Learn Attendance Problem

- a. **Presenter:** Pamela I., Hatf S., Aisha C.
 - i. Many students are coming to Lunch & Learns, grabbing the food, and then leaving right after. We should brainstorm ways to reprimand them to minimize this as it may deter sponsors in the future.
 - ii. Hatf and Aisha have been trying to sit in the back corners to stop people from leaving right away. However, students usually come up with excuses (e.g. Other meetings, sports games) and it is hard to say “no” in these cases.
 - iii. If students are coming to Lunch & Learns for the food, they should stay until the end as a sign of respect for the presenters.
 - iv. An idea that the External Affairs Directors have come up with is to serve the food at the end. However, the problems with this idea is that students generally like to eat first as they are hungry and choir members usually have to leave early for practice so they need to grab the food first.
 - v. Another idea to prevent against this is to implement a strike system to ban students from attending Lunch & Learns going forward. Leaving immediately after grabbing food is extremely disrespectful to the presenters and our sponsors, and it takes away the value of our sponsorship.
 - o If a student is caught once, they will receive a warning. If they are caught a second time, they will be banned from Lunch & Learns for the rest of the year.
 - o If this idea were to be implemented, we would need to think of ways to keep track of the “offenders”.
 - o It would also be very inconvenient for the External Affairs Directors to be policing students.
 - vi. We can also hand out UPS points at the end of the event instead to ensure students have attended the full Lunch & Learn.
 - vii. We should send a courtesy reminder email to students regarding this issue and how this behaviour is disrespectful towards our sponsors.



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- We can assess the consequences after the first couple of Lunch & Learns and list off the repeat offenders. Many students do not understand the ramifications of this behaviour.
- b. Further discussion:
 - i. In regards to serving the food at the end of the Lunch & Learn presentationS, one of our sponsors, DWL, actually did this.
 - It may be a good idea since it takes time for us to set up the food in the beginning and the presentations are usually not that long (approx. 30 minutes – 1 hour).
 - Students may come only at the end to grab food but to prevent this, we can close the doorS promptly after beginning the presentation and not allow late entries.
 - ii. Some Lunch & Learns are 2 hours long, would serving food in the middle be a better idea?
 - The reason why Lunch & Learns are 2 hours is because we have to take into the account the time it takes for us to set up the food and for clean-up as well. The presentation itself is not very long (usually 30 minutes to 1 hour).
 - Serving food in the middle of the presentation can also be distracting to the presenter and break the flow of their presentation.
 - iii. When students are entering the room, we can hand out vouchers that they must hold on to until the end of the Lunch & Learn to exchange for food.
 - This can circumvent the issue of blocking the door as that would look very unprofessional.
 - When exchanging the voucher for food at the end, we could hand out the UPS points slips at that time as well so students are not just coming to get the point and then leaving.
 - iv. We should focus on ensuring our students show professionalism and respect to the sponsors. An email regarding this issue should be sent out and punishment should be implemented to enforce this. Fixing this issue will require effort from council members.
- c. Matthew Luu motions to table this topic for our next meeting.
 - i. Thomas F. seconds this motion.
 - **Majority – motion passes**

10. New Event Idea

- a. **Presenter:** Pamela I.
 - i. Pamela would like to propose a “Pharmacy Garage Sale” where we rent out the Atrium and second floor and have a fair-like event with table space preferentially given to Councils and Clubs, and then to individual students.
 - Ideally, there would be one “garage sale” each semester.
 - ii. Throughout the year, clubs and councils host bake sales, arts & crafts sales, samosa sales, etc. With this event, I would like to have a have one main day for students to raise money. However, not all clubs host these events. Having a big event could provide an opportunity for all pharmacy clubs to raise money outside of their planned events.
 - Many of the times, students are not aware that clubs are hosting fundraising events or they do not have cash on them to participate in those fundraisers.
 - With an event dedicated to clubs for fundraising, we can send out reminders/notices to students and provide an opportunity for them to participate in the fundraisers.
 - There would be no need to book rooms so it would be easy to facilitate and set-up.
 - iii. We want to limit the specific types of sales (e.g. Bake sales) to a set number so that not every table is a bake sale, etc. This would also allow students to think of other creative events such as selling their art, prints, and other crafts.
 - iv. For every \$5 raised (revenue, not profit), \$1 would go towards charity and the other \$4 would go towards the council/club/individual hosting the fundraiser.
 - v. McGill has done this type of event in the past and it has been very successful.



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- b. Pamela I. motions for this Garage Sale event to be a tentative event in September 2018.
 - i. Aisha C. seconds the motion.
 - o **Majority – motion passes**

D. **Additional Business:** N/A

E. **Setting of Next Meeting Date:** Summer meeting (TBD – some time in August before school starts)

F. **Motion to Adjourn:** Thomas F. motions to adjourn the meeting at 9:00 PM.

- o Jacob P. seconds the motion.
 - **Majority – motion passes**