**Minutes from Undergraduate Pharmacy Society**

**October 8th, 2014. 6PM**

Present: Pak, Annie, Aarti, Areeba, Kaitai, Joanne, Sam, Ryan Tham, Ryan Co, Thomas, Hazel (left 8:30pm), Joseph, Mohamed, Hilary, Lisa, Chia Hui, Trevor (left 8:30pm), Jennifer, Komail, Matthew, Vivian, Boyd, Tiana, Shane, Chi, Ruyi, Aoran, Param, Karina, Duke, Helen, Veeral (late)

Guests: David White

Regrets: Teegan

Absent: Simon

1. Call to Order (Speaker)
2. Motion to begin – Tiana motions to begin, Aarti seconds.
3. Introduction of Guest(s) – David White
4. Bulk of Agenda Items:
5. **Review of UPS budget 2013-2014**

Presenter(s): Helen

BUDGET FOR 2013-2014

* In general, everything was within budget but OPA was slightly over the budget, was expecting $1500 from Waterloo, still waiting for the cheque from new financial officer
* UPS council service awards within budget, catering for awards night was paid for by faculty thus blank spot
* All CAPSI funding comes from fees collected from students 🡪 all within budget
* Events
  + Phollies estimated revenue was more than actual revenue because 1T6 had tough exam schedule thus less tickets sold
  + Food this year was more expensive (was not expected) thus needed more money for talks
  + Bake sale happened late, didn’t make as much as projected
* Extenal
  + Still waiting for OPA sponsorship money, cheque didn’t arrive yet
  + Everything else within budget
* IPSF
  + Last year they didn’t run pharmacist without borders info session, won’t happen this year either
  + Went over budget slightly for hospitality expenses for foreign students
* Key
  + Printing cost was cheaper but advertising revenue is also reduced
* Monograph
  + Made 5 issues published and everything stayed within budget
* 1T6 dealt with orientation banquet thus nothing is recorded
  + Discussion: Should we put records in the UPS budget to keep a record? But this isn’t part of the UPS expenses, didn’t get reimbursement from UPS for expenses.
* Pharmakon
  + Expense went up this year, going to be around $13000, which is $2000 more than the projected amount, we only paid half of the deposit so far
  + Don’t get advertising revenue for pharmakon until Oct-Nov
  + Sales revenue: still ongoing, predicted 245 sales by the end
  + Don’t mail yearbook to grads anymore, they just pay their own, paying additional $10 for delivery
  + Photobooth sales did make revenue but numbers haven’t been updated yet
  + Didn’t do anything for SmugMug
* Social
  + Boat cruise is the exact same as expected printing stayed within the budget and ticket sales exceeded expected revenues
  + Semi had half the expenses because Vicky found a good venue for half the price last year!
  + Semiformal ticket sales made back less money than projected, but Vicky didn’t ask for any subsidies, Helen will get back to us next meeting on this
* Student fees
  + Still waiting for the last instalment thus there is less revenue than projected
* UPS
  + Most things stayed within budget, except we got more cheques, but they are still in the office, enough for this year
  + Postage was double, but that was the cost at Canada post for summer mailout postage
  + Still waiting for cheque from waterloo for $31.45 for OPSIS, hence highlighted

BUDGET FOR 2014-2015

* Athletics
  + Same bonds this year as last year
  + OPA student cup projected is $2000, but might be closer to $3000 expense?
    - Last year we didn’t host it (Waterloo did), thus didn’t pay for it, so we just had to pay for busses to send students there
    - This year we are hosting it this year (alternating between us and Waterloo)
    - We still don’t know how much we need to pay this year 🡪 traditionally the hosting school pays off the visiting school for the busing expenses
    - Changed to $3500 after referring to budget of 2012-2013, which was the last time we hosted the event
* CAPSI
* Events
  + Theatres already booked (only one performance date this year but the discount for booking the GI Theatre is dependent on the number of days you book. Last year was around $400/day, this year is about $600/day)
* External
  + No need for separate banner for OPA, the money could go towards community outreach
  + No more free pizza provided by clinic 🡪 we don’t have the option of doing that event on a free pizza day anymore
  + CSHP membership fees changed and updated
  + $220.07 extra money for cargo van to bring banners back from events
* HST
* IPSF
  + Removed the pharmacist without borders event that we never did
  + Keep student exchange program total budget to $1200 still, but increase max funding per student to $400 (because only 2-3 students go from UofT with 15 spots total available across Canada) 🡪 informal vote, majority for
* Key
  + Should we print not as many copies so we don’t have to spend money shredding them in the end?
  + We should print as least one for each student that is present here, more importantly, the number of copies printed depends on the contract
* Monograph
  + Ran out of copies to give out to everyone. Can we allocate more budget to monograph for more copies?
* Orientation banquet
  + Will be updated
* Pharmakon
  + Printing cost increased, can we get a new company? We already have a new company. Used to be $30,000 to print 3 years ago
* Social
  + Made profit for boat cruise this year!
  + $150 for social director and UPS Staff Advisor (3 tickets?) who is the third ticket for?
  + Sam will look into free tickets for sponsors
* Student fees
  + Interest accumulated for each class (around $550) is yet to be added
* UPS
  + Office supplies cost more than expected because 2 printer cartridges were bought, should last this and next year
  + Postage can actually be done through faculty to be cheaper
  + Shane motions to increase funding of student initiatives from $2000 to $3000. Joseph seconds.
    - For: 15
    - Against: 0
    - Abstain: 0
    - Motion passes

1. **Contract for Boundless Campaign Donation**

Presenter(s): David White

* To be presented next meeting instead

1. **Tug-of war Rope (voting item)**

Presenter(s): Komail N, Trevor D, Jennifer W

* David white is paying for the rope. 🡪 no voting required ☺

1. **Budget Allocation for Boat Cruise and Semi-Formal (voting item)**

Presenter(s): Sam

* Update on the Semi-formal status; Semi-formal requires at least $3350 for the budget.
* Looking to charge $40/ticket
* Want to lower cost to max turnout (estimate 200ppl) 200\*40 = $8000
* Sam wants to request an additional $1000 for the semiformal budget on top of $3342 sponsorship
  + $11342 to work with as of now
  + Venue booking $7300
  + Security fee $500
  + DJ + LED lights $800
  + Transportation $1400
  + Ticket printing $60
  + Chair cover $200
  + Ticket allocated to sponsors $280
  + Tickets for Pharmakon $80
  + Total estimated cost = $10700
  + Need money for decoration (difference of $642 not enough)
* Comfortable voting on this right now? For 7. Against 8. Will discuss this next time after more research.

1. **Funding for Phollies and afterparty (voting)**

Presenter(s): Ryan and Ryan

* Events has spent around $1300 on Phollies, and projects to spend ~$600-$700 more for the afterparty and minor expenses.
* Got covered in the budget

1. **UPS Mixer (non-voting)**

Presenter(s): Joseph

* Budget addressed it.

1. **Student Initiative Fund Application Procedure (voting)**

Presenter(s): Tiana

* As it stands, UPS sets aside a certain amount of funding for student initiatives at the budget meeting. Afterwards, applications for the student initiative can come in at any time and be awarded until the funding runs out. I believe that this favours clubs that have connections to UPS and know to apply early as money runs out. Additionally, we aren't able to best use or spread out the funding as we can't compare applications. I would like to motion that we create an application due date so that all applications can be compared against each other so that money can be fairly distributed.
* Discussion:
  + This would be an issue if we didn’t have enough money to fund the clubs, but historically, we have always had enough money to cover for clubs
* Tiana motion to implement a formal due date and advertisement for the student initiative fund to ensure a fair application. UPS events seconds.
  + For: 6
  + Against: 7
  + Abstain: 2
  + Motion does not pass.

1. **UPS Website hosting renewal (non-voting)**

Presenter(s): Param

* As the UPS website hosting was set to expire on July 30, 2014, it needed to be renewedand the motion to renew hosting for 3 years passed in July. Mo paid the invoice using his credit card and he has to be reimbursed.
* Was addressed during Helen’s presentation.

1. Additional Business:
2. Setting of next meeting date (tentative)
3. Motion to Adjourn:

* Aarti Motions, Areeba seconds
* Meeting adjourned at 9:27 pm.