

**Minutes from Undergraduate Pharmacy Society  
August 6<sup>th</sup>, 2015, 6PM**

**Present:** Joseph, Tiana, Shane, Alexandra, Halina, Arpit, Hilary, Vivian, Annie, Sandra, Yumna, Puja, Matthew, Areeba, Erin, Alex, Sara, Aveline, Becca, Phillip, Jason

**Regrets:** Janice, Anna, Ran, Maria, Aarti, Teegan, Jonathan, Elise, Patricia, Lisa, Jeffrey, Boyd, Veeral

- A. Call to Order (Shane as Speaker)
- B. Motion to begin – Shane motions to begin, Tiana seconds.
- C. Bulk of Agenda Items:

**1.0 Faculty Advisor (voting)**

Presenter(s): Tiana

- Should we have one faculty advisor (currently structure) or make it a joint position?
- Council agrees on non-blinded review of submissions and reviews applications.
- Faculty advisor: mainly for sponsors, finance, come and sit in on meetings.
- Tiana motions to accept two faculty advisors instead of one.
  - o In favour: 13
  - o Against: 0
  - o Motion passes.
- Everyone is in agreement for co-advisors instead of a junior and senior advisor (informal vote).
- Shane motions to approve two co-faculty advisor applications for David White and Kenny Tan, Tiana seconds.
  - o For: 13
  - o Against: 0
  - o Motion passes.

**2.0 Updates on Summer Activities (non-voting)**

Presenter(s): Lisa, Halina, Sara, Alex, Matthew, Shane

- Phrosh
  - o Registration
    - Linda has permitted 30 min to sign in/hand out Phrosh kits to students the same time they are registering for the Mandatory Session/getting their fobs (9-10 am).
    - The will know their respective Phrosh Groups during that signing in as well.
    - The leaders will be in the atrium thereafter for lunch with posters to direct students to their groups.
  - o Promo and t-shirt
    - 1T9 website, promo 1T90s inspired video detailing select events of the week, “Dear First Year Self” targeted videos, promo picture (Back to the Future inspired)
  - o See below for full schedule of events:

	Wed-Sept 2	Thurs-Sept 3	Friday-Sept 4	Sat-Sept 5	Sun-Sept 6
9:00 AM					
10:00 AM	*Faculty Welcome & Meet/Greet Lunch + Registration	*BREAKFAST with TEVA Pharmaceuticals	Pharmacy Clubs Fair	*BIG BREAKFAST & BIG SIBS	
11:00 AM					
12:00 PM	Scotiabank Presentation		*Trivia Challenge		
1:00 PM	Ice Breakers	Treetop Trekking @ Ontario Zipline Parks		**PCCA BEACH DAY	**CANADA'S WONDERLAND
2:00 PM			*CAPS ICE CREAM SOCIAL		
3:00 PM	Photoscavenger Hunt		Pharmacist Speed Meeting		
4:00 PM					
5:00 PM	*Pep Rally + BBQ				
6:00 PM					
7:00 PM		Canadian National Exhibition ft Toyko Police Club @ the CNE Bandshell	*Open Mic Night	GROUP DINNER	
8:00 PM	**Blue Jays Game @ The Rogers Centre				
9:00 PM			PUB NIGHT	CLUB NIGHT & Concurrent GAMES NIGHT	
10:00 PM					

\* FOOD WILL BE SERVED  
SUN SEPT 6 WONDERLAND IS OPTIONAL MEET AT PB (TIME TBA) \*\* TRANSPORTATION NOT PROVIDED

- o Clubs fair: booked PB 220, 3<sup>rd</sup> floor, PB150/250 atriums, 1<sup>st</sup> floor atrium.
- Social Media Presence

- “Ups At Uoft” Facebook. Adding students. All posts from UPS/on UPS related items should come from here.
- Instagram account connected to Facebook; two posts so far, working to get content into the site.
- For Boat Cruise, made Facebook cover photo and working on backdrop when all of the information is ready.
- Summer Package & Online Ordering
  - One online form where payments go to a central account; also added e-transfer payment method.
  - 240 orders so far, 230 unique (10 duplicates). 120 e-transfers, 100 cheques. Saved approximately 50 cheques from being written. Strongest sales/sign-ups include the Key, Listserv, Big Sibs, textbooks, nametags and CPR. Clothing sales and boat cruise are doing okay. PadFolio sales are low (only 7 ordered) – could be revisited for next year.
  - Are the online forms sustainable for someone else to pick up? Shane is creating training manuals and knowledge transfer will happen with Webmaster.
  - Deadline:
    - August 19 is the deadline for most items on the form.
    - Boat cruise prices go up after August 19 and CPR has rolling deadlines with the last being September 1.
    - When do council members receive cheques? The first week of September.

### **3.0 Updates on Upcoming Events (non-voting)**

Presenter(s): Halina, Tiana, Alex, Shane

- First day activities (National Bank)
  - On September 8; National Bank is bringing in an Angry Bird themed machine.
  - They are coming in at 6:30 am so need a security guard, which National Bank is going to pay for.
- Back to School Mixer
  - On Thursday, September 10; title sponsor is National Bank (separate from first day activities).
  - Consists of: outdoor BBQ (faculty has agreed to assist with cooking), Tug-of-war (coordinate with athletics), pick up summer package items, trivia in the atrium, National Bank will provide cupcakes.
  - What time should the event be at? Wanted to run the event at 5:30-7:30 but first and second years are done class at noon. Council decided to running the event during House time instead (12-2 pm).
  - Will have one UPS point for the tug-of-war; another UPS point for the Back to School Mixer.
  - Tug-of-war used to be part of the Robax cup – renaming the trophy as per Pfizer’s request.
  - Will send out a Google form to decide how much food to buy (meat vs. veggie).
  - Cost: \$750 for UPS (\$750 is matched by National Bank).
- Boat Cruise
  - Setting up Facebook event this week (banner is ready).
  - Making one form for the other faculties to sign up, (pharmacy still sign up separately on summer package form).
  - Tickets: online ticket system such as Eventbrite instead of printing and distributing tickets.
  - Medicine, nursing, dentistry, PT, OT and midwives confirmed, waiting to hear back from chiropractor and SLP.
  - Ask them to include the name of student on the cheque so finance knows who has paid.
- Orientation Banquet
  - New speaker this year will be Nancy Simonov.
  - DJ is booked, he is organizing all the speakers and wire; Alex to book a mic and backup projector
  - Slideshow: Shane has contacted Pharmakon, has to be ready by September 18.
  - Invites sent to some faculty, UPS president and VP, Alex and Sara, Pharmakon. Other faculty are invited to come but will be paying at a lower cost.
  - Students will sign up via a form and will be emailed their ticket. Phone scanner to scan ticket (QR code)
  - Centrepieces to be used from last year.
  - Selling tickets from Sept. 14-18 in atrium. This is a hard deadline as last year too many people came and there were not enough seats. Need to let the banquet hall know the number of people a week in advanced.
  - Date: Thursday Sept. 24 from 6-11 pm, at the Polish banquet hall (they are catering).

### **4.0 The Key (voting)**

Presenter(s): Shane

- Rationale: money raised generally goes to the graduating class. However, since the UPS VP runs the production of The Key and CU advertising from External Affairs Directors funds the production, the profits should go towards the UPS (as all other

clothing, textbook, etc. sales run by class councils). Approximately \$500-\$1000 is traditionally made from the Key. As of now, UPS has the responsibility of making the Key and absorbing any costs lost.

- Can we do it online? No, advertisers are not okay with that; also a security issue (personal information online).
- Printed 500 copies last year.
- What if we combine Who's Who with The Key? To be determined for next year, there are security issues with having personal information online since we do not currently have their permission.
- Shane motions any profits generated from the production of The Key go towards UPS. That this be updated in the constitution through the removal of sections 7.6.2 and 8.9.3 and the second last sentence from section II.2.11.1. and the addition of a sentence in section I.2.2.5.1. The sentence shall read "Should any profits be generated from the production of The Key, they shall go towards the Undergraduate Pharmacy Society", Tiana seconds.
  - o For: 13
  - o Against: 2
  - o Motion passes.

### **5.0 Presentations & Discussion (non-voting)**

Presenter(s): All council

- UPS President
  - o UPS student satisfaction survey (end of September), leading to a Town Hall meeting end of October. In the Town Hall meeting, it is a nice idea to have an overview of the budget.
  - o Student appreciation week during midterm season (have something every day of the week).
  - o Winter: PAM – diversity days (ex. transgendered health, HIV/AIDS, addiction, etc.), afternoon talks where the first half hour is a pharmacist and the next half hour is a patient to help us understand better.
  - o All classes and UPS should publish a budget – potentially publish it within some sort of safeguard.
- UPS Vice President
  - o The Key: received information from the summer package form, spoken to faculty about getting class timetables, sessional dates, course coordinators, etc.
    - Last year it was printed late, should be done by late September to early October – the ad company needs physical copies and the faculty requires it as well.
  - o Orientation banquet: see above.
  - o Awards night: early April
    - Need to rename the Robax Cup to something else and purchase a new trophy.
    - UPS Points deadline: needs to be two weeks before Awards night to order the awards, which would be mid-March. This is right in the middle of PAM; should students who are within 3 points of an award be given it? To touch on closer to Awards night.
    - Could we combine this with semi-formal? It would save on cost, but would the timing work in terms of the date of semi-formal? Also, Awards night is quite lengthy (3 hours last year); would need to cut it down.
    - Could we also recognize clubs? Clubs could self-nominate themselves and then the PAC could determine a most improved/participated club, etc.
  - o Restructuring of the SIF
    - SIF: Funding requests for clubs. Students to request funding per semester by the deadlines on the website.
    - Looking at coordinating an events centralized form to mitigate issues surrounding double bookings and conflicts with faculty events.
    - Money is awarded on a reimbursement basis.
- Events
  - o Phollies:
    - George Ignatieff Theatre booked on Friday, October 23 from 5-10 pm, start at 7pm → week before Halloween to reduce conflicts
    - Dress rehearsal on October 22 from 5-10 pm.
    - Budget: \$1378.60 (tax included); deposit is \$344.65 (due on Monday).
    - Look into how much the 3 day booking is, could lower costs. Have different performers on different days and could sell a two day pass to make it cheaper.
    - Tickets to Phollies are \$8 for audience and a decreased rate for performers.
    - Logistics:

- MC: auditions → upper years priority (two of them).
- Acts: auditions on the week of October 12-16 (book room in PB for 2 days).
- Intermission activities/fundraising (bake sale by 3<sup>rd</sup> year class).
- Technician: stage director selected, volunteers needed.
- After party: should we repurposing the money into PAM → need to discuss at the budget meeting.
- PAM Tentative Dates:
  - March 4: Community Outreach Fair
  - March 5: OPA Cup
  - March 11: Drug Fair
  - March 14-18: Cancer Awareness Week
    - Move Cancer Awareness Week out of PAM? It does not really fit and it takes up a lot of time. To be discussed with PSFCA.
  - Mr. Pharmacy: date unknown (March 25<sup>th</sup> = Good Friday)
    - MCs are usually one events director and the senior CAPSI rep.
    - Publicity: Pharmakon, Marketing, social media – do photo shoot again.
    - Venue: has been O'Grady's in the past because it is free and a bar. New venue this year?
  - IPSF Week – theme is anti-counterfeit drugs
  - Other events: a lunch and learn – talk to external about getting a sponsor, blood drive (UPS).
  - Tying PAM events together: FB event, t-shirts, posters, calendar, hashtag (#UofTPAM).
    - Twice a week social media challenges (ex. take a pic with your APPE preceptor, what's your favourite drug and why?)
- Possible new events
  - Pharmacy karaoke: cheap, affordable, in PB, could get a mic from Dr. Dubins – Pharmacy Idol.
  - Movember: end of November; Stache Bash, charity event → competition.
  - Pharmacy escape room: tickets, prizes.
- CAPSI
  - Run for the Cure:
    - Manicure for a Cure on October 1 during Houses time.
    - October 4 – Women's Health Club is interested as well and will reach out to PSFCA.
    - Jars around classes to collect money.
  - CAPSI PIC/OTC competitions and SLC written essay competition between October and November.
  - Compounding competition.
  - PDW: January 6-9, 2016.
    - Waterloo is offering free shuttle service from Pearson and Billy Bishop to Niagara Falls
  - February: social media challenge – week long of Facebook questions.
  - PAM:
    - Educating the community: getting kits from TEVA to give kids in medicine kits, go to schools around Toronto and teach the students about specific things like allergies, importance in watching your hands, quitting smoking – for one week during PAM, sign-up basis.
  - EBP competition (March): funded by CHSP – do not know if we will be given a case again this year.
  - Music video: with all applicants for Mr. Pharmacy; calendar – help fund a new venue.
    - Also help funding for the candidate to fly to Winnipeg for PDW next year.

Tiana motions to extend meeting by 30 minutes, Joseph seconds.

- For: 12
- Against: 0
- Motion passes.

- IPSF
  - Health Campaign: Anti-counterfeit drugs
  - Summer Exchange (going abroad & receiving students):
    - Presentation and will invite a previous U of T grad who went to Africa last year.

- Will create a Facebook event.
    - To do in October since the deadline is November.
  - PAM: budget last year was \$240, speakers already selected.
  - World congress: PDW on an international scale – need to bring more awareness to this opportunity.
  - Monthly awareness promotion: PowerPoint on different topics every month with questions at the end of the presentation that allows you to enter for a draw.
- Athletics
  - (Robax) Cup:
    - Tug-of-war at the same time as the Back to School Mixer – looking to buy a new rope; request sent to David White. Promotion during the week leading up to the event.
    - Curling bonspiel: looking at the third or fourth week of November; looking to see if Deanna and UofT curling team can instruct again this year.
    - Dodgeball: second week of January to get bigger turnout.
  - Intramurals:
    - Equipment for all the different teams.
    - T-shirts: reaching out to other t-shirt company since the current company is in transition.
      - Add logos for the Diamond sponsors.
    - Promote intramurals more; use social media.
  - OPA Cup:
    - March 5 – we are in charge of buses from UofT. Cost is \$700 per bus, in the past we ordered 3 buses but only filled 2 as many students cancelled at the last minute.
      - Should we charge students to ride the bus? \$5 to ensure people show up to cover bus and food. Asking for a deposit and then you give the money back if they go? Tabled for the budget meeting.
    - Pre-game: face painting, food, etc.
    - Adding a soccer event to the OPA Cup?
- Marketing
  - Lots of promotions, including pictures and 10 second videos.
  - Use a go pro to make same day event posts.
  - Using the account to post on class groups and events.
    - Can everything come from the UPS Facebook account?
  - Graphic design: designing for UPS has priority over helping out other clubs.
- Monograph
  - Recruit columnists to write, making it more streamlined (give people topics to write about, ex. movies, music, food, things in Toronto, etc.).
  - First issue for end of September, second issues around Halloween, third issue in early January, fourth issue February/March, fifth issue in early April.
    - Contests: for first issue, include EPE/APPE story time.
  - Potentially have inserts into the Monograph from sponsors.
  - Potential include polls with course descriptions to show how students liked it.
    - Include grade averages from the previous year for each course.
- Pharmakon
  - Using Facebook and Flickr.
  - Instagram: repost a unique hashtag from each class to see what other people are posting.
    - Combine this account with the Marketing Instagram account.
  - Santa photos: buy some new props and a green screen – less processing and can also be used for Who's Who.

Shane motions to extend meeting by 15 minutes, Joseph seconds.

For: 6

Against: 4

Motion passes.

- 1T7 Class
  - Online prof auction (during Charity Week).

- Charity Week: third week of November.
- Internal Fundraising Form:
  - All internal fundraising has to go through a committee → any money that goes to charities.
  - No conflicts. Ask for money a lot of times.
  - Created a template form, any committee or class charity and clubs (p.79 of the constitution) fill out the form and go to internal fundraising committee.
  - Should we include all events, not just for fundraising? And include UPS Points requests for events too?
- 1T8 Class – potential ideas
  - Leslie Dan Day: November 26, have birthday cupcakes
  - Valentine’s candy grams, 1T8 potluck before Thanksgiving, wine and dine for people single on Valentine’s day, 1T8 Raptors game, driving range event
  - OPA Cup swag (sweaters, hats, scarves).
    - To discuss with Athletics.
  - Photo booth – for their Charity Week event
- External
  - Lunch and learns: 7 lunch and learns this year – some have higher attendance than others, often due to interest of students in presentation topic (work on this with sponsors).
    - GSK has their lunch and learn the third week of September.
  - Blood drive: one in the fall and one in the winter (fall blood drive will be in September).
  - Community Outreach Fair (March).
- Finance
  - Reimbursement Process
    - For purchases made out of pocket: save all receipts/invoices of expenditures. For large expenditures, finance can issue a cheque upon advance request.
    - Submit a reimbursement form: no later than 30 days after the event; attach proof of purchases.
    - Finance reimburses up to the amount allocated in the budget for that specific event/item
    - Lost or stolen cheques must be reported within 6 months of it being written.
  - Changes to the approved budget
    - A final budget will be approved by the General Council around mid-October
    - Revisions <\$250 will be reviewed by the Finance Committee
    - Revisions >\$250 will be reviewed by the General Council
- Secretary
  - Online new and existing club registration form to make it easier for students to register their clubs.
- UTSU
  - Food event during finals & ISIC Card event in atrium – internationally card that gets you discounts
  - UTSU has discounted services on entertainment and other services, working on bringing these services to PB.
  - Bulletin board dedicated to UTSU with upcoming events that are on campus (ex. free vegan breakfast).
- Social
  - Semi-formal: potentially having it at Hart House, would lead to the potential for an open bar.
    - Date: fall or winter term, undecided
- OPA
  - OPA Cup and lunch/dinner and learns (see PAM schedule for dates).
  - Potentially start an OPA council; likely a committee within the UPS rather than starting a separate council.

D. Additional Business: N/A

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

F. Motion to Adjourn:

- Shane motions, Joseph seconds.
  - For: 13
  - Against: 0
  - Motion passes.
- Meeting adjourned at 9:53 pm.