



Undergraduate Pharmacy Society

2016-2017



Agenda – UPS Summer Meeting

Date: Tuesday August 16, 2016

Time: 6:30 p.m- 9:00 p.m.

Location: Room 450

Speaker: Alex M.

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 Y., Carmen C., Avey T., Jason Y., Steven G.,

Regrets: Vincent N. Naomi L., Aleksa S., Halina L., Adriana T., Erin C., Jeff T., Adrianna T., Sylvia K.

Faculty Advisors: Kenny and Sandra

A. Call to Order

B. Motion to Begin: Alex M. motions to begin, Sara T. seconds

C. AGENDA:

1.0 Welcome & Ice Cream

- I. Pharmakon: UPS Council's Who's Who Picture

2.0 Updates on Summer Activities

- I. President/External Affairs Directors: Sponsorship and First Day Activities
 - A. Previous Year's: 11 Sponsors (Total \$20 750);
 - B. 2016-2017: 11 Confirmed Sponsors (Total \$25 500 - 22% increase despite setback from OPA conference)
 - C. Back-to-School Mixer: Thursday, September 8th 12-2pm**
 1. BBQ: registration link for volunteers and participants will be sent out by UPS; will also have annual Tug-A-War contest
 - D. Textbook Pick-Up: Based on last year, pre-packing items for each individual will work the best. Booking Rm 850 would be a good option for doing this.
 1. Having Textbook Pick-Up during the mixer encourages student to attend the mixer
 - E. First Day Activities: Google Tilt brush set up in Atrium, start at 8:00 am and requires set up at 6:00 a.m.
- II. **1T9: Phrosh (September 2nd-5th)**
 - A. Challenge having it the labour day weekend, possibly in future have in August
 - B. Clubs Fair: 15 clubs registered (previous year 21)
 1. Provide another opportunity for clubs to register, Onella to send out email to clubs



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2. Schedule (pull from website)
 3. Room Booking:
 - a) New Policy: Faculty member must be present to access floors 4+ after hours
 - b) Pay security for rooms B150/250 on weekends (\$100/ hour)
 4. Sponsorship:
 - a) Loss of sponsors/ guest speakers due to long week
 - b) Total Sponsorship of \$11 250.00 (increase of \$2000 from last year)
 - c) Tentative Profit: \$19 000
 - d) Suggestion for Future: Instead of PPC contacting sponsors, UPS could advocate for phrosh sponsorship; venture outside of OPS conference (ie. PCCA)
- C. **Action Items:** Confirm shirt designs and group names by Jeff
1. Timeline to confirm T-shirt orders: 2-3 weeks before phrosh
 2. Order extra shirts for phrosh
 3. Alternatives for Beach Day if necessary
- III. Marketing Directors: Social Media Presence
- A. Postpone to next meeting
- IV. President/Vice-President/Secretary/Finance: Summer Package & Online Ordering
- A. Deadline is tomorrow August 17th
 - B. Online ordering has gone very well, some students have had to do multiple forms
 - C. Most of them asking for money confirmation transfers
 - D. Interac transactions have to be explained to students for next year
 - E. Next year 3rd year VP + 2nd Year VP to have access to payments@uoftpharmacy.com

3.0 Updates on Upcoming Events

- I. President: A Proposal for UPS Support: *Breaking Down the Silos*
 - A. Breaking Down the Silos: create a forum for student pharmacy clubs and organization to share insight, contacts, increase awareness and promotes events of others increasing collaboration
 1. Target group: All clubs (2 executives from each club ie. Pres/VP)
 2. Session from 30 mins to 1 hour depending on nature, twice each semester ie. September and November
 3. Opinions: Opportunity for clubs to support each other; provide insight into funding, possibly tie to SIF funding (attendance is required)- can host session before SIF funding due, possibly host first session end of September to support new clubs
- II. Event Directors: Boat Cruise and Phollies
 - A. Boat Cruise:
 1. **Friday September 9th, 2016** - Various Faculties invited



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2. Marketing: Making a banner, Facebook event, Brochures
 - B. **Phollies: Friday November 4th 6:00pm-8:30 p.m** at George Ignatieff Theatre
 1. **Phollies Rehearsal: November 3rd (5-10 p.m)**
 - C. Holiday Party
 1. Date: **TBD**
 2. Working with Pharmakon + Choir
- III. 1T9/Vice-President: Orientation Banquet (non-voting)**
- o New speaker this year will be Dean Miller
 - o DJ Peter Phan (\$500) is booked, he is organizing all the speakers and wires; we will be scheduling a meetup with him to go over setup
 - o Slideshow: Alex has contacted Pharmakon, has to be ready by September 23
 - With pictures from various events from Phrosh week
 - o Invites sent to some faculty, UPS President and VP, Bryanna and Steven, Pharmakon. Other faculty are invited to come, costs are covered by the Faculty (as confirmed by Dean Boon)
 - o As per last year:
 - Phrosh students will confirm attendance via a form and will be emailed their ticket.
 - Those who didn't attend phrosh can pay \$35.00 for a ticket
 - Eventbrite phone scanner to scan ticket (QR code)
 - Centrepieces to be used from last year.
 - Selling tickets sometime from **Sept. 12-22nd** in Atrium. This is a hard deadline. Need to let the banquet hall know the number of people a week in advance and what time dinner is.
 - Date: **Friday Sept. 30th from 5:30-11 pm**, at the SPK Polish banquet hall (they are catering).
 - o Action items:
 - Bryanna to:
 - Book projector
 - Find gifts for speakers
 - Find a printer for brochures
 - Confirm PPC numbers and setup help on the event day
 - DJ + banquet meeting for pre-setup and tables
 - Alex to:
 - Finalize menu/brochure
 - Find the centrepieces
 - Confirm Faculty/guest attendance
 - Confirm use of David White's UofT backdrop
 - Marketing: Backdrop has to be created with Phrosh Sponsors
- IV. CAPSI: TEVA Strategic Planning Seminar**
- A. Hosted by TEVA, led by David Windross
 - B. Tailored to UPS Council to assist council in development of strategic planning skills



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C. Held at the Chelsea Hotel on **October 6th (5:30 - 9:15 p.m.)**; Google doc will be released soon for UPS members

V. Athletics: Soccer Cup (UofT vs Waterloo)

A. **September 17, 2016 (2 - 4 p.m.)**

B. Promotion: Facebook event,

Action: Jeff and Vinh to create poster/ banner

Alex M. votes to extend meeting by 45 minutes (9:15p.m), Steven seconds

For: 9

Abstain:6

Against: 0

Motion Passes.

4.0 Presentations & Discussion Details

I. President

A. Council members to send Faraz/Alex of event deadlines for fall semester

B. Members can update google calendar after given OKAY by Faraz/Alex

II. Vice-President

A. The Key (non-voting)

- Received information from the summer package form, spoken to faculty about getting class timetables, sessional dates, course coordinators, etc
- Printed 400 copies last year with TLAC
- Contacted other printers, this is the cheapest on the market
 - Contact confirmed that it would be the same price:
 - \$1,275.20 + tax = \$1,440.98
- Action Items:
 - Alex: Production of The Key will start after the Back-to-school-Mixer, aiming to be done by mid-late Sept
 - Halina & Hatf: Confirm colour inside pages for the covers

B. Points and Awards Committee (voting)

- Review of Summer Motions

a) **"Social Participation" Award be renamed to "Community Engagement Award**

b) **UPS Point Award System be re-calibrated to the proposed changes as the table below**



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Award	Point Totals
Pharmacy “P”	50 UPS points (25 must be non-sport)
Community Engagement Award	80 UPS points (must all be social points) <i>Proposed: (must all be non-sport)</i>
Plaque	120 UPS points (35 must be non-sport)
Dean’s Award	180 UPS points (45 must be non-sport)
Walton Award	240 UPS points (60 must be non-sport)

c) Create a process for point allotment for different types of events

Event Type	Requirements	Number of Points	Point Category
Lecture style event	≥ 1 hour	1 UPS point	Social
Journal club style event	No pre-reading, ≥ 1 hour	1 UPS point	Social
Journal club style event	Pre-reading, ≥ 1 hour	2 UPS points	Social
Social event (movie night, pub night, attending sporting event, PMP meets, networking event, etc.)	≥ 1 hour	1 UPS point	Social
Athletic activity (skating, golf, zumba, intramural games, etc.)	≥ 1 hour	1 UPS point	Athletic
Volunteer event	Sliding scale dependent on duration of volunteerism	<2 hours = 1 UPS point 2-6 hours = 2 UPS points >6 hours = 3 UPS points	Social
Photo event	At least 3 photos across one week with one photo contribution per day	1 UPS point	Social
Donations	One point regardless of the amount or number of times donating per event	1 UPS point	Social



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d) Remove the Academic Category from the UPS Points System

- Review of discussion
- Final Decision

e) Finalizing the UPS Points System for the 2016-2017 Academic Year (Motions)

- Motion: Re-classify what constitutes an “academic” event
 - This would include: LnLs, JCs

Motion to reinstate Academic category to the UPS Points System, & Academic points are allocated to LnL, Journal Clubs, First Class Honours. Maria seconds

- **For: 13**
- **Against: 0**
- **Abstain: 2**
- **Motion passes**

VI.4 Academic Points Allocation

First Class Honours (3.5 GPA and over)	
No exemptions	7 points
With exemptions	5 points
Conferences	
OP SIS	2 points
OPA	3 points
PDW	4 points

Alex M. motions to change Community Engagement Award to be 80 UPS (total of all non-sport)

- Jason seconded
- For: 13
- Against:
- Motion passes

III. Executive Secretary

A. Clubs Review

- a. Clubs Re-registration for those applying again
- b. New clubs that have applied for the upcoming year
 - i. Need to make a par for a club to host events and actually be considered be a club
 - ii. Need a way for students to send student body invitations via FB, Webmaster, keeping track of club execs (attendance #s, having evidence of actually executives)

IV. Events Directors

B. Semi-Formal

1. Looking at 5 potential venues, however it quotes to be more expensive
2. Hart house seats 200-400; however was capped previous year to cost



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- a. If you give drink tickets for each person (approx 5) it is just slightly lower than open bar
3. Venues to look into : other colleges Trinity college (Contact info: Office Space Management)

4. Tentative: March 10th, 2017

V. CAPSI

- A. Ice Cream Social
 - a. **Friday September 2nd (4-5 p.m.)**
 - b. Request for help: Pick up ice cream car needed (2-3 p.m.) and set up event 2-4 p.m.
- B. PDW
- C. Capsi competitions:
- D. CAPSI/IPSF Awareness Week: Possibly 3rd week of September (social media only) -> IPSF Health Campaign
- E. World Pharmacist Day and Pharmacists Without Borders (PWD) Presentation
 - a. Week of September 25th, awaiting details
 - i. **Free Date: September 29th (12-2 p.m.)**
 - b. Willing to sponsor speakers to send to the faculty; acknowledged interest into this awaiting their response
- F. Pharmacist Awareness Month: 2017
 - a. Tobacco Alert Campaign - Health Campaign (IPSF)
 - i. Speaker: TBD ; Fundraising for Lung Association (ie. Pin Sales); On campus booths
 - b. Kids in Medicine (CAPSI+IPSF)
 - i. Contacting schooling starting Aug 2016
 - ii. Topics: Allergy, Handwashing, Smoking
 - c. Clinic Days at Local Pharmacies
 - i. Contacting pharmacies starting Aug 2016, work with pharmacy to tailor it to their patient population
 - d. **Action Plan to increase involvement:** Touch base with OEE, contact TA's from MTM1 (ask Jauher),
 - i. Find out date of when your meeting with PAM committee
 - e. IPE Panel (CAPSI+ IMAGINE Clinic); High School Outreach (TBD), Community Outreach Fair (UPS External), Blood Drive(UPS External) PAM LnL (UPS External), Community Outreach Booths (Lead TBD- done UPS Events past year)
- G. CAPSI Symposium
 - a. Based on responses the possible topics: De-prescribing **OR** "Hot Topics"
- H. TPN
 - a. Held at the Boat Last year
- I. Pharmabowl: Held by Houses in previous years, however Dean would like us to put it on hold this year to reassess what the students want.
 - a. CAPSI in charge for now.



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VI. Athletic Directors

- A. Curling
 - a. **Booking Date: November 19th, 2016**
- B. Dodgeball
- C. Intramurals
- D. OPA Cup
- E. T-Shirt Sale: Recommend same T-shirt design as last year; downside of having new design every year is the delay of distributing the T-shirts
 - a. Logo representation of Sponsors on athletic intramural jerseys (front)
 - b. Suggestion: Marketing have the ability to design jersey and change
 - c. **Athletics motion to keep the design consistent pending minor changes in sponsor and logo**
 - i. **Avey T.seconds**
 - ii. **For: 11 ; Against: 0; Abstain: 4**
 - iii. **Motion Passes**

VII. Marketing Directors

VIII. Monograph

- 5 Issues for the year; first issue release for mid-September
- Spoke to Mark who did printing last year, similar pricing to follow for this year.
- Spoke to Linda, to allow for an online component to the Monograph (ie. comments, mentions)

IX. Pharmakon

- o Yearbook Distribution - October
- o **Price: TBD**

X. Webmaster

- A. Revamping of the website; anyone with idea/inputs free to email Linda

XI. 1T9

- A. No updates

XII. 1T8

- A. Charity Week
 - a. Emails have been sent out to those involved
 - b. Discussion: Whether to change the charity.
- B. Internal Fundraising Form
- C. Textbook (RxFiles) sales were also low this year
 - a. Encourage different methods of fundraising

XIII. 1T7

- A. Clothing sale going really well - cut out sweatpants
 - a. Nametags - a lot of magnetic ones
 - i. Found a cheaper supplier, \$15 for both pin and magnetic
 - b. CTC a lot of sales are less than last year & in general textbooks
 - c. PadFolios doing really well, also found a different another supplier for real leather
 - d. Encourage different methods of fundraising

XIV. Finance



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A. SIF

How much is set aside for the SIF? For the 2016-2017 academic year, the UPS has set aside at least \$4,000 for the SIF: \$2,000 for the Fall semester and \$2,000 for the Winter semester.

Deadlines for the SIF

Fall Term

- Fall Term Deadline to submit **SIF Application: Friday, September 30th, 2016 at 5 PM.**
- Fall Term Deadline to submit **expenses: Friday, January 6th, 2017 at 5 PM.**

Winter Term

- Winter Term Deadline to submit **SIF Application: Friday, January 13th, 2017 at 5 PM.**
- Winter Term Deadline to submit **expenses: Friday, March 31st, 2017 at 5 PM.**

- **Recommended to not accept electronic receipts. Accept only paper**

B. Reimbursement Model

1. UPS constitution > p78
2. UPS office> sometimes next to the computer fillable form
3. Best practise: one line per receipt, one payee per form, do not staple receipts to form, print form online receipts and submit originals only; use envelopes

C. Budget:

1. Send out 15-16 budget for your role by August 16

XV. External Affairs

- A. No Updates

XVI. UTSU Representative

- A. UPS is not approved as a club, rather a association
- B. UPS no longer as printing rights associated, alternatives need to be found/ decided on
 1. Can another club provide rights? UPS purchases a print for exclusive use,

XVII. OPA Representative

A. OPA Lunch and Learns

1. **Wednesday September 28, 2016 6-7:30 pm (Rm 850)** - confirmed
 - Please add to the google calendar via OPA email
2. **Tentative - Tuesday/ Wednesday October 25 & 26 (Rm 850)**
3. Suggestion for Topics: Smoking Cessation Topic
 - Possible integrating certification of Smoking Cessation with other courses

(ie.Nursing & injections, or on a certified course on its own)

D. Additional Business

E. Setting of next meeting (tentative): TBD

F. Motion to Adjourn:



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- Alex motions, Arpit seconds
- For: 15
- Against: 0
- Abstain: 0
- Meeting Adjourned at 10:00 p.m.