



Undergraduate Pharmacy Society 2016-2017



Meeting Minutes– UPS Meeting #4 Constitution Meeting

Date: Thursday January 19th, 2017

Time: 6:00 p.m. - 8:30 p.m.

Location: PB 850

Speaker: Aleksa S.

Minute Taker: Onella P.

Attendees: Faraz R., Alex M., Onella P., Aleksa S., Erin C., Jason Y., Sara T., Vivian T., Bryanna T., Steven S. Roman P., Matthew L, Hatf S., Halina L., Alex K., Maria M., Nisha G., Krista C., Avey T., Carmen C., Elise F., Sylvia K., Natalie T., Tanner W., Linda Y.

Absent: Vin N., Steven G., Adriana T., Naomi L., Arpit C., Tiana T. Jeffrey T.

Additional Attendees: Shane N. Faizan B.

A. Call to Order

B. Motion to Begin: Alex M. Motions, Maria M. seconds at 6:45 p.m.

C. Agenda:

1.0 Welcome To the New Year/ Food

Presenter: Onella P. , Aleksa S.

2.0 Constitution Review

Presenter: Aleksa S. on behalf of the Constitution Review Committee)

Description: None of the motions in this PPT require seconding as the CRC has already approved the inclusion of these motions, unless an amendment is made. Constitutional changes may pass with a majority (> 50%) vote in most cases, if there are no significant changes to stated motions. A tied vote (exactly 50/50) is considered rejected. Amendments made without prior notice (on the spot changes) requires at least a 2/3rds vote. A vote that is exactly 2/3rds is passed.

a) Motion #1: Fix constitution in terms of Issues of clarity, redundancy and spelling

- i) Change all "Executive" to "Executive Council"
- ii) Capitalize all "year" to "Year" in instances of 1st, 2nd, 3rd, 4th "year"
- iii) Capitalize "First, Second, Third, and Fourth" Year
- iv) All the number 1 should be spelled out One, all other numbers are kept as numbers

1) For: 14 ; Against: 0

2) **Motion Passes**

b) Motion #2: Article 8.5.5 "The Committee will be responsible for providing information and deciding on certain class based awards (i.e. UPS Award, 8T0 Award, Sharon Wells Award, Alumni Undergraduate Award, etc.). ~~The UPS Alumni Award will still be decided through UPS General Council, however if there are a large volume of applications, the Points and Awards Committee may pre-screen applications to help narrow down the selection to a top~~"

- i) **Rationale:** Previously, general council decides on the UPS Alumni Awards. The process is too long and it does not allow sufficient time to consider every candidate. Since the PAC already review each application in detail and consist of members from all years, PAC alone is suitable to decide the award
- ii) he aim/rationale is to be time saving, and since PAC filters applicants it will be easier for them to approve the recipient

1) For: 14 ; Against: 0

2) **Motion Passes.**

c) Motion #3: Article 8.7.5 "The Dr. Kennedy Charity Award will be awarded to the Class raising the most for charity. Note that the Professor Auction and any events either spanning over more than one day or events that occur outside of a class' specified day will not count towards the Award. **Any circumstances that arise will be reviewed by the Charity Week Committee."**

- i) **Rationale:** To give the Charity Week Committee authority to deal with any unexpected situations that arise.



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- 1) For: 13 ; Abstain 1
 - 2) **Motion passes.**
- d) **Motion #4:** Article 10.2.3 “CROs are ineligible to run for positions in elections they are running **and are ineligible to vote in these elections as well.**”
- i) **Rationale:** CROs must stay neutral but also deserve the right to vote. According to my understanding, this was placed when CROs were able to see the live status of the election but seeing it now is not permitted, they do not influence the course of the election.
 - ii) Concern is that although CROs are neutral they take on the responsibility to remain neutral and unbiased.
 - iii) However they can still remain unbiased and vote. Given the right to vote might offer their partiality.
 - iv) There should be some party that should remain impartial, Volunteering your position as CRO, you go into the position knowing that you don't have the right to vote
 - v) Recommendation for future: If it's a class council election possibly have another student from another year be a CRO
- 1) For: 0 Against: 10 Abstain : 4
 - 2) **Motion does not pass.**
- e) **Motion #5:** Article 10.3.1.1.3 “The campaign period must last at least 3 business days. Typically, the campaign period would start the following Monday at 12 AM and go until ~~Wednesday or Thursday~~ until 5 PM **the voting process ends.**”
- i) **Rationale:** Several issues with DQing candidates for leaving up posters, FB posts, etc. up after 5 PM the day before the election. It doesn't really make sense to stop campaigning until the vote is over, as even encouraging ppl to go vote may be misconstrued as campaigning. Setting to campaign period to end at the end of voting will avoid a lot confusion and unnecessary DQs
 - ii) If your posters are up after the voting period, that does not mean that you are disQ
 - iii) Recommend that there should still be a portion in the constitution about cleaning after your self (i.e. take down of posters)
- 1) For: 1 , Against: 1
 - 2) **Motion passes.**
- f) **Motion #6:** Article 10.3.4.2.8 “The person currently holding that position must ask at least 2 questions. Then, the candidate may receive up to 3 questions from the audience. The maximum number of questions a candidate may receive is 5. The CROs must ensure the questions are not personal and are applicable to all candidates. All questions must be asked in the same order, **by the same people**. If the person currently in the position is not available to attend speeches, they can submit their questions before hand and the CRO may read the questions. Similarly, students can email in questions which the CROs can ask on behalf of the audience. **Audience members should make note of their own questions which the CRO can present to the candidate, in order to ensure fairness.**”
- i) **Rationale:** In case an audience member asks a question, the CRO should note down the wording of the question, just so it remains consistent when asked to the next candidate, as the audience member may accidentally change wording/imply different context without realizing it.
 - ii) To ensure that every candidate gets the same question -> ensures fairness
 - iii) Students are still be able to ask the first question, and the CRO will intervene if necessary
 - iv) Recommended option: each student who enters the room can get a paper, and then write on the paper on upto 3 questions to ask the candidate. Paper can then be collected after speeches. .
- 1) For: 14, Against: 0
 - 2) **Motion passes.**
- g) **Motion #7:** Article 10.5.3.4.5 “All candidates cannot be endorsed by faculty members.”
- i) **Currently:** “All candidates are responsible for the immediate clean-up and removal of any and all campaign material before the end of the campaign period. With regards to electronic campaigning, timestamps on posts will be used as a reference should disputes arise. Candidates failing to remove all their campaign material before the end of the campaign period will be disqualified.”
 - ii) **Rationale:** With campaigning now ending at the end of the voting period, all of the points above are no longer necessary. However, we should add a clause about candidates seeking endorsement from current council or faculty members as this may lead to figures in authority abusing their powers to help their friends.
 - iii) Need to be fair to all candidates to be endorsements. But are we being democratic? There is nothing wrong in supporting a particular candidate
 - iv) Are we particularly talking about social media vs personal endorsements
 - v) You can reach out to a council member but it is not going to stop someone from endorsing (its upto that council member)
 - vi) Suggestion of Under CRO responsibility: maybe a character reminder to encouraged to remain



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- neutral
- vii) -Is there a way for it to monitor, if there is no way to monitor the endorsement it will be hard
- viii) No matter how many controls you have, it will be next to impossible to police this -> if you are concerned of particular circumstance it can be addressed by the CRO or the UPS honour committee
- 1) For: 14, Against 0
- 2) Motion Passes.**
- h) Motion #8: Article I.2.1.6** "The UPS President shall organize a UPS inter-class social in the first week of school, a **Halloween social** as well as a Holiday social before the Fall term ends."
- i) **Rationale:** This was a highly anticipated event (i.e. pumpkin cutting contest, costume challenge, candy giveaways) that the House program organized but unfortunately dissolved with the program.
- ii) Should the Halloween social be under the someone else's role description (ie. Class Presidents)
- 1) Possibly not VPs because they have to carry out charity week around the same time of the year.
- iii) How big as these events going to be? Same scale as the Holiday social?
- 1) Motion to table topic for next meeting**
- 2) For: 14, Against : 0
- 3) Motion Passes.**
- i) Motion #9: Article I.2.6.5** Deleted altogether: "~~The Senior CAPSI Representative shall serve as a member of the Internal Fundraising Committee, as outlined in Article 8.8.~~"
- i) **Rationale:** Internal Fundraising Committee was changed to Charity Week Committee last year and consists of the VPs.
- 1) For: 14, Against 0
- 2) Motion Passes.**
- j) Motion #10: I.2.15.4** Must add PSF Ambassador Position to Junior IPSF in this section.
- i) Motions to add PSF Ambassador position to the IPSF Junior portfolio, whereby the IPSF Jr will continue to carry out the duties of the PSF Ambassador for a two year term as IPSF Senior. Duties include: Raising awareness for Pharmaciens Sans Frontières (PSF) and help in fundraising for PSF. Will be updated as needed as the position develops.
- ii) **Rationale:** Updating the role description to reflect what the person does
- iii) Grammar error: Accent on frontieres
- iv) Other schools are currently in the process of incorporating this position: some have currently some have done same as suggested, others have added to their Fundraising Chair Position and others appointed a new student all together
- v) This will be a two year position , and changes will be made as the rle evolves.
- 1) For: 13, Against: 0
- 2) Motion Passes**
- k) Motion #11: Article II.1.4** "UPS and Class Councils shall collaborate to organize the distribution of the Summer Package items. Responsibility for lost items shall fall on respective Class or CAPSI Councils."
- i) **Rationale:** It's too difficult to coordinate a consolidated pickup time with each class ,as each class is responsible for their own items/delivery. UPS should not have the liability for these items or their distribution as they are simply acting as an intermediary for students, so they can conveniently send 1 cheque as opposed to 6 for each different class/group and none of the item proceeds go towards UPS. UPS will still continue to put together the summer package pdf and handle the financial transactions associated with the package (collecting money from students and giving cheques to the classes)
- 1) For: 14, Against: 0
- 2) Motion Passes**
- l) Motion #12: Article VII.1** Update the list of awards to include **OTC and Compounding Awards, Student Literary Challenge and Student of the Month awards.**
- i) **Rationale:** Update the list of awards.
- 1) For: 14, Against: 0
- 2) Motion Passes**
- m) Motion #13: Article IX.2.1** "External Affairs: One CSHP Membership for one External Affairs Representative and one OPA Membership for one External Affairs Representative"
- i) ~~Article IX.2.3 Deleted altogether: "OPA Student Board Member: One OPA Membership"~~
- ii) **Rationale:** All students would need an OPA membership anyways, regardless of if they had these positions or not.
- iii) Recommend to change the rationale as not all students require an OPA membership
- iv) There will be an increase in cost (approx \$100) increase if external does not have an OPA



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- membership. They would also have to cover the cost for themselves as a subsidy is usually given to other students for attending.
- v) Is opa membership required the role of External? And is UPS able to subsidise?
 - vi) Currently President and VP do not get subsidy as it is paid for externally. However Externals are not covered and removing this membership would cause them to pay out of pocket with possible subsidy from David White Fund. However this fund should not be relied upon.
 - vii) Concern was raised as to whether the conference cost alone should be covered rather than the membership; however the membership fee allows for a lower cost to the attend the conference. As such it would be cheaper to get the membership.
 - viii) Recommended to cover the early bird membership for the conference
 - 1) **Motion to table topic for next meeting**
 - 2) For: 12 Against: 0
 - 3) **Motion Passes.**
- n) **Motion #14:** ~~Appendix 1.2.7.3 "When the position becomes vacant, he/she shall act as an observer to the Canadian Society of Hospital Pharmacists (Ontario Branch) for two years.~~
- i) **Rationale:** Do not have a CAPSI member involved in CHSP, and as such would like to delete this role
 - 1) For: 13, Against: 0
 - 2) **Motion Passes.**
 - o) **Motion #15:** ~~Appendix 1.2.13.2 "These positions will be chosen, based on applications, by the CSHP liaison and the CSHP Ontario Branch CAPSI Representative and the previous CSHP Student Council (as required at the discretion of the CSHP liaison). The selections are made by UoF CSHP Representative and the previous CSHP Student Council and the CSHP Ontario Branch CAPSI Representative.~~ Selections will take place in **December.**
 - i) **Rationale:** Dissolving the CAPSI role will need to make amendments to the description of the position
 - 1) For: 14, Against: 0
 - 2) **Motion Passes.**
 - p) **Motion #16:** ~~X.2.2 Deleted altogether: "CAPSI: One CSHP Membership for one CAPSI Representative"~~
 - i) **Rationale:** CAPSI doesn't require a CSHP membership according to their role description? Unless, one of the positions is required to sit on CSHP Ontario Branch. Position has also been dissolved
 - 1) For: 14, Against: 0
 - 2) **Motion Passes.**
 - q) **Motion #17:** To create and new Article: OPSIS planning coordinator should be added to the role description of UPS President, UPS Vice-President, UPS President-Elect, UPS Vice-President-Elect and, optionally, UPS Past President.
 - 1) For: 13, Against: 0
 - 2) **Motion Passes.**
 - r) **Motion #18:** Addition of a new role: Second Year Class Council President and Vice-President shall share the responsibility of coordinating PHM140 study sessions with the Faculty Registrar.
 - 1) For: 13, Against: 0
 - 2) **Motion Passes.**

3.0: CAPSI/ Pharmacist Awareness Month Updates

Presenter: CAPSI: Maria M. and Nisha G.

- Maria and Nisha attended CAPSI National Meetings at PDW 2017 (4 days of meetings and around 7 hours each day)
 - Discussed
 - o CAPSI National Fees Increase
 - Wanted to inform everyone that CAPSI National Fees will increase in September 2019.
 - UPS President, Vice-President and Finance have been notified to address this at the September 2017 Budget meeting.
- a) **CAPSI Events**
- **CAPSI Social Media Challenge (Online)**
 - o February 6th - 10th 2017
 - o Encouraged everyone to support.
 - **Toronto's Next Top Pharmacist (TNTP)**
 - o **Lead:** Local CAPSI Council (Victor, Wendy, and Abas)



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- Will reach out to UPS for support
 - **Date:** Thurs, March 30
 - **Location:** The Boat → Around 10 min walk from PB
 - **Fee:** \$5 donation collected in March (All funds go to the winner's charity of choice)
 - **Recruitment:** Starting in February
- **1T8 Mock OSCEs**
 - **Lead:** Maria and Nisha
 - **Date:** Sat March 18th and/or Sun March 19th *pending*
 - 1T9s will be volunteers
- **Evidence Based Medicine (EBM) Competition**
 - **Lead:** Maria and Nisha
 - **Date:** Thurs, April 6

b) Pharmacist Awareness Month 2017

- i) **Goals:** Community Outreach, Public Engagement and Impact
- ii) **Events:**

Event	Lead
1T8 Council Lip Sync Battle <ul style="list-style-type: none"> ● Date: Thur, March 2, 7- 10pm ● Location: The Boat or Supermarket ● Rationale: <ul style="list-style-type: none"> ○ Encourage students to be confident as they undertake the demands of various roles. <u>Tap into the future voice of the profession!</u> ○ It's an avenue where creativity and originality is highly encouraged, while endorsing the fact, that confidence is vital for pharmacy students. 	1T8 Council
Community Outreach Fair <ul style="list-style-type: none"> ● Will be in March but Date TBD 	Community Outreach Committee - Led by Hatf
PAM Lunch and Learn <ul style="list-style-type: none"> ● Pfizer Consumer Health <ul style="list-style-type: none"> ○ Date: Fri, March 10 ○ Topic: A Portfolio You Can Trust - From Relieving Pain to Improving Well-Being ● Additional Lunch and Learns in March: <ul style="list-style-type: none"> ○ National Bank ○ Wholehealth 	External (Halina and Hatf)
CAPSI IPE Panel <ul style="list-style-type: none"> ● Topic: Schizophrenia ● Aim to have this an IPE Accredited event 	CAPSI (Romina and Chris)
CAPSI Symposium <ul style="list-style-type: none"> ● Topic: Medical Assistance in Dying (MAID) 	Maria and Nisha
Diversity Days <ul style="list-style-type: none"> ● Topic: TBD 	Faraz and Alex

III) Outreach

Event	Lead
Blood Drive <ul style="list-style-type: none"> ● Collaborate with IPSF for Vampire Cup ● Unsure if this will be held during PAM <ul style="list-style-type: none"> ○ May be in first week of Feb or March - TBD 	Community Outreach Committee- Led by Hatf
Campus Outreach Booths <ul style="list-style-type: none"> ● Goal: Promote smoking cessation on campus and raise awareness about expanded scope of pharmacists in smoking cessation. 	CAPSI (Dana and Wendy)



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<ul style="list-style-type: none"> • <u>Collaboration with:</u> Leave The Pack Behind (LTPB) • Around 3 - 4 booths on campus expected 	
Pharmacy Outreach Days (PODs) <ul style="list-style-type: none"> • <u>Goal:</u> Promote to patients Pharmacists Expanded Scope + Safe medication disposal • <u>Collaboration with:</u> local pharmacies • 3 pharmacies interested so far 	CAPSI (Abas, Dana, and Romina)
CAPSI Kids in Medicine <ul style="list-style-type: none"> • <u>Goal:</u> Educate children in the community about pharmacists + either Allergies, Handwashing, or Smoking. • Kits Donated by TEVA • <u>Collaboration with:</u> Local Schools + Kids Programs <ul style="list-style-type: none"> ○ 5 presentations confirmed at local schools ○ Coordinating presentations with After School Programs 	CAPSI (Victor and Chris)

IV) Tobacco Alert Campaign - Health Campaign

- **Fundraising for Lung Association**
 - Booths (**Times**)
 - Pin sales *Pending*
 - Games → from lung association
 - Pass Jar around in Class
- **Dinner and Learn (Tue, March 7: 6 - 7:30 pm - Speaker TBD)**
- **Lung Association Workshop (Fri, March 17: 1 - 3pm)**
- **Movie Night (Pending)**
 - Collaboration with LTPB and Healthy U Team
 - Screen "Thank you for smoking."

V) Clubs

Clubs	Events
PSWH	- PAM: International Women's Day Booth - Wed, March 8
SOAPE	- Hospital Booths - Safe Meds - Outreach to retirement homes
PhaSST	- CAMH collaboration → getting students to help run a sport event that CAMH holds for its residents

VI) Social Media

- Twibbon campaign
- Students add ribbon to facebook profile to support
- Raise awareness about PAM online
- Can have prize draw at the end of the month

TO DO: CAPSI will reach out to UPS council members to help with PAM events.

D. Additional Business/ Announcements

- Please see Motion #17 Under Constitution Review

E. Setting of next meeting: TBD

F. Motion to Adjourn.

- Alex M. motions to adjourn, Avey T. seconds
- For: 14
- Against: 0
- Motion passes , meeting adjourned at 8:45 p.m**