

**Minutes from Undergraduate Pharmacy Society
September 16th, 2013. 9AM**

Present: Duke, Jennifer, Kevin, XiXi, Damilola, Angela, Hazel, Kevin Y, Victoria, Amir, Sarah, Alysha, Aarti, Nusrat, Bonnie, Stephanie, Edric, Monica, Cha-Hui, Suyoung, Rick, Davin, Sugi, Karina, Peter, Stu.

Absent: Helen

Call to Order (Speaker)

Motion to begin

1.0 Approval of Council Members (voting)

Presenter(s): Kevin, Alysha, Aarti

Davin motions to approve Monica as Senior External Officer for 2013-2014. Rick seconds.

For: 11

Against: 0

Abstain:0

Motion Passes

Aarti motions to Approve Alysha as CAPSI Senior for 2013-2014. Peter seconds

For: 11

Against: 0

Abstain: CAPSI – conflict of interest

Motion Passes

Davin motions to Approve Duke as 2013-2014 UPS President. Jennifer seconds

For: 14

Against: 0

Abstain:0

Motion passes

Jennifer motions to Approve Angela as Senior Finance office for 2013 to 2014. Hazel seconds

For: 13

Against: 0

Abstain: 0

Motion passes

2.0 Sponsorship Update (non-voting)

Presenter(s): Monica and Chia-Hui (External Affairs Directors)

- Total we secured \$4500, in talks for another \$2000
- Received \$2000 from Mint, \$1500 from Remedy, \$1000 from Sanofi
- They sponsor UPS as a whole and they get certain entitlements at each event
- If someone is planning an event, need to look at sponsorship chart to incorporate sponsors. Tickets need to have sponsors logos on it. Contact Monica or Chai-Hui for questions
- Backdrop and banner was made for boat cruise and will be used for semi-formal, and follies. It can be used for other events as well
- CU ads handles monograph, pharmakon, website sponsorship
- External handles sponsorship for all other events
- Make sure that these entitlements are fulfilled. We have to send what has been fulfilled 2 weeks before each event to sponsors. Helps to maintain trusting relationship between sponsors and UPS.
 - Example: logos were not put on tickets for boat cruise.
- \$750 was used to make backdrop and banner, the remaining \$3750 will be split between council equally and fairly. This is to be done before budget meeting.

3.0 Ticket for 1 External Affairs Director for Boat Cruise and Semi-Formal (Voting)

Presenter(s): Monica and Chia-Hui (External Affairs Director)

- Because sponsors are being invited to the events, the external affairs officers should be there to greet them and build relationship with sponsors.
- The tickets are pricey and they would like 1 ticket for boat cruise, phollies and semi-formal to be covered by UPS.
 - \$50 for semi-formal, \$65 for boat cruise
- Since they have to be there and speak with the sponsors, it should be paid for.
- 3 sponsors came from Mint for boat cruise, up to 10 sponsors can show up to the different events
- 1 External Director needs to be present in order for the ticket to be reimbursed
- The reimbursed amount will be divided up between the 2 External Affairs Directors
- Alysha Motions: Be it resolved that 1 ticket for boat cruise and annual semi-formal be allocated to the external affairs director present, given that 1 sponsor will be present at event.
- Angela Seconds
 - For: 14
 - Against: 0
 - Abstain: External Affairs (conflict of interest)

4.0 Meeting Room and Office Keys (Non-Voting)

Presenter(s): XiXi

- Missing storage room key for UPS Vice-President (Jennifer). Decided that it is not necessary to make a replacement
- UPS events were mistakenly given a meeting room key last year. Meeting room key returned to secretary.
- 1T4 President of 2012-2013 lost meeting room, office keys, and storage room keys
 - Office, and storage room keys need to be made
 - Spare Meeting Room key given to 1T5 President
- Mailroom key was lost last year, new key needs to be made for secretary
- External Affairs Director would like to request a Meeting Room Key since they have monthly CHSP Meetings
- Events Directors also would like Meeting Room key since they need to have meetings for PAM
- It was brought up that there is a meeting room key in the office for UPS council members to use. Therefore, no keys will be made for External Affairs Directors or Events Directors
- Use of meeting room for storage: All items from events need to be removed within 1 week after the end of the event.

5.0 1T4 Santa Photos/Samosa Sales (non-voting)

Presenter(s): Davin and Sugi

- 1T4s would like to continue tradition for Santa pictures. Money made will go to the 1T4 class fund since it is 1T4 students taking the pictures
- Pharmakon was told that they were responsible for taking Santa Photos. Mix up will be followed up on.
- Samosa sales can be for all classes
- Patches were found in the office, and they would like to make cardigans
- Patches has been here pre-2010

6.0 CAPSI CIBC Run for the Cure (non-voting)

- 6 ppl running this year on October 6th
- Fundraisers in the next month: pill bottle candy-gram, and bake sale
- UPS members participation would be appreciated

7.0 CAPSI National New Initiative: PEBC Prep Questions (non-voting)

- Currently, no 4th year CAPSI rep
- CAPSI National is Pairing up with ARGO health, who does PEBC prep questions and mock OSCEs
- They are looking to do a 'question of the week', so they are looking for a 4th year representative to work with ARGO
- UPS could potentially approach them for sponsorship since they are promoting through us

8.0 Website (voting)

Presenter(s): Duke

- We wanted to revert back to original website but it could not be done
 - We looked into getting it done professionally. We were offered a price of \$15000 to get the website done.
 - Is this a one-time fee? Yes. The fee would be to reconfigure everything
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- Are there specific challenges that we would require professional help?
- The website is an issue that comes up every year. We don't have a lot of money right now but it may be prudent to pay a one-time fee to get this sorted out.
- Why a new website is needed
 - If we re-vamp our website, it would be easier on people in the future years.
 - Also important to have an appealing website, we need to have a career tabs and sponsorship tab. Having a professional website could generate more sponsorship
 - It's not about having the bare minimum, it needs to look professional.
- Product management should be set up. If there are a lot of people coming to the website then we should spend more. We need to figure out what we need to be done
- It was voted on to switch back. Can the issue be fixed and the website reverted
- Reason for new website: The issue was that it was not possible to add in tabs unless you can change the code, which Rick does not know how to do. When he tried to revert it back, the picture was missing.
- Consider outsourcing to U of T students to keep costs down. UPS members should determine what they want for their pages to create a professional and appealing website.
- The responsibility will be on the webmaster to determine the specifications of the new website to approach potential website designers
- Angela would like to be on a committee to decide on specifications. She has experience with specification tables and she's in finance.
- Consider having 1 UPS representative from each class, and role on the committee, however this would end up having a very large committee and it would slow the process down
- Whoever has a tab on it should have a role in it
- Ultimately UPS has to approve the final website
- 4 people on the committee, everyone else can email in ideas.
- It was decided that the committee membership will be: Monica (External Affairs Director), Hazel (Co-Ed Athletics Director), Sugi (1T4 VP), Duke (UPS President), Angela (Senior Finance Officer) and Rick (Webmaster).
- Alysha motions to table this discussion until the next UPS meeting in October. Amir Seconds
 - For: 15
 - Against: 0
 - Abstain: 0

9.0 Updates on the Monograph (non-voting)

Presenters: Nusrat and Bonnie

- Would like to start something new this year, recruit designated writers for each issue of the monograph
- Would like to credit them on the editor's page. These contributors will not be part of UPS, just getting recognition.

10.0 Additional Business

- Events: does UPS want to do its own thing for phollies?
 - This is dependent on how many acts there are for phollies. If necessary, UPS will consider doing Phollies

11.0 Setting of Next Meeting Date

- Budget meeting is still tentative. 3 hours, likely in the evening
- Next meeting date is tentative as well.

12.0 Motion to Adjourn

- Davin motions to adjourn, Alysha seconds.
 - Meeting adjourned at 10:05 AM
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