



Undergraduate Pharmacy Society

2018-2019



Meeting Minutes – UPS Meeting #1 / Summer Meeting

Date: Thursday, August 9th, 2018

Time: 6:39 PM – 8:37 PM

Location: PB 220

Speaker: Chris T.

Minute Taker: Gigi L.

Present: Gigi L., Chris T., Tom F., Jacob P., Pamela I., Narth S., Catherine Z., Deuk K., Shreeya T., Roshni P., Michelle W., Wendy C., Matthew Lau, Kendra H., Aisha C., Alena T., Cindy Z., Yimin L., Belle L., Rachel A., Carmen C., Steven S., Elaine N. (Skyped In), Peter Z. (Skyped In), Andrew H. (Skyped In)

Regrets: Farhat H., Sera L., Meagan H., Alena T., Michael V., Matthew Luu

Faculty Advisors: Kenny T. (Regrets), Sandra B. (Regrets)

A. Call to Order: Chris T.

B. Motion to Begin: Chris T. motions to begin at 6:39 PM.

- Tom F. seconds the motion.
- **Majority – Motion passes.**

C. Agenda:

1. Old Business

a. Lunch & Learn Attendance

i. Presenter: Chris T.

ii. Many students come to Lunch & Learns, grab the food, and then leave. This is very rude to our sponsors and it appears as a low pay-off to them as they put lots of money and time into their presentations. We have been experiencing this issue every year and it may deter sponsors from renewing their sponsorships or prevent new potential sponsors from signing on.

iii. Solutions discussed at the previous meeting:

- Give out food at the end to prevent students from leaving early.
- Implement a strike system – students who are caught leaving early once will be given a warning and if they are caught leaving a second time, they will be banned from attending Lunch & Learns for the rest of the semester.
- Hand out UPS points at the end as UPS points are used as an incentive for students to come and stay until the end.
 - Physical vouchers can be given out at the beginning and be used to exchange for food and UPS points at the end. Having food and UPS points be exchanged for and distributed at the end seems more reasonable as it does not make sense to receive the goods before “paying” the service. As well, instead of using physical vouchers, we can look into using Eventbrite to scan in/scan out students.
 - It is also better for sponsors as we are not cutting into their presentation time and they can begin right away.
 - Most students are hungry when they come to Lunch & Learns and may want to eat first before the presentation begins. However, although Lunch & Learns usually last for about 2 hours, half the time is dedicated to preparing and distributing the food while the presentation is only around 30-45 minutes. If the presentation were



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to begin earlier, by the time it ends, it will still be around “lunch time” and receiving food at the end would not be a problem.

- Send out a courtesy email to students as a reminder regarding professional behaviour towards our sponsors.
- iv. We will try out the voucher idea in September and see how it goes. If it does not work out, we can brainstorm and try out other ideas.

2. Updates on Summer Activities

a. **Sponsorship Updates**

- i. **Presenters:** Aisha C., Shreeya T.
- ii. In June, the External Affairs team went to the OPA Conference to secure sponsorships. They approached various companies and then followed up with emails and sponsorship packages. However, not many new sponsors were willing to come on.
- iii. We currently have 2 Silver, 6 Platinum, and 1 Diamond level sponsors, and no Gold sponsors. This year, we secured \$27,000 in sponsorships compared to last year at \$26,000. We are also still in talks with 3 companies.
- iv. We also lost a few old sponsors though the problems were mainly on their ends. Some sponsors had paid for sponsorship before but did not have enough manpower to hold presentations so they decided not to re-sponsor us, some sponsors were experiencing budget cuts so they could not follow through with their agreements, and with other sponsors, our original contact persons had moved onto new roles within their company and the new contact persons were not responsive to us.
- v. We will be sending out promotional material to banners within the next few weeks in time for the boat cruise.

b. **Phrosh Updates**

- i. **Presenters:** Jacob P., Tom F.
- ii. The theme for Phrosh this year is PharmAvengers. We are working on integrating the theme into the events more this year. 173 students have signed-up for Phrosh and 72 students have signed-up to be Phrosh Leaders/Phrosh Planning Committee members.
- iii. In terms of events, the majority are the same as last year. However, Beach Day was taken out and replaced with a Scavenger Hunt and a Movie Night.
- iv. As for finances, costs for all events were generally more expensive this year and we also have less sponsors compared to previous years. As such, the price for Phrosh sign-up was increased to \$160 per person (\$45-50 profit). Phrosh leaders pay \$120 (\$5 profit) and Phrosh Planning Committee members pay \$80. The projected profit from Phrosh is estimated to be \$18,000 (including the cost of the Orientation Banquet and profit from the full CPR courses)
 - CPR prices were increased to \$95 this year compared to last year at \$85. In addition, the University College Frosh Executive members are doing their CPR courses with us.
 - \$7000 was also secured through sponsorships.
 - Scotiabank also agreed to specifically sponsor Phrosh in exchange for social media advertisement.
 - We have also applied for ESEF funding and as a result, our Second City event is covered.
- v. An app was also created for Phrosh this year via Attendify, which was also used for PDW.
 - The app is not specifically for Phrosh 2018 but we created an event on the Attendify app that students can join and receive updates from. Creating the event costed \$1335 and the platform features a lot of social media integration and also push notifications. The notifications feature will allow students to stay updated on Phrosh especially if an event were to be cancelled.
 - Having an app this year will increase inter-group mingling as most of the time, students tend to stick to their own groups.



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- We are also working on ways to integrate the app into the events to provide an incentive for students to use the app throughout the week.
- c. **Summer Package and Online Ordering Updates**
 - i. **Presenters:** Michelle W., Gigi L.
 - ii. Meagan is processing all the e-transfers and they are expected to be finished by Saturday, August 11th.
 - iii. For last minute orders, we have decided on setting the cut-off date to Sunday, August 12th, except for the iron-on patches, which have the cut-off date of Friday, August 10th. Numbers and orders will be finalized by Sunday, which will allow enough time for the orders to come in.
 - If you need to input any last minute orders, please contact Peter Zhang.
- d. **Social Media Engagement / Outreach Updates**
 - i. **Presenters:** Deuk K., Yimin L.
 - ii. With the recent passing of the motion regarding purchasing Adobe Creative Cloud, we now have access to many of the softwares including Dimension and Flash.
 - Dimension is used to create 3D product and can be used in marketing to make promotional material look more professional.
 - Flash will allow the team to work with animation, which can be used towards making animated banners for UPS Facebook event pages, for example.
 - Having Adobe Creative Cloud also allowed the Marketing team to work on the Summer Package more efficiently since old file versions did not match with their own versions of the software, which would have made the process more tedious and difficult.
 - The package costs \$360 per year and is an annual subscription. A new motion will have to be called every year to renew this subscription.
 - iii. We currently working with the CSHP to film a promotional video to increase CSHP membership. The video aims to not only engage students and faculty members, but also pharmacists and others in the field to advocate for changes in the profession.
 - iv. To increase social media engagement, we will be posting more on Instagram Stories to promote UPS events.
 - v. If you would like request for any help from Marketing, please given them 2 weeks notice in advance!
- e. **Summer Package Distribution Issues**
 - i. **Presenters:** Chris T., Pamela I.
 - ii. The distribution day is currently set for Thursday, September 6th during the Co-Curricular block.
 - iii. In previous years, distribution has been done in two ways:
 - Certain items were in different rooms so students would have to go to different rooms depending on what they ordered.
 - This method allowed us to keep track of missing items easily and it eliminated big lines as not everyone ordered the same items. UPS members were also in each room to sign-off on items as people picked them up.
 - One of the problems was that students may not remember what they ordered.
 - We could re-send the Summer Package confirmation emails closer to the pick-up day but we are not sure if there is an easy way to do this and students who submitted multiple forms would receive multiple emails.
 - It would be better to send out an email/message telling students to make sure they know what they ordered before the distribution day.
 - Going to different rooms may also be confusing for first year students who don't know the layout of PB well.
 - One way to combat this would be design a map feature on the Attendify app detailing the location of rooms and which items were in which room.



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- However, there were signs outside the doors of the rooms last year and there did not seem to be much of an issue regarding this.
- We package the items together for students beforehand so they can pick up everything in one go.
 - This would require a lot of work and time on our end and would take time out of our summer.
 - It would also create huge lines as students who ordered one item would have to wait with students who ordered multiple.
 - We could try packaging all the apparels/branded items together and keeping textbook pick-ups separate.
- iv. In the past, we have had problems with not enough volunteers helping out with distribution.
 - This year, we should make sure to recruit enough volunteers and confirm the number of volunteers and their stations ahead of time.
 - Though there is no single person in charge of the whole process, the President has traditionally been in charge of the basic schedule of that day (includes Back-to-School Mixer). The members who were in charge of the sales of a particular item are in charge of the distribution of that item as well, including recruiting enough volunteers for that.
- v. We have decided to go with the process of different items being in different rooms.

3. Updates on Upcoming Events

a. **Back-to-School Mixer / Summer Package Distribution**

- i. **Presenters:** Matthew Luu, Steven S.
- ii. This event will be happening on Thursday, September 6th during the Co-Curricular block.
- iii. Planning for the event will begin shortly but it will be essentially the same as last year. The main events will be:
 - A BBQ
 - This will be manned by faculty members. We will be reaching out to and recruiting faculty members soon.
 - One of the issues last year was that students from other faculties were trying to get food. We have to make sure to scan people's tickets before they can receive food.
 - A booth run by our sponsors
 - The title sponsor this year is National Bank. Last year, National Bank had an interactive game booth where participants would try to move objects with their mind.
 - Music
 - The DJ this year will also be Niraj, who will also be playing music for the Orientation Banquet. We are also open to new DJ's for music!
 - Summer Package Distribution
 - Tug-of-War
 - The event will last for about 30 minutes and will be essentially the same as last year. Faculty members will be invited again and we will also invite Campus Police as they expressed an interest in the event.
- iv. Duties of UPS members:
 - External Affairs
 - Confirmed that National Bank will be the title sponsor this year but they are in the process of finalizing some matters on their side. Emails to other sponsors are usually sent 2 weeks before the day of the event but can be sent earlier if needed to.



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- Contact National Bank to see if they can host an event/booth that does not require as much electricity as last year. We were unable to use the indoor plugs following their event.
 - Marketing
 - Create a banner and promote the event through our social media platforms.
 - Athletics
 - Organize the annual Tug-of-War and reach out to faculty members.
 - Finance
 - Will discuss the budget of food in the near future.
 - Pharmakon
 - Take photos of the event.
 - Other UPS members
 - Scan tickets for the event.
 - A spreadsheet for volunteer sign-ups will be posted to recruit volunteers for this event. In the future, we will also post this spreadsheet every week for members to volunteer for other UPS events (i.e. Lunch & Learns)
- b. **Boat Cruise & Phollies**
- i. **Presenters:** Catherine Z., Wendy C.
 - ii. Boat Cruise
 - The event will be held on Friday, September 7th.
 - In the past, attendees had trouble finding the location of the pier as Uber drivers had dropped them off a little bit away from the actual boarding site.
 - We can have UPS members volunteer to hold signs nearby or we can tape signs of directions towards the location to better guide drivers and guests.
 - For guests who will be taking the TTC, we can post instructions on how to get there.
 - So far, 215 tickets have been sent out (not including ~30 unconfirmed early bird payments and ~10 unconfirmed payments from non-Pharmacy students). The maximum number of tickets is 350.
 - 50 tickets were sold to Waterloo students.
 - Originally, we only had 40 tickets allotted for Waterloo students as we were unsure whether all of tickets would sell, but sign-ups were filled within an hour. We then allowed an extra 10 tickets to be sold for a total of 50 but those have been sold out as well. We currently have ~9 Waterloo students on the waitlist.
 - If too many Waterloo students come, it may take away from U of T students. Though we are still waiting on responses from Medicine and OT/PT, we should sell tickets to the 9 people on the waitlist as Medicine and OT/PT turnout are unlikely to be higher than 10 each.
 - Transportation for Waterloo students will be organized by them and they are planning on renting a bus to come here.
 - 65 tickets were sold to non-pharmacy students (and their plus-ones).
 - Currently, there a lot of Dentistry and Nursing students who have signed up. We are still waiting on Medicine and OT/PT students.
 - Medicine's student elections do not happen until later on in the year so there is no clear contact person for them right now. They usually organize their own boat cruise but this year, they are organizing a banquet instead.
 - We are not offering refunds on tickets as stated in the Summer Package.
 - iii. Phollies
 - This event will be held on Friday, November 2nd.



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- The venue has been booked and the deposit has been paid. The price increased slightly but it is not significant. Auditions will be held at the end of September and the rehearsal is scheduled to be the day before the show. In general, the event will be held the same way as last year.
- c. **Orientation Banquet**
- i. **Presenters:** Jacob P., Pamela I.
 - ii. We have booked the Polish hall again and the deposit has been put in.
 - iii. The keynote speaker this year will be Jamie Kellar.
 - iv. Letters and invitations to OCP members, OPA members, faculty advisors, faculty members (~15-20), Pharmakon members, UPS President and Vice-President, and 2T1 President and Vice-President will be sent out soon.
 - v. The price to attend this year will be about the same as last year though with a \$1 increase.
 - vi. As noted before, Niraj will also be playing music for this event.
- d. **Soccer Cup**
- i. **Presenters:** Matthew Lau, Andrew H.
 - ii. The Soccer Cup will happen on Saturday, September 29th (the last Saturday of September).
 - iii. The field is on King and Dufferin and was used 2 years ago when the Soccer Cup was held here and it has been booked from ~4:30 / 5 PM for 3 hours, which will include the 90 minutes of play time, 15 minute half-time break, and cushion time for set-up and clean-up.
 - o The cost of booking the field was \$211/hour for a total of \$633 + insurance (an increase from 2 years ago when it was ~\$450 for 3 hours).
 - o In the past, the topic of buying insurance did not come up but the contact person had mentioned that we would need to buy insurance similar to liability insurance in the event that players get injured or something goes wrong. The insurance would cost \$10/hour but we are not sure whether this is a total cost or per person. We will have to look into this topic further.
 - iv. We also looked at booking other stadiums but most were quite far away and Varsity stadium was booked that day.
 - v. We are also planning on holding a pep rally or BBQ before the game and a bar hangout after.
 - o To save on costs, the pep rally does not necessarily have to include food and it could just be an event to hype up the game.
 - o Attendees can have food after the game at the bar as it falls around dinner time.
 - vi. The turnout for this event has not been as good as the OPA cup in previous years.
 - vii. Part of the funding for this event will come from ESEF
- e. **Semi-Formal**
- i. **Presenters:** Catherine Z., Wendy C.
 - ii. The event will happen on Friday, March 8th at Hart House.
 - iii. Possible themes for this year: Harry Potter/Yule Ball, Emerald City, Northern Night, Starry Night, Oscars & Hollywood (can give out "Best" awards)
4. **Updates / Presentations from Council Members**
- a. **President**
- i. Science Rendezvous
 - o This event occurred in May. The event is hosted by U of T to promote STEM to children and families of the neighbourhood. This year, we had two activities: capsule making (i.e. Filling empty capsules with sugar and using the capsule press to close them), and using hardness testers on candies.
 - In previous years, we provided blister packs for families to fill with various candies. In my opinion, this year's families & children had more fun. The hardness tester



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was not too interesting for the children. Moving forward, I would suggest doing the capsule and blister pack activity in the future.

- Less than 10 volunteers signed-up but it was more than enough. David Dubins and the Pharm Chem / graduate students assisted us as well.
- ii. Summer Mentorship Program
- This event occurred in July. The event is hosted by the Faculty of Medicine at U of T to promote various programs to high school students from disadvantaged backgrounds. In collaboration with Jamie Kellar and David Dubins, we welcomed 70+ students to the faculty to highlight pharmaceutical science and pharmacy. There were two activities: one in the Pharmaceutics Lab (hosted by David Dubins) where students compounded, and the other being in the PPL where they looked up drug information.
 - Both events were well-received though it was evident that students liked Dubin's event more.
 - In the future, another event can be considered instead of the PPL Lab. One suggestion was an MTM simulation though this would require lots of manpower on our part. The future UPS President can look into an alternate activity.
 - About 20 volunteers signed up though it was sufficient as some faculty members assisted with the event. We had many volunteers who had originally signed up due to a sudden date change closer to the event.
- iii. Meeting with Dean Christine Allen
- The date of this meeting will be decided soon but Pamela and I plan to meet with Christine Allen in the near future to discuss topics regarding the UPS with her. She has been a faculty member here for some time, however, she may not be well-informed of what we do; hence, this meeting is meant to get her up to speed.
 - It should be noted that she has acted as Interim Dean before.
- iv. Pizza Sponsor
- Pizzaiolo at 346 Bloor Street West connected with me via Kenny Tan. The manager is interested in a long-term partnership with us. He has generously sponsored today's meal at no cost at all. He is also interested in having store as the "go-to" for pizza. In the past, SIF quoted clubs at \$2.50/person for food (not drinks) and \$21.99 per XL pizza (24 slices) from Pizza Pizza (including tax and delivery). The hope is with the 15% discount, it will be cheaper for clubs to purchase food in the future and have more of their money going towards funding their initiatives. Numbers were ran by me with the manager and it seemed to work out to be cheaper but I will discuss this further with Finance and Secretary.
 - In the future, clubs should call Karma (the manager), say that they are Pharmacy, and we will receive the 15% off. Contact information for Karma will be circulated once finalized with Finance & Secretary.
- b. Finance
- i. Audit Updates
- Every year, all Pharmacy students pay a \$72 student fee that goes towards UPS which makes up our total funds in addition to sponsorships. This money is released to us from U of T pending our audit. In order to file good audits, we need to submit proper documentation so hard copies of receipts and transactions are required.
 - 2-3 years ago, our old accountant left his firm but continued to work for us on his own. Recently, he cut off communication with us and as a result, we could not perform proper audits and did not receive the student fees from U of T. During this time, U of T gave us some money while we were in this situation.



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- This summer, we are processing 3 audits. Once the audits have been completed, students fees from 2 of the audits will be released to us, and the fees from the last audit will come in installments.
- Our focus this year is to reorganize our finances.
- ii. Collaborating with ESEF
 - ESEF is the Enhancing Student Experience Fund. Donors give the department money and they distribute this money to Pharmacy and Pharm Chem. Clubs and event organizers can apply for ESEF for events such as club events and conferences.
 - Currently, there is a lot of internal restructuring in the ESEF department so Finance is working with Nadia and Susan to eliminate redundancy.
 - Next year, UPS will be handling ESEF-related matters so that students won't have to go through UPS and ESEF separately. ESEF applicants will also be given one combined cheque from ESEF and UPS as well instead of two separate ones. At the budget meeting in the future, groups and clubs will be told exactly how much funding they will be receiving from UPS and ESEF as a combined total.
 - This will increase the SIF budget as ESEF individually funds clubs.
 - If you require ESEF funding, please speak to Michelle Wang.
- c. **External Affairs Directors**
 - i. National Bank Facebook Ads
 - National Bank is currently in talks with Facebook to increase their exposure to pharmacy students by having their ads show on our pages and groups. These ads are the ones normally shown on the sides of Facebook and are not manually posted by anyone. There will also be no sharing of students' personal information. They are requesting for permission to get access to this our page information to push their ads on our Facebook pages.
 - There is no benefit in this to UPS but students will have greater exposure to their deals and offers.
 - We will need to discuss further with National Bank to clarify which ads would be allowed and to see if this only applies to people who are in our groups or people who have liked our pages as well. We should also clarify with Facebook to discuss the security they would be able to provide us. If we go forward with this idea, we should also set a limit to number of companies that can do this.
 - ii. Trudell London Trip
 - Trudell, manufacturer of Aerochamber, has contacted us to organize a trip to London to tour their aerosol lab. The event will be completely paid for by them and it would include transportation to London. They have also reached out to us in the past but we did not organize it as it was difficult to book a time for this trip and to ensure that enough students would be interested and attend.
 - COMPPS organized a similar trip to another manufacturing lab and spots for that event quickly filled up so interest should not be a problem.
 - iii. Pharmasave Exposure
 - Pharmasave expressed interest in increasing their exposure to students. We could suggest offering workshop hosting instead of just having display booths at events.
 - Our contract with La Roche-Posay included 3 Lunch & Learns and 2 workshops. The workshops provided them with a opportunity to connect and engage with a smaller set of students.
 - We could also ask if they would be interested in sponsoring a local CAPSI award.
- d. **CAPSI**
 - i. Phrosh Ice Cream Social
 - ii. Backpacks for 2T2s



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- Trudell will be sponsoring Pharmacy backpacks for the incoming 2T2s.
- iii. **New Awards & Competitions**
 - New CAPSI Future of Pharmacy Excellence Award
 - This tri-annual award is similar to a student-of-the-semester award. The award is chosen based on merit with preference going to under-recognized student leaders. The student is nominated by classmates and/or professors and the winner will have their biography and achievements posted on the CAPSI website, social media, and in the CAPSIL, and also recognition at PDW.
 - There is also the new Advice for Life Competition that is sponsored by PharmaChoice.
 - Students are asked to build presentations on various health topics. Presentations are judged locally at each pharmacy school and 10 submissions are chosen to be judged by the Competition Review Committee. 5 submissions are then chosen to be judged by PharmaChoice and 3 winners are selected.
 - In the local competitions, there will be 20 winners chosen from the 10 pharmacy schools. First place winners will receive \$350 including \$200 towards PDW registration and travel, and a spot reserved at PDW. The second place winner will receive \$150.
 - At the national competition, 10 presentations are submitted and 3 winners are selected. First place winners receive \$750, second place winners receive \$500, and third place winners receive \$250. All placed winners will receive a trophy as well.
- iv. **CAPSI National**
 - The cost of the CAPSI National has increased from \$12/year to \$15/year. We are currently meeting with the government council to have this approved by September 2019 so that it can be included in the tuition. In terms of tuition, we can increase the fees by \$3 for everyone's tuition or we can do the cost-of-living inflation method that Nursing uses.
 - By adding \$3 to everyone's fees, we can catch up to the \$15/year amount in one go though there is no guarantee that the fee will stay the same the following year.
 - The cost-of-living inflation method allows us to catch up to the new fee amount over time based on the inflation index (which is usually relatively low at around 0.5 – 2%) and we can set a cap for the index. However, this method may cut into the UPS's budget as we would have to pay the remaining in the time we have not caught up yet.
 - In order to gain a better perspective on this situation, a visualization of the two methods would be helpful.
 - This topic will be tabled to the Budget Meeting so we can have a full conversation.
- v. **PDW**
 - Professional Development Week will be held in St. John, Newfoundland this year and it will be during the first week back to school in January instead of the second week like last year.
- vi. **CAPSI & IPSF Social Media Awareness Week**
 - This will happen in September. More details to come!
- e. **Monograph**
 - i. **Welcome Back Pre-Issue**
 - We will be needing UPS members' photos and biography to include in the pre-issue. A spreadsheet will be posted on the UPS group to be filled out by Monday, August 13.
- f. **1T9**
 - i. **U of T Trademarks Office & Rules**



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- We encountered a problem regarding the designs used for the Summer Package apparel where we did not get approval of the designs. Approval was not received last year as we were unaware of the policies so it was not expected this year as well.
- For any in-house designs and usage of the official U of T trademarked logo in merchandise, we will need to get approval from the office. The key point is that usage of the U of T or Faculty of Pharmacy name in a more stylized logo will need to include either a class name associated with it (i.e. 2T1, 2T0, etc.) or “Undergraduate Pharmacy Society” (no abbreviation).
- The pharmacy liaison for matters regarding trademarks is Kate Richards (kate.richards@utoronto.ca). Any club that requires approval should contact her first (including Phrosh).
 - Kristina Kazandjian (kristina.kazandjian@utoronto.ca) works at the office as well.
 - Their website (<http://trademarks.utoronto.ca/licensee-list>) contains a list of U of T-approved vendors for clothing and merchandise sales.
- This should be relayed to all pharmacy clubs during the SIF meeting and to the class councils as well.
- ii. Career Fair
 - The Career Fair is tentatively set for November 23rd.
- g. **2T0**
 - i. Textbook Sales Update
 - CTMA2 has been discontinued so the new version of the CTMA will be distributed in November though we will still have access to it online. We may plan another sale later in the year if students want to buy more.
 - ii. CPR
 - Recertification courses are capped at 140. A poll will be set-up in January to see if there is interest in additional sessions.
 - iii. Charity Week
 - Tabled for next meeting.
- h. **2T1**
 - i. 170 students have signed up for CPR and the profits are \$35/person. There are still some spaces open.
- i. **Webmaster**
 - i. The Listserv for the 2T2s currently does not work and U of T IT services is looking into it.

F. Motion to Adjourn: Chris T. motions to adjourn the meeting at 8:37 PM.

- Matthew Luu seconds the motion.
- **Majority – motion passes.**