



Undergraduate Pharmacy Society

2018-2019



Meeting Minutes – UPS Meeting # 2 / Housekeep & Budget Meeting

Date: September 10th, 2018

Time: 5:44 PM – 7:18 PM

Location: PB 850

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., Michelle W., Wendy C., Aisha C., Alena T., Yimin L., Belle L., Steven S., Elaine N., Sera L., Meagan H., Michael V., Matthew Luu, Peter Z., Andrew H.

Regrets: Rachel A., Roshni P., Kendra H., Cindy Z., Carmen C., Matthew Lau, Farhat H.

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

A. Call to Order: Chris T.

B. Motion to Begin: Chris T. motions to begin at 5:44 PM.

- o Michelle W. seconds the motion.
- o **Majority – Motion passes**

C. Agenda:

1. Old Business

a. **Charity Week**

- i. **Presenter:** Narth S.
- ii. The dates are currently being confirmed with Franco but we have requested the first full week of November (Nov. 5 – 9). We will be getting in touch with the Vice-Presidents of the Class Councils soon.

2. Updates on Activities

a. **Phrosh**

- i. **Presenter:** Tom F., Jacob P.
- ii. There were no major issues during Phrosh and it received a lot of positive feedback. A survey has recently been sent out to the 2T2s for feedback on the events and Phrosh in general.
- iii. Unlike last year, lunch (pizza) was ordered to the Treetop Trekking sites as the Subway sandwiches in the morning didn't seem to be enough.
- iv. The numbers are being finalized as a few payments are still being processed but the projected profit is around \$14,000.
- v. For the planning committee of next year's Phrosh, we will work on a better transition in terms of information regarding Phrosh as well as for individual events. This year, most of the communication and transition was done verbally but we will try to incorporate written transition documents as well.

b. **Back-to-School Mixer**

- i. **Presenter:** Matthew Luu
 - o A lot more students signed up this year so more money was spent on food but we were still within the budget.
 - o Problems:



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- At the end of the BBQ, there was a pool of grease on the ground so we will have to watch out for that next year. The grease filter at the back of the BBQ also needs to be cleaned after each use.
 - There was a major bottleneck at the patties station and the condiments station.
 - This year, we got 2 big bottles of ketchup and mustard with pumps but the ketchup ran out before the mustard. It would be a good idea to get a 2:1 ratio of ketchup:mustard next year.
 - There was also a bottleneck because only one person could use the pumps at a time, however, this was solved by pumping out some condiments into cups and putting spoons into those cups for students could spread it.
- c. **Summer Package Distribution**
- i. **Presenter:** Narth S., Elaine N., Matthew Luu
 - Dipiro, RxFiles, CAPSI agendas, & backpacks were handed out. The distribution was originally set-up to be held in 2 rooms but it merged into one (PB 310) and it was enough for the amount of items being distributed that day. There were 5 people helping out with the distribution and the wait times weren't too long.
 - Distribution for the rest of the Summer Package items (apparel, name tags, etc.) will be on September 20th. CTMA distribution will be held in November.
- d. **Interprofessional Boat Cruise**
- i. **Presenter:** Catherine Z., Wendy C.
 - ii. The tickets were sold out this year!
 - iii. In addition to U of T healthcare students, we reached out the Waterloo pharmacy students as well. In total, 66 Waterloo students attended and many of them enjoyed the event. The President & Vice-President of the Waterloo pharmacy student council handled the process on their end by organizing sign-ups & transportation, and we gave them their tickets afterwards. Inviting Waterloo students should be considered again for next year.
 - iv. The boat staff notified us that people were taking down decorations on the boat but the decorations seemed to be falling off on their own as well.
 - v. The final payments are still be processed.
3. **Updates on Upcoming Events**
- a. **Phollies**
- i. **Presenters:** Catherine Z., Wendy C.
 - ii. Phollies will be taking place on November 2nd with the rehearsal on the day before. The rehearsal will last for about 5 hours.
 - iii. We will be contacting Franco to book rooms for auditions later this month and a sign-up form will be sent out in the next 2 weeks.
 - iv. The 2T0 class council will be selling the snacks this year.
- b. **Orientation Banquet**
- i. **Presenters:** Jacob P., Pamela I.
 - The event will be taking place on September 28th and we will be meeting up with our contacts on Thursday to finalize the numbers.
 - We will be tabling ticket sales on September 11th and 12th to sell the remaining tickets.
- c. **Soccer Cup**
- i. **Presenters:** Andrew H.
 - The Soccer Cup will be held on September 29th and the field has been booked for 4:30 PM to 7:30 PM (3 hours). There will be pep rally before the game and a bar event afterwards at the Craft Brasserie and Grille.
 - We are currently working on getting a platter for food right now and we are in the process of finding and booking referees.



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d. Semi-Formal

- i. **Presenters:** Catherine Z., Wendy C.
 - o The Semi-Formal will be held on March 8th. The theme has been decided but it will be kept a secret (!!). We will try to re-use decorations from last year to save money.

4. Updates / Presentations from Council Members

a. President

- i. Halloween Social / Christmas Social
 - o The Halloween Social will be held on October 25th. Last year, we bought too many pumpkins and they were not disposed of properly so this year, we will post a sign-up sheet for pumpkin carving and we will determine how many pumpkins to buy based on the sign-ups.
 - o The Christmas Social will be held on November 29th.
- ii. Dean's Meeting
 - o Pam and Matt are going to meet with Jamie, Christine, and Susan in October and bring them up to speed with what UPS is and what we have been doing. They have asked for the Class Councils to give them their availabilities for October & November so that they can schedule meetings.
- iii. Drug Fair
 - o In the past, many faculty members have not been happy with our Drug Fair as they felt that we were showing bias towards certain big pharmaceutical companies (ex. Bringing Pfizer in to promote their products but not other companies).
 - o They have suggested to change the name of the event but we would need to consider how we advertise this event to sponsors and companies in the future. The faculty members have also suggested for us to send them a blurb or explanation about the details of the event in order to avoid and stigma.

b. Vice-President

- i. Clubs/Pre-SIF Meeting
 - o Pam, Gigi, Michelle, and Meagan will be hosting a meeting for clubs on Friday, September 14th to go over SIF applications, club constitutional changes, UPS points requests, and updates on trademarks and logos.
- ii. U of T Trademarks Meeting
 - o Pam, Gigi, and Matt Luu had a meeting with Kristina and Kate Richards regarding the approval of logos and designs. All logos and designs should be sent to Kristina for approval before printing and orders should be placed from a vendor on the list of licensed vendors. For items that are more specialized (ex. Mortars and pestles), those can be ordered from other vendors but the idea should still be run by Kristina first.
 - o All communication regarding advertising and events should also be relayed to Kate Richards so she can promote it on faculty pages.
 - o Contact information:
 - U of T Trademarks (Kristina Kazandjian) – trademarks@utoronto.ca
 - Leslie Dan Faculty of Pharmacy Communications (Kate Richards) – kate.richards@utoronto.ca
 - List of licensed vendors: <https://trademarks.utoronto.ca/licensee-list/>
 - o Grad committee members should also schedule a meeting with them in preparation for organizing grad gifts.

c. Finance

- i. Audits



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- We recently found our old auditor who was missing for 2 years so we are currently working on the 2015-2016 audit, which will be filed ASAP. We can then file the 2016-2017 audit after, then the 2017-2018 audit.
- ii. Income
 - We have 3 main sources of income: student fees (\$72/student), sponsorships (~\$30,000), and class funds that were put into a GIC (we collect ~\$2000 each year that is divided and put into grad funds).
- iii. ESEF/SSLL
 - ESEF recently changed their name to SSLL (Shaping Student Life & Learning). This year, we will be working more closely with them and to avoid the redundancy from last year, they will be giving us money to redistribute. This will help us budget our finances better as well.
- d. **External Affairs Directors**
 - i. Lunch & Learns
 - We are currently booking Lunch & Learn dates but many sponsors are not responding or they are on vacation. We are trying avoid dates in October as students will be busy with midterms during that time but we will finalize dates as soon as well can so that we are not wasting time.
 - ii. Other Updates
 - The CSHP membership drive is happening very soon!
 - The First-Year CSHP Mixer will be held in November.
- e. **CAPSI**
 - i. Upcoming Events
 - We are currently preparing for Awareness Week with IPSF. Most of the promotional material will be on social media.
 - Cookies with CAPSI is also being finalized.
 - The Advice for Life competition is currently underway and registration for CAPSI competitions in October will be soon.
- f. **OPA**
 - i. New Structure & Ideas for This Year
 - In the past, the OPA committee has been referred to as the “OPA Cup Committee” though that committee mainly works to organize the OPA cup only. The OPA committee consists of the OPA Student Representative and the respective class representatives from each year.
 - The OPA committee will focus on advocacy by posting monthly infographics, working on various advocacy projects, collaborations with Waterloo, inviting OPA leaders to come in and give talks, etc.
- g. **Marketing**
 - i. Social Media Engagement
 - We have been working on increasing social media engagement this year by posting more on the social media accounts (ex. More Instagram stories)
 - So far, engagement has been increasing which is great for promotion on our end.
 - ii. Adobe Creative Cloud Package
 - The Creative Cloud package has been very useful with the shared Cloud storage being the most useful as we can now work on projects together more easily without wasting time and disrupting each other’s workflow.
 - With the package, we have been working on the CSHP promo video and a new banner for the CAPSI competitions.
- h. **Monograph**
 - i. Issues



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- The pre-issue was released last week and the next one will be released on October 4th. The last day to hand in submissions for the next issue is Saturday, September 15th.
 - The next issue after that will be released on November 29th.
 - i. **Pharmakon**
 - i. Updates:
 - A website has been created for Pharmakon so that students can request for Pharmakon coverage at events.
 - There are still 90 people who have not gotten their Who's Who photo taken yet. The make-up session will be on Thursday, September 13th.
 - j. **2T0**
 - i. Residency Representative Election
 - Residency Representative elections are usually held at the end of November but Onella has requested that it be held earlier this year so that the elected student will have more time to plan Residency Night that happens in February. The earliest we will be able to hold the election is in October but September can be considered for next year.
 - The position will still be a 1-year position.
 - We are currently waiting on Onella's response.
 - k. **2T1**
 - i. 2T2 Elections
 - The list of available positions and important dates have been sent out to the 2T2s.
 - Timeline:
 - September 17th – 21st: Nomination Period
 - September 24th – 28th: Campaign Period
 - September 25th: Candidates' Speeches
 - September 28th: Voting Day & Election Results (at the Orientation Banquet)
 - All room bookings have been completed.
 - l. **Webmaster**
 - i. Updates:
 - The Listserv for the 2T2's have been fixed now.
 - 2 new subdomains have been created for Monograph & Pharmakon.
 - 5. **Budget & Related Motions**
 - a. **Tentative 2018 – 2019 Budget:**
<https://docs.google.com/spreadsheets/u/1/d/1PZYzYpsFFkYedgwamqFQLMOgE8XWrYhYIqlNIUYHNP M/edit#gid=152081416>
 - i. We would like to aim to have a surplus of \$5000 so we have cushion space in case anything goes wrong.
 - b. **Athletics**
 - i. There is not much change in the budget compared to last year except that the field rental cost is \$350 more expensive this year. To cover that, we will be allocating money from other parts of the budget.
 - ii. Chris T. motions to approve of the Athletics budget.
 - Tom F. seconds the motion.
 - **Majority – Motion passes.**
 - c. **Awards & Grants**
 - i. Nothing much has changed.
 - ii. Chris T. motions to approve of the Awards & Grants budget.
 - Tom F. seconds the motion.
 - **Majority – Motion passes.**
 - d. **CAPSI**



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- i. CAPSI fees are currently \$12/student for national fees and \$4/student for local fees. It may change this year depending on the finalized enrollment numbers.
- ii. Chris T. motions to approve of the CAPSI budget.
 - o Peter Z. seconds the motion.
 - o **Majority – Motion passes.**
- e. **C U Advertising**
 - i. C U Advertising is our contract advertising company. They have no minimum guarantee.
 - o We get money from pop-ups and advertisements on our website. Last year, they forgot they had rights to our website so there were no ads on it but this year, they will push to have more.
 - o This is a relatively new revenue stream.
 - ii. Chris T. motions to approve of the C U Advertising budget.
 - o Matthew Luu seconds the motion.
 - o **Majority – Motion passes.**
- f. **Finance**
 - i. Budget mainly consists of accountant fees and bank service fees.
 - ii. Chris T. motions to approve of the Finance budget.
 - o Peter Z. seconds the motion.
 - o **Majority – Motion passes.**
- g. **Events**
 - i. The Phollies deposit was around \$300 and it has already been paid for.
 - ii. Nothing much has changed in regards to PAM except that the LipSync event will be funded by SLL this year.
 - o It may not be a LipSync event as it is the decision of the 2T0 council but it will still be for the PAM kick-off.
 - iii. Regarding the Semi-Formal, we generally lose more money per each ticket we sell. This year, we are decreasing the budget for decorations & props from \$700 to \$500. We have also decreased the budget for the DJ from \$700 to \$400 as well since Niraj will be DJ'ing for us.
 - o It may be better to keep the decorations & props budget at \$700 since previous years have spent that amount or more and we are also saving on the cost of the DJ this year. The Events Directors may not necessarily use up all \$700 either.
 - iv. Chris T. motions to amend the Events budget for decorations & props from \$500 to \$700.
 - o Tom F. seconds the motion.
 - o **Majority – Motion passes.**
 - v. Chris T. motions to approve of the Events budget.
 - o Tom F. seconds the motion.
 - o **Majority – Motion passes.**
- h. **External Affairs**
 - i. The budget is the same as last year.
 - ii. This year, the banner was ordered before the budget came out and the company's prices went up. The cost of the banner was \$697.92.
 - iii. Chris T. motions to approve of the External Affairs budget.
 - o Aisha C. seconds the motion.
 - o **Majority – Motion passes.**
- i. **HST**
 - i. HST returns must be filed after each year in order to get our money back and retain our not-for-profit status.
- j. **IPSF**
 - i. There changes this year regarding the funding given to exchange students. SLL will allocate \$5000 which will be divided by the number of students going on exchange, however, the



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amount per student will be capped at \$1500. If there are only 2 students going, each student will get \$1500 and the remaining \$2000 will be kept by SSLL.

- In the past, students would talk to the SSLL to receive funding from them, and also talk to UPS to receive separate funding.
 - The funds are for the students' travel & accomodation.
 - ii. Chris T. motions to table this topic until it has been discussed with the IPSF Representatives.
 - Pamela I. seconds the motion.
 - **Majority – Motion passes.**
- k. **Monograph**
 - i. The budget has not been changed.
 - ii. In the past, the printing costs have been less than projected. We can allocate \$50 from the printing costs budget to the prizes budget (total budget for Monograph stays the same).
 - iii. Michael V. motions to amend the Printing Costs budget from \$4,200 to \$4,150, and the Prizes budget from \$50 to \$100.
 - Pamela I. seconds the motion.
 - **Majority – Motion passes.**
 - iv. Chris T. motions to approve of the Monograph budget.
 - Michael V. seconds the motion.
 - **Majority – Motion passes.**
- l. **Pharmakon**
 - i. The budget has not changed from last year.
 - ii. Chris T. motions to approve of the Pharmakon budget.
 - Belle L. seconds the motion.
 - **Majority – Motion passes.**
- m. **Sponsorships**
 - i. The budget is not finalized right now as we are will waiting for some sponsors.
 - ii. Chris T. motions to table this topic until the next meeting.
 - Peter Z. seconds the motion.
 - **Majority – Motion passes.**
- n. **Student Fees & U of T Finances**
 - i. Once the enrollment numbers for each year have been confirmed, the budget will be finalized.
 - ii. \$500 goes back into each grad fund every year.
 - iii. Chris T. motions to approve of the Student Fees & U of T Finances budget.
 - Matthew Luu seconds the motion.
 - **Majority – Motion passes.**
- o. **UPS**
 - i. SIF funding has changed from \$5,000 to \$10,000 this year. Other than this, nothing much has changed.
 - Since we are now working with the SSLL in terms of providing funding, the SSLL has requested for the SIF funding requests to be amended in the UPS Constitution.
 - ii. We are currently working with the SSLL to determine the amount for subsidies and we have agreed to cap them at a certain amount.
 - For the OPA conference, subsidies will be capped at \$420/person. For PDW, subsidies will be capped at \$180/person (cost of the registration fee).
 - The SSLL is giving us \$5000 to host OPSIS but not to be used for subsidies. We will talk to them to see if we could receive subsidies from them but they would most likely only consider it if the cost of the conference is what's deterring students from going.
 - iii. This year, we have also approved for the Adobe Creative Cloud subscription but only for 2018-2019 year. It has not been approved for next year so the motion will have to be voted on again if we decide to continue with it.



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- iv. The Halloween Social currently does not have a budget. The money would mainly be used towards decorations, pumpkins, and carving tools. The prizes used for the pumpkin carving contest and costume contest will be freebies that we have.
 - o We could talk to the SSLL to see if they would be interested in funding this event.
- v. Chris T. motions to table the UPS budget until the next meeting.
 - o Jacob P. seconds the motion.
 - o **Majority – Motion passes.**
- p. **Website**
 - i. Chris T. motions to approve of the Website budget.
 - o Tom F. seconds the motion.
 - o **Majority – Motion passes.**

D. Additional Business:

- o **Fridges**
 - We are thinking of getting fridges for students to be put in the B2 Student Lounge but to accommodate all students, we would need 2 or 3. However, we wouldn't have enough space to fit 2 or 3 fridges.
 - We would also have to figure out who would be in charge of looking after the fridge (ex. If it gets dirty).
 - There is a need to use fridges for UPS events and for students in general.
 - UPS has currently been using the fridge on the 8th floor student lounge but it is not very convenient. Having a fridge would be great for storing food for events and for leftovers as well.
 - Students (especially commuters) could refrigerate their food in there.
 - We are currently not sure if we should fund it as part of UPS, or as a collective item between all the class councils, or as a grad gift from the 2T0s.
- o **Planning for the Budget Meeting Next Year**
 - The Budget meeting should be held in early October next year since enrollment numbers and sponsorships are not finalized yet in early September.
 - However, holding the Budget meeting in September gives people a good intro into how the finances work in UPS instead of jumping straight into it.
 - For the future, it has been suggested that the previous year's budget be presented at the Summer Meeting so that everyone can take a look at it and know what to expect and voting on motions can happen during the Budget Meeting.

E. Setting of Next Meeting Date:

- o Tentative dates for the next meeting are: October 2nd, 9th, or 16th, 2018.

F. Motion to Adjourn: Chris T. motions to adjourn the meeting at 7:18 PM.

- o Aisha C. seconds the motion.
- o **Majority – Motion passes.**