



# Undergraduate Pharmacy Society 2018-2019



## Meeting Minutes – UPS Meeting # 3 / Charity Week Meeting

**Date:** Monday, October 15<sup>th</sup>, 2018

**Time:** 6:05 PM – 7:34 PM

**Location:** PB 850

**Speaker:** Chris T.

**Minute Taker:** Roshni P.

**Present:** 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., Rachel A., Carmen C., Steven S., Elaine N., Sera L., Meagan H., Michael V., Matthew Luu, Peter Z., Andrew H., Joseph N., Christina T.

**Regrets:** Gigi L., Belle L., 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 6:05 PM.

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

**C. Agenda:**

**1. 2T2 PVP Introduction**

- a. **Presenter:** Matthew Luu
  - i. Welcome to our 2T2 President, Christina Truong, and our 2T2 Vice-President, Joe Narducci!

**2. Old Business**

- a. **Remaining Budget Motions**
  - i. **Presenters:** Michelle W., Meagan H.
  - ii. Chris T. motions to table this topic to the next meeting
    - o Matthew Luu seconds the motion
    - o **Majority – Motion passes**

**3. Updates on Activities**

- a. **U of T vs. Waterloo Soccer Cup**
  - i. **Presenters:** Andrew H., Matthew Lau
    - o U of T won!
    - o Approximately 40-50 U of T students went (60-70 including the team), while around 40 Waterloo students went.
    - o There wasn't a big turnout for the pep rally as most students got to the stadium on their own.
- b. **CAPSI/IPSF Awareness Week & Cookies with CAPSI**
  - i. **Presenters:** Rachel A., Elaine N.
    - o For CAPSI/IPSF Awareness Week, we had a social media awareness campaign to start of the year and it went well.
    - o This past Cookies with CAPSI session was the second one this year. We had a presentation and also talked about PDW and upcoming competitions. We will be planning one for the Winter semester as well.



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- One issue we had during Cookies with CAPSI was that people were coming in to take food and then leaving right after.
  - c. **CAPSI Competitions**
    - i. **Presenters:** Rachel A., Elaine N.
      - We started advertising for the competitions early in September. So far, we have held the PIC/OTC Competition, which was successful, and we have the Compounding competition coming up this Wednesday (Oct. 17). Kenny has also offered to coach students who will be going to PDW.
      - Upcoming Deadlines:
        - Advice for Life presentations are due October 18<sup>th</sup>. The presentation can be on any topic related to pharmacy & the 1<sup>st</sup> place prize is \$350, and 2<sup>nd</sup> place prize is \$150.
        - PDW T-Shirt Competition submissions are due October 24<sup>th</sup>.
        - Guy Genest Award applications are due October 31<sup>st</sup>.
  - d. **Lunch & Learns**
    - i. **Presenters:** Aisha C., Shreeya T.
      - We had the Aerochamber Lunch & Learn in September and it has had the best turnout since last year (close to 300 students).
      - In order to tackle the grab & go issue from previous Lunch & Learns, we made a couple changes to this one. Firstly, food was given out at the end instead of the beginning so students stayed until the end. Secondly, we had bouncers stationed by the doors to make sure people weren't just coming for food, or leaving and then coming back.
      - The food this time was shawarmas so distribution was harder. We will most likely be going back to having pizza going forward. In addition, we will be delegating more tasks to UPS members through a sign-up sheet put up in advance.
      - We are hoping to schedule a Lunch & Learn every week in November. The Lunch & Learns will also be distributed more evenly between the two semesters compared to last year though there will be less in March because of PAM.
  - e. **2T2 Orientation Banquet**
    - i. **Presenters:** Pamela I., Jacob P.
      - Overall, the event was a success! This year, we switched to using digital agendas instead of paper to cut back on waste, and we also opted for simpler centerpieces.
      - Our contact for the venue left a week before the event but most of the issues that occurred were ones that couldn't be solved until the day of. There were some issues with the catering where they changed the time of serving food to later. When approaching them, they said that they only dealt with our contact and not with us directly. 2 people also threw up at the event so we should figure out how to deal with this in the future should it happen again. The end time of the event also wasn't made clear on the agenda so people assumed it ended at 10 PM even though the venue was booked until 12 AM. As a result, Niraj didn't get to DJ for as long.
      - The cost of the event was \$7400. We also had some extra unanticipated costs.
4. **Updates on Upcoming Events**
- a. **UPS Halloween Social**
    - i. **Presenters:** Matthew Luu, Pamela I.
      - The event will be happening on October 25<sup>th</sup>, 2018, from 12 PM – 2 PM.
      - Planning for the event was put on hold before since we were told that the faculty wasn't very fond of the date when we tried to book the atrium via Franco. 2T1's have their Endo midterm that afternoon but after discussing it with faculty, the event will be moving forward.



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- We will have a pumpkin carving competition, a costume contest, and light refreshments with Pharmakon coming to take pictures. We will have faculty members as our judges for the competitions. Sign-ups for the pumpkin carving competition will be posted in advance. Last year, there were about 8-10 teams but most of the signed up on the day of.
  - The usual tables that we borrow from the loading dock won't be available that day as they are being repaired/replaced. Someone will try to find us 6-8 tables but if they can't, we will have to call Campus Movers and it will cost about \$300.
  - The budget for this event is \$600 and we will also need help with putting up decorations.
- b. **PDW**
- i. **Presenters:** Rachel A., Elaine N.
    - Professional Development Week is the biggest conference by pharmacy students for students. It is held during the first week of January of which faculty are aware of. An email regarding registration was sent out last Friday and an event page was made today. Registration will start next Monday (October 22<sup>nd</sup>) and will be on until Friday (October 27<sup>th</sup>) at 5 PM. Payments also need to be sent in by the deadline.
    - The total cost for the conference is \$388: \$180 for registration, \$200 for hotel, \$8 for the shirt. Flight tickets are bought individually. All CAPSI competition winners have spots reserved.
- c. **Phollies**
- i. **Presenters:** Wendy C., Catherine Z.
    - We now have a final list of all the performers. 30 acts signed-up for auditions so we had to cut some unfortunately as we only have 20 spots. However, we have students from all 4 years performing and many new performers as well! Our next step is the dress rehearsal.
    - Tickets will be sold on Tuesday and Thursday in the atrium. Emails have been sent out to faculty. Tickets will be \$10 for audience and \$7 through performers and it must be paid by exact change.
    - During the show, there will be a 20 minute intermission where the 2TO's can have their bake/food sale.
    - In previous years, Pharmakon has filmed the event. This year, Kendra may be filming while another Pharmakon members takes pictures.
- d. **Charity Week**
- i. **Presenters:** Narth S.
    - Charity Week will be the week of November 12<sup>th</sup>-16<sup>th</sup> as we couldn't get booking for the first week. Friday (November 16<sup>th</sup>) will be UPS day. We can use this day to sell any leftover items from the UPS room and split the profit. We currently have some raffle prizes but we are also still looking for more. UPS members will be tabling the raffle the entire week. Sign-ups will be posted up soon.
    - This year, we're hoping to focus more on local charities & outreach events with the charities.
    - For the Prof Auction, Dean Boon helped to circulate emails to faculty members last year. Professor Allen has agreed to help with the emails last week but we will be following up with her soon.
      - We will also be speaking to Marketing & Webmaster regarding the logistics for the auction. The auctioning process was moved onto the UPS Points site and last year, every time a previous bid was out-bid, the deadline was extended by another couple minutes.



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- The Prof Auction also brings in a lot more money. Usually, we make around \$4000 from the class events but Prof Auction alone brought in \$4600 last year. We are considering of raising the minimum bet.
- Dates for the classes have not been decided yet but we have an idea. Most classes also have an idea of which charity they will be supporting but again, it has not been finalized.

### 5. Updates / Presentations from Council Members

#### a. **President**

##### i. Dean's Meeting

- The Dean's Meeting will be held on November 1<sup>st</sup> at 12 PM. We will be setting up a Google Form for students to put in any comments or issues to be relayed to the faculty members.
- Jamie Kellar has also agreed to book individual meetings with each of the classes.

#### b. **Vice-President**

##### i. Keys Deposit Update (on behalf of Gigi L.)

- Last year, a UPS key was lost and it hasn't happened for a very long time. After discussing it with Michelle, our receptionist, we realized that Michelle was not aware we had 30+ keys and did not have an updated list of all of them. After collecting all the serial numbers of the keys of each position, we have compiled an updated registry of the keys and have sent it off to Michelle. While we don't know the serial number of the lost key, she has agreed to put in an order for a new one.
- Key deposits are also \$20 per key, instead of \$10 as previously thought. Moving forward, we will be collecting \$20/key as deposit starting next year. If you lose a key, the deposit will also be lost.

##### ii. Building Administration (with Matthew Luu)

- Lachmi Singh ([lachmi.singh@utoronto.ca](mailto:lachmi.singh@utoronto.ca))
- Titi Oridota ([titi.oridota@utoronto.ca](mailto:titi.oridota@utoronto.ca))
- They are in charge of anything administration-related (i.e. Anything dealing with the building itself, not the curriculum, but also how quickly things are uploaded and other things around the PharmD program).

##### iii. SIF Meeting (with Michelle W. & Meagan H.)

- The SIF Committee met 2 weeks ago. Overall, we have a lot more money this year so we decided to put any excess money into things that aren't usually funded (e.g. Dragon Boat). Going forward, it may be easier to have to send the SIF meeting minutes over to Kenny for approval so he can save time and not have to sit through 4 hours.
- We have also decided to standardize the size of banners so that all of them will be the same price. Currently, we have rejected all applications for banners. We will consider them for next term when we have decided on a option for banner size.
- It may also be beneficial to have the SIF meeting earlier next year to accommodate clubs who want to hold events earlier in the year. However, since most clubs do not have their executive team formed until later on, submitting the application may be a problem for them.

##### iv. Constitution Review Preparation (with Chris T.)

- <https://uoftpharmacy.com/wp-content/uploads/2018/07/UPS-Constitution-2018.pdf>
- The Constitution Review meeting in January is used to go over the different changes that are submitted to the Constitution Review Committee (Speaker, UPS President, UPS Vice-President, and 1 member each from the 2T2, 2T1, and 2T0 class councils). Please click the link above and review your part of the Constitution and send any changes you would like to see to your position to Chris T.



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- In the past, recommendations for changes were made on the day of the meeting. This year, we will be starting the process earlier to avoid any issues that come up.
- c. **Finance**
  - i. **SSLL Funding**
    - We recently had a meeting with Nadia to discuss SSLL funding & UPS. SSLL would like to have receipts for their audits but we also need the receipts for our own audits. It's hard to divide the receipts and say who gets which one but we are currently waiting on their response.
    - In terms of receipts, anything in the blue column is funded by SSLL. Please hold onto those receipts for now until it is figured out how this will work.
  - ii. **Audit Update**
    - The audit is still in progress.
- d. **External Affairs**
  - i. **Sponsors**
    - BD has signed on to be one of our sponsors! This will bring in about \$1000.
- e. **Athletics**
  - i. **Upcoming Activities**
    - The Curling Bonspiel
    - Planning for the OPA Cup is currently in progress. We are looking to book the Varsity Arena but that will happen later in November as we will have to see the Varsity games first.
- f. **Events**
  - i. The Semi-Formal will be happening on March 8<sup>th</sup>, 2019.
- g. **CAPSI**
  - i. **PDW Subsidy**
    - Currently, there is \$4000 from UPS and \$6850 from SSLL set aside to go towards PDW conference registration fees. SSLL has agreed that they will only reimburse up to the total cost of the conference for each delegate, which is typically \$180 per person.
    - This year, first-round registration for PDW is capped at 34 delegates, meaning only \$6120 will be used (\$180 x 34 delegates). The \$4000 from UPS will essentially be untouched.
    - In the past, SSLL has given \$180/delegate & UPS has given \$4000 divided equally among the total number of delegates attending PDW. We would be leaving our delegates at a disadvantage should we cap subsidies at \$180 as in the past, they have been close to \$300. This is especially a concern given that hotel costs are mandatory for delegates & cost \$200/person this year.
  - ii. Rachel A. motions to use the leftover UPS funds set aside for PDW registration (\$4000) to go towards the cost of hotel & travel for delegates should it not be used towards the cost of conference registration.
    - Discussion:
      - The referendum will be happening February. In the past, we used to contact SSLL & UPS to get the conference fee reimbursed. With the restructuring of the SSLL, it seems that we will be receiving funding from two sources (SSLL & UPS) this year.
      - SSLL has decided to only fund registration fee costs (\$180/person) and they will cap it at around 30-40 students. UPS funds will be used to pay for other things like hotel fees.
        - For CAPSI specifically, the registration fee is the biggest deterrent, not the hotel fee. We will try to propose using UPS funds towards hotel fees.
        - They have agreed to give us \$6000. If we don't manage to use all of it this year, we will be given less funding next year.



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- Another option is roll the \$4000 onto next year and allow more students to attend the conference next year. Currently, we are hesitant to spend the money until we receive approval. However, if we do get money every year, it would be better to spend it than to let it sit.
  - At the moment, we can still advertise a minimum \$180 subsidy.
  - Chris T. motions to table to this topic for the next meeting.
    - Tom F. seconds the motion.
    - **Majority – Motion passes.**
- h. **OPA**
- i. 2T2 OPA Representative
    - The 2T2 OPA representative is Simran Sharma.
  - ii. Dinner & Learns
    - There will be 4 Dinner & Learns this year: 2 in the Fall semester, and 2 in the Winter semester. The Fall dates are October 23<sup>rd</sup> & November 21<sup>st</sup>. The topic of the October 23<sup>rd</sup> session will be on opioids.
    - Topics are generally chosen by OPA but we can look into possibly proposing topics (e.g. Marijuana). For now, all the speakers have been chosen so this is something we can pursue for next year.
  - iii. Advocacy Projects
    - We are currently working on an advocacy kit directed at students, and a video collaboration with Waterloo Pharmacy.
    - There will also be a general assembly Q&A session with Jen (OPA Vice-Chair) & Allen (OPA CFO). Date & time TBA.
- i. **Marketing**
- i. Meeting with Communications Office
    - We recently met with Kate & Steven from the Communications office. Kate oversees the Grad program and Steven oversees the PharmD program. Both work on social media promotions & also run the Pharmacopeia.
    - As Steven oversees the PharmD program, he will be attending many of our events (e.g. Phollies) and will be taking photos as well (may contact Pharmakon). He also works on the videos seen on the TV screens around PB and can provide us with access to the content circulated on the TVs. He is interested in doing a promo video of interviews with Phollies performers and also collaborating with CAPSI.
    - The Communications Office is a fairly new initiative so their platforms have a relatively small following. They are currently more focused on the on-goings of the faculty but they would like to be more engaged with the student body. They are thinking of doing a Mean Tweets video with the professors and they are very receptive to student ideas.
    - They are on Facebook, Twitter, & Instagram, and their handles are @UofTPharmacy.
    - Steven also uses the faculty's media equipment. We have discussed the possibility of using their equipment as well as it is higher quality. Steven is open to lending equipment to us but it must go through Kate beforehand. We may not have access to all of the equipment but we will get to use some of it.
- j. **Pharmakon**
- i. LinkedIn Photoshoot
    - The LinkedIn Photoshoot will happen hopefully sometime during the first week of November. We are currently trying to figure out which day & time works for all years.
  - ii. Who's Who
    - We will be having another Who's Who photoshoot session in the first week of November as well.



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- iii. Yearbook Meeting
  - o We will be having a meeting with Jostens this Thursday (October 18<sup>th</sup>) to discuss details.
- iv. Requests for Pharmakon Coverage
  - o Please encourage the use of the sign-up link for Pharmakon coverage ahead of the event. The link can be found here: <http://pharmakon.uoftpharmacy.com/pharmakon/>.
  - o Club Presidents & Vice-Presidents, and sport team captains should be made aware of this link.
- k. **Webmaster**
  - i. Website Updates
    - o A page for sponsorships has been added.
- l. **1T9**
  - i. CTC & CTMA 2019 Sale
    - o The second round of CTC & CTMA 2019 textbook sales ended yesterday (October 14<sup>th</sup>). There were around 18 responses.
  - ii. Upcoming Events:
    - o October 26<sup>th</sup> – Rec Room Halfway Social
    - o November 23<sup>rd</sup> – Career Fair
- m. **2T1**
  - i. 2T1 Class Council Pharmacy Fridge
    - o <https://goo.gl/gZgjVJ>
      - Students from all years are interested in having a fridge. This topic was brought up at the last meeting but there was concerns regarding the purchase of one and how it will be governed. As the 2T1 class council is in good financial standing following Phrosh, they have agreed to purchase a fridge. Overall, the fridge would benefit individuals, student groups (i.e. Clubs), and class council & UPS as whole.
      - The document highlights the rules & responsibilities for the management of the fridge. The responsibilities will be shared among 4 groups (3 class councils & UPS). We believe that this is the fairest and most efficient method. The goal is to optimize cleanliness by having different councils clean it at the end of each week, and place restrictions on what can be stored. In general, the Speaker will be managing rules & whatnot regarding the fridge though Tom F. volunteers to manage it this year.
    - o Tom F. motions to approve the Pharmacy Fridge Document (see link above) as a whole for UPS and Class Council to adhere by.
      - Peter Z. seconds the motions.
      - Discussion:
        - Faculty was not involved in the discussion as the Student Lounge on B2 is under student jurisdiction. Discussing it with faculty is more of a formality though since it will be using electricity, this may be more of a concern.
        - This idea was brought up during our last meeting as a grad gift from the 2T0 Class Council. Before approving this idea, it may be good to discuss with other class council members to see if they agree to being involved with the cleaning duties. UPS President & Vice-President agree to sit on the Fridge Committee but we would have to consider involving the rest of the members as well. Perhaps we could talk to the caretakers and see if they would be willing to assist with the cleaning of the fridge though they currently do not clean the microwaves.
        - Traditionally, the Speaker holds people accountable. That is the reason for choosing the Speaker to be in charge of the matters relating to the fridge.



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- Some other questions to consider would we whether we can unplug the fridge during the summer, and if we could get a fridge for each class instead (though space would be a concern).
  - Tom F. motions to table this topic for the next meeting.
    - Deuk K. seconds the motions.
    - **Majority – Motion passes.**
- n. 2T2
- i. Updates
    - So far, we have had one meeting. We will be having our second meeting tomorrow (October 16<sup>th</sup>).
    - We have put out a survey regarding the upcoming clothing sale and have received feedback about classes and social events as well. Through the survey, we have also chosen a charity for Charity Week and we are currently planning the logistics of a class auction.
    - We have also opened our class bank account with TD. The account is the TD Community Plan & it is a not-for-profit account.
- D. **Setting of Next Meeting Date:**
- The possible dates are November 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>. A poll will be put up on the UPS Facebook group.
- E. **Motion to Adjourn:** Chris T. motions to adjourn the meeting at 7:34 PM.
- Pamela I. seconds the motion.
  - **Majority – motion passes**