



# Undergraduate Pharmacy Society

## 2018-2019



### Meeting Minutes – UPS Meeting # 4 / Events & Social Updates Meeting

**Date:** Thursday, November 15<sup>th</sup>, 2018

**Time:** 5:32 PM – 6:37 PM

**Location:** PB 850

**Speaker:** Chris T.

**Minute Taker:** Gigi L.

**Present:** Gigi L., Chris T., Tom F., Jacob P., Narth S., Catherine Z., Deuk K., Roshni P., Matthew Lau, Kendra H., Belle L., Aisha C., Alena T., Yimin L., Rachel A., Carmen C., Steven S., Elaine N., Sera L., Meagan H., Matthew Luu, Peter Z., Andrew H., Joseph N., Christina T.,

**Regrets:** Peter Z., Pamela I., Michelle W., Wendy C., Michael V., Farhat H., Shreeya T., Cindy Z.

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

**A. Call to Order:** Chris T.

**B. Motion to Begin:** Chris T. motions to begin at 5:32 PM.

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

**C. Agenda:**

1. Old Business

a. **Remaining Budget Motions**

i. **Presenters:** Meagan H.

ii. Tentative 2018 – 2019 budget:

<https://docs.google.com/spreadsheets/d/1PZYzYpsFFkYedgwamqFQLMOgE8XWrYhYIqINIUYHNpM>

iii. **IPSF**

- The reason why this motion was not approved during previous meetings was because there are slight changes from how the budget was allocated in the past so confirmation from SLL was required before moving forward.
- Chris T. motions to approve of the IPSF budget.
  - Andrew H. seconds the motion.
  - **Majority – Motion passes**

iv. **Sponsorships**

- We have just acquired a new sponsor so all sponsorships are now finalized.
- Chris T. motions to approve of the Sponsorships budget.
  - Deuk K. seconds the motion.
  - **Majority – Motion passes**

v. **UPS**

- The reason why this motion was not approved during previous meetings was because the budget for the Halloween Social was not included but it has since been updated.
- In addition, we have received funding from SLL this year so the budget has been updated to reflect that.
- Chris T. motions to approve of the UPS budget.
  - Carmen C. seconds the motion.
  - **Majority – Motion passes**



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### 2. Updates on Activities

#### a. CAPSI Events / PDW

- i. **Presenters:** Rachel A., Elaine N.
- ii. All CAPSI competitions are over now and all of them ran smoothly.
- iii. We are currently in the process of tying up loose ends and wrapping up PDW preparations.
  - o This year, we have 51 delegates (including Elaine & national executives) from U of T, compared to last year with ~30 delegates.
  - o We have also received \$6840 in subsidies from SLL this year to be divided equally among delegates, and \$4000 from UPS.

#### b. UPS Halloween Social

- i. **Presenter:** Matthew Luu
- ii. The UPS Halloween Social was held on October 25<sup>th</sup>. There were lots of sign-ups for the pumpkin carving competition. However, as we could not fit everyone in the atrium, we had to restrict the event to 12-16 pumpkins.
- iii. Attendance was generally low due to it being midterm season and the fact that some students just went home after the morning classes. This is not as big of a concern as this is considered one of the smaller events. The majority of attendees was first-years.
- iv. There was also a costume competition. Again, a bigger turnout would have been appreciated but this could not be avoided as the event was held in the middle of midterms.
- v. The cost of this event was much less than expected. The budget allocated to this event was \$600 but in reality, only ~\$350 was spent. Enough pumpkins were ordered for those who signed up, along with 2 extras in case of anything but these were thrown out in the end.

#### c. Lunch & Learns

- i. **Presenter:** Aisha C.
- ii. The DWL Lunch & Learn happened today and it was met with a high turnout. The strategy of giving out food at the end was implemented, which helped in maximizing attendance throughout the entire event. As a result, the sponsors appreciated how the event turned out.
- iii. Next week, we will be having a McKesson Lunch & Learn on November 22<sup>nd</sup>. The sponsors have not emailed us back yet though we will follow-up with them as advertising will need to be started soon.
- iv. As we discussed in previous meetings, food will generally be given out at the end of Lunch & Learns now unless specifically requested otherwise by the sponsors. Other non-UPS Lunch & Learns are still giving out food at the beginning but that is not too much of a concern.

#### d. LinkedIn Photoshoot

- i. **Presenters:** Kendra H., Belle L.
- ii. 18 signed-up & paid so we made \$180 from this event.

#### e. Phollies

- i. **Presenter:** Catherine Z.
- ii. We had 18 performers this year including one act that was fit into the intermission. There was a high interest in auditions this year, resulting in the need to cut some of the acts.
- iii. We made \$1600 from ticket sales but revenue-wise there was a \$100 deficit. We sold out all the tickets but it may be due to the fact that there were more performers this year and performer tickets are cheaper than normal tickets.
- iv. We also made the switch to electronic programs this year after being inspired by the 2T2 Orientation Banquet. Many attendees throw out the programs after the event so only using electronic programs helped in reducing waste.
- v. As a thought for next year, pushing the event back by 1 week may be helpful as planning the event during and immediately after midterm season was stressful not only for organizers but for performers as well.



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### f. **Charity Week**

- i. **Presenter:** Narth S.
- ii. Charity Week is still going on currently but so far we have been doing well as we have roughly raised over \$5000.
- iii. The Professor Auction is still happening and bidding will close tomorrow (November 16<sup>th</sup>) at 8 PM. New to this year's line-up is 2 workshops: one led by Naomi and Karen on residency interview tips, and one led by Monica on communication in interviews. The bids for these two workshops are being facilitated on the Facebook Group, unlike on the UPS Points website for other professors/bids.
  - o There are currently still spots available for sign-up for these 2 workshops.
  - o A lot of students seem to be unaware of these two workshops. Reminders will be posted to the various student groups regarding the workshops and the Professor Auction.
- iv. We will also be selling items from the UPS room tomorrow in the atrium. This includes items such as toques, t-shirts, and possibly CAPSI backpacks as well.

### 3. **Updates on Upcoming Events**

#### a. **UPS Holiday Social**

- i. **Presenters:** Matthew Luu
- ii. Marketing has made a banner for the event and we also talked to the Pharmacy Choir, who are interested in carolling again this year.
- iii. There were some complaints last year about the noise as apparently there was lab going on at the time. However, the event was held during the co-curricular time so it is unsure how this is possible. As such, there shouldn't be a problem this year.
- iv. There will be same events as last year (e.g. Food, hot chocolate, Santa pictures, gingerbread house making).
  - o The room has been booked for the Santa pictures. Steve is allowing us to borrow his studio lights for the event.
  - o We are also planning on buying a 10 ft x 10 ft backdrop from Amazon to use for the photos as this will save on editing time after the event. The backdrop will cost about \$60 but we will be using the profit from the LinkedIn photoshoot. This backdrop can be reused for future years. Since the photos posted on Facebook will now have the background (unlike previous years where the background was edited in only on the printed photos), we will be watermarking those photos to incentivize people to buy the printed photos instead of just downloading the online pictures and printing those.
  - o The advertisement for the event will be posted some time next week.

#### b. **CAPSI Pharmafacts Bowl**

- i. **Presenters:** Rachel A., Elaine N.
- ii. The event will now be held on November 29<sup>th</sup> from 6:45 PM to 8:15 PM due to a last minute scheduling change as the PMP Meet & Greet event is happening on the night of November 22<sup>nd</sup>. The speaker for the CAPSI Symposium originally planned for the 29<sup>th</sup> has fell through so we will be moving this event in that time slot instead.
- iii. The 2T2 CAPSI reps are organizing this event and lots of subsidies & prizes will be given out.
- iv. We will be asking questions from the Agro Health question bank. These questions are used in preparation for the PEBC and will be used during the PDW Pharmafacts Bowl.

#### c. **Career Fair**

- i. **Presenter:** Carmen C.
- ii. The Career Fair will be held next Friday, November 23<sup>rd</sup>, from 4 PM – 7 PM. There will be 10 companies coming including Shoppers Drug Mart, Roche, and Rexall. Lots of recruiters will be



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coming and food sponsored by Rexall.

#### 4. Updates / Presentations from Council Members

##### a. **President**

###### i. UPS Awareness Week

- We are currently thinking of holding a UPS Awareness Week in January with various events to promote and raise awareness of the roles of the UPS council. Many students are not aware of what exactly our roles and duties are and most do not read the Constitution to find out more about this. By having awareness events, it may help students with running for or voting during the UPS council elections in the Winter semester as well as with the upcoming CAPSI referendum.
- This idea has not been fleshed out too much but current events include a Monograph article about the various roles and Facebook posts on each member/role, similar to what the national CAPSI executive council does.

##### b. **Finance**

###### i. SSSL Funding

- There is now a different form to fill out and this applies to UPS members, Athletics Directors, and CAPSI Representatives.
- Sample SSSL Reimbursement Form: [https://drive.google.com/file/d/1n9O-7G2WkdDeR\\_9OcWbbITbw1reeun79/view?usp=sharing](https://drive.google.com/file/d/1n9O-7G2WkdDeR_9OcWbbITbw1reeun79/view?usp=sharing)

##### c. **External Affairs**

###### i. New Sponsors

- Pharmachoice has reached out to us as they are interested in holding a Lunch & Learn though we are unsure if they would like to hold one for the entire student body or just for 4<sup>th</sup> years. In the past, they have only shown interest in partnering with the 4<sup>th</sup>-year council and not UPS. As Lunch & Learns may be hard to organize considering APPE schedules, a Dinner & Learn may be more feasible.
- GSK is also a new sponsor and we may be securing a Lunch & Learn with them next term.

###### ii. CSHP Updates

- The CBS Blood Drive will be happening next Tuesday & Wednesday (November 20<sup>th</sup> and 21<sup>st</sup>). This year, we are partnering with Healthcare Toastmasters, which has helped in increasing sign-ups.
- The CSHP First-Year Mixer is also happening tomorrow (Friday, November 16<sup>th</sup>). We have reached capacity for this event.
- The CSHP Upper Year Symposium will also be happening on November 26<sup>th</sup> from 6 PM to 8 PM. The promotional material for this event will be rolled out soon.

###### iii. CSHP External Affairs Role

- There has been discussion in splitting the CSHP role into a Sr. & Jr. role instead of being passed on every 2 years as we currently do. Many other pharmacy schools use this system as it offers more consistency and lessens the workload. We will discuss this matter further during the Constitution Meeting.

##### d. **Athletics**

###### i. Curling Bonspiel (November 24<sup>th</sup>)

- Spaces have currently been filled and there are people on the waitlist. Based on the stats from last year, most of the waitlisted students will probably get onto the list.

###### ii. Intramural Team Playoffs

- Many intramural team playoffs are starting this week so be sure to cheer them on!

###### iii. Inter-Class Dodgeball

- We are beginning to plan the inter-class dodgeball event that will be happening some time in January. We are hoping to book a better time than Monday morning like last



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year.

e. **CAPSI**

i. UPS Fee Increase

- Referendum Questions:  
<https://docs.google.com/document/d/1zaJ1WYmoESaxx9rAidUeWg-tL1lmtY6nOpFojCNXO7c/edit?fbclid=IwAR0WewCR-EHhMJmCuxUdOslP94FoRvnDdeq19RffQPtIQNmpb3tOVVzPmsE>
- Questions for the fee increase referendum are being worked on right now. Our goal is to explain general background information (e.g. What is UPS?) and talk about the reasoning behind the referendum so that students can make an informed choice during voting. We will be sending this out within the next month or so.
- We have adjusted the UPS fees since 1991. As we are using the Cost of Living Adjustment (COLA), there can be no more than a 5% fee increase.
- We are also thinking of including the referendum questions on the voting form for the UPS President & Vice-President elections so that everything is in one place. There was a high voter turnout last year for the PVP elections so this would increase voter turnout for the referendum as well.
  - After we get a rough idea of the number of voters we are likely to have each year based on that voting form, we can set a number of voters needed to constitute a quorum for referendums and include it in the Constitution.
  - We would like to implement this into the Constitution so that we will not have to go through the governing body each time we hold a referendum.

f. **OPA**

i. OPA Cup

- The tentative date so far is March 31<sup>st</sup>, 2019, from 3 PM – 5 PM. Lots of dates are on hold right now as intramural & varsity teams do not know their game schedules yet as it's dependent on their performance.
- Insurance & funding details are still be worked out but funding will mostly be from OPA and faculty.
- The planning of the pep rally and any after-game events is in progress.

ii. OPA General Assembly

- We will be holding the General Assembly in mid-late January.

iii. Student Advocacy Kit

- Assembly of the kits are close to being finished and we will be tabling in the atrium to hand them out.
- We are also currently in talks with OPA pharmacists who own pharmacies to come in and hold a clinic-like session to talk to students about various aspects of pharmacy & advocacy.

g. **UTSU**

i. UTSU's Got You

- The UTSU usually holds this event in places like Robarts or other libraries where they give out free coffee, food, and other snacks. This year, they have asked if they can come hold their event at PB. They have suggested 2 dates: December 5<sup>th</sup> or some time during finals. Currently, we are leaning towards December 5<sup>th</sup>.

h. **Pharmakon**

i. 2T2 Who's Who

- There were some issues with the 2T2 Who's Who where names were getting mixed up. The version most recently uploaded has been corrected though please double check with Kendra & Belle before using photos in case you are using one of the older versions.



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- ii. Flickr
  - o Many people have been requesting for Pharmakon to upload pictures onto Flickr. However, Flickr has begun to implement a subscription system where users must pay a subscription fee of \$50/year if the account has over 1000 photos. Our account currently has over 26 000 photos (since 2012). Flickr will begin to delete accounts with 1000+ photos who are not already paying the subscription starting in January 2019.
  - o We have looked into using other free platforms.
    - Shutterfly is the platform that the Pharmakon team uses to transfer files to each other. The platform is free and unlimited but it requires login access which may not be convenient. As well, only specific albums can be shared with others on Shutterfly.
    - We are currently uploading photos onto the Facebook Pharmakon page though the quality is significantly compromised. Many people prefer the higher quality versions. To accommodate that, we have been sending the original resolution photos via Google Drive if people request for them but this may be troublesome in the future especially if there is a high volume of requests.
    - So far, there are no other free platforms we can find where we can upload more than 2000 photos without payment or subscription. We will continue looking into other options and provide updates.
- iii. Yearbook Jostens Meeting
  - o We had our first meeting with Jostens regarding the Yearbook and there is another meeting coming up next week. The tentative theme we have decided on is “From the Ground Up”. We have received permission to use the blueprint of PB and we will be meeting with the designers on Monday to get the project going.
- i. **Speaker**
  - i. Constitution Review
    - o Every UPS member should review their section of the Constitution and send any proposed changes to Chris by **December 1<sup>st</sup>**.
    - o Changes can be sent to: <https://goo.gl/forms/QB3T9L4iAf3RUqJJ2>
- j. **1T9**
  - i. Licensing Exam Prep
    - o As we are halfway through APPEs, we have begun to organize preparation material for the licensing exams.
- k. **2T0**
  - i. Residency Rep Elections
    - o We will be holding the Residency Representative elections next week and results will be out by next Friday, November 23<sup>rd</sup>.
  - ii. PAM Lip Sync Battle
    - o We have also begun to start planning the PAM Lip Sync Battle as the PAM kick-off event.
- l. **2T1**
  - i. Pharmacy Fridge
    - o Following the discussion from the last meeting, the 2T1 class council has decided to step back after seeing strong interest from the 2T0s.
    - o The 2T0 class council polled their class and the response regarding whether they will use the fridge is overwhelmingly “no” as next year, they will no longer be in PB.
    - o There are still many rules & details to iron out with this topic so we voting and finalization of rules will be pushed to a later meeting.



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- m. **2T2**
  - i. Charity Week
    - o The Charity Week events have been a success so far with the sale of donuts and their class council auction.
  - ii. Faculty Rep Meeting
    - o The 2T2 PVP and faculty representatives recently had a meeting with Jamie Kellar to discuss concerns and comments brought up by their class. Jamie Kellar was very receptive to the feedback.
  - iii. Apparel Sale
    - o An email has been sent to Kate from the Communications office for approval of the apparel design and we are currently waiting to hear back.
  - iv. Therapy Dog
    - o We are looking into bringing in a therapy dog next semester as a de-stressor event. An email has been sent to the building administrators to organize this and they have referred us to someone but that contact has not gotten back to us yet.
    - o There will only be 1 dog coming in so it may be overwhelmed if there are too many people. We will look into getting more therapy dogs.
    - o The CAPSI Symposium will be focusing on stress therapy so there may be potential for the collaboration event.

### D. **Setting of Next Meeting Date:**

- o The next meeting will likely not be held until January and that meeting will be the Constitution meeting.

### E. **Motion to Adjourn:** Chris T. motions to adjourn the meeting at 6:37 PM.

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