



Undergraduate Pharmacy Society

2018-2019



Meeting Minutes – UPS Meeting # 5 / Constitution Meeting

Date: Thursday, January 24th, 2018

Time: 5:35 PM – 8:54 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., Roshni P., Michelle W., Wendy C., Matthew Lau, Belle L., Aisha C., Alena T., Cindy Z., Yimin L., Rachel A., Carmen C., Steven S., Elaine N., Sera L., Meagan H., Michael V., Matthew Luu, Andrew H., Christina T.,

Regrets: Kendra H., Peter Z., Joseph N., Farhat H.

Faculty Advisors: Kenny T., Sandra B.

A. Call to Order: Chris T.

B. Motion to Begin: Chris T. motions to begin at 5:35 PM.

- o Pamela I. seconds the motion.
- o **Majority – Motion passes**

C. Agenda:

1. Updates on Activities

a. **CSHP First Year Mixer & Upper Year Symposium**

- i. **Presenter(s):** Shreeya T.
- ii. For the first-year mixer, there was a good turnout from students and 15 hospital pharmacists came out from across Ontario. There was one McMaster student who attended the event as a U of T student had given them their ticket.
- iii. For the upper-year symposium, three presenters came to talk about different types of hospital pharmacy. However, less than half the students who signed up actually showed up.

b. **UPS Blood Drive**

- i. **Presenter(s):** Aisha C., Shreeya T.
- ii. This year, we collaborated with Healthcare Toastmasters to run the event. There were 32 people who signed up and we had a great turnout!

c. **STI & Pharmasave Lunch & Learns**

- i. **Presenter(s):** Aisha C., Shreeya T.
- ii. We have mainly switched to handing out food at the end now and having bouncers at the exits, which has helped us increase our attendance numbers and make sure students stay. Overall, they are going better compared to the Fall term.

d. **OPA General Assembly**

- i. **Presenter(s):** Sera L.
- ii. We had our first meeting of this kind yesterday (January 23rd) and there was good turnout considering how it was also Residency Night for the 2T0's with lots of first-years coming out.
- iii. Having these kinds of events helps us foster a closer relationship with the OPA and it would definitely be a good idea to have more events like this.

e. **Career Fair**

- i. **Presenter(s):** Carmen C., Cindy Z.
- ii. The Career Fair happened in late November with relatively good turnout.



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- iii. We are still waiting on some payments (possibly due to the Canada Post strike).
 - iv. There are currently some concerns regarding the faculty's involvement with planning of the Career Fair. Susan Drodge from the Pharmacy Advancement Office has been taking the lead in planning and contacting companies, threatening the position of the Recruitment Representative as planning the Career Fair & Drug Product Fair is essentially their role. The faculty's involvement in contacting companies & sponsors has affected the role of the External Affairs Directors as well.
 - v. The faculty has also been pushing prices for companies higher than before. Currently, the prices range from about \$425 to \$675, but the faculty is proposing almost double the price. This would result in a loss of sponsors for next year but they say that they will compensate for this somehow.
 - vi. There was a company who did not enjoy being in the 1st floor glass room as there was low traffic in there, though we had originally put them in there thinking there would be more traffic due to refreshments being in there as well.
- f. **Curling Bonspiel**
- i. **Presenter(s):** Andrew H., Matthew Lau
 - ii. The 48 spots filled up very quickly within an hour.
 - iii. There were quite a bit of dropouts but we still ended up having around 40 students attending. There were 20 dropouts in total from the original sign-ups and quite a few were dropouts on the day of the event. Compared to last year, there were a lot more people dropping out. Even in the beginning, 60 students were taken in to account for this. Perhaps it could be that many people had plans on the day of the event (November 24th, 2018) since it was right after midterms and before finals began.
To combat this, we could try doing a deposit system where students have to pay \$5-10 as a deposit when signing-up and can get it back after attending the event. This system was tested out for Residency Night and it was quite effective as only 3 people dropped out.
 - iv. The coach of the U of T curling team was very keen on helping us out as they reached out to us first to help run the event. It would be important to maintain our good relationship with them.
- g. **UPS Holiday Social**
- i. **Presenter(s):** Matthew Luu, Pamela I.
 - ii. The event was held in November before finals began. It was a good success and lots of students came out to enjoy themselves.
 - iii. One problem we had was that we ran out of food. It was not in the sense that we did not have enough food in general, it was mainly that students selectively chose food with cheese being their top choice, then food from Tim Hortons, then the fruit platters. In addition, we did not spend as much on food and have money left over from the budget. For next year, we can take a look at what we should spend on to avoid this problem.
 - iv. There weren't really any non-pharmacy students who lingered around the area. However, a lot of pharmacy students did not realize this was UPS event and was unsure if they could take part in it even though we advertised it as much as we could on social media. We could look into advertising it on the TV screens around the building as well.
- h. **PDW**
- i. **Presenter(s):** Rachel A., Elaine N.
 - ii. This year, we had 50 delegates who went and the conference was generally success with no logistical issues! U of T came back with lots of awards: 4th place in the Student Literary Challenge (SLC), 2nd place in the Pharmafacts Bowl, 1st place in the Patient Interviewing Competition, 1st place in the OTC Competition, 1st place in the Compounding Competition, 3rd place in Canada's Next Top Pharmacist, and 2nd place in the Advice For Life competition.
 - iii. In 2020, PDW will be held in Montreal. PDW will be held in Saskatchewan in 2021 and in Toronto in 2022.



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After the CPhA conference in May/June, we will be receiving a package detailing how the planning process will occur. After summer, the election process for the planning committee will be figured out.

- iv. Going forward, we should make sure that all professors receive a list of which students will not be attending class due to PDW and delegates should receive a list of which classes they will be missing.
 - i. **UPS Awareness Week**
 - i. **Presenter(s):** Matthew Luu, Pamela I.
 - ii. We posted pictures and blurbs of each UPS council position everyday for a week on the UPS Facebook page. We also did daily giveaways of gift cards if students answered the giveaway question.
 - iii. The goal of this initiative was to get more students to like our Facebook page and to increase awareness of UPS to gather interest for upcoming elections.
 - j. **Hospital Residency Night**
 - i. **Presenter(s):** Roshni P., Narth S.
 - ii. This year was the first year that the event was held at the University of Waterloo. CSHP usually plans and hosts this event but going forward, the planning/hosting of the event will be alternating between the two schools.
 - iii. We were able to get 2 buses to bring students there and in the end, 96 U of T students attended, which is a great turnout compared to last year where only 90 students attended in total.
 - iv. The Industry Night event will be held on March 4th, 2019.
2. **Updates on Upcoming Events**
- a. **Semi-Formal**
 - i. **Presenter(s):** Wendy C., Catherine Z.
 - ii. We are currently in the planning process. We are contacting the Hart House staff and have just got the second deposit from our Finance Directors, which we will be giving to Hart House soon. We are also working on promotional material with the Marketing team, and on ticket sales with Peter (Webmaster). The DJ is also secured for the event.
 - b. **Drug Product Fair**
 - i. **Presenter(s):** Carmen C., Cindy Z.
 - ii. This event will be happening on March 29th during the day.
 - iii. As with the Career Fair, Susan has been taking the lead in reaching out to companies and has also made the sponsorship packages and the different tiers. We have asked her to include the 1T9 Residency Representative in the process but as mentioned before, the planning of these two events is essentially the Residency Rep's role.
 - iv. At this point, we are unsure if we are splitting the money with the faculty.
3. **Constitutional Amendments**
- a. Slides: https://docs.google.com/presentation/d/1EarIA-Nu_yeB_dgnd5guDMUISOXT-DagNWwbkGtgd1o/edit?usp=sharing
 - b. Link to the [2018 Constitution](#)
 - c. Link to the [2019 Constitution](#) (tentative, not final)
 - d. Voting on changes:
 - i. **Article 2**
 - o Chris T. motions to approve of the proposed changes to Article 2.
 - o **Majority – motion passes**
 - ii. **Article 3**
 - o Chris T. motions to approve of the proposed changes to Article 3.



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- **Majority – motion passes**
- iii. **Article 4**
 - Chris T. motions to approve of the proposed changes to Article 4.
 - **Majority – motion passes**
- iv. **Article 5**
 - Chris T. motions to approve of the proposed changes to Article 5.
 - **Majority – motion passes**
- v. **Article 7**
 - Article 7.1.1
 - When the amount of change in fees does not increase higher than the index in the CPI (Consumer Price Index) manual (usually less than 2%/year), we do not need to hold a referendum and can just vote on it in-council.
 - If we would like to increase it higher than the index, will need to hold a referendum.
 - Article 7.4.1
 - We can continue handling past audits as per the 2018 Constitution since we have many audits currently backed up and it is difficult to reach UPS Presidents from previous years. The change in handling as per the proposed 2019 Constitution should be followed for future audits.
 - Article 7.4.4
 - This is mainly a safety precaution and to help with the audit as the Sr. Finance Director would know the audit best.
 - Article 7.5.3
 - We do not want new developments or sponsorships to be hindered by this \$1000 limit. The \$10,000 is referring to net changes.
 - Tom F. motions to revise the wording of Article 7.5.3 to “Any revisions equal to or less than \$250 to an approved budget must be approved by the Finance Committee. The next total of these revisions cannot exceed \$10,000 per year; all subsequent demands will be evaluated by the UPS General Council. Revisions over \$250 will be discussed and decided upon by the General Council.”
 - This topic has been tabled to the next meeting.
 - Chris T. motions to approve of all proposed changes to Article 7 with the exception of Article 7.5.3.
 - **Majority – motion passes**
- vi. **Article 8**
 - Chris T. motions to approve of the proposed changes to Article 8.
 - **Majority – motion passes**
- vii. **Article 9**
 - Article 9.10 (of the 2019 Constitution; Article 9.11 in the 2018 Constitution)
 - If you have personal circumstances, you may be excused.
 - Chris T. motions to approve of the proposed changes to Article 9.
 - **Majority – motion passes**
- viii. **Article 10 (of the 2018 Constitution)**
 - Removal of all of Article 10
 - The Constitution usually underlines what values an organization has instead of the procedures it uses. Election procedures along with the forms for application-based positions (i.e. Webmaster, Pharmakon) will be compiled in a separate document.
 - Chris T. motions to approve of the proposed changes to Article 10.
 - **Majority – motion passes**
- ix. **Article 10 (of the 2019 Constitution; Article 11 in the 2018 Constitution)**



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- Chris T. motions to approve of the proposed changes to Article 10 (of the 2019 Constitution).
 - **Majority – motion passes**
- x. **Article 12 (of the 2018 Constitution)**
 - Removal of all of Article 12
 - SIF is a big part of UPS so it should be left in the Constitution. In addition, our accountants and auditors read our Constitution. The SIF Committee, clubs, and other students can also use it as a stronger reference compared to it being compiled in a separate document.
 - This topic has been tabled to the next meeting.
- xi. **Article 11 (of the 2019 Constitution; Article 13 of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Article 11 (of the 2019 Constitution).
 - **Majority – motion passes**
- xii. **Article 12 (of the 2019 Constitution; Article 14 of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Article 12 (of the 2019 Constitution)
 - **Majority – motion passes**
- xiii. **Appendix I**
 - Appendix I.2.2.4
 - The Key was essentially a book where every member of the class could add their phone number and email into for others to contact them. However, almost every has Facebook now so there is no real need for a physical contact book. It is also an issue of privacy because if you lost it or dropped it, someone else could have access to all of the contact information.
 - The External Directors have talked to the President of CI Advertising regarding the funding for the publication of the Key. As they have already taken it out of their budget, it would be hard to get funding for it again. As well, the Key is not likely to make any money.
 - We decided not to remove it last year because we had thought we might bring it back.
 - Appendix I.2.13.2
 - Splitting of the position on the Ontario Branch of CSHP in a Sr/Jr position will allow for a smoother transition and more evenly divided workload.
 - Appendix I.2.17.2
 - Currently, we are publishing 6 issues (a pre-issue + 5 main issues) but that is quite hard to do especially in the Winter semester. Instead, we would like to change the requirements from 5 issues to 4 instead.
 - The pre-issue is not mandated and it is not printed either. It provides course reviews and an anti-calendar to give first-year students an overview and help third-year students to choose electives.
 - This topic has been tabled to the next meeting.
 - A bigger discussion is required as our budget and funding from the printing company will be affected.
 - Chris T. motions to approve of all proposed changes to Appendix I with the exception of Appendix I.2.17.2.
 - **Majority – motion passes**
- xiv. **Appendix II**
 - Appendix II.2.12.4
 - The wording of this amendment was revised during this meeting.



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- Chris T. motions to approve of the revision to the amendment of Appendix II.2.12.4.
 - Pamela I. seconds the motion.
 - **Majority (2/3) – motion passes**
- Chris T. motions to approve of the proposed changes to Appendix II.
 - **Majority – motion passes**
- xv. **Appendix III (of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Appendix III.
 - **Majority – motion passes**
- xvi. **Appendix IV (of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Appendix IV.
 - **Majority – motion passes**
- xvii. **Appendix V (of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Appendix V.
 - **Majority – motion passes**
- xviii. **Appendix III (of the 2019 Constitution; Appendix VI of the 2018 Constitution)**
 - Appendix III.3
 - We do not want to limit the amount of donations students as some students donate just to receive UPS points. At the same time, we do not want someone donating, for example, 10 items and receiving 10 UPS points.
 - Appendix III.4
 - Carmen C. motions to revise this amendment to “The maximum number of points for a conference is 1 point per day attended. Conferences must be approved by the Executive Secretary. Approved conferences include: CSHP, CPhA, PiLLs, PharmacyU conferences.”
 - Meagan H. seconds this motion.
 - **Majority (2/3) – motion passes**
 - Appendix III.6
 - The CPhA National Delegate position does not exist anymore.
 - Chris T. motions to approve of all proposed changes to Appendix III (of the 2019 Constitution) with the exception of Appendix III.6.
 - **Majority – motion passes**
- xix. **Appendix VI (of the 2019 Constitution; Appendix IX of the 2018 Constitution)**
 - Appendix VI.1
 - Finance Directors should be reimbursed for all three UPS events (Boat Cruise, Phollies, Semi-Formal) as they work closely with the Events Directors for all events. Having the Finance Directors attend the events will give them a better understanding of how to plan the budget.
 - 2 Pharmakon photographers should be reimbursed as it is very hard for one person to take all the photos at an event (e.g. If one person is stationed at the backdrop to take photos, it would be hard for them to also take candid photos of the rest of the event).
 - Appendix VI.1.4
 - OPA should be reimbursing the UPS President & Vice-President for their conference fees, while UPS would be reimbursing the External Affairs Directors for their conference fees. The current wording gives the impression that UPS reimburses the UPS President & Vice-President as well the 2 External Affairs Directors.



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- Michelle W. motions to revise the amendment to “OPA Conference (in the case that there is no external reimbursement, the following members will be reimbursed by UPS): UPS President, UPS Vice-President, two External Affairs”
 - Matthew Luu seconds this motion.
 - **Majority – motion passes**
 - In the event that no Pharmakon members register for PDW, could UPS points or reimbursements be used as incentives for them to sign-up?
 - A discussion with Finance Directors will need to take place regarding this as reimbursements would be quite a bit of money.
 - This topic has been tabled to the next meeting.
 - Chris T. motions to approve of the proposed changes to Appendix VI (of the 2019 Constitution).
 - **Majority – motion passes**
 - xx. **Appendix X (of the 2018 Constitution)**
 - Chris T. motions to approve of the proposed changes to Appendix X (of the 2018 Constitution)
 - **Majority – motion passes**
4. Updates / Presentations from Council Members
- a. **President**
 - i. **UPS President & Vice-President Elections**
 - The nominations for the elections is this week. We will have the future President-elect & Vice-President-elect by the end of next week.
 - b. **Vice-President**
 - i. **Awards & Awards Night**
 - Awards Night is currently set for April 5th, 2019 in B150. Set-up will begin at 5 PM.
 - PAC will be deciding on awards later hopefully within the next month.
 - We also received \$200 from AFL that can be used towards awards.
 - ii. **OP SIS**
 - OP SIS will be taking place from March 22-24th, 2019 and is in the planning stages with the University of Waterloo. Please send in any themes or topic from speakers you would like to hear!
 - We are currently a little behind in terms of sponsorships. We are aiming to get more new/different sponsors this year. We have approached people at PDW and made new sponsorship packages, as well as reaching out to old sponsors and UPS sponsors. Faculty may be involved in this process next year but we are still reaching out to them on our own this year.
 - c. **Secretary**
 - i. **UPS Points Deadline**
 - The deadline to submit UPS points is March 15th, 2019 at 5 PM for them to be counted towards this year’s awards. If there are any missing points or discrepancies, please let me know and resolve it before then (ideally not all on March 14th please!).
 - ii. **UPS Points Redeeming Issues**
 - We have run into a problem with redeeming UPS point slips quite a few times this year. For example, someone will receive a code for an event and when trying to redeem the code, the website will tell them that the code has already been redeemed. We will look into this and in the meantime, if anyone is having this problem, please feel free to contact me.
 - d. **Finance**
 - i. **Audits**



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- Currently, we are sitting at about \$40-50k in our bank account and we still have to give our reimbursements (SIF, CAPSI, etc.)
- ii. **Transition**
 - Each year, we will have to fax the CRA our transition meeting to update our roster of board members (aka UPS council) so that the incoming council will have access to the UPS CRA business account.
- e. **Athletics**
 - i. **Dodgeball Tournament**
 - This event will be happening some time in March and we are currently trying to figure out when would be a good time. Last year, the games were held in the morning, which resulted in low attendance.
 - ii. **Faculty vs. Student Basketball Game**
 - This event will be happening in April and we are currently in talks with the faculty to set a date.
- f. **CAPSI**
 - i. **Updates on the CAPSI Fee Increase**
 - Currently, CAPSI national fees are \$12 and CAPSI local fees are \$4. Each student pays \$72 yearly to societal fees: \$17 goes towards the grad fund, \$12 goes towards CAPSI national, \$3 goes towards CAPSI local, with a remainder of \$40 in societal fees. \$1 from the \$40 societal fee remainder is put back into CAPSI local to make up \$4. When holding a referendum on fee increases, we must hold separate referendums for each separate section as we are not allowed to hold one big referendum to increase all fees (the \$72 total).
 - ii. **Rachel A. motions to re-allocate the mentioned societal fees to the respective CAPSI fees as described above.**
 - We proposed to officially re-allocate \$1 from the remainder societal fees to CAPSI local fees for a total of \$4.
 - Narth S. seconds the motion.
 - **Majority – motion passes**
 - iii. **Rachel A. motions to allocate an additional \$3 from the \$39 societal fees to CAPSI national to account for the fee increase in September 2019. As such, we will not increase the annual \$72 societal fees to accommodate for the CAPSI fee increase.**
 - Narth S. seconds the motion
 - **Majority – motion passes**
 - More discussion on this topic has been tabled for the next meeting.
 - iv. **Updates on Pharmacist Awareness Month (PAM)**
 - We have started planning with the PAM committee and everyone has been given an overview of the plans.
 - We will be having an IPE panel on HIV AIDS accredited by the IPE office that will be hosted by a nurse, physician, and a pharmacist and they will be working through a case.
 - There will also be an annual symposium, which will be a mental health panel with IPHSA.
 - Our outreach initiatives this year are:
 - Kids in Medicine in elementary school – will include presentations on smoking, allergies, and handwashing
 - High school presentations on substance abuse, contraception, and STIs
 - Outreach days – will include presentations on chronic disease states, travel medicines, opioids, eczema, and cannabis
 - The PAM calendar is being circulated around right now. If you have any events in March, please add your events in!
 - v. **Toronto's Next Top Pharmacist**



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- TNTP will be held at the end of March and we are working with Marketing on promotional materials.
- We have started recruiting contestants who we will reveal later in March along with ticket sale details.
- vi. **Mock OSCEs**
 - Mock OSCEs will be held on March 10th for the 2T0s with 2T1 students being standardized patients.
- g. **OPA**
 - i. **Advocacy Kit**
 - Currently, we are working with the OPA to develop this kit. The advocacy kit identifies areas in pharmacy practice where we can show our value to patients and introduces students to government relations and the work that the OPA does.
 - The final draft is being made this week and the official copy will be available soon.
 - ii. **OPA Cup**
 - The OPA Cup is currently scheduled to be on March 31st, 2019 from 3-5 PM.
 - We are currently running into funding issues and trying to resolve it with OPA and our Finance Directors right now. Each year, OPA gives U of T and Waterloo \$1750 each (\$3500 total) for planning. Last year, Deb personally donated \$1000 but she is not doing so this year. Last year, we used \$1600 on buses and could not cover the arena costs with OPA funding alone. We are currently about \$500 short based on projected expenses (including arena booking, players' insurance, gift bags, after-party food). The OPA is trying to come up with a solution and figure out if they can afford to give us the extra funds right now.
- h. **UTSU**
 - i. **Tuition Cuts**
 - The provincial government has implemented a 10% decrease in tuition, which affects all non-academic and extracurricular groups.
 - Government release statement:
<https://news.ontario.ca/maesd/en/2019/01/government-for-the-people-to-lower-student-tuition-burden-by-10-per-cent.html?fbclid=IwAR26BPXOhuwrSCppfYokO5CegEJ0RpMY0yDoO0LPAem8UR90cJJwaSzLvrc>
 - ii. **OSAP**
 - The government is looking to eliminate the 6-month grace period after graduation, meaning that students using OSAP will have to begin paying back as soon as they graduate.
 - The current interest rate is around 4.95% and 71% of our faculty uses OSAP.
 - They are also decreasing the grant threshold. In the past, the requirement was \$175,000 of family income but now it is lowered to \$140,000.
 - iii. **Ancillary Fees**
 - Non-academic fees will no longer be mandatory, meaning that students will now have a choice to opt out of paying UPS societal fees. All student councils & clubs are affected by this. It is currently undecided how the opt-out process will be implemented but it will likely be done online. The details of this process are still being worked out but UTSU is hoping to implement it in the 2019-2020 year.
 - Fees can only be mandatory if they are related to health, WalkSafe, or maybe athletics/recreation.
 - As it is UPS that decides the allocation of the \$72 societal fees, the fees we pay to CAPSI would probably fall under this as well. However, all pharmacy students are CAPSI members. More discussion is required to understand how this will work.



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- More information from UTSU:
https://drive.google.com/file/d/1KJCM4USR8lfVq_JRJ5nR9tlh45hOnkWe/view?usp=sharing
- i. **Marketing**
 - i. **Current Projects**
 - We are currently working on the Semi-Formal, CAPSI, and PAM events.
- j. **Monograph**
 - i. **Michael V. motions to increase Monograph's annual budget (2019-2020) to include an Adobe Creative Suite subscription.**
 - This will allow Monograph to access Adobe InDesign, as well as other programs to layout the newspaper & create graphics for the Monograph. The Monograph prides itself on its professional appearance & high quality printing, which are representative of our faculty and the profession as a whole. This motion would ensure the high quality of the Monograph for years to come.
 - The estimated cost is around \$330 before tax (US \$19.99/month - discount for students & teachers).
 - In support of this motion, the Monograph would like to note the following:
 - Improved workflow & continuity of publication quality:
 - Monograph has been using pirated versions of InDesign for many years, and it has always resulted in issues as layout artists use different versions of the program & we must convert between different file formats.
 - This also presents a barrier to recruiting & training new layout artists as willing people are not able to contribute because they are not able to obtain & properly install pirated versions.
 - Monograph has had issues now and in the past in maintaining continuity in its layout team and finding layout artists to transfer knowledge to lower years. This year, we held a layout workshop and developed training materials to pass onto future years. Obtaining an Adobe subscription is a key element of this overall strategy to ensure that layout quality continues to be high in future years.
 - Demonstrated benefit:
 - The Marketing Team obtained an Adobe subscription over the summer and has had positive results. This product has been used this year to great effect.
 - Access to UPS as a whole:
 - Be cause the Monograph only produces 6 issues a year, it does not need the Adobe Suite during the full year. It is therefore open to sharing arrangements with other members of UPS council that require this software.
 - By going down to 4 issues, the savings from printing will go towards covering this cost.
 - Discussion:
 - Each Adobe Creative Suite subscription provides access to 2 accounts. One account can be shared between Marketing and another account can be shared between Monograph during down times to work on their respective projects. However, during busy months, Marketing will require priority to use the software to finish their own projects. The sharing does not work well during these busy times as they would have to essentially schedule and book off which times they can use the software.
 - The subscription limits you in that you can only sign-in on two devices at a time and only one person can actually use the software at a time. If the software is signed into on two devices and both have the application already open, a 3rd login



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will not “lock out” the previous 2 sign-ins immediately. The application will remain open until they close it and try to log-in again.

- This motion will be tabled until the next meeting at this subscription will heavily affect our budget as well.

- k. **Pharmakon**
 - i. **Flickr to Shutterfly Transition**
 - We will be moving photos from Flickr to Shutterfly and use the latter as our main base now. We will also be providing a link to Shutterfly so people can download their photos.

- l. **1T9**
 - i. **Pharmachoice Dinner & Learn**
 - This event will be happening during the evening of March 21st. The sponsors would like to open up this event to all years instead of 4th-year students exclusively.
 - ii. **Grad Gift Help**
 - The 1T9 Grad Committee may require assistance from lower-year students in handing out grad gifts after the convocation.

- m. **2T0**
 - i. **RateMyAPPE Website**
 - 2T0s, 1T9s, and UPS recently received an email from a website called ratemyappe.com and it was not known who made the account until today.
 - In the past, we have talked to the OEE and Jamie Kellar regarding some kind of system of ranking APPE sites to help others choose sites. Both have expressed that this idea may negatively affect their rapport with preceptors especially if they receive negative reviews. Francine from the OEE office is trying to find a better way to implement something like this.
 - The reviews on this website were from 1T9 students and the creator was able to access these reviews because they are a 1T9 student. Students were upset with the circulation of this website as they had not agreed to have their reviews be shared outside of the 1T9 class. In particular, one student was very upset as they had written a negative review of their preceptor and with this website in circulation, the preceptor may come across this their review.
 - Essentially, there is the issue that this is a breach of privacy as 1T9 students were not told that their reviews would be compiled and shared outside of their class before submitting reviews.
 - The 2T0 council does not feel comfortable with sharing this website as it is not faculty-approved and because of the privacy issue.
 - This topic has been tabled for the next meeting.

- n. **2T1**
 - i. **Mol Pharm Study Sessions**
 - Mol pharm study sessions have begun. So far we have had two sessions with very high turnouts (3 times that of last year). Currently, we are holding 2 sessions per week.

- o. **2T2**
 - i. **Apparel Sale**
 - Ordered clothing will be handed out tomorrow.

D. Additional Business:

- We have spoken with the faculty and we will be getting shelves installed in the UPS Meeting Room to increase storage space!



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- E. **Setting of Next Meeting Date:** TBD
- F. **Motion to Adjourn:** Chris T. motions to adjourn the meeting at 8:54 PM.
- o Pamela I. seconds the motion.
 - o **Majority – motion passes**