

**Minutes from Student Initiatives Fund Evaluation Committee
Fall 2018
October 1, 2018
17:00 – 20:00, UPS Meeting Room**

Present:

Chair: UPS Vice President – Pamela Ip
Secretary: Sr Finance Director – Michelle Wang
UPS President – Matthew Luu
Jr. Finance Director - Meagan Hatch
Jr. External Affairs – Shreeya Thakrara
Jr. Athletics Director – Matthew Lau
Events Director – Wendy Chen

Regrets: **Faculty Advisor – Kenny Tan**

1.0 Motion to begin: Michelle Wang
Seconded by: Pamela Ip
Meeting commenced: 17:08

2.0 Reminders

- 2.1** Must attend Pre-SIF meeting to be eligible for funding.
- 2.2** Late applications only receive ½ the approved amount.
- 2.3** This year we are working together with Shaping Student Life and Learning (SSLL).
 - 2.3.1 SSLL does not provide funds for:
 - 2.3.1.1 Transportation costs for students volunteering at activities outside the Faculty
 - 2.3.1.2 Gifts to appointed Faculty/Staff members
 - 2.3.1.3 *Events or initiatives that took place before the application was submitted to the ESEF* (in discussion about retroactive reimbursements)*
 - 2.3.1.4 Alcohol for any purpose will not be funded under any circumstances
 - 2.3.1.5 Refreshments and food for student club meetings (refreshments may only be requested if outside guests are present)
 - 2.3.1.6 Per the U of T's Student Club policy, capital assets, such as but not limited to:
 - Electronic equipment
 - Furniture
 - Business cards
 - Club apparel
 - Honoraria, personal compensation
 - 2.3.2 SSLL gift policy:
 - 2.3.2.1 SSLL will only provide gifts for guest speakers, volunteers and mentors from **outside** the Faculty, i.e. those with any kind of appointment at the Faculty will not be given gifts
 - 2.3.2.2 The ESEF will not reimburse cash for speaker gifts
 - 2.3.2.3 Only LDFP branded gifts obtained through the LDFP Communications team will be eligible to be obtained through the SSLL or UPS
- 2.4** \$5000 is available for this Fall semester - \$2500 from SSLL and \$2500 from UPS
- 2.5** 22 clubs have applied this year for a total of \$7,419.57.
- 2.6** Criteria for SIF funding: promote the profession of pharmacy, enhances the student experience at Leslie Dan Faculty of Pharmacy, are open to all pharmacy students and are non-profit.
- 2.7** Clubs should let us know if they are seeking or have external funding sources and how much money they were approved for.
- 2.8** Faculty Advisor not present. Faculty Advisor will review SIF Meeting Minutes to finalize decisions.

3.0 Pharmacy Choir

- 3.1** Pam leaves UPS meeting room
- 3.2 Rehearsal for Pharmacy Phollies and UPS Holiday party**
 - 3.2.1 Sheet Music: \$50.00
 - 3.2.2 Photocopies: \$6.00
 - 3.2.3 **Total: \$56.00 approved**

4.0 Compounding Opportunities & Mentorship Program for Pharmacy Students (COMPPS)

4.1 First Base Workshop (Vanishing Cream)

- 4.1.1 Cookies: \$24.25
 - 4.1.1.1 One cookie per person. Not everyone will want a cookie either.
- 4.1.2 Banner stand: \$113.00

4.2 Industry Visit to Patheon

- 4.2.1 TTC tokens: \$0.00
- 4.2.2 Go Bus: \$332.00
- 4.2.3 **Total: \$469.25 approved**

5.0 Global Medicine Initiative (GMI)

5.1 International Internship Internship Panel

- 5.1.1 Coffee: \$22.02
- 5.1.2 Tea: \$22.02
 - 5.1.2.1 Buy a pack of tea, borrow hot water dispenser from UTSU
- 5.1.3 Cookies: \$19.98
- 5.1.4 Donuts: \$19.98
- 5.1.5 Gift: not approved for students

5.2 Total: \$84.00 approved

6.0 PharmaPride

6.1 Pam leaves UPS meeting room

6.2 Lunch & Learn

- 6.2.1 Chinese buns: \$45.20
 - 6.2.1.1 Based on estimate expected attendees (40 people)
- 6.2.2 Soda: \$8.00
 - 6.2.2.1 See pop budget (\$4.00/12)
- 6.2.3 Napkins: \$3.49
- 6.2.4 Lunch plates: \$0.00
 - 6.2.4.1 Don't need plates if you have napkins
- 6.2.5 Water: \$2.29

6.3 Banner: \$0.00

- 6.3.1 Please fix club name typo! Apply again next semester, we are standardizing banners.

6.4 Movie Night

- 6.4.1 Chips: \$12.36
 - 6.4.1.1 36 bags of chips for 25 attendees \$6.18/18 pack at Walmart/No Frills
- 6.4.2 Soda: \$8.00
- 6.4.3 Napkins: \$0.00
 - 6.4.3.1 Use leftover napkins
- 6.4.4 Water: \$2.30

6.5 Total: \$81.64

7.0 Phrancophones of Pharmacy (POP)

7.1 General Costs

- 7.1.1 Club buttons: \$0.00
 - 7.1.1.1 No other clubs had buttons
- 7.1.2 Poster: \$0.00
 - 7.1.2.1 Poster needs to be sent in
- 7.1.3 Rollup Banner Stand: \$0.00
 - 7.1.3.1 Please submit banner design. We will standardize banners and stands for all clubs going forth next year. Please apply again.

7.2 Conversation/Discussion 1

- 7.2.1 XL Pepperoni: \$0.00
 - 7.2.1.1 \$0.00 was requested
- 7.2.2 Pop: \$0.00
 - 7.2.2.1 \$0.00 was requested

7.3 Conversation/Discussion 2

- 7.3.1 XL Pepperoni: \$51.42
- 7.3.2 Pop: \$7.00

7.4 Conversation/Discussion 3

- 7.4.1 XL Pepperoni: \$51.42
- 7.4.2 Pop: \$7.00

7.5 Total: \$116.84 approved

8.0 Interprofessional Healthcare Students Association (IPHSA)

8.1 Meagan leaves UPS meeting room

8.2 Student Social

- 8.2.1 Food items: \$100.00
 - 8.2.1.1 Based on pharmacy student numbers 240/1400

8.3 Total: \$100.00 approved

9.0 Healthcare Toastmasters

9.1 Toastmaster Meeting

- 9.1.1 Membership Subsidy: \$300.00
- 9.1.2 Gifts: \$0.00
 - 9.1.2.1 approved - SSSL/UPS gifts are available upon request
- 9.1.3 Banner: \$0.00
 - 9.1.3.1 We are standardizing banners. Please apply again next year.

9.2 Total: \$300.00 approved

10.0 Embracing Ventures and Orienting Leaders to Value Expanded Scope (EVOLVE)

10.1 Travel Medicine/Pharmacy Research Journal Club

- 10.1.1 Pizza: \$120.00
 - 10.1.1.1 Based on 60 attendees
- 10.1.2 Water: \$3.50
- 10.1.3 Pop: \$14.00
- 10.1.4 Gift: approved

10.2 Total: \$137.50 approved

11.0 Pharmacy Students For Antimicrobial Stewardship Society (PSASS)

11.1 Lunch & Learn

- 11.1.1 Party size pizza (pepperoni): \$41.20
- 11.1.2 Party size pizza (cheese): \$34.48
- 11.1.3 Pop: \$17.50
- 11.1.4 Delivery: \$2.99
- 11.1.5 Gift: mug approved

11.2 Total: \$96.17 approved

12.0 Peer Mentorship Program (PMP)

12.1 Meet and Greet

- 12.1.1 Food/drinks: \$923.49
- 12.1.2 Brochure printing: \$0.00
- 12.1.3 Landyards and name tags: \$10.00
- 12.1.4 Gifts: 30 gift items approved
 - 12.1.4.1 Please speak with Pam
- 12.1.5 Honoraria: \$0.00
- 12.1.6 Table cloths \$0.00
- 12.1.7 Plates/Cutlery: \$10.00

12.2 Total: \$943.49

13.0 Pharmacy Awareness of Geriatrics (PAG)

13.1 Pharmacist Talk

- 13.1.1 XL Pepperoni: \$160.00

13.1.1.1 Based on 80 attendees \$2/person

13.1.2 Delivery: \$3.00

13.1.3 Beverages: \$25.00

13.1.4 Gift: 4 mugs approved

13.2 Pill Drop!

13.2.1 Handouts: \$1.00

13.2.1.1 Card stock is not approved if it is given to patients. No benefit for thicker paper.

13.2.2 Gift: 4 mugs approved

13.2.3 Table cloths: \$6.00

13.3 Smiles for Seniors

13.3.1 Table cloths: \$0.00

13.3.1.1 reuse from Pill Drop

13.3.2 Polaroids: \$24

13.3.2.1 Based on estimates of 20 senior participants

13.3.3 Green Rolling Paper: \$1.00

13.4 Total: \$220.00

14.0 Pharmacy Student Service Team (PhaSST)

14.1 Kensington Gardens Arts and Crafts Social Activity

14.1.1 Art Supplies, printing: \$40.00

14.2 Horizons for Youth BBQ

14.2.1 Food: \$90.19

14.2.2 TTC tokens: \$0.00

14.3 Yonge Street Mission

14.3.1 TTC tokens: \$0.00

14.4 Clubs fair

14.4.1 Printing: \$0.00

14.4.2 use from printing budget above

14.5 Total: \$130.19

15.0 Pharmacy Awareness of Indigenous Health (PAIH)

15.1 Lunch and Learn with Carolyn Bennett

15.1.1 Party 2 topping: \$100.00

15.1.1.1 \$2.00/person

15.1.2 Water/pop: \$14.00

15.1.3 Gift: mug approved

15.2 Local Outreach

15.2.1 Bristol board: \$5.65

15.2.2 Markers: \$6.00

15.2.3 Prizes: \$20.00

15.2.3.1 No more than \$5.00 per prize and no gift cards

15.2.4 Pamphlets/brochures: \$0.90

15.3 Awareness Week

15.3.1 Prizes: \$20.00

15.3.1.1 No gift cards. Maximum \$5.00 per gift for 4 people

15.3.2 Pamphlets/brochures: \$1.50

15.3.3 Craft items: \$30.00

15.4 Total: \$198.05 approved

16.0 Motion to extend meeting to 21:00: Michelle

16.1 Second: Pam

17.0 Pharmacy Journal Club (PJC)

17.1 Meet Your Pharmacy Journal Club

17.1.1 Cookies: \$9.01

17.1.2 Poster board: \$2.26

17.2 Cookies and Papers

17.2.1 Cookie: \$4.51

17.2.2 Coffee: \$16.6

17.3 Total: \$32.38 approved

18.0 Pharmacy Dragonboat-Painkillers

18.1 Boats: \$252.00

18.1.1 Two boats approved

18.2 Toronto International Registration

18.2.1 Please apply again in winter

18.3 Total: \$252.00 approved

19.0 Initiative for Mental Health Awareness in Pharmacy (IMHAP)

19.1 Pharmacist in Mental Health Panel/Speed Dating

19.1.1 Pizza: \$133.00

19.1.1.1 \$2/person + \$2.99 delivery

19.1.2 Out-of-faculty speaker gifts: \$0.00

19.1.2.1 See Pam for SSSL/UPS gifts

19.1.3 Within-faculty speaker gifts: \$0.00

19.1.3.1 See SSSL policy - no gifts for within-faculty

19.2 Post-Partum Depression Talk (with PSWH)

19.2.1 Sandwiches + Salads: \$90.00

19.2.1.1 Based on 45 attendees at \$2/person

19.2.2 Gift: not approved

19.2.2.1 Gifts within faculty are not approved

19.3 Movie Night

19.3.1 Chips: \$16.92

19.3.2 Pop: \$13.32

19.3.3 Paper Plates: \$4.50

19.3.4 Napkins: \$6.75

19.3.5 Popcorn: \$13.55

19.4 Total: \$278.04 approved

20.0 Students for Optimizing and Advocating Pharmacy Endeavours (SOAPE)

20.1 Pharmacy 101

20.1.1 Pizza: \$82.40

20.1.2 Pop: \$7.00

20.1.3 Water: \$2.00

20.1.3.1 Approved for 2 units

20.2 Diabetes Fair

~~20.2.1 Diabetes Practice Guidelines: \$70.00~~

~~20.2.1.1 two prize for the event~~

~~20.2.2 XL Pizza: \$68.56~~

~~20.2.3 Water: \$4.00~~

20.2.4 November 13th, 2018: Event changed due to the the position of the faculty on allowing pharma companies to set up booths in the atrium. Therefore, 3 1-hour sessions will be held instead of the Diabetes Fair, with the following budget:

20.2.4.1 Coffee: \$22 x 5 = \$110

20.2.4.2 Timbits: \$10 x 5 = \$50

20.3 Research Survey

20.3.1 Gift cards: \$25.00

20.3.1.1 Based on \$5 prize per person. Gift cards are not allowed.

20.4 Flu shot campaign

20.4.1 Prizes: \$20.00

20.4.1.1 Max of \$5.00/person as a prize incentive to encourage participation

20.5 Total: \$278.96 approved

21.0 Seniors Outreach

- 21.1 Orientation presentation**
 - 21.1.1 Assorted chocolate bars: \$15.00
- 21.2 Total: \$15.00 approved**

- 22.0 Pharmacy Muslim Student Association (PhaMSA)**
 - 22.1 Pharmacy Spreads Warmth**
 - 22.1.1 U-Haul: \$11.24
 - 22.1.2 Taxi/Uber: \$15.00
 - 22.1.2.1 Based on estimate on downtown uber cost
 - 22.2 Total: \$26.24 approved**

- 23.0 Interprofessional Medical and Allied Groups for Improving Neighbourhood Environments (IMAGINE)**
 - 23.1 Fall Volunteer Orientation Event**
 - 23.1.1 Pizza: \$120.00
 - 23.1.1.1 Based on 60 pharmacy attendees
 - 23.1.2 Printing costs: \$0.00
 - 23.1.2.1 Unspecified
 - 23.1.3 Gift: approved - contingent on speaker, speak with Pam
 - 23.2 IPE Orientation Event**
 - 23.2.1 Not approved - IPE should be covering these costs
 - 23.3 Health Promotion Workshops**
 - 23.3.1 Snacks: \$0.00
 - 23.3.1.1 SIF does not see how raisins and nuts will encourage attendees
 - 23.3.2 Materials: \$0.00
 - 23.3.2.1 Printing need to be specified
 - 23.3.3 Workshop goods: \$0.00
 - 23.3.3.1 Toothbrushes should be provided from dentistry
 - 23.4 Total: \$120.00 approved**

- 24.0 Pharmacy Pediatric Initiative (PPI)**
 - 24.1 Lemonade Stand**
 - 24.1.1 \$0.00
 - 24.1.1.1 SIF does not cover fundraising events
 - 24.2 Total: \$0.00 approved**

- 25.0 Pharmacy Students for Women's Health (PSWH)**
 - 25.1 Post-Partum Depression Lunch and Learn (with IMHAP)**
 - 25.1.1 Sandwiches + Salads: \$90.00
 - 25.1.1.1 Based on 45 attendees at \$2/person
 - 25.2 PSWH/PSFCA Pink Day Metastatic Breast Cancer Awareness Day**
 - 25.2.1 Bristol board: \$2.83
 - 25.2.2 Printing for crossword puzzles: \$0.90
 - 25.2.2.1 Based on \$0.03 printing at UTSU
 - 25.2.3 Q-tips: \$2.83
 - 25.2.4 Streamers: \$4.52
 - 25.3 Christmas Shoebox Drive**
 - 25.3.1 Uber: \$15.00
 - 25.3.2 Printing for Flyers: \$0.00
 - 25.3.2.1 Unspecified
 - 25.3.3 Printing for Posters: \$0.00
 - 25.3.3.1 Unspecified
 - 25.3.4 Total: \$116.08
 - 25.3.5 **Total: \$58.04 approved due to late submission**

- 26.0 Motion to extend meeting to 22:00 Michelle Wang**
Seconded: Pamela Ip

27.0 TOTAL APPROVED FUNDING: \$3992.79

28.0 Notes:

28.1 Committee agrees to not fund any travels costs that is accessible by TTC which is not a significant cost if students decide to attend the events. TTC tokens are not approved.

28.2 Pizza funding is based on \$2.00 per student. Tax is taken into account. Pizza deal with Pizzaiolo

28.2.1 \$17.14 for XL Pepperoni (12 slices) - \$1.43

28.2.2 \$20.60 for Party Pepperoni (24 slices) - \$0.858

28.2.3 \$2.99 for delivery fee

28.3 Fundraisers are not funded by UPS money.

28.4 Pop, (coke, sprite, etc) pricing is based on \$4.00 for a case of 12. Water is based on \$2.50 for a case of 24 bottles.

28.5 Banners will be standardized and approved next semester.

29.0 Motion to Adjourn: Pamela Ip

Seconded: Matthew Luu

Meeting adjourned: 21:21