

Minutes from Student Initiatives Fund Evaluation Committee

Winter 2019

January 14, 2019

17:00 – 21:00, 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: Pamela Ip
Seconded by: Wendy Chen
Meeting commenced: 17:22

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 Winter semester - \$2500 from SSLL and \$2500 from UPS
- 2.5 SIF approved \$3992.79 Fall 2018
- 2.6 There is \$6007.21 remaining for Winter 2019
- 2.7 22 clubs have applied this year for a total of \$6730.79
- 2.8 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.
- 2.9 Clubs should let us know if they are seeking or have external funding sources and how much money they were approved for.
- 2.10
 - 2.10.1 Faculty Advisor not present. Faculty Advisor will review SIF Meeting Minutes to finalize decisions.

3.0 GMI

3.1 GMI GALA for Ghana Rural Integrated Development Project (GRID)

- 3.1.1 GMI has previously been funded by ESEF. Provided a letter of intent
- 3.1.2 Croissant platter: \$152.52
- 3.1.3 Samosas: \$18.08
- 3.1.4 Sushi: \$142.38
- 3.1.5 Water: \$5.65
- 3.1.6 Pop: \$16.00
- 3.1.7 Napkins: \$7.63
- 3.1.8 Paper Plates: \$7.63
- 3.1.9 Forks: \$9.38
- 3.1.10 Mugs: 3
- 3.2 Banner: TBD
- 3.3 Approved Total: \$359.27

4.0 PharmaPride

- 4.1 Lunch & Learn
 - 4.1.1 Pizza: \$81.36
 - 4.1.2 Delivery fee: \$2.99
 - 4.1.2.1 No tax on delivery fee
 - 4.1.3 Tip: \$8.14
 - 4.1.3.1 10% for pizza only
 - 4.1.4 Pop: \$8.00
 - 4.1.5 Plates: \$0.0
 - 4.1.5.1 Pizzaiolo should provide plates and napkins
 - 4.1.6 Water: \$3.00
- 4.2 Banner: TBD
- 4.3 Movie Night
 - 4.3.1 Chinese buns: \$33.90
 - 4.3.2 Pop: \$8.00
 - 4.3.3 Napkins: \$0.00
 - 4.3.3.1 Get napkins from UPS room
 - 4.3.4 Water: \$3.00
- 4.4 Approved Total: \$148.39

5.0 PAG

- 5.1 Geriatric Lunch & Learn
 - 5.1.1 Pizza: \$180.00
 - 5.1.1.1 Based on \$3/person (based on 60 attendees)
 - 5.1.2 Pop: \$28.00
 - 5.1.3 Delivery Fee: \$2.99
 - 5.1.4 Tip: \$18.00
 - 5.1.5 Gift: mug
 - 5.1.6 Gift card for speaker: not approved
- 5.2 Geriatric Mixer
 - 5.2.1 Pizza: \$180.00
 - 5.2.2 Delivery fee: \$2.99
 - 5.2.3 Tip: \$18.00
 - 5.2.4 Pop: \$24.00
 - 5.2.5 Gift: 1 mug
 - 5.2.5.1 No gift cards for speaker
- 5.3 PAG Senior Home Visit
 - 5.3.1 Coloured presentation handouts: \$40.00*
 - 5.3.1.1 Tentatively approved, pending design submission
 - 5.3.2 Transportation: \$0.00
 - 5.3.2.1 No approved
 - 5.3.3 Gifts: 3 mugs
 - 5.3.3.1 Gift cards are not approved
- 5.4 PAG X Mount Sinai

- 5.4.1 Coloured handouts \$3.00
- 5.4.2 Gifts: 4 mugs
- 5.5 Smiles for Seniors
 - 5.5.1 Table cloth: \$0.00
 - 5.5.1.1 Use from last semester
 - 5.5.2 Polaroids: \$48.00
 - 5.5.3 Green Rolling Paper: \$0.00
 - 5.5.3.1 Use from last semester
 - 5.5.4 Paper Plates: \$0.00
 - 5.5.5 Paper Napkins \$0.00
 - 5.5.5.1 Ask Pam for napkins
- 5.6 Approved Total: \$544.98

6.0 IMHAP

- 6.1 Book Club
 - 6.1.1 Pizza: \$45.00
 - 6.1.1.1 based on \$3.00/person for food
 - 6.1.2 Within-faculty speaker gifts: mug
- 6.2 Movie Night
 - 6.2.1 Chips: \$16.92
 - 6.2.2 Pop: \$8.00
 - 6.2.2.1 to serve 24 people
 - 6.2.3 Popcorn: \$0
 - 6.2.3.1 approved from last semester, already approved 44 bags/pack
 - 6.2.4 Napkins: \$0
 - 6.2.4.1 approved from last semester to last the year
 - 6.2.5 Paper plates: \$0
 - 6.2.5.1 approved from last semester to last the year
- 6.3 Approved Total: \$69.92

7.0 Healthcare Toastmasters

- 7.1 Charter Members Welcome Party
 - 7.1.1 Pizza: \$41.20
 - 7.1.2 Delivery Fee: \$2.99
- 7.2 Banner: TBD
- 7.3 Approved Total: \$44.19

8.0 PSWH

- 8.1 Journal Club
 - 8.1.1 Food/Drink (Coffee, fruit platter, cookie): \$90.00
 - 8.1.1.1 Recommended amount for coffee: \$15.99 + tax for 15 cups (McDonalds)
- 8.2 Intimate Partner Violence Workshop
 - 8.2.1 Speaker: \$0.00*
 - 8.2.1.1 To be discussed - please send more information on the person for hire
 - 8.2.2 Pizza: \$240.00
 - 8.2.3 Delivery fee: \$2.99
 - 8.2.4 Pop: \$28.00
- 8.3 Social Media Campaign for PAM
 - 8.3.1 Gift cards: \$20.00
- 8.4 Brunch and learn for PAM
 - 8.4.1 7th generation midwife speaker: \$0.00
 - 8.4.2 We do not compensate speakers for their time
 - 8.4.3 Food/drink (breakfast, coffee, tea, milk): \$240.00
 - 8.4.4 Cups: \$4.00
- 8.5 Banner: TBD
- 8.6 Approved Total: \$624.99

9.0 POP

- 9.1 Promotion material for phrosh week
 - 9.1.1 Banner
- 9.2 French Conversation Session I
 - 9.2.1 Pizza: \$51.42
 - 9.2.2 Pop: \$7.00
- 9.3 French Conversation Session I
 - 9.3.1 Pizza: \$51.42
 - 9.3.2 Pop: \$7.00
- 9.4 Banner: TBD
- 9.5 Approved Total: \$116.84

10.0 PAIH

- 10.1 Lunch and Learn with David Burman (Faculty of Dentistry)
 - 10.1.1 Pizza: \$98.72
 - 10.1.2 Pop/water: \$15.00
 - 10.1.2.1 Pop = 3 (12 pack) x \$4.00 = \$12.00
 - 10.1.2.2 Water = 1 (24 pack) x \$3.00 = \$3.00
 - 10.1.3 UPS gift: mug
- 10.2 Approved Total: \$113.72

11.0 EVOLVE

- 11.1 Pharmacist Panel
 - 11.1.1 \$123.60
 - 11.1.2 Deliver: \$2.99
 - 11.1.3 Tip: \$5.00
 - 11.1.4 Pop: \$16.00
 - 11.1.4.1 4 x \$4.00
 - 11.1.5 Water: \$3.00
 - 11.1.6 Gift: 3 mugs
- 11.2 Online HOPE Campaign Promotion for PAM + Banner/Stand for Events
 - 11.2.1 Banner & Stand
 - 11.2.2 Gift Cards: \$15.00
- 11.3 Banner: TBD
- 11.4 Approved Total: \$165.59

12.0 SOAPE

- 12.1 Political Event
 - 12.1.1 Pizza: \$180.00
 - 12.1.1.1 \$3.00/person
 - 12.1.2 Pop: \$20.00
 - 12.1.2.1 5 (12pack) x \$4.00 = \$20
- 12.2 Saturday Program
 - 12.2.1 Supplies: \$0.00
 - 12.2.1.1 Please provide thorough explanation and specify what you are applying for
 - 12.2.2 Water: \$0.00
 - 12.2.2.1 Who is the water for? If for pharmacy students, reach out to Pam - will provide water for the pharmacy students
- 12.3 SOAPE Website
 - 12.3.1 Domain name: \$13.05
- 12.4 PAM
 - 12.4.1 Candy: \$30.00
- 12.5 Approved Total: \$243.05

13.0 Pharmacy Journal Club

- 13.1 Cookies, Coffee, and Journal Club

- 13.1.1 McDonalds Coffee: \$18.07
- 13.1.2 Cookies: \$9.02
- 13.1.3 Napkins: \$4.51
- 13.2 Lunch and Learn with Pharmacy Journal Club: Conducting Clinical Studies
 - 13.2.1 Banner:
 - 13.2.2 Pizza: \$48.47
 - 13.2.3 Delivery: \$2.99
 - 13.2.4 Tip: \$4.85
 - 13.2.4.1 10% tip
 - 13.2.5 Plates: \$4.51
 - 13.2.6 Water: \$3.00
 - 13.2.7 Pop: \$4.00
 - 13.2.8 Napkins: \$0
 - 13.2.8.1 Napkins will be provided from Pizzaiolo
 - 13.2.9 Mug: approved
 - 13.2.10 Card: approved
- 13.3 Cookies, Coffee, and Journal Club
 - 13.3.1 McDonalds Coffee: \$18.07
 - 13.3.2 Cookies: \$9.02
- 13.4 Banner: TBD
- 13.5 Approved Total: \$126.51

14.0 **IMAGINE**

- 14.1 IMAGINE Clinic
 - 14.1.1 Pizza: \$90.00
 - 14.1.1.1 Cheaper to go with Pizzaiolo, remember to include tax; it's cheaper to go order from one place
 - 14.1.2 Delivery charges: \$2.99
 - 14.1.3 Printing cost: \$3.00
 - 14.1.4 Gift cards: \$0
 - 14.1.4.1 Gift cards for UofT faculty and staff are not permitted
 - 14.1.4.2 May request mug, speak with Pam
- 14.2 Approved Total: \$95.99

15.0 **PSFCA**

- 15.1 Lunch and Learn
 - 15.1.1 Pizza: \$150.00
 - 15.1.2 Delivery fee: \$2.99
 - 15.1.3 Pop: \$12.00
 - 15.1.4 Water: \$3.00
 - 15.1.5 Gift: 1 mug
- 15.2 Lunch and Learn
 - 15.2.1 Pizza: \$150.00
 - 15.2.2 Delivery fee: \$2.99
 - 15.2.3 Pop: \$12.00
 - 15.2.4 Water: \$3.00
 - 15.2.5 Gift: 1 mug
- 15.3 Dessert and Learn
 - 15.3.1 Juice: \$8.00
 - 15.3.2 Water: \$3.00
 - 15.3.3 Muffins: \$45.00
 - 15.3.3.1 Based on \$5.00/6 pack of muffins (Shoppers, Longos, Superstore, Nofrills, Food basics)
 - 15.3.4 Gift: 2 mugs
- 15.4 Approved Total: \$391.98

16.0 **PhaSST**

- 16.1 Central Neighborhood House

- 16.1.1 Art Supplies: \$60.00
- 16.2 Kensington Art and Crafts Social Activity
 - 16.2.1 Art Supplies: \$40.00
 - 16.2.2 Taxi/Uber: \$12.00
- 16.3 Approved Total: \$112.00

17.0 PPI

- 17.1 Pediatric OTC Trivia Night
 - 17.1.1 Pizza: \$205.68
 - 17.1.2 Delivery: \$2.99
 - 17.1.3 Tip: \$20.57
 - 17.1.4 Pop: \$12.00
 - 17.1.5 Water: \$3.00
 - 17.1.6 Gift cards: \$15.00
- 17.2 Educational Panel/Lunch and Learn
 - 17.2.1 Pizza: \$171.40
 - 17.2.2 Delivery: \$2.99
 - 17.2.3 Tip: \$17.14
 - 17.2.4 Pop: \$8.00
 - 17.2.5 Water: \$3.00
 - 17.2.6 Gift: 3 mugs
- 17.3 Approved Total: \$461.77

18.0 PhaMSA

- 18.1 Lunch and Learn at Scott's Mission
 - 18.1.1 Food: \$210.87
 - 18.1.2 Water: \$15.00
 - 18.1.3 Ziploc: \$8.48
 - 18.1.4 Sandwich bag: \$2.83
 - 18.1.5 Printing: \$6.78
 - 18.1.6 Tablecloth: \$4.24
 - 18.1.7 Tissue: \$22.03
 - 18.1.8 Transportation: \$10.00
 - 18.1.8.1 Based on estimated uber cost
- 18.2 Trivia Night
 - 18.2.1 Pizza: \$51.43
 - 18.2.2 Delivery: \$2.99
 - 18.2.3 Tip: \$5.00
 - 18.2.4 Pop: \$8.00
 - 18.2.5 Gift card: \$25.00
- 18.3 Banner: TBD
- 18.4 Approved Total: \$372.65

19.0 Seniors Outreach

- 19.1 Interprofessional Panel
 - 19.1.1 Pizza: \$180.00
- 19.2 Approved Total: \$180.00

20.0 PSASS

- 20.1 Trivia Night
 - 20.1.1 Pizza: \$153.45
 - 20.1.2 Tip: \$8.00
 - 20.1.3 Delivery: \$2.99
 - 20.1.4 Pop: \$20.00
 - 20.1.5 Gift: 1 mug
- 20.2 Lunch and Learn

- 20.2.1 Pizza: \$153.45
- 20.2.2 Tip: \$8.00
- 20.2.3 Delivery: \$2.99
- 20.2.4 Pop: \$20.00
- 20.2.5 Gift: 1 mug
- 20.3 Banner & Stand: TBD
- 20.4 Approved Total: \$368.88

21.0 PMP

- 21.1 Food: \$273.00
 - 21.1.1 Total requested was \$546.00. Funding based on estimate of last year attendance (50 people)
- 21.2 Pop: \$12.00
- 21.3 Water: \$3.00
- 21.4 Delivery: \$25.00
- 21.5 Brochure: \$1.80
- 21.6 Lanyards and name tags: \$10.00
- 21.7 Faculty gift bags: 15 gifts
- 21.8 Plates/Cutlery: \$6.00
- 21.9 Approved Total: \$330.80

22.0 Dragon Boat

- 22.1 Benson pool practice #1: \$114.25
- 22.2 Benson pool practice #2: \$114.25
- 22.3 Trial lake practice: \$252.00
- 22.4 Toronto International Registration: \$0.00
 - 22.4.1 We do not believe cost is a deterrent to registration
- 22.5 Approved Total: \$480.50

23.0 COMPPS

- 23.1 COMPPS Panel Event
 - 23.1.1 Pizza: \$180.00
 - 23.1.2 Delivery fee: \$2.99
 - 23.1.3 Pop: \$8.00
 - 23.1.4 Water: \$3.00
 - 23.1.5 Gift cards: \$0.00
 - 23.1.5.1 Not approved for speakers, please see Pam for alternative gifts
- 23.2 Suppository Compounding Workshop
 - 23.2.1 Pizza: \$72.00*
 - 23.2.1.1 Tentatively approval, please explain how pizza fits into event schedule
 - 23.2.2 Delivery: \$2.99
 - 23.2.3 Pop: \$4.00
 - 23.2.4 Water: \$0.00
 - 23.2.4.1 Did not meet standardize water prices (\$3.00 for a case of 24 bottles)
 - 23.2.4.2 Please contact Pam (provide a free case of water from UPS).
- 23.3 Approved Total: \$272.98

24.0 Choir

- 24.1 Pharmacy Choir Rehearsals
 - 24.1.1 Sheet Music: \$20.00
 - 24.1.1.1 Based on last semester's receipts
 - 24.1.2 Photocopies: \$6.00
- 24.2 Pharmacy Arts Nights
 - 24.2.1 Programs: \$6.00
 - 24.2.2 AV Technician: \$175.00
- 24.3 Approved Total: \$207.00

25.0 TOTAL APPROVED FUNDING: \$5,832.00 + Banners (TBD)

26.0 Notes:

- 26.1 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.
- 26.2 Pizza funding is based on \$3.00 per student. Tax is taken into account. Pizza deal with Pizzaiolo
 - 26.2.1 \$17.14 for XL Pepperoni (12 slices) - \$1.43
 - 26.2.2 \$20.60 for Party Pepperoni (24 slices) - \$0.858
 - 26.2.3 \$2.99 for delivery fee
- 26.3 Fundraisers are not funded by UPS money.
- 26.4 Pop, (coke, sprite, etc) pricing is based on \$4.00 for a case of 12. Water is based on \$3.00 for a case of 24 bottles.
- 26.5 Coffee and tea are included within \$3.00 food budget
- 26.6 Maximum tip amount = 10%
- 26.7 Gifts are only to promote awareness for events, NOT for presenter/panelist
 - 26.7.1 If you would like a gift for presenter/panelist, please speak to PAM about mugs, cards and pens
- 26.8 Clubs that have submitted banner designs may order standardized banners through vistaprint.ca

- 27.0 Motion to Adjourn: Michelle Wang
Seconded: Meagan Hatch
Meeting adjourned: 21:00

