



Undergraduate Pharmacy Society 2018-2019



Meeting Minutes – UPS Meeting # 6 / OPA Cup & Awards Meeting

Date: Wednesday, March 13th, 2019

Time: 5:48 PM – 7:48 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., Shreeya T., Roshni P., Michelle W., Wendy C., Kendra H., Belle L., Yimin L., Rachel A., Carmen C., Elaine N., Meagan H., Farhat H., Matthew Luu, Peter Z., Andrew H., Joseph N., Christina T.

Guests: Kirby Y.

Regrets: Michael V., Sera L., Aisha C., Alena T., Matthew Lau, Deuk K., Cindy Z., Steven S.

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

A. Call to Order: Chris T.

B. Motion to Begin: Chris T. motions to begin at 5:48 PM.

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

C. Agenda:

1. Old Business

a. **Remaining Constitution Motions**

i. **Presenter(s):** Chris T.

ii. **Article 7**

○ Article 7.5.3

- Last meeting, we changed the wording of the revision to “Any revisions equal to or less than \$250 to an approved budget must be approved by the Finance Committee. The annual net 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.”

○ Chris T. motions to approve of the proposed changes to Article 7.

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

iii. **Article 12 (of the 2018 Constitution)**

○ Removal of all of Article 12

- This is the article in the Constitution that pertains to SIF. It was to be removed from the Constitution but many points were brought up against the removal of it. Accountants & auditors read our Constitution, and the SIF committees and clubs currently use it as a strong reference.

● Discussion:

- It is important to define SIF in the Constitution. All other details do not have to be set in the Constitution as it changes year to year based on the decisions of the SIF Committee. As mentioned before, auditors also need the



Undergraduate Pharmacy Society

2018-2019



SIF description to be in the Constitution. As such, the SIF section should not be completely removed but the fine details (i.e. SOP) can be put into an appendix.

- For now, we can keep this section in the Constitution and change it next year as re-wording it will take some time.
 - Chris T. motions to approve of the proposed changes to Article 12 (of the 2018 Constitution).
 - Tom F. seconds the motion.
 - **Majority – Motion passes**
 - iv. **Appendix VI (of the 2019 Constitution)**
 - Appendix VI.1.4
 - In the event that no Pharmakon members register for PDW, could UPS points or reimbursements be used as incentives for them to sign-up? Pharmakon members were to discuss with the Finance Directors as reimbursements would cost quite a bit of money.
 - Discussion:
 - After discussing with the Pharmakon rep who went to PDW this year, they think it is fine without any reimbursements.
 - **Motion dropped**
- b. **2TO RateMyAPPE Website**
- i. **Presenter(s):** Roshni P., Narth S.
 - ii. The website is currently still up.
 - iii. Carmen met with the people who made the site, who explained that they made the website to help facilitate decision-making for APPE rotations. Many people expressed that in community sties, they did mainly tech work.
 - iv. The goal that the creators had in mind was to eventually have UPS take over this website. However, this is not possible as faculty members are strongly against the idea of this kind of website.
 - v. For now, we can have the creators include a disclaimer on the website to let people know that this is not an official website.
 - Feedback that is included on the site should also be moderated to make sure it is objective and the password to the site should be changed every year.
 - If the creators would like the continue this website, they should reach out personally to the incoming 4th-year class to discuss this.

2. Updates on Activities

a. **Lunch & Learns**

- i. **Presenter(s):** Shreeya T.
- ii. The OPA lunch & learn two Friday's from now will be the last one for this academic year.
- iii. As a result of the implemented strategies, less people are leaving right after food.
- iv. However, sign-ups are still a problem. Many people are signing up for the event but not showing up. We are already accounting for the drop-out when deciding how many tickets to have available. In the future, we can emphasize that no attendance means no UPS point.

b. **Pharmakon Yearbooks**

- i. **Presenter(s):** Kendra H., Belle L.
- ii. We currently have 80 orders for the 2018-2019 yearbook sale but we will be promoting the sale next week since the early bird sales were held during exams when everyone was busy.
- iii. Some reasons for low interest in yearbooks:



Undergraduate Pharmacy Society 2018-2019



- One reason could be that students (especially first-years) don't want to pay upfront for it until they see what's inside (e.g. Will they be in it? Are their friends in it?)
 - All photos taken by Pharmakon are also already posted online so everyone has access to them and wouldn't need to necessarily buy the yearbook to get the photos. Any efforts made to restrict the photos (e.g. Not posting them, watermarking them) have received negative feedback from students.
 - People might also have been confused about the sale this year as the 2017-2018 yearbook hadn't come out yet.
 - Students also either collect all the yearbooks or do not collect them at all.
 - iv. This year, we revealed the cover photo this year which might have helped with sales. Belle has also been selling past yearbooks for students who may have regretted not buying them before.
 - v. The idea to only sell the yearbook when it comes was brought up. However, we wouldn't know how many to order and we may end up with many leftover, leading to a deficit.
 - vi. To improve yearbook sales next year, we could include a blurb about it in the Summer Package so all incoming first-years get some exposure to it.
We could also hold 2 sales for the yearbooks at different times of the year. There may be additional fees to print the second round after the first round has been printed but we could bump up the price for second-round orders to cover for these fees.
- c. **Pharmacist Awareness Month**
- i. **Presenter(s):** Rachel A., Elaine N.
 - ii. PAM Kick-Off
 - This year during the kick-off event, we gave out PAMburgers instead of PAMcakes (done last year). PAMburgers showed to be a better idea since the time overlapped with lunch more than breakfast. It also wasn't hard to get the ingredients and burgers are much easier to cook, especially with pre-cooked patties.
 - In attendance, we had members from the OCP & OPA, our Dean, as well as other faculty members.
 - A social media contest was held where students can take a picture using the PAM filter for a chance to win prizes though there was not much engagement.
 - The OPA committee and EVOLVE also held booths to promote their events that students can participate in to earn UPS points.
 - We also collaborated a lot with the faculty's Communication team. Steve and Kate came up with a plan for PAM and there has been lots of footage and posts on their platforms.
 - iii. Outreach Events
 - These events are ongoing throughout the month and we have 60 volunteers running these events.
 - We also have new topics this year: sexual health education for Kids in Medicine (KIM) events, and naloxone education for Pharmacy Outreach Day (POD) events.
 - iv. 2T0 Mock OSCEs
 - We had a little less than 30 participants and low volunteer drop-out rates. We generally received positive feedback for this event.
- d. **Industry Night**
- i. **Presenter(s):** Roshni P., Narth S.
 - ii. Industry happened on March 4th and was held in PB 850.
 - iii. The event was opened to 3rd-years only due to room capacity restrictions and Waterloo students were invited as well. The event was also live-streamed though many people weren't aware of this. Afterwards, companies set up booths in the Atrium for students to check out.
 - iv. Information was also disseminated through CAPSI.
 - v. Next year, we can try to book a lecture hall to accommodate more people.



Undergraduate Pharmacy Society

2018-2019



- e. **Semi-Formal**
 - i. **Presenter(s):** Wendy C., Catherine Z.
 - ii. Semi happened on March 8th at Hart House and the event was sold-out and a success overall.
 - iii. Next year, it would be better if we could get more volunteers as well as push the event to 7 PM so that the set-up can be finished before people start arriving. This year, the Hart House staff didn't finish setting up until 6 even though they had said they'd be done by 5:30 so this pushed our event back a little.
 - iv. Many of the decorations this year were also used last year. Since most of the items re-usable, we can continue doing so for future years.
 - v. This year, we also had someone create name cards for us in calligraphy and many people liked it. We can contact her again for next year.
 - vi. We are still making the final payments but everything will be wrapped up soon.

3. Updates on Upcoming Events

- a. **OPSIS**
 - i. **Presenter(s):** Matthew Luu, Pamela I.
 - ii. OPSIS will be taking place from March 22nd to 24th and things are still being finalized.
 - iii. In terms of finances, we usually start off with \$12k (from Waterloo & UPS) and then get sponsorships to cover any costs over that.
 - o We have two big sponsors this year, OPA & Merck, but we still have \$3000-4000 less in sponsorships compared to last year.
 - o Hotel costs are around \$20k and buses cost \$2000. There are still some minor expenses that have still not been processed and those will cost around \$2000 total.
 - o This raises the questions of whether OPSIS will be financially feasible next year.
 - iv. This year, we have increased the price of going from \$80 to \$100.
 - v. We should reach out to sponsors earlier in the Summer and decide whether or not to plan OPSIS again next year based on the amount of sponsorships we get.
 - vi. We received 88 applications this year but (from U of T & Waterloo) but many people are dropping out. It is not that applicants are dropping out after payment & confirmation, it is that they aren't paying by the deadline so implementing a deposit system wouldn't help.
 - vii. Some reasons why students are not interested in OPSIS:
 - o Students may like to know the topics & speakers in advance to see if it's worth going.
 - o In the debate & care plan competitions, upper year students would have to do most of the work so upper year students may be hesitant to apply due to this.
 - o Some people may choose not to go if their friends are not going.
 - o This semester has been rough for 2T1s and many would like to use that weekend to rest up and do their own thing.
 - o Some students may be interested in going but because they do not have much leadership experience, they do not think they'll be selected when compared to other students who have more credentials.
 - viii. Next year, we could make the sign-up process a first-come-first-serve basis like PDW instead of application-based to attract more people.
- b. **CAPSI Interprofessional HIV/AIDS Panel**
 - i. **Presenter(s):** Rachel A., Elaine N.
 - ii. This even will be happening on March 19th in the Health Sciences building and it is an IPE-credited panel organized by the 2nd-year rep.
 - iii. The topic was decided on nationally and the event will feature various healthcare professionals discussing cases and also facilitating small group discussions surrounding the cases.



Undergraduate Pharmacy Society

2018-2019



- c. **CAPSI/IPHSA Mental Wellness Panel**
 - i. **Presenter(s):** Rachel A., Elaine N.
 - ii. This event will be held on March 27th.
 - iii. The topic was decided on nationally by CAPSI members and since the topic overlapped with IPHSA's event as well, it will be a joint event.
 - iv. The event will feature various healthcare professionals discussing resilience & challenges among HCPs. There will be a Q&A session as well.
 - d. **Toronto's Next Top Pharmacist**
 - i. **Presenter(s):** Rachel A., Elaine N.
 - ii. TNTP will be held at The Boat again and tickets are \$5 each. The amount of money made will go towards the winner's charity of choice.
 - iii. There are 6 contestants this year with a wide variety of talents and contestant reveals have begun.
 - iv. Food will also be served at the event.
 - e. **CAPSI/CSHP Evidence-Based Medicine Competition**
 - i. **Presenter(s):** Rachel A., Elaine N.
 - ii. This event will be happening on April 1st.
 - iii. Students will be working through a case and analyzing, critiquing, & critically appraising it.
 - iv. We are hoping to receive some sponsorship from CSHP this year, possibly as CSHP conference tickets for winners of the competitions (valued at \$35/ticket).
 - f. **Drug Product Fair**
 - i. **Presenter(s):** Carmen C., Cindy Z.
 - ii. The Drug Product Fair will be happening on March 29th in the atrium during the day. The flooring and layout of the booths is still being planned.
 - iii. This year, we will have around 5 companies. This is less than last year as our prices for the booths have increased. Because we do not have many companies coming, we will not be using the 1st floor glass room.
 - g. **OPA Cup**
 - i. **Presenter(s):** Andrew H.
 - ii. The OPA Cup will be held on Sunday, March 31st from 3 – 5 PM, though we only have the rink until 4:45 PM.
 - iii. The previous years have had 2.5 hours of ice time. This year, we only have 2 hours of ice time so we are trying to make the schedule as compact as possible. To do so, we will not be having the President vs. President shoot-out and there will be 15 minute periods instead of 15-15-20.
 - iv. The after-party will be held at the Maddy at 5:30 PM.
4. **Updates / Presentations from Council Members**
- a. **President**
 - i. **Dean's Meeting**
 - We recently had a meeting with Dean on March 6th.
 - The 10% decrease in tuition will affect our program.
 - As student fees may be optional next year, we asked the faculty if we could get a list of the people who opt out of the student fees as these funds pay for the Grad Formal and many other UPS events and initiatives (e.g. Yearbooks, CAPSI events, intramurals, scholarships).
 - The faculty didn't have an answer for us but questioned whether we wanted to build a sense of community or be exclusive by having this list. While we do strive for the former, it is unfair that students who do not pay can still participate in events that other students are paying for.



Undergraduate Pharmacy Society

2018-2019



- We could make the students fees mandatory with no opt-out option next year but we currently do not have plans on how to do this yet.
 - The biggest concern currently is with the incoming first-years as they don't know where student fee funds are going to and wouldn't be sure whether they should pay or not.
 - Jamie Kellar also brought up the point that many students are not showing up to class especially when there is a guest speaker.
- b. **Vice-President**
- i. **Awards**
 - We have chosen the winners for awards now and will be sending out the application form for Club of the Year soon.
 - To clarify, the Paul Halligan award is decided on by the faculty; the Points & Awards Committee just accepts the applications.
 - For the UPS Award (Year 1), there were no suitable candidates who fit the criteria. As such, we are contacting potential applicants to apply award and the deadline will be next Monday (March 18th). After the deadline, PAC will discuss this again.
 - The criteria for the award was a student that has made **significant** contribution to student life at the faculty. Neither of the applicants were deserving on the award.
 - It is reasonable that students may not have that much experience and involvement in 1st-year but this was not an issue in the past.
 - While we thought of withholding the award this year, Brenda would like all awards to be given out.
 - ii. **SIF**
 - Club banner regulations have been finalized and clubs are now ordering in their banners.
 - This year, we had double the amount of money so we were able to fund banners.
 - In the future, all clubs will register with ULife as official clubs to get other benefits and more funding,
 - iii. **Awards Night**
 - Awards Night will be happening on April 5th.
 - The amount spent on awards is quite hefty, totaling at approximately \$12k.
 - The top tier award (Walton award) costs \$40 each.
 - We are thinking of getting rid of the medals for the Student of the Month & Athlete of the Month recipients as they cost \$15/each. Instead, we can give certificates to acknowledge their efforts. Many recipients of these awards in the past have thrown them out since then.
 - The Community Engagement Award could also be switched over to a certificate as the cost of getting this award is more than the cost for awards that require more UPS points (e.g. The Plaque Award). If not a certificate, we could also get plaques instead since they would still cost the same if not less as the higher awards.
 - This topic will be further discussed by the PAC.
- c. **Secretary**
- i. **UPS Points Deadline**
 - The deadline for UPS Points submissions is this Friday (March 15th). Any outstanding participant/attendee lists for events should be sent in by this date.
- d. **Finance**
- i. **Audit Update**
 - The 2015-2016 audit has been completed and submitted now and we should be receiving the financial statement in a few weeks. When it comes, we will be submitting it to the U of T staff and we will be able to receive our money.
 - We are currently working on the next audit.



Undergraduate Pharmacy Society

2018-2019



- ii. **SLL Funding**
 - o In the past, SLL used to give us money on a per-event basis. Now, they will be giving us a cheque in the beginning of the year to spend on whatever we need reimbursements for. This contract is for 2 years pending submission of audits every year. Any reimbursements for any old/past initiatives with SLL will go through Finance. Any new initiatives will require an application to be submitted to SLL first.
- e. **External Affairs**
 - i. **Faculty Sponsorship Collaboration Update**
 - o We recently had a meeting with Susan and Nadia to go over how sponsorships will be handled next year. We have agreed to form a partnership with them in reaching out to sponsors. The External Affairs Directors will be giving sponsors an idea of where their money goes for students and will also be responsible for maintaining a relationship with sponsors.
 - ii. **Community Outreach Fair**
 - o This event will be happening on March 28th and there will be 8-9 organizations coming in.
 - iii. **Blood Drive**
 - o We will be holding another blood drive during the first week of April.
 - iv. **CSHP Residents Speed Meeting**
 - o This event will be happening on March 26th and details are currently being finalized.
 - v. **CSHP Ontario Branch Meeting**
 - o This event will be happening on April 26th.
- f. **Athletics**
 - i. **Students vs. Faculty Basketball Game**
 - o The game will be on Tuesday, March 26th.
 - o We are currently negotiating the price for the court rental at Goldring. It will cost us \$500/hr with a 30% discount as this is a student initiative.
 - ii. **Inter-Class Dodgeball Event**
 - o We are currently trying to figure out a good time for this event after intramurals end. We are looking to have the event during the evening as many students don't show up when it's in the morning.
- g. **Monograph**
 - i. **Appendix I.2.17.2**
 - o As discussed during the last meeting, Monograph would like to publish 4 main issues + a pre-issue instead of 5 main issues + a pre-issue as in the past. This topic was tabled as a bigger discussion was required since it involved changes to the budget & could affect funding from the printing company.
 - o Monograph is not asking for an increase in budget, just a re-allocation of their funds.
 - o Every issue costs money to print. By printing one less issue, other issues can include more content (more pages) for the same price.
 - o After speaking with the Finance Directors and External Affairs Directors, Monograph will likely do a trial run next year of publishing 4 main issues instead of 5, at the discretion of the incoming Monograph Co-Editors, before implementing this in the Constitution.
 - ii. **Adobe Creative Cloud Subscription**
 - o As this initiative will heavily affect the UPS budget, Monograph will try and coordinate with Marketing for InDesign access to the subscription they bought this year. We will be doing a trial run for Issue 5 and seeing how the layout process will work.
 - If it is too difficult to coordinate, Monograph will look for room in their own budget to cover this subscription.



Undergraduate Pharmacy Society

2018-2019



- h. **Pharmakon**
 - i. **Yearbook Subsidies**
 - o Currently, Pharmakon class representatives get the cost of their yearbooks covered each year while the Sr. & Jr. photographers and designers do not despite their more active roles in creating the yearbook. We are proposing to give the subsidized yearbooks to the Sr/Jr roles instead of the class reps.
 - Discussion:
 - As per the Constitution, Pharmakon Co-Editors can choose whether or not class reps can receive yearbooks each year though they generally get it unless there is a strong enough reason for them not to. If Pharmakon could get 2 extra subsidized yearbooks (6 in total), they could give 4 to the Sr/Jr roles, and the remaining to the class reps that they believe deserve it since some class reps do more work than others.
 - The yearbook is sold for \$25/each to students but it actually costs more the print it. A lot of the selling price is already subsidized. Last year, the cost of printing the yearbook was \$8500 with the subsidized amount already deducted.
 - In reality, not many students buy the yearbooks and with this proposed change, you would be making even less from sales. The revenue generated last year was around \$5000. If the revenue gets lower, UPS would essentially be paying for the yearbooks.
 - If you wanted to give everyone on Pharmakon a free yearbook, you would have to subsidize 9 yearbooks (2 for Co-Editors, 4 for Sr/Jr roles, 3 for class reps). Since the Sr/Jr roles work much more on the yearbook than class reps, it would be more reasonable to cover their yearbooks instead. Class reps can get a discount instead of an entirely free yearbook. As well \$100 is an absorbable amount of us and giving free yearbooks would be a good reward for the Sr/Jr roles.
 - o Chris T. motions to amend the Constitution to say that 4 yearbooks will be covered by UPS, distributed at the discretion of Pharmakon.
 - This amendment would specify how many yearbooks we will be subsidizing as well as who would be getting the yearbooks.
 - Instead of specifying that the Sr/Jr roles will be receiving the yearbooks, we will be voting on who gets it every year instead of officially implementing it since Pharmakon Co-Editors change each year and how they do things will be different.
 - **Majority (2/3) – Motion passes**
- i. **Webmaster**
 - i. **UPS Points Website Server Update**
 - o Yesterday night, the UPS points website went under a server update and was out of service for a few hours. We were unaware of this and the site could not be accessed during that time. We will need to look into this further.
 - ii. **UPS Points Website Tidy Up**
 - o We should discuss which items from the past we would like the keep.
 - Last year, we removed everything that was before 2016. If needed, we could keep these removed items somewhere else.
- j. **1T9**
 - i. **PEBC Review Sessions**
 - o These sessions will be held at the end of April



Undergraduate Pharmacy Society 2018-2019



- ii. **Mock OSCEs**
 - The faculty did not want to help in organizing it last year so we will be doing things differently this year. We will be having 1T9s participating in the event be both the participants and the assessors for each other.
- k. **2TO**
 - i. **Residency Rep Elections**
 - Next year, we will be holding Residency Rep elections at the same time as the first-year class council elections (end of September).
 - ii. **Recruitment Rep**
 - The Recruitment Rep position was created to organize Career Fair & Drug Product Fair as these two events require a lot of work in reaching out to sponsors. Booths are sold to companies and this money goes towards the grad fund.
 - The Career Fair ran smoothly this year but for the upcoming Drug Product Fair, Susan took charge of reaching out to sponsors and basically recruited all the sponsors. In addition, she also increased the price of the booths so we do not have as many sponsors coming in this year. Since she has done the bulk of the role, this brings into question what there is left for the role of the Recruitment Rep.
 - Discussion:
 - The role is under-utilized now that Susan is taking charge in this. Recruitment reps can do more to connect students with potential employers and DPCs in the community, though this may make the role seem like a career centre.
 - The Residency Rep & Recruitment Rep roles were created to be counterparts to each other. The former would raise awareness regarding residencies and the latter would connect you to things that aren't residency.
 - Changing the role now would be too soon since nominations are happening next week. We can conduct a test run this upcoming year to see how the partnership with Susan goes and re-visit this next year. Nominees should be advised that this could be a potential change.
 - iii. **PEBC Orientation**
 - This event will be happening some time soon.

D. **Additional Business:**

E. **Setting of Next Meeting Date:** Wednesday, April 3rd from 6 PM to 9 PM in B150

F. **Motion to Adjourn:** Chris T. motions to adjourn the meeting at 7:48 PM.

- Carmen C. seconds the motion.
- **Majority – motion passes**