



# Undergraduate Pharmacy Society 2018-2019

## Agenda – UPS Meeting #7 - Transition Meeting

**Date:** Wednesday, April 3rd, 2019

**Time:** 6:00 PM - 9:00 PM

**Location:** PB B150

**Speaker:** Chris T. / Tom F.

**Minutes:** Gigi L. / Christina T.

**Outgoing Council Present:** Gigi L., Chris T., Tom F., Jacob P., Pamela I., Narth S., Catherine Z., Deuk K., Shreeya T., Michelle W., Wendy C., Aisha C., Alena T., Yimin L., Belle L., Steven S., Elaine N., Andrew H., Sera L., Meagan H., Michael V., Matthew Luu, Rachel A., Roshni P., Kendra H., Farhat H., Christina T., Joe N., Peter Z.

**Outgoing Council Regrets:** Carmen C., Cindy Z.

**Incoming Council Present:** Matthew Luu, Jacob P., Gigi L., Christina T., Meagan H., Patrick C., Shreeya T., John H., Aline H., Alena T., Jonathan K., Shelby Y., Andrew T., Jaily N., Katelyn L., Linda P., Sunny H., Tom F., Elaine N., Kristina M., Laurel L., Sera L., Michelle W., Wendy C., Yifan Z., Teagan B., Fabian C., Samantha C.

**Incoming Council Regrets:** Aya A.

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

**B. Motion to Begin:** Chris T. motions to begin at 6:23 PM

o Tom F. seconds the motion.

o **Majority – Motion passes**

**C. AGENDA:**

**1. Welcome to Transition Meeting**

a. Presenter(s): Matthew Luu, Pamela I.

**2. Updates on Activities**

**a. OPA Dinner & Learn (OPA)**

i. **Presenter(s):** Sera L.

ii. The last OPA Dinner & Learn was hosted on March 18. The turnout was better compared to the Dinner & Learn in February, which was during midterms.

iii. We are looking at trying to get different topics for next year and are open to suggestions.

**b. OPA Cup (OPA)**

i. **Presenter(s):** Sera L.

ii. The game was very exciting. It was a close final score of Waterloo: 6 and University of Toronto: 5.

iii. A special thank you goes out to all of the OPA committee members, volunteers, and UPS members (especially Athletic Directors).

iv. The pep rally and after party at the Maddy went relatively well.

a) However, some thing to note was that the Maddy was not prepared for as many people that showed up. There was only one bar open for ~120-150 people in attendance between both schools. Staff at the Maddy said they were only prepared to have around 80 people.

b) It might be worthwhile to look into bigger venues for the future.



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- v. In terms of money, we were expecting \$1000 from a sponsor, but that did not pan out, which made planning this event difficult. Luckily, SSSL were more generous towards this event and this helped a lot.
  - a) The budget needs to be allocated better for next year. An idea is to have the hosting school cover 75% of the costs with 25% contribution from the visiting school.
  - b) Each school receives \$1750 from OPA. This is the amount it costs for the visiting school to bus their school to the hosting school.
    - a. There are probably cheaper options for buses. OPSIS buses were around \$800-1000.
- c. **CAPSI Interprofessional HIV/AIDS Panel (CAPSI)**
  - i. **Presenter(s):** Rachel A., Elaine N.
  - ii. The second year CAPSI reps hosted this event. It was an IPE-accredited event, and it had a very good turnout from students of other faculties as well.
  - iii. The speakers included a physician and pharmacist who specialized in HIV, a social worker and a nurse. The food distributed were sandwiches from Subway. Overall, the event was very well received.
  - iv. This event is usually collaborated with a student group, but we can look into other options to get accredited as they are not really involved in planning process, and are just needed for accreditation.
- d. **CAPSI & IPHSA Mental Wellness Panel (CAPSI)**
  - i. **Presenter(s):** Rachel A., Elaine N.
  - ii. Every year, CAPSI holds a symposium with a topic decided by CAPSI National in line with IPHSA.
  - iii. There was a social worker, physician, and pharmacist in attendance. Overall, the event was successful.
  - iv. The even was held In the Walmart Building across from Exam Centre. It is a nice space with good lighting that can accommodate 80 people.
    - a) Contact Prof. Marie Rocchi for potential use in the future.
    - b) Link: <http://cpd.pharmacy.utoronto.ca/programs/ipgcanada/walmart-canada-international-pharmacy-centre.html?fbclid=IwAR2UJZcUhG79DqnR1QLCdEw01sbRqXibvtxGLJurLGdInsY1NWHzWhYiR88>
- e. **CAPSI/CSHP EBM Competition (CAPSI)**
  - i. **Presenter(s):** Rachel A., Elaine N.
  - ii. There was a collaboration with CSHP this year to get tickets to the annual Ontario CSHP conference and gift cards as prizes for the winners. Winners will be announced Sunday.
  - iii. The competition was a critical appraisal competition.
    - a) You receive an article, critically appraise and analyze it, then make recommendations.
  - iv. The total attendance was 36 people, and the event was held in PB850. Tim Hortons was served. Overall, successful.
- f. **OPA Lunch & Learn (External)**
  - i. **Presenter(s):** Aisha C., Shreeya T.
  - ii. This time, food was given out at the end.



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- iii. There were some difficulties with planning this event.
  - a) OPA wanted to reschedule, in order to have Allan Malek as a speaker.
  - b) The even was just then pushed back to April, and it all worked out.
- g. OPSIS (PVP)**
  - i. **Presenter(s):** Matthew Luu, Pamela I.
  - ii. OPSIS was a success with good turnout.
    - a) We experienced some difficulty with getting people to confirm their spots, but it worked out in the end, and we received positive feedback.
  - iii. There were some planning issues faced:
    - a) Finances
      - a. Last month, we were in the debt while planning, but now we are in the positive range.
      - b. Whole Health ended up sponsoring us for \$1,500 (\$750 for each school)
      - c. We are still waiting for sponsors to submit to us.
      - d. Numbers were adjusted in the end in terms of food.
        - i. We planned to pay for food for 90 people, but only had 78 delegates to pay for.
      - e. The extra money will be going to next year's OPSIS.
    - b) Applications
      - a. There were a lot less applicants this year.
      - b. The application process may deter students from applying.
        - i. It may be worthwhile to reduce the amount of work needed to be chosen.
    - c) This is will not be a part of the new sponsorship package for next year.
      - a. Phrosh will be a separate sponsorship package too.
      - b. The new PVPs should look for sponsorships early
        - i. We uually did it in December, but most companies make their budget during summer, so reach out during then.
      - c. We were sponsored by CPhA and RxFiles this year.
        - i. These should be used as prizes, so we do not have to spend as much on chocolates or other gifts.
- h. Student vs. Faculty Basketball Game (Athletics)**
  - i. **Presenter(s):** Andrew H., Matthew Lau
  - ii. The event was a success, and it went very smoothly.
  - iii. The turnout from audience (students) was more than expected (30-40 people).
  - iv. For next year, this event should planned 2-3 months in advanced based on feedback from Faculty members.
    - a) We were only able to get 2 professors to participate.
    - b) Varsity was slow in responding, which delayed how quickly we could send the email out to Faculty.
  - v. We are still trying to figure out if there is a balance due and what we are being charged.
- i. Toronto's Next Top Pharmacist (CAPSI)**
  - i. **Presenter(s):** Rachel A., Elaine N.
  - ii. There were six contestants competing, consisting of four 2T1s and two 2T2s.



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- iii. The food served was spring roll and this was fine.
- iv. There was an issue where one act was controversial.
  - a) In the future, acts should be screened to make sure it is appropriate before going up.
- v. All of the segments were new and original this year.

### 3. Updates on Upcoming Events

#### a. Awards Night (VP)

- i. **Presenter(s):** Pamela I.
- ii. It will take place Friday, April 5 from 6-8 PM, but we have PB B150 booked starting 4 PM to set up.
- iii. The awards were picked up today.
  - a) There is an excess of Pharmacy P's.
    - a. Next year, we should try to find a vendor located within Canada. We used a vendor based in California, but these were shipped from Pakistan.
    - b) Switched over many awards to certificates this year, which reduced costs.
      - a. These awards include the Community Engagement Award, MVP, Student of the Month & Athlete of the Month
    - c) Other awards are put through ACE awards.
- iv. Overall, the cost of all the awards was reduced down to \$6000.
  - a) Two years ago, the awards costed \$6000, last year, they costed \$10000.
  - b) More people are winning awards now so cost is going up. This may be due to an increase in the number of clubs, events and funding.
  - c) Allocation of points to accommodate for points inflation should be discussed for the future.

#### b. New Cabinets

- i. **Presenter(s):** Matthew Luu
- ii. There is a recurrent issue with UPS meeting room where space is limited and items are always on the floor.
- iii. New cabinets are being installed on left side of room
  - a) Please move your stuff to the other side within the next week.
- iv. In the future, make sure to not block access to the CAPSI lockers in the meeting room.

#### c. Transition Details

- i. **Presenter(s):** Pamela I.
- ii. Cleanliness
  - a) Clean out the storage room for items that are no longer needed.
    - a. Especially CAPSI, Events, Athletics and Pharmakon
  - b) There are also many items in the UPS meeting room and office that do not need to be there right now.
    - a. This can be better organized when the new cabinets/shelving are installed.



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- Tom F. motions to put Vote of Confidence discussion details in-camera
- o Peter Z. seconds
  - o **Majority – Motion passes.**

#### 4. Voting of Senior Council Positions

- a. Presenter(s): Chris T.
- b. Matthew Luu motions to approve the transition of Jr. Finance Director, Meagan Hatch, to Sr. Finance Director.
  - i. Michelle W. seconds
  - ii. **Majority - motion passes**
- c. Matthew Luu motions to approve the transition of Jr. External Affairs Director, Shreeya Thakrar, to Sr. External Affairs Director.
  - i. Aisha C. seconds
  - ii. **Majority - motion passes**
- d. Matthew Luu motions to approve the transition of Jr. CAPSI Representative, Elaine Nguyen, to Sr. CAPSI Representative.
  - i. Rachel A. seconds
  - ii. **Majority - motion passes**
- e. Matthew Luu motions to approve the transition of Jr. Athletics Director, Matthew Lau, to Sr. Athletics Director.
  - i. Andrew H. seconds
  - ii. **Majority - motion passes**

#### 5. Transition of Keys from Outgoing to Incoming Executives / Transition Debrief

- a. **Presenter(s):** Gigi Lai

#### 6. Welcoming of 2019-2020 UPS Council

- a. **Presenter(s):** Jacob P., Gigi L.
  - i. PowerPoint Presentation:  
[https://docs.google.com/presentation/d/1jzdiAek4wI58ZM1WYrg\\_JLTXB0pVxQdoN1B\\_avKW-UM/edit#slide=id.p3](https://docs.google.com/presentation/d/1jzdiAek4wI58ZM1WYrg_JLTXB0pVxQdoN1B_avKW-UM/edit#slide=id.p3)
- b. List of Incoming Council Members (2019-2020):
  - i. **Past-President:** Matthew Luu
  - ii. **UPS President:** Jacob Poirier
  - iii. **UPS Vice-President:** Gigi Lai
  - iv. **Executive Secretary:** Christina Truong
  - v. **Senior Finance Director:** Meagan Hatch
  - vi. **Junior Finance Director:** Patrick Cheung
  - vii. **Senior External Affairs Director:** Shreeya Thakrar
  - viii. **Junior External Affairs Director:** John Huynh
  - ix. **Events Co-Directors:** Aline Huynh & Alena Tran
  - x. **Senior Athletics Director:** Matthew Lau
  - xi. **Junior Athletics Director:** Jonathan Ko
  - xii. **Pharmakon Co-Editors:** Aya Akrawi & Jailyen Yen
  - xiii. **Marketing Co-Directors:** Katelyn Lei & Linda Pham
  - xiv. **Monograph Co-Editors:** Andrew Tu & Shelby Yiu



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- xv. **Webmaster:** Sunny Huang
- xvi. **Speaker:** Tom Fung
- xvii. **Senior CAPSI Representative:** Elaine Nguyen
- xviii. **Junior CAPSI Representative:** Kristina Miclat
- xix. **UTSU Representative:** Laurel Liang
- xx. **OPA Student Board Member:** Sera Lee
- xxi. **2T0 President:** Michelle Wang
- xxii. **2T0 Vice-President:** Wendy Chen
- xxiii. **2T1 President:** Yifan Zhou
- xxiv. **2T1 Vice-President:** Teagan Baumen
- xxv. **2T2 President:** Fabian Cretu
- xxvi. **2T2 Vice-President:** Samantha Cesario

### 7. Presentation: Review of Robert's Rules

- a. **Presenter(s):** Tom F.
  - i. PowerPoint Presentation:  
[https://docs.google.com/presentation/d/1jzdiAek4wl58ZM1WYrg\\_JLTXB0pVxQdoN1B\\_avKW-UM/edit?usp=sharing](https://docs.google.com/presentation/d/1jzdiAek4wl58ZM1WYrg_JLTXB0pVxQdoN1B_avKW-UM/edit?usp=sharing)

### 8. Approval of Faculty Co-Advisors (Voting)

- a. **Presenter(s):** Jacob P., Gigi L.
  - i. Applications:  
[https://docs.google.com/document/d/1Zgcx\\_d7sq9JuuXcta6pDSYwRDkg1mime1IGulcjmSzo/edit?usp=sharing](https://docs.google.com/document/d/1Zgcx_d7sq9JuuXcta6pDSYwRDkg1mime1IGulcjmSzo/edit?usp=sharing)
  - ii. Faculty advisors act in an advisory capacity to General Council. They are encouraged to attend meetings and are concerned with appropriate function of UPS. In particular, with Finance, they review all binding contracts .

Jacob P. motions to move approval of Faculty Co-Advisors into camera

- o Gigi L. seconds
- o **Majority - Motion passes**

#### b. Voting of Faculty Advisors

- i. Jacob P. moves to approve Lachmi Singh as Faculty Advisor
  - o Yifan seconds
  - o **Majority - Motion passes**
- ii. Jacob P. moves to approve Kenny Tan as Faculty Advisor
  - o Wendy C. seconds
  - o **Majority - Motion passes**

### 9. Updates/Presentation from Council Members

- a. **President**
- b. **Vice-President**
  - i. Co-Curricular Record (CCR) Continuation



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- a) The CCR is used to recognize your contribution and extra-curricular activities at UofT. It puts it into writing, and it is good for when you are applying to things within UofT (i.e. grad schools, professional schools). UPS has done the CCR in the past (3 years ago), and there is a question about whether we want to start doing it again.
- b) In order to be recognized on the CCR, at the beginning of the year, a goal-setting form is filled out. This gets approved by a staff verifier. In this case, it would likely be our Faculty advisors. Midway through the year, the staff verifier checks in with us and we tell them what we have done to achieve our goals. In April, we talk to them again, and provide a recap. If we successfully completed our goals, they log into the CCR site to give us recognition. All positions would have to update with what they do, as there are core competencies that need to be met.
- c) If we move forward with this, we would have to reply before September, but ideally, we want to know before then so we can start the process. This discussion will be tabled for now.

**c. Secretary**

**d. Finance**

**e. External Affairs Directors**

- i. The Community Outreach Fair was completed and went well.
- ii. We will be meeting with the Susan and Nadia from the Advancement Office soon to touch base with what is going on next year in terms of sponsorship.

**f. Athletics**

**g. Events**

**h. CAPSI**

- i. Kristina and Elaine will be going to PXP conference and will receive a transition document for PDW2022 planning, which will begin this summer.

**i. OPA**

- i. The student advocacy kit will be promoted tomorrow afternoon.
  - a) We are open to suggestions and feedback when making the new kits.

**j. UTSU**

**k. Marketing**

- i. Previous Marketing Directors have indicated that it was successful for them to use Adobe Creative Cloud, shared with the Monograph Representatives. However, the subscription expires in June. What is the process for renewing the subscription?
  - a) A motion needs to be put forth and voted upon.
  - b) We need to check what the cost of renewing the subscription would be. The cost that we paid last year was the cost for 1 year. To renew it, it may be more expensive than what we were paying in the past.

**l. Monograph**

- i. Previous co-editors proposed to reduce the number of issues distributed from five to four.
  - a) This has been discussed before; there might be an issue with the advertising company, but a trial run will be done. This was not amended in the Constitution, so there was no vote with it.



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- m. Pharmakon
- n. Webmaster
- o. 2T0
- p. 2T1
- q. 2T2
- r. 2T3

### D. Other Business

- a. Reimbursements for this year must be submitted ASAP via e-mail to Finance.

### E. Next Meeting

- a. End of July/early August - scheduling will be completed later on.

### F. Adjourn Meeting

- a. Christina T. motions to adjourn the meeting at 8:42
  - o Shreeya T. seconds
  - o **Majority - Motion passes**