



Undergraduate Pharmacy Society

2019-2020

Agenda – UPS Meeting #3

Date: July 29, 2019

Time: 6:00 PM - 8:00 PM

Location: PB 850

Speaker: Tom F.

Minutes: Christina T.

Present: Matthew Luu, Jacob P., Gigi L., Christina T., Meagan H., Shreeya T., John H. (online), Aline H., Matt Lau, Shelby Y., Aya A., Sunny H., Tom F., Michelle W., Wendy C., Yifan Z. (online), Fabian C. (online), Teagan B. (online), Samantha C.,

Regrets: Jonathan K., Andrew T., Katelyn L., Jailyn Y., Kristina M., Sera L., Elaine N., Patrick C., Laurel L., Linda P., Alena T.

Faculty Advisors: Kenny T. (regrets), Lachmi S.

A. Call to Order: 6:14pm

B. Motion to Begin:

- a. Christina motions to begin the meeting at 6:10 PM
- b. Gigi seconds the motion
- c. Majority - motion passes

C. AGENDA:

1. Old Business / Remaining Budget Motions

a. Presenter(s):

2. Updates on Activities

a. Science Rendezvous

- i. **Presenter(s):** Jacob P.
- ii. Science Rendezvous is a street fair by UofT where science faculties show off their programs. Pharmacy had a booth with two activities: capsule making and blister-pack making.
- iii. A couple of obstacles occurred during the event: on the morning of the event, the materials were being brought over, but the materials had not been fully prepared. Instead of making capsules, we did hardness testing, which still worked. Blister-packing involved candies following a prescription. Two years ago, this event was ran at Science Rendezvous, and the Dean back then did not think it was a good idea, because children might eat their parent's blister packs. We changed the activity last minute, where the children made the blister-pack and then put candy into a ziplock bag. In the future, change the blister-pack activity. Volunteers were very helpful and overall, everyone enjoyed the event.

b. Summer Mentorship Program

- i. **Presenter(s):** Jacob P.
- ii. This is a yearly event where high school students from underprivileged backgrounds visit the professional faculties. Two events: pharmaceuticals event by Dr. Dubins, PPL event



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where they checked prescriptions and watched counselling. Some changes from the past: past events were too challenging for high school students, and they did not see the purpose of the event. To address this, there was a 2-3 minute spiel to put everything into a frame of reference to show the purpose of the activity and engage them.

3. Updates on Upcoming Events

A. Back-to-School Mixer

- i. **Presenter(s):** Jacob P., Gigi L.
- ii. The mixer event will take place September 5 from 12-2 PM. It is in early phases of planning. Event will consist of BBQ manned by Faculty. There will be an order form put out beforehand so people can order food. Tug-of-War and Summer Package distribution - cannot book 1st and 2nd floor fishbowl during school because it is a study space
- iii. Marketing will make a banner once we know who the sponsors are.
- iv. Athletics will reach out to Faculty to see who wants to participate.
- v. Pharmakon will be there to take photos.
- vi. CAPSI should reach out to local council to help distribute package items. UPS members will also be needed to help hand out Summer Package items.
- vii. Other notes: we may need to buy propane, so we will need money from finance.
- viii. Last year, there was a lot of extra food, so there may have been people who abandoned their ticket. There are always people who want food, but did not sign up.
- ix. Campus Police were on site two years ago - give them a heads up as to what is going on during our event. They may also want to participate in Tug-of-War

B. Interprofessional Boat Cruise

- x. **Presenter(s):** Alena T., Aline H.
- xi. It will take place on September 6, on the same boat as the past few years, Enterprise 2000. Boarding will start at 7 PM, and depart at 8. Sign-up sheet for Pharmacy is in the Summer Package.
- xii. The boat capacity is 350, and 250 spots are reserved for pharmacy, other spots for Waterloo and other healthcare profession faculties (not much reception from them yet). Pharmacy UofT students: ~50 people have bought so far, majority are 2T3s, some 2T2s. Early bird deadline is August 4 for \$45. Waterloo tickets are just \$45 because they are paying for transportation to come to Toronto.

C. Phrosh

- xiii. **Presenter(s):** Fabian C., Samantha C.
- xiv. Planning is going well. Events, leaders, schedule have been planned out.
- xv. Sponsorships: we are still waiting to hear back from a few. We are working on the promoting Phrosh, since the deadline is August 4. We appreciate any help and support in promotions. It is difficult because not all are in the 2T3 Facebook group, so we have e-mailed Brenda to see if she can e-mail on our behalf to advertise to 2T3s directly.
- xvi. About 89 sign ups for phrosh; we expect a lot of last minute sign-ups, but do want to promote as much as possible.
- xvii. A possibility is to extend the deadline for Phrosh for a few days (like last year). The 2T3s also have a separate Facebook group chat - may be more comfortable talking privately.



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- xviii. Can promote at the CPR sessions as well. Always order more t-shirts and extra stuff to add more people beyond “deadline.”
- xix. Theme is Phairytale Phrosh (not Disney-related)
- xx. Finance-wise: Estimate \$25000 profit, including Banquet costs. Initially, we were working with \$18000 profit, but then we had sponsors come in to help us: i.e. Scotiabank and potentially National Bank (was not a sponsor last year). This is operating based on 170 phrosh sign ups.

b. Orientation Banquet

- i. **Presenter(s):** Gigi L., Fabian C.
- ii. This will take place on September 20 - a week earlier than previous years due to scheduling conflicts with the venue.
- iii. This means 2T3 council elections are being held earlier because of that (results coincide with the banquet) - so try to advertise council and elections, since nominations will be the week after Phrosh.
- iv. The venue was supposed to be more expensive this year, but they kept it the same price as the past due to our loyalty.
- v. We are getting numbers for Faculty attendance, whose tickets are covered by the Dean
- vi. Keynote Speaker: Zubin Austin

4. Updates/Presentation from Council Members

a. President

- i. Changes in Room Bookings
 - 1. There are changes in room booking process. Previously, it was through Franco. This year, it is with Ruth Carew (reception4.phm@utoronto.ca).
- ii. Meeting with Dean Lisa Dolovich
 - 1. Meeting on Wednesday to discuss UPS issues, ie. student fees and other concerns. Will establish working relationship. She has been a Faculty member for a while, but we will get her up to speed.
- iii. Meeting with OEE
 - 1. Lay foundation on working relationship - of particular importance, level and quality of communication. A lot of good strides were made in terms of expectations for communication and transparency for the past year. If you have anything that want to be discussed, message JP or Gigi.
- iv. Pizza Sponsor
 - 1. Pizzaiolo on Bloor Street. Renewed the sponsorship: 15% off orders for Pharmacy groups or clubs - text or call Karma (416-871-1519) and say you are with pharmacy.
- v. Alumni
 - 1. If we get alumni to events, message Tara O’Leary (tara.oleary@utoronto.ca) to give Alumni Office a heads up.

b. Vice-President

- i. CCR Updates
 - 1. There must be some minor edits. The CCR application needs to be completed every year to renew CCR status. Expansion on what we have currently written is necessary so the reviewers know what the position entails and why you



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deserve CCR status. Add 2-3 sentences to what you have current written, as this will be sent mid-August.

2. The next steps are individual goal-setting and tracking part - everyone gets a goal tracking sheet.
 3. Timeline: In January, meet and go over goals, progress or obstacles. April: Go over it again, final update on goals and hopefully everyone achieves their goals. Go over it with Lachmi and Kenny to validate it for CCR.
- ii. Slack
1. Get the Slack app on your phone. Helps to facilitate group discussions, and having everything UPS-related on there. Refer to JP's Facebook post on how to use notifications. Less important things go on Facebook. Example: club exec discussion was slow (people at work and EPE), but some items require urgency.
 2. Once you go to 10,001 messages, old messages will be deleted. You can pay to keep the messages, but it is pay-per-member - some positions can share an account.

c. Secretary

d. Finance

- i. Audit update: We were 4 audits behind. Talking with the auditing firm - they will wrap things up. They want to give us all four audits at once to make sure everything is put into the right year. Then we will pass them on to the school and get out student fees. Rate limiting step: answering questions - every Tuesday, we update audit people.
- ii. Account status: concerned about boat cruise deposit. We may not have \$10000 to give, we will definitely have \$5000 to give. Last year, there was a big issue because we didn't give the money until after Boat Cruise. The payment must be on time this year. Estimate date for the money: August 6th. Meagan has back up plans in terms of obtaining funding - in the past, we asked the school for an advance on student fees from last year, so they might do that, but it may take up to 2 weeks.
- iii. Last year, it was mentioned that when audits are completed, we receive money from student fees. We still have to pay the auditors, because we have not paid them for the last 4 years (\$6000/year), but we are expecting a lot of money. We have not filed HST for the last 4 years, but we will file when audits are done, so we can obtain not-for-profit status once again.

e. External Affairs Directors

- i. It has been a challenge this year. We have partnered with Faculty to develop a unified front (excluding Phrosh and OPSIS; Product/Career Fair are under same package with base-line and add-ons). Challenge: The Faculty has noticed that other Faculties are asking for a lot more money for Lunch & Learns (Dentistry charges \$10k, we have charged \$1k), so our baseline prices have increased. Before, companies could sponsor us for \$500, now the minimum is \$5000; we have lost a lot of sponsors from the past now. Newer companies are more hesitant, because they are smaller or they do not know what we have to offer. We only have Pharmasave as a returning sponsor (doubled to \$6000). So we may have less sponsors, but more contribution per sponsor now. Hopefully, after a few years of transition, this will be even more successful. Susan and Nadia believe there is enough in SLL to keep us funded for the new couple years. We are still trying to get more sponsors and we are optimistic.
- ii. Keep in mind that one of the encountered problems was Phrosh being separate. Prior to this year, Scotiabank was entitled exclusivity over Phrosh week, which should not be



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allowed for just \$2000. Usually it costs \$500k. So this change allowed National Bank to sponsor phrosh, which is great! However, National Bank's only interest is Phrosh Week and they do not see the value of L&L throughout the year, so they only want to sponsor phrosh for \$3.5k instead of \$10k. We are trying to meet in the middle at \$6-7k with added CPR and other benefits. If everything was together, it could be add-ons to a baseline cost - something to consider for the future.

- iii. Note: last year, Scotiabank was not given exclusivity, but maybe in the last few years, it was something that happened. National Bank even thought so.
- iv. CHSP is getting organized for the school year.

f. Athletics

- i. Started organizing Soccer Cup with Waterloo. Aiming for September 28th (September 21st was previously in talks, but likely not any more since Orientation Banquet will be on the 20th). Brady is the team captain and wants a team by the end of August, which should be feasible. We will ask 2T3s shortly about participating.
- ii. The other issue is figuring out a bus or transport to get the team and spectators to Waterloo. Two years ago, there was only one bus. There was also an issue where the bus we used was more expensive than the OPSIS bus, so Kenny paid for the debt we owed. It may be time to switch bus vendors.
- iii. Intramurals: drafting teams soon. The reality is that we will probably need to cut a couple teams, since a lot of 2T0s made up the majority of a lot of teams (i.e. flag football and hockey) - will need to see who captains the teams and numbers.
- iv. In the past years, there were booths to sign up and "try-out" for the different divisions/skill levels. It would cost money to rent gym. Let Matt or Jonathan know if you have ideas to get turnout numbers to increase.
- v. During UPS presentation, can we plug intramurals? Eddy will be running the Clubs Fair booth. JP can put in a slide and tell them what to say. Phrosh leaders should push intramurals and Boat Cruise.

g. Events

- i. Phollies: November 8th
- ii. Semi-Formal: March 6 tentatively - we need to figure out finance - normally we pay \$4-5k, but their recent estimate was \$12k

h. CAPSI

- i. CAPSI National Meetings at PxP2019
 - 1. PxP took place in early June. CAPSI reps from all 10 schools met up. During these meetings, CAPSI was informed of the opt-out system - this was startling because UofT has the highest numbers, so it will affect finances. They did a worst-case scenario of 50% opt-out
- ii. Phrosh Ice Cream Social
 - 1. Reached out to supplier from Summer's - no price increase. They will also supply us with disposable bowls and cutlery.
 - 2. Back-packs given out during this time and will not affect opt-out people. Expect the UPS room to be filled with backpacks - will need help to transport boxes.
- iii. PDW 2022
 - 1. Reaching out to the interim Dean to plan for this. Originally wanted to do this in July, but delayed because of Dean turnover.

i. OPA

j. UTSU



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- k. Marketing**
 - i. We appreciate marketing's work. In the future, please give them sufficient time and notice for any banners and graphics you want created.
- l. Monograph**
 - i. Fill out the Who's Who for pre-issue, which will be put out during Phrosh
- m. Pharmakon**
- n. Webmaster**
- o. 2T0**
 - i. 2T0s on APPEs - thinking of events (i.e. picnic at Trinity Bellwoods).
 - ii. Planning an event for fourth years to get in contact with 3rd years to talk about placements.
 - iii. CTC textbook sales + name tags/lanyard sales: no one on 2T0 council is able to attend September 5th to distribute the sale items - looking for help from UPS members.
 - iv. During the extracurricular timeslot, we should get access to PB B250 - but this year, we do not have this because of centralized priority.
 - v. Residency applications coming out soon - changes for industry and hospital residencies will align. In the past, industry apps had no cost, but it will be \$250 for industry for as many spots you want, and hospital is \$200 to apply for 8 spots.
 - vi. Career Fair: November 29th from 5-8 PM
 - vii. Still discussing fairness in ticket prices (i.e. how many semesters you opt out for) for Grad Formal. What is the easiest and fairest way to do this? Grad Fee is accumulated over the years - TBD.
- p. 2T1**
- q. 2T2**
 - i. CPR is now 2 days in person again. There is also a limit on the number who can attend each session. Still expect more to sign up as it goes into the fall.
- D. Other Business**
- E. Next Meeting**
- F. Adjourn Meeting**
 - a. Christina motions to adjourn at 7:20 PM
 - b. Shelby seconds the motion
 - c. Majority - motion passes