



Undergraduate Pharmacy Society

2019-2020



0Agenda – UPS Meeting #4

Date: September 10, 2019

Time: 6 PM - 8 PM

Location: PB 850

Speaker: Tom F.

Minutes: Christina T.

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., Aya A., Katelyn L., Sunny H., Tom F., Elaine N., Kristina M., Sera L., Wendy C., Yifan Z., Teagan B., Fabian C., Jenna M., Helen L.

Regrets: Jaily N., Linda P., Matt Lau, Samantha C., Laurel L., Michelle W.

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

A. Call to Order: Tom ca

B. Meeting begins at 6:19 PM

C. AGENDA:

1. Old Business / Remaining Budget Motions

a. Presenter(s):

2. Updates on Activities

a. Summer Package

- i. Presenter(s):** Christina T.
- ii. Some items were distributed during the UPS Back-to-School Mixer, but still need to distribute clothing, name tags

b. Phrosh

- i. Presenter(s):** Fabian C., Samantha C.
- ii. Phrosh happened from Sunday to Thursday; 192 phroshees signed up which was a lot
- iii. Any problems that arose were handled
- iv. Learned that there are no AEDs or first aid kits in the Pharmacy Building (closest is hydro building, TTC, Mars)

c. Back-to-School Mixer

- i. Presenter(s):** Jacob P., Gigi L.
- ii. Overall, the mixer went well. There were, ~400 orders. Set up started around 9 AM, grilling at 10:30 AM (30 minutes before mixer) and finished at 1 PM, which was perfect for the start of Tug-of-War
- iii. Issues: nearly ran out of burgers. Would have run out of burgers if all people with tickets actually showed up. Ticket scanners went down the line, so people were cutting into line past the ticket scanner - people in the program, outside program cutting line. Next year, recommended that ticket scanners stay closer to beginning
- iv. New banners this year - more translucent - it was facing the window and a lot of light was leaking in, so the photos didn't turn out as well. Publicize that there are photoshoots happening for next year.

d. Interprofessional Boat Cruise



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- i. **Presenter(s):** Alena T., Aline H.
- ii. Overall, it went well.
- iii. Issues: departure delayed by an hour - a lot of Waterloo students were late because of traffic from TIFF/Shawn Mendes. 100 Waterloo students invited - their council couldn't get a bus like they did last year - likely because we told them fluctuating numbers for our Waterloo student caps. Some drunk people were not allowed on the boat - in the future: maybe give a heads up that you won't be allowed on if you're drunk.
- iv. Made profit; almost sold out.

3. Updates on Upcoming Events

a. Orientation Banquet

- i. **Presenter(s):** Gigi L., Fabian C.
- ii. Most of the stuff of banquet is finalized - paid the remaining balance. All the tickets for people who attended phrosh and Faculty have been sent out. This week, we are selling tickets to 2T3s who did not attend phrosh.
- iii. About 220-230 attendees, not everyone shows up, likely ~180 people.
- iv. Mostly just work on the day of to prepare the venue

b. U of T vs. Waterloo Soccer Cup

- i. **Presenter(s):** Matthew Lau, Jonathan K.
- ii. Waterloo has booked venue already; we booked the bus.
- iii. On September 28, leaving around 2:15 PM from King College Circle; return at 10:30 PM
- iv. Hope to get a lot of members to practice on Thursday

4. Updates/Presentation from Council Members

a. President

- i. **Facilities manager**
 1. Faculty hired a manager - Tina (tina.harvey.kane@utoronto.ca). In charge of all things related to the physical building - reach out to her for concerns. Gigi and JP will meet with her on Friday - let them know if you have any concerns to be brought out
- ii. **Propane tank relocation**
 1. Not allowed to store tanks in loading dock due to safety. For anyone who needs them, they are on the 13th floor of PB - if you need access, e-mail David Koufis (david.koufis@utoronto.ca) to get access to them.
- iii. **Room bookings during year**
 1. Changes in room booking rules implemented second semester of last year. Any room designated as study space (first and second floor fishbowls) cannot be booked - even on the weekend. CPR should be primarily held in the summer if possible, or if we can apply for funding externally if they are to be held somewhere else.

b. Vice-President

- i. **CCR Goal Setting**
 1. CCR new year just started - template we filled out will be uploaded so we can renew our CCR status. Next is goal-setting and tracking.
 2. Refer to folder linked before, will be posted again. Fill in first page - what are 3 goals you want to achieve this year - what are the goals you want to achieve as



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a group together. Deadline ideally by next Friday. It won't be looked over by CCR people, but try to follow SMART goal-setting.

- c. Secretary**
- d. Finance**
- e. External Affairs Directors**
 - i. Update from the summer: overall with all the sponsorship, excluding what is being given to phrosh - we'll have ~\$22000, which is a lot compared to the last estimate we have. Anything that is still missing will be made up for by SSSL.
 - ii. New banner for Phollies, semi-formal
- f. Athletics**
 - i. Registered for softball tournament on Saturday
 - ii. Registering teams for intramurals - hope to get confirmation which teams we can actually fill
- g. Events**
- h. CAPSI**
 - i. Getting things ready for competition season. Still in the process of confirming competition dates, since we're waiting for 3rd year midterm schedule because we want to maximize attendance
 - ii. Promoting CAPSI, especially first years, for class council elections. Going fine.
 - iii. Need to talk to Faculty about PDW 2022. Just received the PDW documents which will need to be looked over. Hopefully to be done by October.
- i. OPA**
 - i. A lot of changes in terms of OPA. Student committee for OPA is undergoing a restructuring process - a student advisory committee will be connected to OPA staff. Consists of one chair and vice-chair from each school (UofT and Waterloo), then separate student chapters (4 reps from each class + chairs) - slides to be posted by Sera
 - ii. Earlier in the summer, there was a meeting with the OPA staff + Waterloo people - there wouldn't be a voting student member on the board any more. Will hopefully allow for more representation between both of the school.
 - iii. For the Dinner & Learns, we're only funded for D&Ls that deal directly with opioid topics - funded by the Ministry of Health, so it must be kept on that topic. How to manage LGBTQ on opioids - James Morrison will be coming in during the winter semester.
 - iv. Simran Sharma was the previous 2T2 representative on the OPA committee is moving into the vice-chair position. 2T2 and 2T3 rep positions will open up later - run by OPA.
- j. UTSU**
- k. Marketing**
- l. Monograph**
 - i. Just made open call for the first issue of the year.
 - ii. Tentative release date second week of October - will reach out to some groups directly for submissions
- m. Pharmakon**
 - i. Much of the focus has been on incoming 2T3s for Who's Who which turned out well. Looking to start editing them once the full team is assembled - should be out sometime in October.
- n. Webmaster**
 - i. Update on Website Status



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- ii. The website is still down - taken offline by the host because it is infected. The file system is mostly still in tact (UPS points, voting, auctions) should be available after the site is restored. Also have back-ups just in case. The malware could have gotten through outdated plugins or outdated coding manager. For the currently infected files, trying to remove them - some aren't able to be deciphered. Contacted the host; they can restore it to the August 16th back up that they have. If not, we might need a professional to resolve the matter.
- iii. Estimate of restoration: opened a ticket so it should be 24-48 hours before they can e-mail back on whether it was successful or not.
- iv. If we get a professional, we can discuss fees and who we choose for the service. Estimate: ~\$199 USD/year from one company. Host also provide service \$50/month but reviews are not great. It should be \$100-200. We don't have to continue services after restoring the site - likely to happen again in the future
- o. **2T0**
 - i. Tough because residency applications are going out and the 2T0s use the website.
 - ii. Opt-out percentages?: we do not have final numbers yet, because there are still 9-10 days left of the opt-out period. Can update once we get the numbers - numbers will be shared, not names.
 - iii. Next Friday is the Young Alumni Event, please attend if you can attend.
 - iv. Received name tags today, all the names were from last year, not this year. Stern e-mail was sent to see what happened. If they fix it, it might take them a while for the news ones to be made and delivered. Good thing is name tags are not really needed until MTM next semester, so some time to sort things out.
 - v. Clothing and lanyards should be good to distribute next week - Wednesday is ideal
 - vi. Had a social - fun.
 - vii. Invoices will be sent once the whole nametag situation is figured out
- p. **2T1**
 - i. Charity Week
 - ii. Charity week is November 4th to 8th (second week) - if anyone has any connections or works at a pharmacy where the owner or other workplace willing to donate or ask Teagon for formal letter to reach out on our behalf.
- q. **2T2**
 - i. Elections
 - ii. Because the UPS website is down, we cannot do elections through the website. Will be doing it through StudentLife for student bodies on campus.
 - iii. Only issue is that we need the UTORIDs to make sure the eligible, Linda sent that to the StudentLife people. Back up is a paper ballot, but we expect this to work.
 - iv. Nominations are through google form - close at Thursday midnight, Candidates Meeting on Friday and results during Orientation Banquet.
- r. **2T3**

D. Budget

- a. **Budget 2019-2020**
https://docs.google.com/spreadsheets/d/1XVxTkJPDIYBHGJzFlqyrYd-qLvTz4g5P1OJMrfhxXQ/e dit?fbclid=IwAR12mf_sokao4670_IGLEyTHXhQ6tIE-iTH0HGRXdRPO5T64LruKt1TgDk
- b. Normally at this point, we go through budget one at a time and go through changes and votes. Last year, we went through changes per section (i.e. Athletics), but this year - the student fee



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- opt-out going on means we won't get final numbers until Sept 19. And SSSL is willing to work with us in terms of the opt out fees, but not meeting with them until week of Sept 23, and sponsorship funds not 100% set in stone yet - can see in budget, includes Phrosh and Product Fair. So we don't want to approve anything tonight, but will talk about changes that were made - discuss anything, add or subtract things.
- c. Athletics: mostly everything stayed the same from last year. T-shirts were not sold last year, so numbers from the year before used. Waterloo is hosting soccer & hockey this year, so budget reflects that. Food & refreshments usually paid for by hosting school, but we only pay for GATORADE.
 - d. Awards & Grants: Main change = took out the Community Engagement Award changed from trophy to certificate - really cut down on costs from \$1400 to \$90. Decided on by PAC, continuing it would be good for money. Also used paper awards for AOTM, SOTM. Last year, catering (line 40), we used UofT catering which cost \$2000, but last year, Metro food trays were bought and it decreased to \$1039. Taxi & parking to obtain awards - used Uber last year, so it cut costs down a lot.
 - e. CAPSI: first two lines are national & local fees - numbers based on last year where everyone paid, but this year, people can opt out, so the numbers are subject to change, but hopefully not by much. Next lines are Pharmafacts & Compounding funded through SSSL.
 - f. CU Advertising: used numbers for two years ago, because final numbers for last year haven't been sent. Recently sent - John will try to find and send to Meagan.
 - g. Finance: normally, one audit costs ~\$6000 but since we haven't filed any audits in a while, the cost is more because we need to file all the years missed. Certain accounting firms will do pro bono work because we're a non-profit organization - so once we get these audits done, finding a firm that does it for FREE would be good. Almost all the audits are completed. The rest of the finance section is just service fees (e-transfers cost us \$1.50, bank draft costs \$7. We don't usually use it all.
 - h. Events: Phollies deposit has been paid. PAM: pamburgers or pamcakes TBD (up to CAPSI). Lipsync competition didn't occur last year, so the funds were re-transferred. Event hasn't happened for the last 2 years now. The reallocation can likely be used anywhere. IPSF Health Campaign - receipts submitted for PAM were like 20 receipts, IPSF receipts might have been lost, so the expenses are higher than what is listed in the budget. Events: 2 D&Ls and small gift for presenters. \$50 for prizes - spent most of that. Went over \$200. Can check the reimbursement forms - any from Helen or Julianna are for the Health Campaign - if they spent more, we can change the budget to what it was 2 years ago.
Boat cruise cost more this year, but we increase ticket price so we did make a profit.
Semi-formal - same as Phollies and boat cruise, numbers based on last year and ticket sales there as well. Will be updated when the events occur.
 - i. External Affairs: banners, backdrops, writing awards, community outreach. Banners & backdrops might be more expensive because we are getting framed, so it would get cut out of the sponsorship fund before it being given to us.
 - j. HST: we can file for HST, but we need audits - will do this when we finish audits. Unsure how much we would get back, but it would be some money - firm would help us file it. We get non-profit status back and might help us with sponsorship.
 - k. Subsidies for Student Exchange: changed from last year because SSSL was funding \$5000, but one student cannot get more than \$1500 now. So if we use \$5000, UPS will kick in additional money. This year, we had 4 students - no changes from last year. Hospitality fund - used this summer, receipts to be submitted.



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- l. Monograph: Four years \$4000, then didn't spend anything, then spent \$2500 - budget for Monograph to be decreased potentially. Monograph reps: have not looked at how many copies printed four years ago - will get back to finance.
 - m. Pharmakon: no changes made
 - n. Sponsorship: changed this year. In column B of sponsorship is what we got last year. Numbers not completely set in stone, but it's an estimate. The numbers in this current budget does not include the Product & Career Fair, so the number will actually be more - TBD hopefully by the end of the week.
 - o. Main income section: student fees and SSLL included. Blue column = money coming from SSLL. Student fees include grad, society and CAPSI fees - reflect what we received last year, but there will be changes since there will be opt-outs this year. Interest on Boundless: someone in the past invested money and we just split the money between the different classes. Do we know the breakdown between different classes? Would have to manually collect it.
 - p. UPS: general council expenses that include food for meetings, business cards, incoming class start up fund, UPS mixer (on budget), Halloween Social - no changes made. Approval Creative Cloud subscription on another year - will need to start thinking about that to vote. Marketing decided against renewing - Monograph uses InDesign - they only really need it for that.
 - q. Website: Did not pay domain fee last year. Hosting service fee would be roughly the same price \$395 USD/3 years. Domain expires July 2020, which is when we would have to renew the hosting service for another 3 years - would fall into the next year's budget. Only other thing that might be changed is the security issue fix if we need a professional
 - r. UPS council reimbursement form will be posted in the Facebook group soon - that is how you get your money back. Keep your original receipts.
- E. Constitution Updates**
- a. **Presenter(s): Tom F**
 - b. Updates to reflect motions over the summer
 - c. Mostly voted on student fees and how it affects voting and running for elections.
 - d. Constitution changes around elections. Must pay full fees to be eligible for UPS and be on council.
 - e. We already voted on this, just need to vote on the wording. Last year, we split the Constitution into the Constitution and the Code of Conduct (i.e. how elections work) - both will be updated.
 - f. <https://app.slack.com/client/THB2YBCHG/CHS17KKMM>
 - g. JP motions to approve the changes to the Constitution.
 - h. Kristina seconds the motions
 - i. **Majority** - motion passes
- F. Next Meeting**
- a. Will be a pseudo-budget meeting to approve the budget as a whole
- G. Adjourn Meeting**
- a. Christina motions to adjourn the meeting at 7:33 PM .
 - b. Matt Luu seconds
 - c. **Majority** - motion passes