



Undergraduate Pharmacy Society

2019-2020



Agenda – UPS Meeting #9

Date: April 1, 2020

Time: 6:00 PM - 7:00 PM

Location: Online

Speaker: Tom F./Annie Y.

Minutes: Christina T./Sadaf F.

Outgoing Council Present: Matthew Luu, Jacob P., Gigi L., Christina T., Meagan H., Patrick C., Shreeya T., John H., Aline H., Alena T., Jonathan K., Andrew T., Shelby Y., Katelyn L., Jailyn Y., Aya A., Tom F., Elaine N., Kristina M., Laurel L., Simran S., Michelle W., Wendy C., Yifan Z., Teagan B., Fabian C., Samantha C., Arnold R., Christine T.

Outgoing Council Regrets: Matt Lau, Sunny H., Linda P., Sera L., Matt Luu

Incoming Council Present: Jacob P., Fabian C., Samantha C., Sadaf F., Patrick C., Wei W., John H., Arnold R., Austin C., Aaron T., Jonathan K., Cindy T., David C., Amar D., Jailyn Y., Eileen L., Fiona L., Annie Y., Kristina M., Michelle C., Simran S., Shaon P., Cameron H., Grace L., Gigi L., Meagan H., Rolan V., Christina T., Christine T., Chelsea A.

Incoming Council Regrets:

Faculty Advisors: Kenny T., Lachmi S.

A. Call to Order:

B. Motion to Begin:

Christina T. motions to begin the meeting at 6:08 PM

Arnold R. seconds the motion.

C. AGENDA:

1. Welcome to Transition Meeting

a. Presenter(s): Jacob P. & Gigi L.

- i. Welcome.

2. Updates on Activities

a. OPSIS

- i. **Presenter(s):** Jacob P., Gigi L.
- ii. OPSIS was cancelled due to COVID-19 a week away. Currently in the process of refunding sponsors and delegates.
- iii. All of the major financial investments (bus, hotels) were willing to refund - received refund from bus, still waiting refund from Marriott Niagara Falls
- iv.

b. UPS Awards Night

- i. **Presenter(s):** Gigi L.
- ii. Was scheduled for April 3rd - will be emailing an online presentation
- iii. When Pharmacy Building opens again, the awards will be ordered

3. Updates/Presentation from Council Members

a. President

- i. **Dean's Meeting**
- ii. Could not have the meeting originally planned



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- iii. Put out a form to receive feedback; most of it was from 2T0s and 2T1s regarding convocation and what is happening next year - advocating for a postponed convocation, also emphasized that students scheduled to head into rotations for May who need to move for their rotations. Town Hall to address these concerns - still waiting to hear back in the next couple of days
- iv. **Council Transitions**
- v. Please reach out ASAP to help them transition.
- b. Vice-President**
 - i. **SIF Winter Reimbursements**
 - ii. Due to extracurriculars being cut short early, the deadline was moved up - it has already happened. Currently going through all of them to do reimbursements, but because the building is closed and we cannot get physical receipts from people, we are waiting to give out the cheques.
- c. Secretary**
- d. Finance**
 - i. Audits still not done - paperwork was brought up to continue doing the audits
 - ii. Megan is currently working on the more recent two audits, two already done.
- e. External Affairs Directors**
 - i. The last Lunch & Learn had to be cancelled, so we're trying to reschedule it with Pharmasave. Wrapping up with sponsors and regrouping with Advancement Office to talk about future sponsor with COVID-19
 - ii. Community Outreach Fair and UPS Blood Drive were cancelled
 - 1. May want to consider if we can still hold some sort of blood drive - will need to check if it is allowed with UofT initiative guidelines
- f. Athletics**
 - i. All sports and intramurals were cancelled
 - ii. Posted an online tracker to encourage exercise and health
- g. Events**
- h. CAPSI**
 - i. PAM was cut short, but still managed to have 8 PODs and 9 KIMs
 - ii. MS IPE event was cancelled, which was unfortunate, because it was IPE accredited
 - iii. TNTP - will not be cancelled altogether - will try to make it happen in either September or November next year - details will be ironed out, since winner goes to PDW
 - iv. Even though PAM was cut short, many initiatives were still carried out online to carry on the spirit of PAM
 - v. Tying loose ends with CAPSI National, but hoping to close our books for CAPSI council this year
 - vi. Pin design contest going on
- i. OPA**
 - i. Wrapped up most of the OPA events - ended up writing an article for the Monograph to talk about what OPA is doing around this time
 - ii. OPA Conference is cancelled this year
- j. UTSU**
 - i. UTSU's Got You was cancelled due to COVID-19
- k. Marketing**
- l. Monograph**



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- i. Last issue is coming out. It was delayed and we have received even more submissions, which is fine because everything is online.
 - ii. Will be released before exams
- m. Pharmakon**
- i. We do not have a lot of content, because some events have not happened. Trying to think of more content - photo submissions, superlatives, will add more spreads
 - ii. Distribution date will be pushed back (originally November, but events have been postponed)
 - iii. Sales: difficult to push them, because early bird sale was left open a little bit longer and there has been a lot going on - will continue to market it online
- n. Webmaster**
- o. 2T0**
- i. **2T0 class petition**
 - 1. March 14th - preceptors received emails where they would be continuing rotations - did not hear it from Faculty directly. Petition was put together to voice concerns - received over 80 responses and numerous comments - submitted it the day after to the Faculty
 - 2. There were many negative concerns, safety (hospitals, community) - moving forward, there was a reply from the Faculty that all the rotations would be paused for the next 3 weeks (March 16 to April 6).
 - ii. **Dean's Meeting**
 - 1. Discussed the current situation - some students do not want to continue rotations and some are really concerned about graduating on time, jobs lined up, and want to complete requirements
 - iii. **APPEs**
 - 1. Rotations for fourth years are done and will not conflict with third year rotations
 - iv. **Graduation/Convocation**
 - 1. All 2T0 students in good academic standing will be able to graduate despite APPEs being cancelled early.
 - 2. Convocation was cancelled, could not attend the convocations in November
 - 3. Advocating for postponed instead - Faculty has expressed hosting a celebration when COVID is over - unsure of when this will be
 - 4. Graduation formal is on hold - unsure if it will be able to happen. Still waiting to hear back from the venue and UofT in regards to if it will be cancelled. Options: funds could be reallocated to better graduation gifts if the formal is not held, postponement, donation fund from 2T0, etc.
 - 5. Even though convocation is cancelled, they still want elections for valedictorian and president for life to occur
 - v. **PEBC**
 - 1. Postponed indefinitely - they were supposed to be in May. Unsure of what the status of this is, but other licensing exams have been postponed to September or even later.
 - 2. Review sessions will still be held on Zoom
 - vi. **Town Hall**
 - 1. For fourth years - for people in good academic standing, they are able to get their PharmD.



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2. If students did fail a block, Faculty will be emailing those students for next steps
- vii. **Pharmacy Students → Interns**
1. Since fourth years will not be licensed as pharmacists due to PEBCs being postponed, they are suggesting to register as pharmacy interns - similar scope to students, allegedly paid more
 2. Pharmacy department is in contact closely with OCP
- p. **2T1**
- i. Previously planned some events in person and online - in person events were cancelled. Online events going well
- q. **2T2**
- r. **2T3**
- i. MMI Video Reveal: - trying to see how to advertise it. Mis have been cancelled and replaced with CASPER, but might be able to play it during Phrosh.
https://drive.google.com/file/d/1Z69vgpeGEF_-b1EXLfL15briY7b-w_9A/view?usp=sharing
 - ii. Transition meeting has occurred

Jacob P. motions to extend the meeting by 15 minutes

Michelle W. seconds the motion.

Motion passes

4. Voting of Senior Council Positions

- a. **Presenter(s):** Tom F.
- b. Christina T. motions to go in-camera for the topic of senior council transition.
- c. Jacob P. seconds the motion.
- d. Motion passes.
- e. Jacob P. motions to approve the transition of Jr. Finance Director, Patrick Cheung, to Sr. Finance Director.
- f. Andrew seconds the motion.
- g. Jacob P. motions to approve the transition of Jr. CAPSI Representative, Kristina Miclat, to Sr. CAPSI Representative.
- h. Shelby Y. seconds the motion.
- i. Jacob P. motions to approve the transition of Jr. External Affairs Director, John Huynh, to Sr. External Affairs Director.
- j. Meagan H. seconds the motion.
- k. Jacob P. motions to approve the transition of Jr. Athletics Director, Jonathan Ko, to Sr. Athletics Director.
- l. Wendy C. seconds the motion.

Christina T. motions to move out of camera.

Gigi L. seconds the motion. Motion passes

5. Constitutional Amendment

- a. Gigi L. motions to remove the Phollies Award from the awards in Appendix IV.1
 - i. Jacob P. seconds the motion
 - ii. The award is usually given to a student who contributes greatly to the year's Phollies.



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- iii. Rationale: it is good to recognize the help students provide for Phollies, but does not need an award
 - iv. Curling Bonspiel Award → subsidiary of the UPS Cup Award - given to the class with most attendance at curling.
 - v. Rationale: It is not a well-known award that people only realize is an award until Awards Night.
 - vi. Motion passes
 - b. Arnold R. motions to add “Metro Toronto Chapter Student Co-representatives (2) to and amend line to include selections will take place in December for all positions with the exception of the Co-Representatives taking place in April in Article I.2.13.2 under CSHP subcommittee.
 - i. Christine T. seconds the motion.
 - ii. Under the subcommittee in the Constitution, this was not included - it is not a new position.
 - iii. Motion passes
- 6. Transition of Keys from Outgoing to Incoming Executives / Transition Debrief**
- a. **a. Presenter(s):** Christina T.
 - i. Usually outgoing will give incoming council the keys
 - ii. Unfortunately with situation we won't be able to do that
 - iii. For now, hold on to them, wait until the COVID is resolved
- 7. Other Business**
- a.
- 8. Adjourn Meeting**
- a. Christina T. motions to adjourn at 7:00 PM
 - b. Shelby Y. seconds the motion
 - c. Motion passes

Agenda – UPS Meeting #1 (2020-2021)

Date: April 1, 2020

Time: 7:00 PM - 8:00 PM

Location: Online

A. Call to Order:

B. Motion to Begin:

Sadaf F. motions to begin the meeting at 7:01 pm.

Arnold R. seconds the motion.

1. Welcoming of 2020-2021 UPS Council

a. Presenter(s): Fabian C. & Samantha C.

i. Powerpoint presentation:

https://docs.google.com/presentation/d/130WkfbtfcZdMGlwR0dgNcSmnrP5Z3Fxc7EH_A9C47U8/edit?usp=sharing

- 1. Introduction of Members of UPS Council
- 2. FAQ

- a. UPS Meetings 1,2,6,9 are mandatory to attend



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- b. UPS website: uoftpharmacy.com
 - c. Sponsorship - discussed in summer meeting
 - d. Room Bookings: Ruth Carew, 4th Floor Reception
 - e. UPS Points:
 3. Vision for 2020-2021 UPS Council
 4. Communication:
 - a. Slack will be used
 - i. Subcommittees
 - ii. Chairs of Subcommittees to enforce
 - b. Facebook Group
 - i. General updates
 - ii. General council votes
 - iii. Meeting Information
 - c. Facebook Messenger Group
 - i. General Reminders and Discussions
 - ii. Separate Discussions for Individual Discussions between members
 - d. In-Person/Online Meetings
- b. List of Incoming Council Members 2020-2021:**
 - i. **Past-President:** Jacob Poirier
 - ii. **UPS President:** Fabian Cretu
 - iii. **UPS Vice-President:** Samantha Cesario
 - iv. **Executive Secretary:** Sadaf Fatima
 - v. **Senior Finance Director:** Patrick Cheung
 - vi. **Junior Finance Director:** Wei Wei
 - vii. **Senior External Affairs Director:** John Huynh
 - viii. **Junior External Affairs Director:** Arnold Ruste
 - ix. **Events Co-Directors:** Austin Cho & Aaron Tran
 - x. **Senior Athletics Director:** Jonathan Ko
 - xi. **Junior Athletics Director:** Cindy Tran
 - xii. **Pharmakon Co-Editors:** Cameron Ho & Grace Lo
 - xiii. **Marketing Co-Directors:** Eileen Liang & Jailyen Yen
 - xiv. **Monograph Co-Editors:** David Czosniak & Amar Deonandan
 - xv. **Webmaster:** Fiona Lui
 - xvi. **Speaker:** Annie Yao
 - xvii. **Senior CAPSI Representative:** Kristina Miclat
 - xviii. **Junior CAPSI Representative:** Michelle Chaung
 - xix. **UTSU Representative:** Shaon Parial
 - xx. **OPA Chair(s):** Simran Sharma
 - xxi. **2T1 President:** Gigi Lai
 - xxii. **2T1 Vice-President:** Meagan Hatch
 - xxiii. **2T2 President:** Rolan Vaisman
 - xxiv. **2T2 Vice-President:** Christina Truong
 - xxv. **2T3 President:** Christine Tan
 - xxvi. **2T3 Vice-President:** Chelsea Alder
- 2. Presentation: Review of Robert's Rules**
 - a. **Presenter(s):** Annie Y.



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- b. **PowerPoint Presentation:**
https://docs.google.com/presentation/d/1T4cgxD_EPuJo2LW-JvTgbm6W3D226Is9hyNyqfL2P4/edit?usp=sharing
- 3. **Approval of Faculty Co-Advisors (Voting)**
 - a. **Presenter(s):** Fabian C. & Samantha C.
 - b. Sadaf motions to go in-camera for voting of faculty advisors:
 - c. Rolan V. seconds motion
 - d. Motion passes.
 - e. Presentation of Faculty Advisors
 - f. **Voting of Faculty Advisors: Motion to accept Kenny Tan and Dr. Lachmi Singg as our faculty advisor (s)**
 - g. Samantha C. seconds motion
 - h. Motion passes
 - i. Annie motions to go out of-camera
 - j. Samanta seconds motion
 - k. Motion passes
- 4. **Updates/Presentation from Council Members**
 - a. **President**
 - b. **Vice-President**
 - c. **Secretary**
 - d. **Finance**
 - i. **Reimbursements for events**
 - 1. Confirm with Patrick
 - 2. Reimbursements will be issued by chreqes, e-transfers not currently provided
 - e. **External Affairs Directors**
 - i. External Affairs Student Writing Awards - Due Tuesday April 7th, 2020
 - ii. CSHP Council Application - Due Friday April 10th, 2020
 - f. **Athletics**
 - g. **Events**
 - h. **CAPSI**
 - i. TNTP to be rescheduled for November
 - ii. CAPSI National accepting nominations for Future of Pharmacy Excellence Award
 - 1. Link to nomination application:
<https://docs.google.com/forms/d/e/1FAIpQLSdaiU4qqnBY24dqgkxGI8Ela61JVQRDADnbWwOYb5hof1qv1g/viewform>
 - 2. Due: April 30th, 2020
 - iii. PDW 2022 - to be held in Toronto, ON
 - 1. Christine T. presents (PDW Planning Committee Co-Chair)
 - 2. Contracts for Hotel and Venue have been signed
 - i. **OPA**
 - i. Vice-Chair will be hired externally by OPA in September
 - ii. Constitutional Change: Vice-Chair will now be on Council
 - j. **UTSU**
 - k. **Marketing**
 - i. Requests for marketing materials (banners) required two weeks in advance
 - l. **Monograph**
 - m. **Pharmakon**



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- i. Event photography to be requested via form:
https://uoftpharmakon.wixsite.com/events?fbclid=IwAR2g0AQTbr8VROt2CYdWGzoqOWvPC7joRPHeBob7e_8_p5U6IltkaI3Pi8
 - n. **Webmaster**
 - o. **2T1**
 - p. **2T2**
 - i. **By-election** for two positions: Faculty Representative and Athletics Representative
 - 1. in progress - will be completed by Tuesday
 - q. **2T3**
 - i. Transition Meetings
- D. Other Business**
- a. Next Meeting: August but may need to hold an earlier meeting
 - b. Updates will be posted on Facebook Group
- E. Adjourn Meeting**
- a. Sadaf F. motions to adjourn meeting
 - b. Arnold R seconds motion
 - c. Motion passes