



Undergraduate Pharmacy Society 2020-2021



Agenda – UPS Meeting # 2

Date: Sunday August 23rd, 2020

Time: 7:00 pm - 9:00 pm

Location: Zoom - <https://utoronto.zoom.us/j/97719548501>

Speaker: Annie Y.

Minutes: Rolan V., Sadaf F.

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

Regrets: Kenny T (Faculty Advisor); John H; Simran S.; Austin C; Jonathan K.; Patrick C.

Faculty Advisors: Lachmi S.

A. Call to Order: 7:04 pm

B. Motion to Begin:

Sadaf F. motions to begin the meeting at 7:04.

Amar seconds the motion.

C. AGENDA:

1. Old Business / Remaining Budget Motions

a. CAPSI Fee Taxation

- i. Presenter(s): Kristina M., Michelle C.**
- ii.** Effective for the 2020-2021 school year, the CAPSI National membership fee Canada-wide will be \$15+tax per member, so U of T CAPSI fees will be \$16.95/student. We currently are paying \$15/student.
- iii.** Earlier this summer, our vote to increase annual student fees by \$1.50/student was not accepted by Vice Provost office, and we would need to conduct a student referendum in order to increase in the future.
- iv.** I motion that UPS reallocate an additional \$1.95/student from the \$36 society fees to CAPSI National for the 2020-2021 school year to accommodate for fee taxation.
 1. Fabian seconds the motion
 2. No oppositions; the motion has been passed

2. Updates on Activities

a. Summer Mentorship Program

- i. Presenter(s): Fabian C., Samantha C.**
- ii.** 12 student volunteers in total; shorter day than usual (half-day compared to full-day) -- not enough time to go through all activities but it was designed to be quick-paced



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- iii. UPS presentations still conducted as did the faculty (co-coordinated with Natalie Crown and David Dubins) (student life and program, respectively)
- iv. Presentation catered to individuals who identify as black or indigenous
- v. Reception: positive feedback

b.

3. Updates on Upcoming Events

a. Welcome Back Picnics

- i. **Presenter(s): Fabian C., Samantha C., Sadaf F.,**
 - 1. Webmaster has provided list of signups
 - 2. Will go through and identify # of attendees at each location and if any events can be condensed a
- ii. Collaboration with CAPSI council. Summer package order form is now closed. 237 students signed up, including volunteers; a large proportion of whom are in Downtown Toronto (80); more organizers are needed for Downtown Toronto and to be splitted to different sections
 - 1. Faculty response: Kenny informed from Jamie from Vice Provost office. As it is an off-campus event this is okay however we are to be responsible to be following health guidelines
- iii. This event replaces UPS BBQ. UPS BBQ funds → UPS picnic funds.
 - 1. CAPSI willing to contribute some funds as well due to inability to use funding for Ice Cream Social
 - 2. Budget still WIP due to allocation of events usually scheduled for the fall being cancelled.
 - 3. Upcoming motions in reflection of funding reallocation to be proposed soon
- iv. **Annie:** Inquiry: more UPS members to volunteer or students from LDFFP?
 - 1. Fabian: CAPSI/UPS top priority due to easiest communication but can be trickled down to Class Council as well. Otherwise other students from the faculty can be relied upon
 - 2. Additionally, more people might sign up as the date nears
- v. Cindy Tran volunteers to host online version of the picnic

b. Orientation Week

- i. **Presenter(s): Christine T., Chelsea A.**
- ii. Orientation Week has been converted online
- iii. 18 Phrosh Planning Committee members, divided into groups of 3 to plan each event



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iv. Finalized schedule here:



1. Each day will have 1 or 2 major events online hosted through Discord
- v. Total of 190 sign-ups from 2T4 class - major thanks to UPS Webmaster Fiona Lui!
 - vi. Online Orientation Week will take place mostly on Discord: <https://discord.gg/vPMKxGw>
 - vii. In-person Phrosh is planned but is deferred to a later time
 - viii. **Fabian:** Phrosh Name vs. Orientation Name?
 1. Christine: Orientation Week not to be confused with a proper Phrosh to happen in January 2021
- c. **Big Siblings**
- i. **Presenter(s): Christine T.**
 - ii. Matching underway by Phrosh Planning Committee Big Siblings event planning group
 - iii. Matching algorithm credits: 1T7 Shane Nirula
- d. **CPR Sessions**
- i. **Presenter(s): Christina T., Chelsea A.**
 1. Online and in-person blended sessions planned with Heart2Heart. Cannot book rooms on campus at the moment, so the classes will be held at Heart2Hearts Downtown location (216 Carlton Street).
 2. Current Dates Planned (as works best with the limitations imposed by H2H being Monday only)



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- a. Certification: August 31st, September 14th, September 28th, October 5th
 - i. Plan to offer more sessions later in the semester
 - ii. Right now about enough space for 50 students
- b. Recertification: September 7th, September 21st
 - i. Waiting for some students to fill in e-transfers but by the end of sign-ups we should be full
 - ii. >90 people sign-ups (more sessions can be hosted in a day than full cert)
 - iii. Possibly more sessions in the Winter term since most 3rd-year students have their certificates good for until Summer '21
3. Certification courses currently fully booked.
4. Exploring offering more classes in the early winter semester if the demand is still there.
- e. **CPHA Books (CTC and CTMA) - Sales and Distribution**
 - i. **Presenter(s): Gigi L., Rolan V., Kristina M., Sadaf F.**
 1. Communicated with faculty that we are able to receive these books. We can receive these orders and store them in the UPS room granted multiple precautions and communication with faculty to follow all health guidelines
 2. Challenge: redistribution for 4th years top priority - outdoor distribution.
 - a. One pick up date with staggered time slots for fourth years only
 - b. Possible delivery option for those who are not able to commute downtown to pick up the book. However, pricey; need to consider whether council will absorb costs or go with this decision
 3. Prices are listed below
 4. CTMA Book Price for students: \$280
 5. CTC Book Price: \$249
 6. CTMA and CTC will be 2019 editions; 2020 edition will not exist and next edition will be in 2021
- f. **UPS Merchandise and Swag - Sales and Distribution**
 - i. **Presenter(s): Gigi L., Meagan H., Sadaf**
 - ii. **Need** to confirm with faculty receiving orders
 - iii. Distribution will be same time as books - stagger times
- g. **RxFiles - Sales and Distribution**
 - i. **Presenter(s): Kristina M., Rolan V.**
 1. Postponed so sales can be coordinated with all Canadian schools - likely second semester; most Pharmacy schools prefer winter semester
 2. CAPSI price - \$80/book (tax free, no shipping, \$19 off cover price)
 3. Quote provided to 2T2 class council by RxFiles - \$80 + tax = \$84 (no shipping)
- h. **Dipiro Sales**
 - i. **Presenter(s): Kristina M., Michelle C.**
 1. CAPSI coordinate Dipiro sales as it does with CPHA books and RxFiles.
 2. Postponed until next semester due to the new edition of the handbook being released at the end of 2020. Since this resource is readily available online, we did not feel the urgency to move forward this until the new books are published.



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3. New edition will be 11th

4. Updates/Presentation from Council Members

a. President

i. UPS Keys

1. Response from Faculty received: according to UofT policies, this cannot be done as per usual. Key collection will be done in staggered stages. 2019-20 council will send in old keys first. New keys will be sent out at a later time
2. Will be getting update from Vera whose keys have been received and the \$20 deposit will be returned thereafter

ii. UTSU Professional Faculties Meeting

1. Meeting UTSU puts together for all professional faculties (law, nursing, medicine, phm) for any plans for the upcoming year considering COVID.
2. All professional faculties are dealing with similar issues and are taking on creative decisions to facilitate their own events while respecting COVID precautions

3. Annie: is this a recurrent meeting or a one-off meeting?

- a. Fabian: one-off. But they are maintaining communication through email threads and shared Office files

b. Vice-President

i. SIF Updates:

1. Fall SIF funding will now be \$6000 and cover all events from September to end of January while Winter SIF funding will be \$4000 for February until the end of the school year. To accommodate for this, the dates will be:
 - a. Fall term funding application deadline (for Fall term events) - Friday, September 25th, 2020 at 5 PM.
 - b. Winter term funding application deadline (for Winter term events) - Friday, January 15th, 2021 at 5 PM.
 - c. Deadline to submit expenses for the Fall semester - Friday, February 12th, 2021 at 5 PM.
 - d. Deadline to submit expenses for the Winter semester - Friday, April 23rd, 2021 at 5 PM.
 - e. Tentative date for fall pre-SIF meeting: Friday, Sept. 18, 2020 at 6-8pm
this is open for feedback before confirming
2. Also, as discussed with finance, we will be waiving the requirement for physical copies of receipts for reimbursements (we will archive electronic copies just for the fall semester tentatively)
3. **Meagan: despite accepting electronic copies, physical copies must be kept**
 - a. Samantha: agreed. Physical copies will be collected at a later time but electronic copies will be accepted for the time being
4. **Gigi: will electronic receipts also be accepted for the Winter 2020 semester?**
 - a. Reimbursements hadn't been coordinated yet due to inability to get physical receipts
 - b. Samantha: Patrick was the one who suggested regarding this coming fall term but for the other semesters they will be discussed as well

ii. UPS Leadership Entrance Scholarship

1. Updates to application requirements, as per Gigi's recommendations:



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- a. Combination of the two questions into one question
 - b. Font standardization to Times New Roman (size 12)
 - c. Limit to the space within the box, not to exceed 1 page
 - d. A note to applicants to not change the page margins or size of the box
2. The deadline for submissions is Aug 24 @ noon, Brenda will send me & Fabian submissions by Wed. Aug 26
 3. Blinded submissions will be sent to PAC, one of our faculty advisors (TBA), and Susan Drodge
 4. Recipient to be decided by Sept. 16
- c. **Secretary**
- i. **UPS points**
 1. Any outstanding points from last year will be updated by mid-September.
 2. Moving forward, points will be updated biweekly.
 - ii. **Clubs Approval and SIF Deadlines**
 1. Will be sending out email communication and post to PVP Clubs FB Group about deadlines for clubs to send constitutions, and deadlines for SIF
 2. Need to communicate with SIF Committee re:deadlines and SIF meeting deliverables
 - iii. **Clubs Fair**
 1. Communicate with 2T3 PVP about how clubs can be part of lineup
 - a. **Chelsea:** clubs have been communicated and representatives should be contacted to PPC to have them sign up for the clubs fair happening during the Discord-run Orientation Week
 - iv. **Key Returns, Deposit Refunds, and Key Assignments for 2020-2021**
 1. Discussed as above

D. Finance

- i. **Many reimbursements/refunds are being issued for multiple events that were cancelled due to the pandemic**
 1. Due to the nature of our bank account, we cannot refund students via e-transfer
 2. We are instead writing physical paper cheques and mailing them out to a valid mailing address in Canada
 3. We will most likely proceed with this method of reimbursement for the fall semester given that classes are online
- ii. **Update on the audit situation:**
 1. Meagan and I have been working on completing the audits that have been backed up from previous years starting at 2016
 2. This has been a lengthy process due to the sheer volume of transactions that need to be sorted through, as we need to go through 3-4 years worth of transactions
 3. We have set a tentative date to submit the audits by early September
 4. PxP 2019 and PDW 2020 subsidies will be reimbursed after the audits are accepted and the 200K in student fees have been released by the faculty

d. External Affairs Directors



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- i. Sponsorships**
 - 1. For sponsorship, OPA and National Bank have renewed their contracts with us. We tried reaching out to Scotiabank, but have not heard back. We are waiting to hear back from our past sponsors (pharmasave, Trudell, GSK)
- ii. CU Advertising**
 - 1. For CU advertising, we received a cheque in July for the ad in Monograph 3rd issue. It was received by the PB secretary – someone just needs to pick it up. We also have 3 ads for the yearbook this year and 1 for the UPS website
- iii. Career Fair**
 - 1. For the career fair, do we think a virtual one can be viable? There was talks of hosting one in November. Susan is hoping to start sending out invitations soon if we can host it. I'll also talk with Nicole (recruitment rep) to get her input.
 - 2. **Gigi:** Nicole should be in touch regarding an online version for sponsored career fair or are they waiting out to see if an online version can happen?
 - a. Arnold: as far as the faculty is concerned, if it's happening in November it must be virtual. Just waiting for responses at this point.
- iv. CSHP**
 - 1. For CSHP, we're planning to host events on Zoom this year.
- e. Athletics**
 - i. Tug of War, Waterloo vs. UofT Soccer Cup and UPS Curling Bonspiel**
 - 1. Cancelled to be replaced with Instagram Page
 - a. Cindy motions to open an IG page to replace tug of war and as an ongoing page post-covid as well
 - b. Amar seconds
 - c. No questioning
 - d. No oppositions
 - e. Motion passed.
 - ii. Instagram**
 - 1. Working with marketing to create a profile picture
 - 2. Ongoing effort post-COVID to stay active, allot UPS points for students who send in their submissions
 - a. Healthy recipes
 - b. 7-day fitness challenges
 - c. Fit tips
 - d. Sports Trivia
 - iii. Intramurals now an E-sports Tournament**
 - 1. Different interest in games, hope to have a discord/twitch live stream to watch the competitions
 - a. First place winner to be given a gift card of choice
 - 2. Top 2:
 - a. LEAGUE OF LEGENDS (COMPETITIVE, PC GAMING)
 - b. MARIO KART (RECREATIONAL)
 - i. Considering between mobile version or 8 Deluxe for Nintendo Switch
- f. Events**
 - i. Boat Cruise**
 - 1. Cancelled due to COVID restrictions



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- ii. **Phollies**
 - 1. Moving forward to make this an online option
 - 2. Combination of live performance and pre-recorded sessions
 - 3. Auditions to be held Sept. 25th, location TBA due to pending faculty response
 - 4. **Krisitna:** based on recent meeting with textbook distributions, they did seem very concerned about allowing people into the building. They wanted to make sure that whatever we are choosing and initiatives enacting are done on a matter of urgency. Need to be mindful of their precautions.
 - a. Aaron: Noted. We have discussed having auditions online and prefer it.
- iii. **Semiformal**
 - 1. Difficult to determine at this point whether or not a semiformal will occur.
 - 2. HartHouse is currently NOT accepting bookings but they have put our request on file and will notify us when plans going forward.
- iv. **Coffee House**
 - 1. Plan to switch this online, determining a streaming platform (Twitch, YouTube Live, etc.)
 - 2. Plan
 - a. Show will go on live but it will also be pre-recorded
 - b. PPC are being asked to help host the event. Asking performers to submit video submissions and this will play during the event
 - c. More engagement needed, current sign ups for performance is low
- g. **CAPSI**
 - i. **CPhA Opt-in**
 - 1. First round of opting in to the CPhA benefits occurred through the summer package. I do not need to submit to CPhA until late September. If anyone asks about opting in to their benefits, please let me know and I can add them to the list.
 - ii. **Competitions**
 - 1. PIC/OTC, Student Literary Challenge, Guy Genest are all still likely to happen. Compounding and Advice for life are unclear.
 - 2. National Future of Pharmacy Excellence Award accepting submissions. Please refer to Capsi UofT or email inbox for information.
 - iii. **Notebooks**
 - 1. Replaces agenda from CAPSI national. Have been ordered but distribution has been delayed to Winter term.
 - 2. Ensuring that these can be received in time for Winter 2021 Phrosh
 - iv. **Backpacks**
 - 1. Trudell Pharma has opted out for providing backpacks to CAPSI.
 - 2. 2T4 will not be receiving backpacks at this time.
 - 3. National Team has been requested to communicate with Trudell again to give out backpacks in the next year.
 - v. **PDW 2022**
 - 1. 2021 PDW has been postponed but 2022 edition is still planning to go forward
 - 2. Pending more input from CAPSI national regarding downsizing
- h. **OPA**
 - i. **SAC meeting on August 31st.**



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1. Simran will provide updates as they become available.
- i. **UTSU**
 - i. Virtual Orientation Booth Sept 10, 1-3 pm
 1. Short Q&A event
 2. UTSU to provide more details.
 3. Christine T: offered UTSU a discord timeslot.
 - ii. **Megan:** no changes to tuition in the summer - any updates to tuition in the fall or winter semesters?
 1. Shaon: no changes confirmed for Fall, not sure for Winter
 2. Only changes are incidental fees (e.g. HartHouse) for all students not just LDFFP; these will be reduced
 3. Tuition fees will not change
 - j. **Marketing**
 - i. FB Groupchat with Marketing Team to discuss any things that are needed (i.e. banners, posters, etc.).
 - k. **Monograph**
 - i. All UPS who's who has been received
 - ii. Pre-issue is finalizing. To be published on the afternoon of labour day.
 - l. **Pharmakon**
 - i. Yearbook: currently taking submissions and designing yearbook
 1. Distribution time in Jan 2021
 - ii. Pharmakon will NOT be covering events this semester.
 1. If you want photos of your events to be in the yearbook, the hosts can screenshot their event and send it into our submissions email: pharmakon2020submissions@gmail.com
 - iii. Next semester photography coverage is TBD.
 - iv. Picnic hosts: Please take photos of each picnic and submit to Pharmakon: pharmakon2020submissions@gmail.com
 1. Markham and Vaughan photographer is available
 - v. Grace moves to request photos taken in each picnic and to submit to Pharmakon (pharmakon2020submissions@gmail.com)
 1. Amar seconds the motion
 2. No oppositions
 3. The motion passes
 - m. **Webmaster**
 - i. **Summer Package**
 1. Summer Package did end on Friday; some individuals have emailed to ask to sign up for certain things.
 - a. Sign-up count is lower than usual; could be multifactorial (less things on the form, could be overlooked)
 - n. **2T1**
 - i. **Updates to Jurisprudence Exam**
 1. Updates to relayed to students via email from Dean Dolovich earlier this month
 2. As per new OCP regulations, students will no longer to be able to take the Jurisprudence exam until after they have graduated



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- a. Third & fourth years (2T1s & 2T2s) who have taken the exam will be grandfathered in but first & second years (2T4s and 2T3s) will only be able to take it after graduation as the exam is only valid for 2 years
 - b. Third & fourth years will be able to take their jurisprudence exam in 2021 (Feb, June, or Oct); dates TBD
 - i. Available in person & via online proctoring
- o. 2T2**
- i. Financial Signing Authority Turnover**
 1. Matters are brought up as we wait for sponsorship funding to be fully released from UPS Finance to 2T2 Council account
 2. Currently finishing up class council-level turnover of bank signing authorities. Originally planned to happen following formation of council but was postponed due to COVID restrictions
 3. Final steps: VP Christina Truong & Secretary-Treasurer Rami AlKhoury to receive new access cards and full online banking privileges; expected to be done soon
 - ii. Letter to UTSU re: International Student Fees**
 1. Few weeks back we received a direct message from one of the 2T2 International Students who informed us that their tuition fees for the upcoming year has increased significantly. (Not just theirs but for all international students). Many of them cannot apply for most major financial aid programs due to their citizenship status. For example, they cannot apply for OSAP nor can they defer their fees as easily for the time being.
 2. We've been working collaboratively with International Students at the faculty, at both the UPS level (Fabian and Sam) and Class Council level (Rolan, Christina, Fac Reps) to prepare a letter addressing the International Student's concerns.
 3. This letter has been sent to 3 lead contacts by UPS Council on behalf of the international students at the faculty: the PharmD program director, the pharmacy faculty registrar, and the UTSU International Students Commission.
 4. We hope to get a response from these contacts some time soon, but for the time being we're pleased we were able to collaborate on such short notice and prepare a well-edited, comprehensive letter. The student in question who first contacted us would like me to pass on their regards and gratitude as well.
 - iii. Updates to 2T2 Council Online Presence**
 1. In the upcoming weeks, our webmaster Jash Parikh will be working on updating our website and Facebook pages with new profile looks
 2. 2t2 monograph rep Shaista will be restarting the well-received Pharmacists of 2T2 and will feature input from council members in writing her next piece
 - iv. Council and Grad Committee Meetings**
 1. The Grad Committee (led by Judy Ung and Kiana Zohrabi) had its first meeting on Zoom on Mon. August 17 formally introducing everyone's roles in the committee and have already started brainstorming ideas to help with our fundraising initiatives despite school going mostly online for the rest of the year
 2. We also have a Class Council meeting we're experimenting with doing "asynchronously," where every council member is asked to update us on their objectives by completing their portions of a Google Doc by a specified deadline before it's revised and finalized for everyone. Council members have



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unanimously voted on conducting this meeting in this manner to help accommodate with everyone's round-the-clock work schedules. So far it's working really well and we're optimistic we'll continue to have other creative and innovative ways to stay connected and productive online.

v. Charity Week

1. Usually happens in November but pre-planning began now due to contingencies required
2. If warranted, a motion will be proposed to have all councils combine their raised funds
3. Charity Week may be postponed to Winter term
4. Reach out to faculty to ask for auction items but may be difficult to coordinate as most times they offer "experiences" (i.e. dinners)

p. 2T3

i. Mental Health Support

1. Provided to 2T3s in response of a confidential academic occurrence in the class. {redact?}

ii. Social Events

1. Planned and work in progress.

D. Other Business

a. 2T0 bank account

- a. Normally, unused class bank accounts absorbed by UPS by September 1
- b. However, 2T0 has expressed they would like to keep their account.
 - i. Grad formal will be refunded.
- c. Fabian motions to let 2T0s keep their bank account until April 2021
 - i. Kristina seconds the motion.
 - ii. Wei Wei confirms no qualms with proceeding with this motion despite Patrick's absence
 - iii. No oppositions
 - iv. Motion passed.

E. Next Meeting

F. Adjourn Meeting

- a. Sadaf motions to adjourn at 8:23 pm
- b. Rolan seconds the motion
- c. Motion passed. Meeting adjourned.