



# Undergraduate Pharmacy Society 2020-2021

## Agenda – UPS Meeting #2 - Budget Meeting

**Date:** Friday October 9th, 2020

**Time:** 8:00 pm - 9:30 pm

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

**Speaker:** Annie Y.

**Minutes:** Sadaf F.

**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., Christina T., Christine T., Chelsea A.

**Regrets:** Lachmi S., Rolan V.

**Faculty Advisors:** Kenny T.

**A. Call to Order:** Annie motions call to order at 8:10 pm

**B. Motion to Begin:** Motion seconded, meeting started 8:10 pm.

**C. AGENDA:**

**1. Old Business**

**a. Welcome Back Picnics**

- i. **Presenter(s):** Fabian C., Samantha C.
- ii. 187 attendants including hosts across 12 sites
- iii. Collaboration with CAPSI
- iv. Event went well
- v. Students enjoyed meeting classmates in-person

**b. CPhA Textbook Orders**

- i. Presenter(s): Gigi L.,
- ii. Orders are lower in number this year, probably due to online classes and the overlapping CPhA sale
- iii. Total CTC copies: 19
- iv. Total CTMA copies: 14
- v. Finalized orders sent to Kristina M. on October 9th, 2020
- vi. Kristina M. sent final bulk order form to CPhA on October 10th, 2020
- vii. Expected delivery date: TBD Turnaround time is not long as per previous sales
- viii.
- ix. UPS Finance to accept all payments by: already done (w/ 3 issues pending (one duplicate order, one nonpayment, one person sent payment but did not indicate purchase on the webform))
- x. Pickup logistics to be confirmed by: TBD
  1. Will proceed with one pickup date for all orders

**c. Orientation Week**

- i. Presenter(s): Christine T.



# Undergraduate Pharmacy Society

## 2020-2021



- ii. Orientation Week was made free following transition onto online platform
  - a. Successful, over 200 participants on Twitch livestream, Icebreakers platform and Discord 2T4 server
  - b. SSLL fund approved for \$190 towards gift cards for Bingo, Daily Contests and Intro Video Contest - worked with Tara O'Leary to include sponsor recognitions posts in Discord and social media platforms
- iii. CPR Certifications organized by Chelsea Alder for 2T4 students
  - a. Total profit so far \$484.30
- iv. 2T4 Class Council Election held on Facebook livestream for speeches and results
- v. Feedback for future online events: Zoom is great for Facebook livestream, Discord is ideal to host a Clubs Fair style event, however lagging tends to be a recurrent issue on this platform for some (solution is to turn off webcam and just have audio for the person who is experiencing technical difficulties)
- vi. 2T3 and 2T4 Class have since created their own Discord server to host social events

### 2. Updates on Activities

#### a. Stars of Pharmacy

- i. **Presenter(s):** Fabian C., Samantha C.

#### b. In-person PB events

- i. **Presenter(s):** Fabian C., Samantha C.
  - 1. Dean open to in-person events in PB
  - 2. Trial run with small events to occur first
  - 3. Virtual options mandatory for any in-person events (e.g.: live streaming of event)
  - 4. Stage 2 in Toronto doesn't apply to educational events
  - 5. Please forward all inquiries to Fabian and Samantha if interested in hosting any small events at PB

#### c. CCR renewal

- i. **Presenter(s):** Fabian C., Samantha C.
  - 1. Council not interested in proceeding with CCR this year
  - 2. Fabian and Samantha presented initiative to implement individualized goal-setting process this year; would share with Faculty Advisors
  - 3. Samantha motions to not renew CCR this year and to replace with individualized goal-setting
  - 4. Patrick seconds motion
  - 5. Motion has passed

#### d. CAPSI Race for Kids

- i. **Presenter(s):** Kristina M
- ii. New event, was started last Sunday and runs until October 18th, 2020
- iii. Students have been invited to join UoF Pharmacy via RBC Virtual Run
- iv. Event supporting Sunnybrook Family Navigation Project which will help Youth Mental Health
- v. Cindy T. advised that those who've participated in UPS Fitness Challenge can log their steps for the CAPSI Race for Kids
- vi. Kristina confirmed that Oct 5th-18th are the dates for CAPSI Race for Kids

### 3. Updates on Upcoming Events



## Undergraduate Pharmacy Society 2020-2021



### a. Halloween Social

- i. **Presenter(s):** Fabian C., Samantha C.
- ii. Events to be held online
  1. Challenges throughout the time period and provide gift cards
  2. Zoom event for announcement of winners - similar to 2T3's live session for announcing 2T4 Election results
- iii. Cameron asked to include Pharmakon disclaimer for all photos

### b. CAPSI

- i. **Presenter(s):** Kristina M., Michelle C.
- ii. Competition season has been finalized:
  1. OTC competition will occur
  2. Patient interview competition will occur
  3. Guy Genest Award will proceed
  4. Student literary challenge will occur
  5. Compounding and Advice for Life competitions cancelled as those are sponsored events
  6. Pharmafacts TBD
  7. Prizes TBD
- iii. CAPSI will proceed with Dipiro sales; Kristina M. will check with bookstore to verify if potentially lower number of sales will be an issue
- iv. PDW planning for 2022 (Toronto) - upcoming meeting with CAPSI National
- v. Capsi notebooks received this year (agendas given previously; notebooks given this year)
  1. Kristina M. inquired about how to proceed with distributions of notebooks
  2. One suggestion is to provide them in PB for student pickup
  3. Simran S. suggested to place notebooks in mailbox area by front desk
  4. Kenny T. advised that Michelle would be fine to keep an eye on it
  5. Michelle C. confirmed that 400 books were received; 1 book per first year student + ~150 additional books
  6. Cindy suggested that notebooks can be placed in areas of PB that are restricted by building fobs
  7. David C. suggested that they be distributed at the same time as textbooks.

### c. Phollies

- i. **Presenter(s):** Aaron T.
  1. Auditions being held for this year's event
  2. Event will be free similar to the Coffeehouse format
  3. Will occur nov 6th Friday
  4. Marketing to create advertisements, will be posted next week
  5. Online platforms to host event: either twitch or zoom

### d. Lunch and Learns - External Affairs

- i. **Presenter(s):** John
- ii. All will be online
- iii. UPS points: how long should students attend events to receive points?
- iv. Samantha C. advised that attendees can be exported and there is an option to see how long students attended
- v. Cameron suggested that info be posted in PVP FB Group



# Undergraduate Pharmacy Society

## 2020-2021



### D. Budget Meeting - Review budget line by line and motion to approve spending for each category.

#### a. Tentative 2020-2021 Budget:

<https://docs.google.com/spreadsheets/d/1Gb2Gbp2U1baJQvqFLWtZ8SoWN-6-WUm34QbllcoKHys/edit?usp=sharing>

#### b. Income

- i. We have 961 students in total for the year, with 240 first years, 246 second years, 235 third years and 240 fourth years.
- ii. We collect \$72 in student fees across two semesters which is further divided into CAPSI, UPS and grad funds (16.95 for CAPSI National, 4.00 for CAPSI Local, 17.00 for grad fund and 34.05 for UPS)

#### c. Athletics

- i. Only need a total bond of \$400 for all sports that are still running
- ii. Unsure if Faculty vs Students basketball is running, so we can keep that line in the budget
- iii. OPA cup not running this year - TBD
- iv. Added line for Fitness Challenge prizes for this year
- v. Patrick motions to approve budget
- vi. Jonathan second motions
- vii. Motion has passed
- viii. [updated]: Jonathan advised to amend OPA hockey cup amounts to TBD
- ix. Patrick motions to approve amendment
- x. Jonathan seconded motion
- xi. Motion has passed

#### d. Awards and Grants

- i. Same as last year. Unsure how COVID will impact Awards Night for this year.
- ii. Patrick motions to approve budget
- iii. Kristina seconds
- iv. Motion has passed

#### e. CAPSI

- i. No changes other than the previously approved motion of increasing fees.
- ii. Kristina M. updated about Pharmafacts - would like to proceed depending on semester availability
- iii. Patrick motions to approve budget
- iv. Kristina seconds motion
- v. Motion has passed

#### f. C U Advertising

- i. Last year's amount included in this year's budget
- ii. Patrick motions to approve
- iii. Christine seconds motion
- iv. Motion has passed.

#### g. Finance

- i. Audits: Just note there is a pending one time charge of \$33900 for the pending audits once they are processed, but not included here in the budget.
- ii. The fee above is inclusive of each audit conducted



## Undergraduate Pharmacy Society 2020-2021

- iii. Faculty can release accumulating student fees once audits are completed.
- iv. Patrick motions to approve budget
- v. Weiwei seconds
- vi. Motion has passed.

### **h. Events**

- i. Unsure if events are still running. Boat cruise has not happened so their costs/revenues have been set at zero.
- ii. Phollies will run online - net expenses are zero
  - 1. Expenses usually associated with venue rental and event programs
- iii. PAM may still run
- iv. Lipsync will be removed from budget as the event has not run for a number of recent years (\$550)
  - 1. Megan confirms that amount funded by SSIL, so don't remove this category all together but rename it
- v. Patrick motions to approve budget
- vi. Motion seconded
- vii. Motion has passed

### **i. External Affairs**

- i. Only slight change is the OPA Writing Award and CSHP membership fee, which has been changed to reflect the new membership price for OPA.
- ii. John updated about investments in backdrop and banner - value changed to reflect pricing
- iii. Patrick motions to approve budget
- iv. Cindy seconds the motion
- v. Motion has passed

### **j. HST**

- i. n/a

### **k. IPSF**

- i. We have used hospitality expenses (\$800) for this year to reimburse the SEP students because of the cancellation due to COVID. I do not feel there is a need to update this in the budget due to the extenuating circumstances and the incoming council for next year most likely will not need to do the same.
- ii. Patrick motions to approve budget
- iii. Jonathan seconds the motion
- iv. Motion has passed

### **l. Monograph**

- i. Typically the printing costs would be the bulk expense (~4150 dollars) but since both semesters will not be in person, we do not need to allocate all of that to printing. However, speaking with monograph, they are still in the process of figuring out if they want to get copies of Monograph to the contributors at least, so the printing costs have been set to ~\$1000 along with the updated name as Printing/Delivery costs. They also expressed needing a greater budget for prizes to encourage involvement, so this has increased from \$100 to \$250 for this year. Monograph also expressed interest in expanding cloud storage for easier handling of their old documents which would come to 27.99/yr.
- ii. Fabian inquired about clarification for Monograph prizes



## Undergraduate Pharmacy Society 2020-2021



1. David clarified that gift cards usually given (~\$5) in raffle draw for completed puzzles
- iii. Samantha inquired about cloud storage needs
  1. David clarified that currently Monograph has 15GB which is insufficient space for project needs
  2. The \$27.99 would be a recurring annual cost
  3. Patrick mentioned that using external hard drive would be more efficient but fine to agree with increasing cloud storage for this year - future councils can revisit this
- iv. Patrick motions to approve budget
- v. David seconds motion
- vi. Motion has passed
- m. Pharmakon**
  - i. Same as last year
  - ii. Patrick motions to approve budget
  - iii. Christine seconds motion
  - iv. Grace updated about meeting with Jostens (yearbook publisher) - price will be updated in 1-2 weeks
  - v. Motion has passed
- n. Sponsorships:**
  - i. Faculty is working in collaboration with UPS to find sponsorships via external (thanks John and Arnold). The new sponsorships for 2020 are listed in the budget.
  - ii. Patrick motions to approve
  - iii. Motion seconded
  - iv. Motion has passed
- o. Students Fees and UofT Finances**
  - i. No changes here except \$1.45 per student being allocated to CAPSI. (was approved in motion \*insert date and google doc link\*)
  - ii. Patrick motions to approve budget
  - iii. Christine inquired about grand funds- is this given to class councils via cheque?
    1. Patrick clarified that due to pending audits, only graduating classes received their cheques
    2. Once audits are completed, each class will be issued cheques for what they're owed
  - iv. Motion was seconded
  - v. Motion has passed
- p. UPS**
  - i. No commission from the vending machine will be collected for obvious reasons.
  - ii. A new line "Materials for mailing cheques" has been added to account for the increase in demand for cheque costs, envelope costs, and stamp costs.
  - iii. New lines in UPS picnics and adjusted budgets for both UPS Halloween and UPS Holiday party have been added as per the motion passed earlier.
  - iv. Subsidies for PDW have been set at zero as PDW will not be running this year.
  - v. OPA/OPSIS are unconfirmed as of now.
  - vi. OPA cup TBD
  - vii. Patrick motions to approve budget
  - viii. Motion seconded



# Undergraduate Pharmacy Society

## 2020-2021



- ix. Motion has passed

### q. Website

- i. Hosting renewal occurs once every 3 years. We will need to renew (which Fiona has already done for us).
- ii. Patrick motions to approve budget
- iii. Motion seconded
- iv. Motion has passed.

### E. Additional Business

- a. Patrick confirmed that surplus is ~\$5000

### F. Next Meeting

### G. Adjourn Meeting

- a. Annie Y. motions to adjourn at 9:22 pm
- b. Patrick seconds motion
- c. Meeting adjourned at 9:22 pm