



Undergraduate Pharmacy Society 2020-2021

Agenda – UPS Meeting #2 - Budget Meeting

Date: Friday January 29th, 2020

Time: 8:00 pm - 9:30 pm

Location: Zoom - <https://utoronto.zoom.us/j/85618229412>

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., Jaily 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., Al-amin A., Aileen L., Brennah D.L., Julia G.

Faculty Advisors: Kenny T., Lachmi S.

A. Call to Order: Annie motions call to order at 8:00pm

B. Motion to Begin: Fabian C. seconds motion, meeting started 8:00 pm.

C. AGENDA:

1. Constitution Amendments

a. 2020 Constitution:

<https://uoftpharmacy.com/wp-content/uploads/2020/09/UPS-Constitution-2020.pdf>

b. Proposed Changes:

https://docs.google.com/document/d/1sbKhBV3eT84bSxI4XRiSLBn_ns9O4KWhE964f82ds7I/edit?usp=sharing

c. Voting Changes:

i. Motion to amend Article 1.2.13.6

1. Rolan V.: Can Jr. External Affairs Director choose not to pursue Sr. External Affairs Director role?
2. John H.: This article refers to a particular responsibility within the role of External Affairs Portfolio

3. Motion Passed

ii. Motion to amend Article 9.3

1. Motion Passed

iii. Motion for the addition of Article 9.9

1. Motion Passed

iv. Motion to amend Article III.6 to reflect new position names

1. Motion Passed

v. Motion for the addition of UPS points to Article III.6

1. Motion Passed

vi. Motion to amend Appendix IV.1 for UPS Points Cutoffs for Faculty UPS Awards to reflect online nature of 2020-2021 school year



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1. Simran S. confirmed if this change will be carried forward in the next academic year.
2. Kristina M. confirmed if addition should include mention of temporary change.
3. Gigi L. confirmed that UPS points awards should have been updated as the following:
 - a. Walton Award: 250 UPS Points (80 must be non-sport)
 - b. Dean's Award: 160 UPS points (55 must be non-sport)
 - c. Plaque Award: 130 UPS points (40 must be non-sport)
 - d.
- 4. Motion passed.**
- vii. Motion to amend Appendix I.2.5.6
 - 1. Motion passed.**
- viii. Motion to amend Appendix I.2.5.8
 - 1. Motion passed.**
- ix. Motion to amend Appendix II.2.1.8 to update signing authority for council financial accounts
 1. Gigi L. confirmed if Secretary-Treasurer should be at least one of the two signing authorities
 2. Rolan V. added that it might be difficult to do this for next year due to social distancing and distribution of cheques.
 - 3. Motion did not pass.**
- x. Fabian C. motioned to amend the standing motion to amend Appendix II.2.1.8 to include "The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council" and additionally include this in the lines below:
 1. Motion for the addition of Appendix II.2.2
 2. Motion for the addition of Appendix II.2.3.2
 3. Motion for the addition of Appendix II.2.3.5
 4. Motion for the addition of Appendix II.2.3.9
 - 5. Motions have passed.**
- xi. Motion for the addition of "(application based)" to Article 4.4.1.8
 1. Kristina M. confirmed if the Monograph Representative position will be a two year term if suitable candidate is not selected for each subsequent year.
 2. Christina T. confirmed procedure for selecting next Monograph Representative should the prior Monograph Representative not wish to continue role in the event that a suitable candidate is not selected.
 3. Samantha C. confirmed the amendment is following the same procedure as that of Pharmakon Representative and Webmaster roles as outlined in the UPS Constitution.
 4. Rolan V. requested rationale for this amendment.
 5. Amar D.: Selecting candidates will facilitate the relationship between Monograph Representatives and the Monograph Directors.
 6. David C.: Want to move towards a merit-based approach.
 7. JP: Monograph Representative position is the only one on Class Council that is election based within similar roles (Pharmakon, Webmaster)
 - 8. Motion passed.**
- xii. Motion for the addition of Appendix II.2.9 Monograph Representative to Article 4.4.1.18



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1. Motion passed.
 2. See notes from discussion above (Article 4.4.1.8)
 - xiii. Motion to amend Article II.1.4
 1. David C. confirmed that MMI has been removed from the application process for admission to the LDFP PharmD Program for the foreseeable future.
 2. **Motion passed.**
 - xiv. Motion for the addition of Appendix II.2.7
 1. **Motion passed.**
 - xv. Motion for the addition of Article 15
 1. Annie Y. moves to change the grammar in lines 15.1.1 and 15.1.2 to “inability to fulfill”
 2. JP requested confirmation of rationale for the Honour Committee to be involved and of consequences implicated should a member of the UPS Committee submit their resignation.
 3. Gigi L. requested confirmation of the role of the Honour Committee’s procedures in accepting the resignation of the resigning UPS Committee Member.
 4. Annie Y. confirmed that the vote shall be on the Honour Committee’s recommendation for the resigning UPS Committee member.
 5. Rolan V. suggested that the PAC should be responsible for this; not the Honour Committee.
 6. Annie Y. explained that the role of the Honour Committee is to intervene and make recommendations to ensure that the resigning member is abiding by the procedures and protocols with respect to roles and responsibilities of their position and not suitable for impeachment.
 7. **Rolan V. moves to amend the grammar in Article 15.4 to remove “removal and”**
 - a. **Motion for Article 15 has passed with the above amendment.**
 - xvi. Motion for the removal of Appendix I.3.4.3
 1. **Motion passed.**
 - xvii. Motion for the addition of Appendix I.3.1 in place of I.3.4.3
 1. **Motion passed.**
 - xviii. Standing motion to amend all grammatical mistakes, acronyms, references (see document)
 1. **Motion passed**
 - xix. Standing motion to amend for clarity.
 1. **Motion passed.**
 - xx. Standing motion to amend all wording for intent (must/will) to shall
 1. **Motion passed.**
- d. **Procedures and Codes of Conducts**
- i. Motion to amend UPS Meeting Formats
 1. **Motion passed.**
 - ii. Motion to amend Form Templates (see document of proposed changes)
 1. **Motion passed.**



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- iii. Motion to amend UPS Elections
 - 1. **Motion passed.**
- iv. Motion to remove “Request for Reimbursement” from Finance section (see document of proposed changes)
 - 1. **Motion passed.**
- v. Standing Motion to amend all lines of Procedures and Codes for Conduct to reflect grammar changes.
 - 1. **Motion passed.**
- vi. **Annie Y. motions to adjourn constitution changes portion of meeting.**

2. Updates on Activities

a. PVP

- i. UPS PVP 2021-2022 Elections
 - 1. President Elect: Christine Tan
 - 2. Vice-President Elect: Chelsea Alder
- ii. Meeting with Faculty Advisors February 1st to confirm/validate the UPS Council Members Goals
- iii. OPSIS
 - 1. March 26-28 weekend (online), more details to follow
- iv. SIF winter
 - 1. Updates sent out

b. Executive Secretary

- i. All UPS Points Requests should be submitted by Friday March 12th 5 pm for points to be considered for UPS Awards; any points submitted after will count for next year’s awards
- ii. Created Google form for students to submit issues with UPS Points Accounts; received responses so far and will start working through them from February 1st, 2021
 - 1. If this is successful by March 12th, will pass over to next year’s Executive Secretary and propose it be included in role description in constitution from next year
 - 2. Samantha C. requested google form be redistributed
 - 3. Sadaf F. will resend on all ListSers

c. Webmaster

d. CAPSI

- i. **Advice for Life Competition**
 - 1. Deadline: Monday February 1st, 11:59 pm
 - 2. Students may submit any Health Presentation they have previously made
- ii. **PAM Planning**
 - 1. **Pharmacy Appreciation Month**
 - a. Change to “Pharmacy” Awareness Month allows for recognition of all roles involved within Pharmacy including Students, Assistants, Registered Technicians
 - 2. **Outreach Initiatives** - Formed a subcommittee, focusing mainly on social media/online initiatives



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3. **PAM KickOff** - In collaboration with PVP, week long event, not live. Reaching out to the Faculty Communications team to assist us. Planning to still involve OPA and OCP.
4. **TNTP** - taking place march 31st, online live event in the evening.
5. **Social Media Campaign** - In collaboration with Pharmacy Legislative Week (PLW) will do a month long social media campaign on Health Inequity in Marginalized Communities
6. **IPE Event** - Planning an Oncology case with a focus on overcoming adversity after COVID-19. Collaboration with CAPSI UW and connected Oncology clubs from both schools to help plan this case.
7. **CAPSI Mock OSCE for 2T2** - looking for feedback
 - a. Usually occurs over a full day over the weekend
 - b. Gauging feedback from 2T2 for mock OSCE
 - c. This event requires volunteers from second year class
8. **Symposium** - hoping to do an educational symposium on Vaccine Hesitancy and the COVID-19 Vaccines, pending speaker response.

e. Events

f. Athletics

- i. IM leagues are booked, pending lockdown
- ii. 10k step challenge to occur week before Reading week (Feb 7-13th) again
- iii. Sports Trivia Week in March

g. External Affairs

- i. Past events:
 1. First Lunch and Learn of the Winter semester occurred on Friday, January 22 presented by National Bank 1PM-3PM.
- ii. Upcoming:
 1. Next Lunch and Learn will be on Friday, February 5 presented by Rexall 1PM to 2PM.
 - a. Not currently a sponsor of the Student Support Fund, but the Faculty suggested that we offer them one Lunch and Learn this semester with hopes of bringing them back as a sponsor in the future.
 2. UPS Winter Blood Drive tentatively scheduled for March 15-20, 2021.

h. Finance

i. Pharmakon

- i. Distribution of the 2019-2020 yearbooks is delayed further because of the current lockdown. Unsure of when it will be ready. Still cannot ship to PB at this time.
- ii. Currently designing the 2020-2021 yearbook.

j. Monograph

- i. Plan is to publish the upcoming issue this coming week and have call for submissions shortly thereafter
- ii. Going to attempt to have an international edition for next issue

k. OPA

- i. Currently working on planning and finalizing our annual advocacy project as well as our PAM event
- ii. Upcoming events: Open Forum, Opioid Webinar

l. 2T1

- i. **Remaining Textbook Pick-Ups**



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1. We're prioritizing pick-ups for 2T1s due to upcoming PEBC exams and graduation. Currently, we're looking into whether deliveries could be possible given the provincial restrictions.
- ii. **PEBC Update**
 1. Registration for the May 2021 exams opened last week.
 2. For the May 2021 exams, PEBC has implemented a priority system where those who were displaced from the November and February sittings will be given spots first, followed by first-time test-takers, then those who are doing retakes.
 3. If all sittings for the February exams go through, there should only be about ~10 individuals categorized as "displaced" for the May exams. However, there's uncertainty whether many of the Ontario sites will be able to hold enough candidates as MOH still has not re-classified these exams as being academic events.
- iii. **Convocation Update**
 1. Spring/Summer 2021 convocation will likely be virtual unless U of T announces any updates in the meantime.
 2. Faculty is committed to doing something pharmacy-specific for students virtually.
- iv. **Grad Formal Update**
 1. We were given the option to continue with the event with reduced capacity (300 to 150) on the same date but we will likely either postpone the event or cancel it to direct the funds towards grad gifts instead. We're currently polling the class for their input.
- v. **APPEs**
 1. Currently wrapping up APPEs as we're in Block 8.
 2. Overall, the APPE selection process was very different this year and a bit shaky in the beginning of the pandemic but we maintained communication through frequent town halls between the Faculty, the OEE, and the class.
 3. We ended up doing revised matches every few blocks due to changing availabilities from APPE sites but students were able to get 2 NDPC blocks, their required community and selective blocks, and at least 1 institutional block.
- vi. **UTSU**
 1. UTSU Elections coming up
 2. Pharmacy Rep for Professional Programs is selected internally through UPS
- m. **2T2**
 - i. **Charity Week Coordination Updates (C. Truong)**
 1. Charity Week will be held during reading week
 2. Currently recruiting Professors for auction
 3. Planning raffles (donations and in-kind gifts)
 4. Event Advertisements (Facebook) coming soon
 - ii. **Book Sales Updates (RxFiles, CTMA) (R. Vaisman)**
 1. Online sales were quite successful despite being a virtual sale
 2. Distribution currently underway
 - iii. **Social, Sport, and Fundraising Updates (R. Vaisman)**
 1. More events are rolling out or planned for rollout hoping to cater to as many 2T2s as possible, trying to keep them connected for their last semester of classes taken together



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2. Council is hoping to receive feedback from students regarding rolling out events to optimize their delivery, variety, and appeal
- iv. Academic and Residency Updates (R. Vaisman)**
1. The Fac Rep Team has been assembled and the 2T2 volunteers have been performing excellently in their new roles.
 2. EPE-2 & APPE
 - a. APPE information coming next week
 - b. EPE-2 (summer) sites have now been selected; longitudinal going well.
 3. Hospital Residency Information Nights currently underway. Industry Residency is planned for the near future.
- n. 2T3**
- i. 2T3 Clothing Sale should ship by next Wednesday Feb. 3 (Revenue ~\$700)
 - ii. Molecular pharmacology study sessions online this year and recorded
- o. 2T4**
- i. Apparel and pin orders are finally shipping after a few issues with the Bookstore
 - ii. New Year, New Phriend program
 - iii. Induction ceremony planning is underway