



Undergraduate Pharmacy Society

2020-2021

Agenda – UPS Meeting #6

Date: Thursday April 1

Time: 8 - 9 pm

Location: Zoom -<https://utoronto.zoom.us/j/82020275254>

Speaker: Annie Y./Yousif J.

Minutes: Sadaf F./Al-amin A.

Outgoing 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., Jaily N., Eileen L., Fiona L., Annie Y., Kristina M., Michelle C., Simran S., Shaon P., Cameron H., Grace L., Gigi L., Meagan H., Rolan V. (Dial-in), Christina T., Christine T., Chelsea A.

Incoming Council Present:

Regrets: Lachmi S., Simran S.

Faculty Advisors: Kenny T.,

A. Call to Order: Annie Y.

B. Motion to Begin: Standing motion to begin meeting

C. AGENDA:

1. Kenny T.

- a. Thank you to the outgoing council. Faculty and students greatly appreciate it in this trying year. Execution of virtual events was excellent. Congratulations and job well done. Welcome to the incoming council.

2. Welcome to Transition Meeting

- a. **Presenter(s):** Fabian C., Samantha C
 - i. Thank you to outgoing council

3. Updates on Activities

- a. **OP SIS**
 - i. **Presenter(s):** Fabian C., Samantha C
 1. First time OPSIS was online and it was quite the adjustment
 2. 30 students per school, including Planning Committee
 3. Events moved to online format
 4. Next year, OPSIS organization and planning will have to be initiated earlier
 5. Opportunity for future years: retention of students who sign up for OPSIS; encourage commitment to event sign ups

b. UPS Awards Night



Undergraduate Pharmacy Society

2020-2021



- i. Presenter(s): Samantha C.
 - 1. Will occur “asynchronously” via a private Facebook event page to be published before the last day of classes, all award winners will be invited and winners will be announced in the page
 - 2. Award winners have been decided (shout-out to PAC & Sadaf!), and presentation materials are being created (shout-out to Marketing!)
 - 3. Award orders to be placed soon and ideally considering a summer pickup but discussions will continue surrounding logistics for these
 - c. **Dean’s Meeting**
 - i. Presenter(s): Fabian C., Samantha C.
 - 1. mid-March
 - 2. Student feedback for Dean and Director always appreciated
 - 3. Current plan is to have in-person events in the Fall term
 - 4. COVID19 vaccine eligibility: minutes were shared to Class Councils
 - 5. Opportunity for next year: reach out to UPS Council in addition to Class Councils for topics to discuss at meeting
 - d. **UPS Goals**
 - i. Presenter(s): Fabian C., Samantha C., Kenny T.
 - 1. UPS Goals and Reflections sent to our Faculty Advisors
 - 2. Kenny T.: everything looks great
 - 3. Fabian C.: good to see what everyone on UPS Council was working on; will facilitate transition to incoming council
 - 4. **Action Required:** Outgoing Council to meet with their incoming council representative for a transition meeting
- 4. Updates/Presentation from Council Members**
- a. **President**
 - b. **Vice-President**
 - c. **Secretary**
 - i. UPS points submitted by deadline in the correct format have been uploaded
 - ii. I will not be uploading any new points as winners have been selected
 - iii. Will only be correcting points if requests are received up until Marketing finishes making presentation materials
 - iv. Incoming Secretary to “sync” awards on UPS Points system when presentation is finalized; this resets the awards system for next year
 - d. **Finance**
 - i. Expect reimbursements to be processed for both UPS events and SIF by the end of the winter term
 - ii. Previous reimbursements from the fall semester that have been logged will be included in the pool of reimbursements released at the end of the semester
 - iii. Audits have been slowed down due to the pandemic but we have started to plan the transition of audit materials to the current finance directors to fast-track the process
 - e. **External Affairs**
 - i. Since last meeting, we’ve had 3 Lunch and Learns - Rexall, OPA, and GSK
 - 1. Just a note that GSK Representatives were unhappy with the low turnout, but I’ve let them know that it wasn’t a promotion issue (Facebook Event, Groups, Eventbrite, Emails)



Undergraduate Pharmacy Society

2020-2021

- a. Probably more since it was nice weather, Friday, similar to past topic
 - b. Another event from another club was happening, could have been a potential conflict as well. But hard to control event time bookings?
 - ii. Deadline for CSHP Metro Toronto Co-Representative Positions (2T3 or 2T4) - Sunday April 4
 - iii. UPS Winter Blood Drive - more signups, engagement through UPS social media and videos
 - iv. UPS Community Outreach Fair w/ Community Outreach Committee
 - 1. Moved to online format
 - 2. Daily posts about different associations, engagement through questions, good responses
 - v. Will be renewing agreement with CU advertising soon (April)
 - vi. CSHP Student council have hosted 3 events since the last meeting
 - 1. Joint mixer with Waterloo
 - 2. Resident Speed Meeting
 - 3. Speaker series
- f. Athletics**
 - i. First online chess tournament wrapped up online; great turnout with participants playing individual games for winning & redemption brackets and finale hosted over Zoom
 - 1. Going to continue event next year and adjust timeline for individual games played for students
 - ii. UW Athletic representative reached out about potential collaboration for future events (walking/biking, running) either over the summer or in the Fall; want to use Strava app to track participants and goal is to expand this to collab with other pharmacy schools as well
- g. Events**
 - i. Phollies
 - 1. Transitioned to online
 - 2. 80 viewers
 - ii. PharmaPhest (replacing Semi-Formal)
 - 1. Create sense of community in online social network
 - 2. Good engagement with students: 30-50 comments daily per post
- h. CAPSI**
 - i. PAM 2021 is complete!
 - 1. Week long PAM Kick-Off Week in collaboration with UPS on the PAM 2021 Facebook page - week of daily challenges as well as intro videos from OCP, OPA, Dean Dolovich
 - 2. Outreach initiatives - outreach subcommittee formed
 - a. Kids in Medicine - 9 presentations to elementary (Sickness Prevention) and high school (Sexual Health)
 - b. Pharmacy Outreach Days - two community-facing infographics to educate on the Pharmacists' role on on Opioids and Naloxone, as well as Diabetes
 - 3. Month-long social media campaign focusing on Health Disparities of Marginalized communities, in collaboration with Pharmacy Legislative Week - representation from 6 different states and provinces across USA and Canada



Undergraduate Pharmacy Society

2020-2021



4. CAPSI Symposium on COVID-19 Vaccine Hesitancy: How can you help? With Anna Taddio - great attendance with about 70 attendees
 5. IPE event in collaboration with IHI and NCODA “an interprofessional Approach to Oncology Care” where Kathy Vu talked to students about breast cancer. About 80 students from Social Work, dentistry, medicine, pharmacy, OT, PT, and more
 6. 2T2 Virtual Mock OSCE was successful - almost full attendance. 2t3s helped as volunteers and they were great
 7. Virtual TNTP went well with 50 attendees! Laura Guirguis (2t2) will represent us at the next PDW conference
- ii. CAPSI National Awards Results announced
 1. Arnold Ruste 3rd place Advice for Life
 2. Peter Zhang 3rd Place Student Literary Challenge
 3. UofT First place CPhA Award of Professionalism
 - iii. CAPSI Fee Referendum
 1. Voting Referendum was held March 17-19 to increase the CAPSI portion of the UPS fee by \$0.98/session, Turnout
 2. We ratified the results (51 yes, 32 no, 3 abstain).
 3. Our results were submitted and this will be motioned at the University Affairs Board Meeting on April 22, I will be in attendance to answer any of their questions. If not passed, future council to decide if fees will continue to be re-distributed the way we did this year to account for the taxation
 - a. In 2020-2021: Fees from Society were redistributed to cover increased CAPSI fees
- i. **OPA**
 - For Pam week, we tried to engage students with an online social media campaign raffle - each day a prompt/ question was posted and students were able to comment a response. Daily gift cards were also awarded.
 - Recently we met with an executive from relief buddy (a partner of OPA) to help connect students with available employment opportunities, following the roll out of the covid vaccine. We also advocated for increased student wages for pharm students who use this app for shifts. We are hoping to work with OPA to develop a tool to help students negotiate wages with their employers
 - We have also recently held events opioid webinar and Open Forum Q&A with CEP Justin Bates and Jen Baker
- j. **UTSU**
 - i. Have reached out to other Professional Faculties to ask for how they’re managing their constituency during COVID19
 - ii. Only Medicine has responded: fourth year students missed out on rotation opportunities, couldn’t go to other universities for elective rotations; graduating class was able to seek licensure without many setbacks
 - iii. UTSU meetings: once monthly meetings + need to join at least one Subcommittee, and meetings vary for individual Subcommittees
- k. **Marketing**
 - i. All UPS Gifts have been sent out
 - ii. If someone didn’t receive, can reach out to Marketing
- l. **Monograph**



Undergraduate Pharmacy Society

2020-2021



- i. Final issue currently in progress, to be published Monday
- ii. [Shoutout form](#) still open for final issue
- m. Pharmakon**
 - i. The 2019-2020 yearbooks were finally delivered to PB a few weeks ago. We have organized with Narth and Qiqi (the 2T0 grad reps) to distribute the 2T0 yearbooks in about 2 weeks. We are really hoping (depending on COVID restrictions) to be able to distribute them to the rest of the classes outdoors in May.
 - ii. We have quite a few extra yearbooks so we will be doing a final sale closer to the distribution date
 - iii. We have started 2020-2021 yearbook sales. Our early bird ended yesterday and we've gotten a decent amount of orders so far. We'll be continuing sales until mid summer at the regular price.
- n. Webmaster**
- o. 2T1**
 - i. Graduation Update**
 - 1. The Spring 2021 convocation ceremonies will be 100% virtual
 - 2. LDFP will also be hosting a "pharmacy-specific" celebration
 - a. For this year's celebration, they will be creating a prerecorded video for the graduation class similar to the 2T4 Induction Ceremony video.
 - 3. 2T1 Grad Formal has been postponed to early 2022
 - ii. PEBC Update**
 - 1. Some students are still waiting on confirmations for their sites but PEBC has emailed back that they are aiming to confirm everyone by April 19.
 - 2. It seems like there may be some capacity issues again but this isn't confirmed.
 - iii. Valedictorian / President for Life Elections**
 - 1. Taking place over the next couple weeks.
 - a. Nominations: April 5-9
 - b. Campaign: April 12-16 (voting on the 16th)
 - iv. Apparel/Nametag/Lanyard Sale**
 - 1. Just over 200 orders - mainly from 2T4s
 - a. Also included faculty/staff and PharmD for Pharmacists students this year
 - i. Future opportunity: offer these to faculty/staff and PharmD for Pharmacist students next year as well
 - 2. All items will be mailed directly to students
 - a. Goal is to have everything delivered by the start of block 1 (most importantly the nametags)
 - v. Gigi L. and Meagan H. motions for 2T1 Council to retain grad funds to April 2022**
 - 1. Samantha C. seconds motion
 - 2. Motion has passed.
 - vi. Rolan V.: Will 2T2 Council be able to retain their funds as well?**
 - 1. Next year's council can motion when required
- p. 2T2**
 - i. Book Sales Final Update (RxFiles, CTMA/CTC for 2T2s) (R. Vaisman)**
 - 1. All RxFiles books were distributed
 - 2. All 2T2s who ordered CTC or CTMA in Fall 2020 have now received their books as of 2021 March 30



Undergraduate Pharmacy Society

2020-2021



- ii. **Missing clothing articles (R. Vaisman)**
 - 1. 2T2 Clothing Sale Winter 2020 - 2 sweaters have been misplaced
 - 2. 3 individuals have not yet picked up their sweaters before the pandemic/original lockdown in 2020
 - 3. Tuesday March 30 2021 Rolan accessed UPS meeting room to pick up the 3 sweaters. Only 1 was located. The other two could not be found.
 - a. Located sweater was found in a large box next to the glass door (box contains confetti and promotional materials from March 2020 "I'm Pharmacy" campaign)
 - b. The other two sweaters were not there.
 - 4. Delegation: Remaining sweater pickup to be handled by Samantha & Aya's Council Team (Fourth Year Council)
 - 5. Request: anyone who has access to UPS Meeting Room to kindly provide information if they saw these sweaters. Thank you.
 - 6. Sweater descriptions
 - a. #1 - Gildan maroon long sleeve sweater, size Medium, **MISSING**
 - b. #2 - Gildan navy ¼-zip sweater, size Medium, with arm embroidery "Quach" - **LOCATED**, placed back in original box (see point 3a)
 - c. #3 - Gildan navy long sleeve sweater, size Small, **MISSING**
- iii. **White Coat Sale (R. Vaisman)**
 - 1. Big success in interest - 2T2 Council received 149 orders for 155 white coats (approx. 15% of whole LDFP student body)
 - 2. Financial payments will be processed as soon as Council receives an official invoice from UofT Bookstore to proceed with the bulk order
 - 3. As mentioned in the sale period, all orders will be shipped directly
 - 4. Future years: White coats are Professional Attire so Trademark + Marketing restrictions are more stringent so to mitigate this, contact UofT T+M (trademarks@utoronto.ca) prior to design mockups and distribution of order forms
 - a. Trademarks may contact with LDFP Communications (nicole.bodnar@utoronto.ca, Nicole Bodnar is current Director of Communications).
- iv. **Transition to Fourth Year Council (R. Vaisman)**
 - 1. Third year council will be passing the baton to Fourth Year delegates as of Wednesday April 7, 2021 (scheduled final meeting for 3rd-year council)
 - 2. Third Year council is proud to have served their duties and look forward to what their successors will accomplish
 - 3. 2T2 Council wishes all 2T2s a successful final exam season and APPE year ahead!
- v. **Charity Week**
 - 1. All events have wrapped up now
 - 2. Prof Auction events have now occurred and have been a success
 - 3. Total raised: ~\$2000 (donated to StreetHealth)
- q. **2T3**
 - i. Clothing orders all received
 - ii. Dean's Meeting with Natalie Crown - minutes will be published after approval
 - iii. 2T3 Class Town Hall today - very helpful for students to ask their questions



Undergraduate Pharmacy Society

2020-2021



- r. **2T4**
 - i. Planning Winter Exam Jam
 - ii. Had a meeting with Natalie Crown last week
- D. Voting of Senior Council Members**
 - a. **Presenter(s):** Annie Y.
 - b. Fabian C. motions to go in-camera for the topic of senior council transition.
 - c. Fabian C. initiates a standing motion for the transition of the following roles:
 - i. Annie Y. seconds the standing motion:
 - 1. Jr. Finance Director to Sr. Finance Director
 - 2. Jr. CAPSI Representative to Sr. CAPSI Representative
 - 3. Jr. External Affairs Director to Sr. External Affairs Director
 - 4. Jr. Athletics Director to Sr. Athletics Director
 - ii. Motion has passed
 - d. Annie Y. motions to move out of camera
 - i. Amar D. seconds motion
 - ii. Motion has passed
- E. Other business**
- F. Adjourn Meeting**
 - a. Sadaf motions to adjourn at 8:56 pm

Agenda – UPS Meeting #1, 2021-2022

Date: Thursday April 1

Time: 9-10 pm

Location: Zoom - <https://utoronto.zoom.us/j/82020275254>

- 1. Call to order:** Yousif J.
 - a. 9:00pm
- 2. Welcoming of 2021-2022 UPS Council**
 - a. **Presenter(s):** Christine T., Chelsea A.
 - i. Mandatory meetings: Summer meeting (Aug. 2021), Housekeeping and budget (Sept. 2021), Charity week (Oct. 2021), Constitution meeting (Jan 2022), OPA cup/budget meeting (Feb. 2022), Awards meeting (Mar. 2022), Turnover meeting (Apr. 2022).
 - ii. Contact Ruth Carew or event to book rooms for lunch and learns
 - iii. Use cognito form found on UPS website to request/submit UPS points
 - iv. UPS Vision: build upon previous years, increase connections amongst classes of each year and the Faculty, increase social media presence on various platforms.
 - v. Communication: Facebook will be used for main communications (for votes, sharing documents, quick updates, help), FB Messenger (general votes).
 - 1. 48 hours max is the suggested time to respond to others.
- 3. List of incoming council members:**
 - a. Past President: Fabian C.
 - b. President: Christine T.
 - c. Vice-President: Chelsea A.
 - d. Executive Secretary: Al-amin A.



Undergraduate Pharmacy Society

2020-2021



- e. Senior Finance: Wei Wei
 - f. Junior Finance: Mansi S.
 - g. Senior External: Arnold R.
 - h. Junior External: Cindy W.
 - i. Events Co-Directors: Garrett M. and Sandrine BT.
 - j. Sr. Athletics Director: Cindy T.
 - k. Jr. Athletics Director: Jonathan P.
 - l. Monograph Co-Editors: Sally J. and Eulaine M.
 - m. Pharmakon Co-Editors: Carmen L. and Chelsea C.
 - n. Marketing Co-Directors: Yuna C. and Grace L.
 - o. Webmaster: Joy W.
 - p. Speaker: Yousif J.
 - q. Senior CAPSI: Michelle C.
 - r. Junior CAPSI: Theodora U.
 - s. OPA Chair: Julia G.
 - t. UTSU Rep: Oluwadamilola S.
 - u. 2T2 President: Samatha C.
 - v. 2T2 Vice-President: Aya A.
 - w. 2T3 President: Kevin G.
 - x. 2T3 Vice-President: Melissa H.
 - y. 2T4 President: Kristy S.
 - z. 2T4 Vice-President: Rachel M.
 - aa. 2T5 President: TBD
 - bb. 2T5 Vice-President: TBD
- 4. Presentation: Review of Robert's Rules**
- a. Presented by Yousif J.
 - b. A book that explains parliamentary law, and how they are applied to UPS. Applies structure to our UPS meetings and how motions are proposed and passed.
 - c. Steps to make a motion:
 - i. Raise your hand to obtain the floor (get speaking privilege), not required if designated by the speaker.
 - ii. Make a motion.
 - iii. Amend a motion.
 - iv. Stating of question, motion is closed by speaker. Majority vote is required to close a motion.
- 5. Approval of Faculty Co-Advisors (2):**
- a. Christine T. motions to approve Faculty Co-Advisors
 - i. Chelsea A. motion to go in camera
 - ii. Anastasia Shiamptanis:
 - 1. Motion seconded by Christine T.
 - 2. Motion passed
 - iii. Kenny Tan:
 - 1. Motion seconded by Chelsea A.
 - 2. Motion passed
 - iv. Chelsea seconds motions to move out of camera
 - 1. Motion passed
- 6. Updates/Presentation from Council Members**
- a. **President & Vice-President**
 - i. Science Rendezvous
 - 1. Will make post on FB to take volunteers to man virtual booth.



Undergraduate Pharmacy Society

2020-2021

2. Looking to have a Kahoot online, UPS members will be helping with that.
 - ii. Finalizing audits for funding next year
- b. Secretary**
 - i. Taking notes!
- c. Finance**
 - i. If there are UPS sales that require UPS Finance to receive e-transfers, reach out to us on Facebook Messenger or at finance@uoftpharmacy.com.
- d. External Affairs**
 - i. No updates
- e. Athletics**
 - i. No updates
- f. Events**
 - i. No updates
- g. CAPSI**
 - Starting applications for AoP (Award of Professionalism) for next year and going to send out emails to clubs that participated in PAM 2020
 - CAPSI National Recognition Initiative Form that is still going on: nominations for the month of April
 - Recognizes anyone special at UofT
- h. OPA**
 - i. No updates
- i. UTSU**
 - i. No updates
- j. Marketing**
 - i. No updates
- k. Monograph**
 - i. Trying to take part in the final issue of the Monograph to learn the process.
- l. Pharmakon**
 - i. Transition meeting has already taken place.
- m. Webmaster**
 - i. No updates
- n. 2T2**
 - i. **Samantha** - I motion that the 2021 2T2 Class Council By-Elections be exempt from article 3.1.1.3 in UPS Procedures and Codes of Conduct.
 1. The article states that campaigning must be 3 business days.
 2. Christine T. seconds motions.
 3. Motion passed.
- o. 2T3**
 - i. No updates
- p. 2T4**
 - i. No updates
- 7. Other Business**
 - a. N/A
- 8. Next Meeting**
 - a. N/A
- 9. Adjourn Meeting**
 - a. Al-amin A. motions to adjourn the meeting at 9:42pm.



Undergraduate Pharmacy Society

2020-2021



- i. Arnold R. seconds the motions
- ii. Motion passed <3