



# Undergraduate Pharmacy Society

## 2021-2022



### Agenda – UPS Meeting #1

**Date:** August 16th, 2021

**Time:** 8 PM

**Location:** <https://utoronto.zoom.us/j/83929611617>

**Speaker:** Yousif J.

**Minutes:** Al-amin A.

**Present:** Al-amin A., Jonathan P., Christine T., Yousif J., Dami S., Kevin G., Chelsea C., Cindy W., Michelle C., Joy W., Eulaine M., Mansi S., Garrett M., Rachel M., Julia G., Aya A., Melissa H., Samantha C., Theodora U., Cindy T., Fabian C., Wei Wei, Arnold R., Kristy S., Sally J., Carmen L., Yuna C., Sandrine B.

**Regrets:** Grace L., Kenny T.

**Faculty Advisors:** Kenny T.

**A. Call to Order:** 8:01pm by Yousif J.

**B. Motion to Begin:** Seconded by Christine T.

**C. AGENDA:**

**1. Introduction to Meeting**

**Presenter(s):** Yousif J.

**2. Updates/Presentation from Council Members**

**a. President**

**i. Science Rendezvous**

- UPS hosted “Vaccination Trivia!” on Saturday May 8, 2021 via webinar for the annual Science Rendezvous fair held across Canada for kids of all ages
- Big thank you to Chelsea and Al for organizing and hosting with me
- Turnout of 105 participants

**ii. Summer Mentorship Program**

- This LDFP hosted Pharmacy Day for ~110 high school students
- Big thank you to all mentors for volunteering their time for this event and Chelsea for presenting with me on student life at LDFP

**iii. OPA Conference**

- This year, PVP represented UPS at OPA Conference which took place online

**iv. Faculty Memberships**

- Thank you to all who have volunteered for UPS memberships on Faculty Councils - if you have not heard yet from the Council you will be emailed for future meetings

**v. Upcoming Welcome Back Mixer**

- Dean has responded that due to evolving limitations, it is not possible for UPS to host the traditional Welcome Back BBQ at Pharmacy Building
- PVP and Faculty are meeting this Wednesday August 18, 2021 @ 3:00pm to discuss capabilities, room bookings for the year and UPS keys
- Our backup plan right now is to repeat last year’s Welcome Back **Picnics** at locations separate from Pharmacy Building in collaboration with CAPSI



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- Locations will be around downtown rather than GTA.
- Sign-up to host picnic will go out soon, on UPS Facebook page.
- vi. **Faculty Advisor**
  - Anastasia S. has advised UPS that she is no longer able to fulfill this role due to her change in position
  - Should UPS function with one Faculty Advisor this year or send out applications again?
    - Fabian C.: 2 worked better in previous years. Opportunity for Fac advisors and UPS to have a better connection. Recommends getting a new advisor to build new connections.
    - Christine T.: applications for second fac advisor will go out.
- b. **Vice-President**
  - i. **SIF**
    - Created the UPS Clubs PVPs 2021-2022 Facebook Group, will be adding current recorded club executives soon.
    - The following dates have been scheduled for SIF so far:
      - a. Fall
        - i. **SIF Meeting:** Friday, September 17th, 2021 TIME TBA
        - ii. **Funding Request Deadline:** Friday, September 24th, 2021
        - iii. **Reimbursement Request Deadline:** Friday, February 11th, 2022
      - b. Winter
        - i. **SIF Meeting:** Friday, January 28th, 2022 TIME TBA
        - ii. **Funding Request Deadline:** Friday February 4th, 2022
        - iii. **Reimbursement Request Deadline:** Friday, April 22nd, 2022
    - An email will be sent to all clubs closer to the beginning of the school year to remind them to renew their club membership through UPS and provide them with the dates and deadlines for this year's SIF applications.
  - ii. **Goal Setting**
    - Setting goals that we want to achieve during our time on UPS Council this year.
    - Each council member must complete this form, however, pairs such as co-directors or Jr./Sr. reps may have shared goals.
    - Google form will be posted tonight after the meeting, the deadline to fill it out is **September 1st, 2021.**
      - a. Instructions in google form
- c. **Secretary**
  - i. **Future UPS Meetings**
    - Please [fill out this form](#) with any allergies/dietary restrictions you have AND emails you want me to send calendar reminders to (in red).
  - ii. **Summer Package**
    - Upper year and Phrosh packages were emailed out late July. Thank you to everyone who contributed!
    - Orders/registration/sign-ups have been coming in with most sales ending August 13th.
  - iii. **UPS Points Errors**
    - Several error reports from students regarding wrong/missing points.



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- Working on a new error reporting form for students to submit before classes start. Most likely a cognito form submission, will only be open for 2 weeks. Out of fairness, if students miss this submission window they will be unable to redeem any missing points from the 2020-2021 academic year.
- iv. **Clubs Updates**
  - Tried to receive the updated clubs and PVP list, some clubs have not responded.
  - Chelsea made the 2021-2022 Clubs PVP facebook group.
  - Will send out email to clubs to renew their club status and upload their 2021-2022 constitution this week.
- v. **New Club Submissions**
  - Received 2 new club submissions, 1 has been approved (PIPE), one is still being reviewed. Email regarding concerns/feedback on the second application will be sent soon for review by UPS.
- d. **Finance**
  - i. **UPS Budget 2021/22**
    - Emailed budget templates to all departments beginning of August
    - Ideally, please complete and return budgets by the end of August -- will help Finance budget
    - A bit tight on money; hopefully 2016/17 audit can be done by end of 2021 so we can release 2015/16 audit and get student fees
    - Please use actual figures you think you will expend/make; do not copy projected figures from past budgets
    - Finance to project year-end balance, and may adjust should need be
    - October Budget Meeting will finalize the general budget
    - Departments will be reimbursed at end of 2021/22 based on projected budget; please keep paper or original electronic receipts for all expenses
  - ii. **Audit Situation**
    - Brief Hx of audit backlog
    - 2015/16 audit completed but cannot be released; 2016/17 in progress
    - Finance to meet with Faculty on Wed.; regarding SSL application & to appoint a bookkeeper for assist with audits & documentation
    - How you can help:
      - a. Finance has emailed several departments reg. details/transactions in the past (e.g. Yearbook sales, event ticket sales, etc.). We genuinely appreciate your time and work in helping find out the info
      - b. Please maintain good documentation as you carry out activities (e.g. event attendance, ticket sales; Yearbook number ordered/sold; Monograph number printed)
      - c. To class councils: Refrain from using personal bank accounts to conduct transactions (especially for receiving e-transfers)
    - PxP 2019 and PDW 2020 subsidies will be reimbursed after UPS Finance has enough capacity after enough student fees are released
- e. **External Affairs Director**
  - i. **CU Advertising**
    - Signed the 2021-2022 contract with CU advertising
    - Received ad features from our sponsors which have been added to our website.
    - Received the ad pages for Yearbook, forwarded to yearbook reps.



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- Been working with them on ad campaign, which officially ended. (CU advertising is an advertising company in partner with U of T to look for potential sponsorships. The gross income was \$5410 and our portion of the revenue is \$2705.
- ii. **Orientation 2021 Funding**
  - Working with Finance and PPC to figure out how Phrosh funding was handled in previous years. Based on past emails, external is not involved in contacting sponsors for Phrosh.
    - a. Kristy S.: PPC has reached out to industry for funding.
    - b. Faculty has been in charge of looking for some sponsors as well.
- f. **Athletics**
  - i. **NCODA x Athletics Terry Fox Run**
    - Event is set to take place on Sunday, September 19th, 2021 ~1pm. UPS points will be awarded to whoever raises the most money and top donation will be awarded NCODA PSO conference tickets. Students will sign up on Strava and register for an account using the link provided under the team name 'Foxycycline'
    - Event will take place virtually but hoping to have some locations posted in Toronto for students to run/walk
  - ii. **Annual Tug-of-War**
    - TBD by September, usually occurs during welcome back BBQ which is not happening this year.
  - iii. **Strava Active Challenge**
    - UW is hoping to collaborate with us and other pharmacy schools in hopes to keep students active. They hosted an internal one with their school this past summer and want to see if they can make it a competition with the other pharmacy schools as well and how feasible the event would be. The event would hopefully take place 3 weeks into the school year so the weather is warm enough and students have enough time to sign up for the event if scheduled
  - iv. **Intramurals**
    - Waiting to hear status on which in-person sports will be returning this fall and the restrictions that come with it
- g. **Events**
  - i. **Boat Cruise**
    - Event is scheduled for **Friday, September 10th at 7pm with the Enterprise 2000**; Events Co-directors and pharmakon to show up at 6pm and help set up backdrop for photos/decorate (volunteers welcome for those attending) - a reminder pharmakon is required per constitution to take photos for the event
    - Current COVID regulations allow 250 on board; classes are limited to how many tickets from that cohort; faculty was invited and given a deadline of **August 16th to respond** - no one expressed interest and our faculty advisors cannot attend
    - We invited Waterloo students but not other professional faculties as of right now. Currently Waterloo and 2T4 spots have filled, and overall 75% of the tickets we have released have been purchased; low turnout for 2T2/2T3
    - All the information is in our facebook page:



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- UPS members who have tickets that are eligible for reimbursement have been notified, please let us know prior to sending finance your email transfer if you plan on coming. UPS members who we saved tickets for have also been contacted, please contact us as well
- ii. **Phollies**
  - Phollies is booked at the George Ignatieff Theatre for November 4th (dress rehearsal) and for the show **Friday, November 5th**
  - Emails for auditions set to go out the first week of September
  - Looking for volunteers who would want to help with tech/ticket scanning/backstage organization the day of
- iii. **Semi-Formal**
  - In process of contacting and securing a venue - many places have been unable to offer specifics in terms of booking due to the ongoing uncertainty of COVID
- h. **CAPSI**
  - i. **Summer Package: Dipiro Textbook and Handbooks:**
    - Order form closed and cost paid to UofT Bookstore with bank draft from our CAPSI Bank Account (Cost: \$11965.92 and sold to 72 students)
    - Pending textbook shipping and pick up date
    - Textbooks have just arrived at the bookstore though as of today (August 16th, 2021)
  - ii. **Award of Professionalism 2021: was due on July 31, 2021**
    - Submitted to and confirmed by National
  - iii. **July and August Teleconference**
    - Next teleconference on August 22.
    - We hope to confirm some dates for next semester's CAPSI Competition Season
  - iv. **Notebooks Distribution:**
    - Pending receiving by the first week of September and distribution at PB in person.
    - In contact with Tina and Michelle (Receptionist) on receiving, storage and distribution
    - UofT is going to receive 350 copies.
  - v. **CAPSI / IPSF Presentation/ Phrosh Club Fairs**
    - CAPSI is going to pre-record their portion
  - vi. **RxVigilance Student Demo: September 21 on Zoom (6-8pm)**
    - In collaboration with Vigilance Santé, to provide all participating pharmacy students with free 30-day access to RxVigilance and RxPhotos
      - Will also get an UPS point.
  - vii. **CAPSI / IPSF Social Media Awareness Week: Sept 20-24**
    - A. Prizes will be awarded for participation.
  - viii. **CTMA/CTC Textbook Sales/ RxFiles Discount: Update:**
    - National and CPhA prefers to have ONE order form this year: no due date on when we would like to hold our sales (according to National)
    - Order form have been passed to 2T2 and 2T3 class PVPs
    - RxFiles Discount: pending this year's new edition. As for now, they are looking at the same/similar discount prices of last year
      - 20% off the regular price of the 12th edition drug comparison charts - hard copy



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- 30% off regular price 1 year subscription for RxfilesPLUS Online
  - 20% off the regular price of the GeriRxFiles 3rd edition - hard copy
  - Over 30% off the Hard Copy Bundle (of the above three)
  - Shipping is \$15 and for CAPSI Members Only
- ix. **Updates on Backpacks/ Ice Cream Social:**
  - Due to the sponsorship with Trudell and also budget from CAPSI National, we will not be able to provide students with backpacks this year
    - Have lost sponsorship since last year. Will most likely host a sale instead.
  - Ice Cream Social: COVID-19 restrictions and also last minute in-person phrosh: will not be hosting it this year
- x. **Pharmacy Legislative Week: PLW Collaboration:**
  - Self-Sustainability Week: October 25-29
  - Collaborated with PLW during last year's PAM to organize a virtual campaign focusing on discrimination and racism in pharmacy, with an emphasis on care for marginalized communities
  - Self-Sustainability Panel: Burn-out: October 28th, 2021 at 8:30pm- 9:30pm
    - Tentative Canadian Guest Speaker: Dr. Jamie Kellar
    - We will have 2 other American Guest speakers to speak about their perspectives and experiences.
- xi. **CAPSI Symposium:** Topics are Ancient Indigenous Medicine (Fall) and Busting Myths about Birth Control (Winter)
  - Tentative Date for Fall: September 29
  - Guest Speaker: Dr. Jason Pennington
- i. **OPA**
  - Change in OPA Student Advisory Council (SAC). Previously made of 2 separate branches; UofT student Chapter and UW Student Chapter, each with chair, vice chair (who sat on UPS) and class reps. Now amalgamated into one large group known simply as the SAC made up of members of both schools, along with our OPA liaison sitting as Chair. Julia is sitting as Co-Vice chair along with a member from UW (only one UPS member instead of two). No more designated class reps.
  - First meeting happened last week introducing new team. This years advocacy initiatives still in discussions.
- j. **UTSU**
  - i. Posted notes on UPS group chat regarding updates from various UTSU meetings
  - ii. UTSU plans to host free headshots sometime in November.
  - iii. Next meeting in 1-2 weeks.
- k. **Marketing**
  - i. FB message the Marketing Team to discuss any things that are needed (i.e. banners, posters,etc.) for the upcoming school year
    - Please provide 2 week notice.
- l. **Monograph**
  - i. **Year 3 Anti-calendar:** Completed by Shaista (2T2 Monograph Rep) and distributed by 2T3 Faculty Representatives in time for course selection
  - ii. **Monograph Volume 23 Pre-issue:**
    - Traditionally published online as a PDF during Phrosh Week
    - All contributors contacted for articles in the pre-issue



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- **UPS Who's Who:** We are still waiting on a couple more members to submit their blurbs. Please submit by tomorrow (Aug. 17)
- **Club's Who's Who:** Sent out emails to those we are still missing - will contact execs personally as the PVP list is updated
- iii. **Recruiting a layout team:**
  - Last year, a team of volunteers was recruited for those interested - we plan to do the same this year
  - Club's fair (Phrosh week)
  - InDesign Tutorial will take place in September sometime after the Club's Fair
- iv. **Monograph Instagram**
  - Call for submissions, events, and announcements before distribution of issues will be posted.
- v. **Subsequent issues**
  - Working with The Printing House across PB to organize printing of physical copies for Volume 23 Issues 1-4
- m. **Pharmakon**
  - i. **2019-2020 Yearbook Distribution:** Has been put on hold as per faculty's request
  - ii. **2020-2021 Yearbook:** Our team is currently working on finishing up the yearbook pages which are due tonight. Yearbooks get printed in September and will be handed out hopefully in October or November.
  - iii. **2021-2022 Yearbook:** We are hoping to recruit new members and past members to join the team for this upcoming year to cover the various events throughout the school year.
  - iv. **Phrosh:** Planning on having 2 photographers available each day from September 6-10 to cover events.
    - **2T5 Who's Who Photos:** Need to determine the date that this is happening.
    - **Boat Cruise (Sept 10):** Chelsea and I will be available to help set up and take photos during the event.
- n. **Webmaster**
  - i. **Summer Package**
    - Form is currently live at <https://uoftpharmacy.com/summer-package-form/>
    - Deadlines for Listserv, CPR Re-cert, Big Sibs, Merch Sales have passed already
      - a. Only CPhA Benefits Opt-In (CAPSI) and CPR Certification forms are still not due yet
        - i. CAPSI will get back about due date for CPhA Benefits Opt-In
        - ii. CPR Certification sessions are all booked
    - Sign up count was low this year (419 people)
    - 2t2, 2t3, 2t4 councils should all have accounts they can log into to view form responses. Feel free to contact me if you need any help.
  - ii. **Phrosh Form**
    - Deadline for form passed on Aug 13; form is no longer live
    - Sign up count is 121 - 2T4 PVP have moved Phrosh dates to help improve sign up
- o. **2T2**
  - i. Working with CAPSI + other class council reps to get CPhA textbook sales going
  - ii. Will be 1 form for all CPhA textbooks, working out details & dates but will be posted soon!



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- iii. Clothing, Name tag and lanyard sale deadline has passed, processing orders and e-transfers over the next few days, aiming for in-person pick up at PB in September
- p. 2T3
  - i. CPR Recertification
    - Around 100 participants; confirmation emails have been sent and class lists will be sent to instructors this week
  - ii. CTMA + RxFiles Sales
    - Working with 2T2 + CAPSI on sales for CPhA (re: 2T2 notes above)
- q. 2T4
  - i. CPR- currently have 149 participants.
    - **Dates:** August 28,29, September 4,5, 25 and 26
    - Overwhelming number of students have shown their interest; wanted to schedule more sessions later in the year (around November or January)
  - **Phrosh Week:** September 6-10 [www.phroshweek2021.com](http://www.phroshweek2021.com)
    - Schedule for the week has been completed: theme is *The four elements (the Avatar)*

PHROSH CUP ORIENTATION SCHEDULE					
	MONDAY SEPT 6TH	TUESDAY SEPT 7TH	WEDNESDAY SEPT 8TH	THURSDAY SEPT 9TH	FRIDAY SEPT 10TH
8:00AM					
9:00AM					
10:00AM	REGISTRATION 10AM-11AM	TREETOP TREKKING 8AM-2PM	FACULTY ORIENTATION 11AM-12PM		
11:00AM	OPENING CEREMONIES 11AM-12:30PM	ALTERNATE LOCAL EVENT (TBD) 8AM-2PM	LUNCH		
12:00PM	LUNCH				
1:00PM	LET THE GAMES BEGIN		CLUBS FAIR 1PM-3PM	BIG SIBS SOCIAL 12PM-4PM	CLOSING CEREMONIES
2:00PM	BREAK THE ICE 2:30PM-4PM	LUNCH 2PM-4PM	SCAVENGER HUNT 3PM-5PM		ELEMENTAL CHEER-OFF
3:00PM					AWARDS NIGHT 4PM-5PM
4:00PM					
5:00PM				OFF TO THE RACES 5PM-7PM	
6:00PM					
7:00PM		GIANT GAMES PATIO NIGHT (19+) 6PM-12AM	GAMES NIGHT (ONLINE) 8PM	CINEMA NIGHT 7PM-10PM	UPS BOAT CRUISE (19+) 7PM-11:30PM
8:00PM	TRIVIA NIGHT (ONLINE) 7PM				
9:00PM					
10:00PM					

- Currently finalizing sponsorships and funding from UPS and faculty
- Participants ~120 people
- Waiting from faculty to provide information about COVID restrictions and PB booking for events
- Phrosh leaders are currently undergoing their JOLT training.
- We will have weekly meetings to finalize details, including Pharmakon reps
- Reaching out to UPS Clubs (those listed in Summer Package) for interest to participate in our clubs day
- **Big Sibs**





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- Deadline has passed, sending updates about matches when completed (anticipating next few days) and then individually to each match

Major thank you to Joy for setting up our forms and communication to all students, and to everyone who has helped us navigate this new whirlwind of a hybrid year in planning Phrosh!

### **D. Other Business**

### **E. Adjourn Meeting**

- a. Yousif J.: motion to adjourn meeting at 9:29pm
- b. Seconded by Christine T.