



Undergraduate Pharmacy Society

2021-2022

Agenda – UPS Meeting #2

Date: September 30th, 2021

Time: 8 PM - 10PM

Location: <https://utoronto.zoom.us/j/89755984157>

Meeting ID: 897 5598 4157

Passcode: Budget

Speaker: Yousif J.

Minutes: Al A.

Present: Christine T., Aldo DM., Kenny T., Ubaid UR., Kevin G., Cindy W., Michelle C., Fabian C., Theodora U., Joy W., Al A., Chelsea A., Mansi S., Chelsea C., Sally J., Dami S., Nicolas P., Eulaine M., Yousif J., Grace L., Kristy S., Carmen L., Arnold R., Samantha C., Cindy T., Sandrine BT, Julia G., Jonathan P., Wei Wei

Regrets: Garrett M, Mel H., Aya A., Rachel M.

Faculty Advisors: Kenny T., Aldo D.

A. Call to Order: Yousif J. calls meeting to order

B. Motion to Begin: Christine T., calls motion to order at 8:02pm

-Chelsea A. seconds motion

C. AGENDA:

1. Old Business

a. UPS x CAPSI Welcome Back Picnics

- i. Presenter(s): Christine T, Chelsea A, Michelle C, Theodora U
 - 183 tickets sold on Eventbrite
 - Held off-campus at Queen's Park, Trinity Bellwoods Park, HTO Park, Chinguacousy Park, Riverdale Park, Erindale Park, Sonoma Heights Community Park, Toogood Pond Park
 - Overall, a success! Photos: <https://link.shutterstock.com/5YEUI21XI9>
 - Thank you Kenny Tan for Pizzaiolo discount (made available to all clubs)
 - Learning curve: For outdoor events this year, need weather contingency plans

b. CPhA Textbook Orders

- i. Presenter(s): Samantha C
 - Successful! Order placed this week, expecting delivery in ~10 business days
 - Will arrange pick-up once received

c. Orientation Week

- i. Presenter(s): Kristy S - will be discussed below. Overall, a success!

d. RxFiles Orders

- i. Presenter(s): Kevin G
 - Order places this week, expecting delivery for next week



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e. Boat Cruise

- i. Presenter(s): Garrett M + Sandrine B
 - 229 tickets sold on Eventbrite
 - 243 students attended overall - photos posted on pharmakon facebook
 - Huge success, made a profit around \$1500 which is well above any previous year
 - Thank you to all UPS members who came, special thank you to Kristy for helping out on the boat

2. Updates on Activities

a. 2T5 Election Results

- i. Presenter(s): Christine T
 - Welcome the 2T5 President and Vice-President, Ubaid Ur-Rehman and Nicolas Pham.

b. Faculty Advisor

- i. Presenter(s): Christine T
 - Aldo D. will be joining Kenny T as the second UPS Faculty Advisor for the 2021-2022 year. Welcome!

c. Stars of Pharmacy

- i. Presenter(s): Chelsea A
 - Stars of Pharmacy applications for September went out on September 29th.
 - Applications will be due on October 5th.
 - Will reach out to UPS Marketing with finalized candidate photos and nominations to create graphics to then share on the UPS Facebook page and Instagram.

d. Goal Setting

- i. Presenter(s): Chelsea A
 - Deadline was September 24th, 2021 at 11:59pm.
 - Only received 22 submissions (**still 10 outstanding Google Forms to be submitted**)
 - If you haven't already, PLEASE submit after this meeting by *Oct 1st at 11:59pm*.
 - Google Form: <https://forms.gle/CfoC7wxUR9TXdJQz5>
 - Once all have been collected, will schedule a meeting with faculty advisors to review.

3. Updates on Upcoming Events/Portfolio

a. UPS President

- i. Presenter(s): Christine T
 - Halloween Social
 - Oct. 25-29
 - Unable to host event for all pharmacy students in Pharmacy Building
 - Online last year: Halloween Costume Contest, Pumpkin Carving Design Submissions, Spooky Art & Story Contest, Halloween Trivia, Among Us Party
 - Chelsea A., maybe an in-person event at Queen's park
 - Samantha C., spooky movie night
 - Student Event Process Meeting
 - Thurs Oct. 14 @ 12pm-1pm
 - Meeting with Natalie C, Tina H, Aldo D to discuss capabilities for hosting events at Pharmacy Building for the year
 - Microsoft Teams link in FB page

b. UPS Vice-President



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- i. Presenter(s): Chelsea A
 - Fall SIF Committee Meeting
 - SIF applications for UPS Clubs were due September 24th, 2021.
 - We received applications from 24 clubs this year.
 - The SIF committee met on September 27th to review all the applications and review funding.
 - Meeting minutes have been forwarded to the Faculty Advisors for final approval. Once finalized, will be released to UPS Clubs Execs so they can start to finalize their plans for their Fall events.
 - Awards 2020 - 2021
 - Samantha C received the order for all 2020 - 2021 awards near the end of August.
 - Will be assisting to sort the order and arrange pickup for students.
- c. **UPS Secretary**
 - i. Presenter(s): Al Ahamed
 - Summer Package Merch Distribution:
 - Will be distributing merch for pick up at PB sometime next week.
 - Finalizing student booking system and date and time of pick-ups.
 - i. Merch for 2021 August sale
 - ii. Kristy S., inquired about 2020 Winter sale
 - 1. Al A., order is in the process of being placed and paid for.
 - UPS Point Amendments:
 - Submission for point amendments due at midnight tonight
 - Received around 40 submissions so far with approx. 350 points to audit
 - All adjustments will be made by November 2021.
 - Club's Registration/Renewal Deadlines:
 - Created deadlines for clubs to register/renew for both the fall and winter semester (didn't have this before).
- d. **CAPSI**
 - i. Presenter(s): Michelle C. & Theodora U.
 - UPS/CAPSI Welcome Back Picnic
 - Collaborated with UPS
 - CAPSI will provide \$250 subsidy to UPS Finance
 - RxVigilance Comes to UofT: Student Demo (6-7pm on September 21)
 - Christoph and Laura from RxVigilance provided the zoom student demo
 - Over 70 students participated
 - Provided with 30 day free access and 1 UPS point to all attendees
 - \$179 (65% off from \$520) - CAPSI Special Rate access to CAPSI members
 - CAPSI/IPSF Awareness Week (September 20-24)
 - Winners received a \$5 e-gift card or CAPSI backpack
 - CAPSI Symposium with Dr. Pennington & Kathy Macleod-Beaver (5:00-6:30pm on September 29)
 - ~45 students attended
 - Topic: Indigenous Approaches to Holistic Health
 - First CAPSI Council Meeting (8-9pm on September 29)



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- CAPSI and PLW: Self-Sustainability Week (October 25-29., 2021)
 - Being planned by 2T4 CAPSI Reps: Two Infographics
 - A week with Self-sustainability events ranging from Yoga, Movie night, etc.
 - There will also be daily prizes as well: lucky draw for participants
 - Self-Sustainability Panel: Thursday, October 28th, 2021: 8:30pm to 9:30pm on Zoom with Dr. Jamie Kellar, Dr. Louie and Dr. Vo
- CAPSI Notebooks (ongoing):
 - Going to continue to putting them on the second floor on the tables until we run out for students to come and pick one notebook for themselves - honors system for it
- CAPSI Competitions:
 - Pending sponsorship from Medisca for Compounding Competition - if happening, will likely be in January
 - Plans to host all CAPSI competitions online since Jessica informed us of 20-persons occupancy limits for LDFP events rooms
 - Still hosting: SLC, AFL, Guy Genest, PIC/OTC, Pharmafacts Pre-Bowl
- CAPSI x UTIHI IPE Event: PAM
 - Meeting today with Sabrina from the IPE office and also Vianca from UTIHI
 - Topic: Heart Failure
 - Happening during the month of PAM: Tentative March 22 or 24th (booked both days for now) - 5:15pm to 7:15pm
 - Contacting Professor Kertland at the moment to be our guest speaker to beginning planning for our IPE event
 - Deadline to submit to the IPE office for our cases and presentation is January

e. Events

i. Presenter(s): Garrett M. + Sandrine

- Phollies
 - Had our venue with George ignatieff theatre cancelled due to COVID
 - Rebooked with Isabel Bauder for November 18 (rehearsal), 19 (performance)
*TENTATIVE - 200 guests to be confirmed
 - They are closed until the very least October 31, following up to see logistics of in person
 - Audition email to go out this Friday october 1st with October 18 deadline
 - looking to audition for MCs
 - Acts will have 2 weeks to submit their video auditions
 - Class Council PVP's have been contacted and you are HIGHLY ENCOURAGED to participate with your council
 - Overall up in the air, may be an online event this year; taking suggestions
 - Marketing - if possible to start working on a banner?
- Semi Formal
 - Similarly no venue will commit to our booking
 - Following up one last time this week with venues we've been speaking with since summer
 - Goal is to book by Thanksgiving weekend
 -

f. External Affairs

i. Presenter(s): Arnold R, Cindy W



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- Sponsors: National Bank, Pharmasave, SSLL
 - Reduced since last year
- First Lunch and Learn with National Bank
 - Thursday, Oct 21, 2021 12-1 - During Co-curricular time
 - Faculty would like events to be online for the Fall semester
 - Attendance by UPS members would be appreciated
- 2nd National Bank and 1 Pharmasave Lunch and Learn next semester
- Blood Drive
 - 1 blood drive per semester
 - Will hold off planning until after Oct 18th to see if we are go back in person
 - If in person: have people from CBS come in and promote students to donate at their college St location
 - If online: Facebook event with Trivias/fun facts to promote awareness

g. Marketing

- i. Presenter(s): Grace L., Yuna C.
 - Created marketing material and covers for Boat Cruise and Welcome back picnic
 - If UPS External Affairs and UPS Events would like us to make marketing material for Lunch and Learns, as well as Phollies and Semi Formal, just let us know the details; two week notice would be great

h. Athletics

- i. Presenter(s): Jonathan Platt
 - Intramurals are officially starting with some cancellations (Co-Ed Volleyball, badminton)
 - In the midst of planning the OPA Soccer Cup and booking a stadium (still waiting to hear back from Katarina (MLSE) regarding availability. Tentative date to be Oct 30th or Nov 6th at Soccer Centre in Vaughn.
 - Soccer practices will be run by co-captains with help from Kenny as coach
 - Pharmacy National Running Competition ongoing (September 27-October 17th)
 - Students sign up on Strava and register on Charity miles to donate 10 cents/km (instructions on Athletic page and
 - Pharmacy school to score the most points for will win \$350 towards a charity donation of their choice

i. Monograph

- i. Presenter(s): Sally J.
 - Released the Pre-issue
 - Thank you to those who helped promote it
 - Welcomed 2T5 Monograph rep to the team
 - Hosted InDesign tutorial and collected interest for new layout team
 - Issue 1
 - Submissions collected - editing to send to layout team volunteers once we create a Facebook group for them
 - Tentative release date: Oct 22
 - Link to shoutouts: <https://forms.gle/AKB6okHV4tdVbdwa8>

j. Pharmakon

- i. Presenter(s): Chelsea C. Carmen L.



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- 2T5 Who's Who photo-op sessions are complete, we will open up Google Form for photo submissions. Aiming to put the photos together in the beginning of October and distribute by the end.
 - Working on distribution for the 2019-2020 and 2020-2021 yearbooks. Working with faculty and facilities to arrange for an additional pickup date.
 - 2T3 Class Council will be hosting a LinkedIn photo session in early October. The details for that are currently being sorted out with the faculty.
- k. Webmaster**
- i. Presenter(s): Joy W.
 - Closed all remaining forms: summer package, textbook orders
 - Created and sent login info to 2T5 PVP for the UPS email (2t5@uoftpharmacy.com) and 2T5 Class Council website (2t5.uoftpharmacy.com)
- l. UTSU**
- i. Presenter(s): Dami S.
 - Had UTSU meeting on Sunday
 - UTSU holding annual general meeting on October 8th. Pharmacy students can come and vote.
 - Chance to win airpods and gift cards for joining Zoom session and RSVP'ing via eventbrite.
- m. OPA**
- i. Presenter(s): Julia G
 - Posted in 2T5 fb page for call for 2T5 class rep to sit on the OPA Student Advisory Council (changed this year to a combination of UW and Uoft)
 - Kristy S., can we send the applications via the listserv?
 - Julia G., not allowed to send via listserv after speaking with OPA
 - Deadline to apply is tonight midnight
 - Looking for someone motivated/ passionate for advocacy!
- n. 2T2**
- i. Presenter(s): Samantha (Aya cannot attend)
 - Wrapping up textbook sale (as above)
 - Beginning communications with PEBC prep contacts
 - Grad formal & grad photos - planning is underway
 - Merch pick-ups as AI mentioned above
- o. 2T3**
- i. Presenter(s): Kevin (Mel cannot attend)
 - Textbook sale slowly winding down, will be distributing them in PB -- but having trouble with building logistics
 - Working on a Photoshoot event w/Pharmakon -- but having trouble with building permissions
 - Potential merch sale and Frost Week planning is underway -- focus on raising enough money to make Graduation cheaper for our cohort
- p. 2T4**
- i. Presenter(s): Kristy
 - ii. VP information (Rachel cannot attend but Kristy will be presenting for me)
 - Phrosh Week was very successful, with many positive reviews.



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- 2T5 Class Council was successful, had some tech issues with the election speeches,
- CPR certification classes were also successful. I will be offering more classes in November for those who were unable to book a class. Survey will be coming out in October about this on the listserv and posted in the 2T5 and 2t4 FB pages. Anyone in 2t3 who are interested please let Rachel know.
- Charity Week: 2t4 voted for Indian Residential School Survivor Society (IRSSS)
- Phrosh Week success
 - Thanks UPS members for your support in making Phrosh Week a success
 - Despite our challenges, everything went off without a hitch. All COVID-19 protocols were adhered to, working in compliance with Facilities requirements on campus, and with our external stakeholders. Positive feedback from students.
 - Working on a SOP for the incoming Second Year Class Council on planning a hybrid-model Phrosh week during COVID-19 Pandemic, what to consider, and timelines (starting earlier). Would be helpful to get UPS insight once drafted.
 - FREE Admission to all 2T5 students to Diabetes No Limits Conference shared this week (<https://nolimitsconference.ca/>) COMP2021
 -
- 2T5 Class Council Election a success (welcome!)

*I have 3 cardigans from Boat Cruise in my locker at PB. Please message me if they are yours! :)

q. 2T5

- i. Presenter(s): Ubaid and Nicolas
 - Just wanted to say hi :)
 - Excited to get started with this year

r. Finance section?

- i. Finance can accept your e-transfers for you.
- ii. Audit update:
 - Faculty administrative members have provided assistance and consultation in this process.
 - Currently finishing up the bank write-up from 2016 to date. Will help auditors be satisfied with releasing the already-completed audit for 2015/16. Release of student fees of \$61k expected upon receipt and approval of 2015/16 financial statements
 - Once bank write-up completed and handed to auditors, will request a timeline on the release of the financial statements. Once we are anticipating the release, we will begin making payments to amounts UPS is currently owing (e.g. reimbursements, CAPSI fees, PDW 2020 and PxP 2019 subsidies.)

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

a. Tentative 2021-2022 Budget:

https://docs.google.com/spreadsheets/d/1EVWD3qMm17UfcYpFjJsAU8YHWkoWB7jRg_qtcGrWfWU/edit?usp=sharing

b. Income



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- i. Income coming from;
 - 1. Events,
 - 2. Pharmakon,
 - 3. Sponsors
 - 4. UPS student fees (~61K),
 - a. pending
 - 5. SLL fund (~\$32K)
 - a. Alumni funds and donations that we apply for yearly.
 - b. Already in the bank
 - 6. Wei Wei, motions to approve
 - a. Motion approved
- c. **Athletics**
 - i. Expenses are lower than 2019-2020 (~\$9K)
 - 1. Wei Wei motions to approve
 - a. Motion approved
- d. **Awards and Grants**
 - i. Similar to 2019-2020 expenses
 - 1. Wei Wei motions to approve
 - a. Motion approved
- e. **CAPSI**
 - i. Expenses ~\$14K, ~\$13K owed from 2019-2020 year
 - 1. Christine T, what is the deadline to pay outstanding fees?
 - a. Michelle C, received invoice for students for 2021-2022 year (~\$900)
 - b. Deadline is not confirmed, but CAPSI is pushing them to pay
 - 2. Wei Wei motions to approve
 - a. Motion approved
- f. **CU Advertising**
 - i. Advertising for Monograph and website
 - 1. Around ~\$3K income
 - 2. Wei Wei motions to approve
 - a. Motion approved
- g. **Finance**
 - i. Paid around ~\$33K for auditing services, part of last year's fiscal year.
 - 1. Charges for this year will be updated when known, won't be as much.
 - 2. Purchasing EFT service in order to pay future vendor who do not take cheque (CPha)
 - 3. ~\$1K in expenses
 - 4. Wei Wei motions to approve
 - a. Motion approved
- h. **Events**
 - i. Phollies, PAM, Boat cruise, semi formal
 - 1. Numbers similar to previous years
 - 2. Wei Wei motions to approve
 - a. Motion approved
- i. **External Affairs**
 - i. Lower expenses compared to last year, due to conferences being cancelled
 - 1. ~\$900



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2. Wei Wei motions to approve
 - a. Motion approved
- j. HST**
- i. UofT has not been filing HST since 2016
 1. No receivable or payable items this year
 2. Wei Wei motions to approve
 - a. Motion approved
- k. IPSF**
- i. Subsidies for exchange students (~\$6.2K)
 1. Usually receive up to \$5000 from SSL fund to pay for this
 2. Same as 2019-2020 budget
 3. Wei Wei motions to approve
 - a. Motion approved
- l. Monograph**
- i. Expenses similar to 2019-2020 expenses.
 1. \$1K in printing expenses per issue (4 issues)
 - a. Looking to apply for SSL fund (~\$2K)
 2. Arnold R, there is advertising in the Monograph, can we still apply for SSL fund?
 - a. Wei Wei, CU advertising is not a contraindication to apply for SSL fund to cover costs of printing issues.
 3. Wei Wei motions to approve
 - a. Motion approved
- m. Pharmakon**
- i. Numbers similar to 2019-2020, usually do not make profit from the yearbook since the cost for students would be too much.
 1. Wei Wei motions to approve
 - a. Motion approved
- n. Sponsorships:**
- i. ~\$13K in income from sponsorships (~\$5K from Pharmasave, ~\$8K from National Bank) (coordinated by the Faculty).
 1. Wei Wei motions to approve
 - a. Motion approved
 2. Kenny T., had a meeting with corporate, may receive additional funds from Shoppers.
 - a. Arnold R., External will reach out
- o. Students Fees and UofT Finances**
- i. ~\$32K from SSL fund, ~\$61K from UPS student fees *pending* (income)
 1. Grad fund expenses (~\$10K for 2T1 and 2T2)
 2. 2T3, 2T4, 2T5 classes will receive funding from investment fund interests earnings (~\$8K)
 3. Wei Wei motions to approve
 - a. Motion approved
- p. UPS**
- i. ~\$52K in expenses, ~\$250 income. Similar to previous years
 1. SIF committee approved ~\$3K for fall SIF funding for clubs (lower than previous years)



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- a. Have allocated ~\$5K per semester for SIF
 2. ~\$10K paid as subsidy for 2T4 Phrosh
 3. Wei Wei motions to approve
 - a. Motion approved
 - q. **Website**
 - i. \$50.54 for WPforms license. To replace the current UPS points website (in the future), but currently forms (for Summer package) have been moved over.
 1. Wei Wei motions to approve
 - a. Motion approved
 - r. **Changes**
 - i. Please inform all changes to finance@uoftpharmacy.com
 - ii. Finance can cut the cheque for major payments. Forward invoices to finance@uoftpharmacy.com
- E. Additional Business**
- a. N/A
- F. Adjourn Meeting**
- a. Yousif Motions to adjourn meeting at 9:38pm
 - i. Chelsea seconds motion