



Undergraduate Pharmacy Society 2020-2021

Agenda – UPS Meeting #4 - Constitution Amendments

Date: January 26th, 2022

Time: 8:00 pm - 10:00 pm

Location: Zoom - <https://utoronto.zoom.us/j/87215186365> (Passcode: 730498)

Speaker: Yousif J.

Minutes: Chelsea A., Christine T.

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

Regrets: Garrett M., Al-amin A., Yuna C., Grace L.

Faculty Advisors: Kenny T., Aldo D.

A. Call to Order: 8:03pm.

B. Motion to Begin: Christine motioned to begin, Chelsea seconded.

C. AGENDA:

2022 Proposed Amendments:

1. Constitution Amendments

a. 2021 Constitution:

<https://drive.google.com/file/d/1b76lgFcfunNAYeluoSxfi91ROytQ2TuS/view?usp=sharing>

i. 2022 Constitution Voting Changes:

1. No previously approved amendments.
2. Current Practice Changes
 - a. First Year Council Advisor
 - i. Yousif moved to approve the amendment.
 - ii. Majority passed, motion passed.
 - b. Annual Orientation Banquet
 - i. Yousif moved to approve the amendment.
 - ii. Majority vote, motion passed.
 - c. President-elect Duties
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed.
 - d. Student initiative fund - Clubs meeting
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed.
 - e. Student initiative fund - Clubs meeting (part 2)
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed.



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- f. Formalize apology process in less severe reprimands
 - i. Motion to approve 13.4.3.1
 - 1. Following standing addition was not passed.
 - ii. Motion to approve 13.4.3.2
 - 1. Majority vote.
 - 2. Will keep in mind to formalize the process of conflict for UPS PVP to hire committee for flow chart.
 - g. UPS room organization
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - h. OPA Student Board
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - i. Faculty Council Committee
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - j. Undergraduate Pharmacy Society Professionalism Policy
 - i. Christine motions to amend the amendment to only during the academic year.
 - ii. Sandrine seconds the motion.
 - iii. Majority vote, motion passed.
 - k. Undergraduate Pharmacy Society Professionalism Policy
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - l. UPS and Class Events, Other Social Events
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - m. Photo Events
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - n. Conferences
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - iii. Christine motions to amend the amendment from CSHP to PDW.
 - iv. Kristy seconds.
 - v. Majority vote, motion passed
 - o. Intramural Players
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
 - p. Pharmacist Appreciation Month
 - i. Yousif moved to approve the amendment
 - ii. Majority vote, motion passed
- 3. Chelsea motion to remove 8.6.2.1
 - a. Christine seconds.
 - b. $\frac{2}{3}$ vote in favour, motion passed.
 - 4. Grammar changes



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- a. Yousif moved to approve the amendment
- b. Majority vote, motion passed

2. Procedures and Codes of Conducts Amendments

a. 2021 Procedures and Codes of

Conducts: <https://drive.google.com/file/d/16gnvqA4tbZTB3Xg7ZCYsjR1GN9zIunEe/view?usp=sharing>

i. 2022 Procedures and Codes of Conducts Voting Changes:

1. Election speeches
 - a. Yousif moved to approve the amendment
 - b. Majority vote, motion passed
2. CAPSI Representative
 - a. Yousif moved to approve the amendment
 - b. Majority vote, motion passed
3. Paper Nomination Process
 - a. Yousif moved to approve removal
 - b. Majority vote, motion passed.
4. Grammar Changes
 - a. Yousif moved to approve the amendment
 - b. Majority vote, motion passed

3. Updates on Activities

a. PVP

- i. UPS Holiday Social
 - Great turnout ~35 attendees for in-person event at Distillery District
 - 18 online submissions (videos, pictures, art)
- ii. PAM Kickoff Event w/ CAPSI
 - Call for speakers for the event will go out.
- iii. OPSIS 2022
 - Had a contract signed with Marriott for March 2022, however due to COVID-19 restrictions and new variant, will be moving OPSIS 2022 to a virtual conference.
 - Hotel contract will be re-signed and dates moved to March 2023 for next year's conference.
- iv. Winter SIF - funding decisions released (Thank you Wei Wei!).
- v. Cleaning of the UPS Room.
 - To be reassessed once classes go back in person.
 - Will need to start getting in contact with old class councils (2T0, 2T1) to figure out pick-up of items stored in the UPS room.
- vi. Respect & Communication with other UPS Members
 - 48 hours for returning messages related to UPS activities.
 - This has been a difficult year with lots of changes, efforts are appreciated and if you need any support or help let PVP know!
- vii. Class Council elections will take place end of March, official dates TBD
 - 2 CROs - Class Council PVPs unless running, then find replacement

b. Executive Secretary

- i. No updates.



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c. Webmaster

- i. Set up the PVP elections for next year. Nomination period ended last Friday (January 21). Voting will be this Friday (January 28) from 9:00am to 5:00pm.
- ii. Will be setting up the UPS and Class Council elections in March

d. CAPSI

- i. First Local Winter Meeting: January 10th, 2022
 - TO DO LISTS - provided for all local reps to start planning their main events this upcoming PAM
 - IPSF provided us with updates as well on their upcoming events this term and their campaigns
 - Discussion on PAM event topics
- ii. Bridging the Gaps Conference - Friday, January 14 - Sunday, January 16, 2022
 - Social night, keynote presentations, pharmacist panel, national competitions, CAPSI National AGM and debates held via Zoom
 - Based on feedback received, attendees greatly enjoyed debates on Sunday
 - [Keynote Presentations and Panel recording](#) available until mid-February
 - Free 1-year subscription to RxVigilance to randomly selected attendees
- iii. Preparation for Pharmacy Appreciation Month (PAM)
 - "A" stands for Appreciation - similar to PAM 2021
 - a. ONLINE PAM - due to the pandemic, making decision to move online.
 - Meetings with UPS PVP, LDFP Faculty Marketing and UPS Marketing
 - a. Marketing preparing materials for PAM Kickoff
 - Kickoff event planning: Live Kickoff Event with Students on March 1, 2022 (1pm to 2pm EST) - send out for volunteer guest speakers on February 1st, 2022
 - a. Raffle for a prize: \$200 UberEats gift card
 - b. Budget?
 - i. Wei Wei: PAM Promotional (\$500) can be used for this event.
 - c. Chance to be featured by the LDFP Communications and Media Team on the faculty website too
 - Kickoff Countdown: February 21-25th: for students to come and like our Facebook PAM Page (done by UPS PVP)
 - a. Preparing videos from Dean, OCP and OPA
 - b. Sponsorship posts
 - Kids in Medicine (KIM) and Pharmacy Outreach Days (PODs) Subcommittee Recruitment - 4 2T4s and 3 2T3s indicated interest
 - IPE Event: Case Submission to IPE office on January 10th, 2022 (Professor Kertland)
 - TNTP Planning: Candidate Recruitment and TNTP Marketing with Co-Marketing
- iv. National 2022-2023 By-Election - ONGOING
 - Please see email from torontojr@capsi.ca for more info on 6 available executive team positions
 - Deadline to express interest in a position is January 23, 2022 (to be extended)
- v. Future of Pharmacy Excellence Award Nominations - ONGOING
 - Please see email from torontosr@capsi.ca for more info
 - Opportunity to highlight the achievements of a (non-CAPSI council) pharmacy student in any year or any of the 10 schools in the country.
 - Deadline to nominate a student is February 4, 2022



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- vi. Membership Drive Update - ONGOING
 - Opt-in by completing [form](#) to receive CAPSI membership benefits
 - Only needs to be completed if was not completed last semester
 - In the meantime, Michelle and Theodora are able to provide PEBC prep material discount codes to (2T2) students
 - Form due February 4, 2022
- vii. CAPSI Awards Night: February 3rd, 2022: 8 - 9pm EST
- viii. Upcoming Events in February
 - February Social Media Awareness Week
 - Symposium: Busting Myths About Birth Control (Tentative Topic) (Professor Tom Brown)
 - PAM Kickoff Countdown Week
- ix. Symptomatic Testing Advocacy: Update
 - Letter in Progress (started last semester)
 - Working with University of Waterloo CAPSI Chapter
- x. National PAM: ONGOING
 - National Social Meet and Greet
 - a. Event to bring together all 10 pharmacy schools.
 - National PAM Planning Meeting #2: 5-6pm on Monday, January 31
- e. Events**
 - i. Winter Events
 - Annual Semi Formal
 - a. Ongoing restrictions and limitations led to cancellation of the venues we booked
 - b. Spoke with UPS VP to consider partnering for a 'Year in Review' event for students/clubs/faculty etc. to come together (online or in person pending) for some sort of conclusion to the year
- f. Athletics**
 - i. Intramurals are returning after reading week. Shortened to a 4-week season using round robin style
 - Captain's meetings in the next few weeks
 - Will be reaching out to team captains to confirm teams are still interested in playing
 - ii. Faculty Basketball Game: is there a time faculty prefers?
 - Kenny: What happened last basketball game, gym had limited availability. Earlier in the evening would be better. Will ask faculty who are interested in participating.
 - iii. OPA Hockey Cup: not sure if it still happening
 - iv. 10k Winter Step Challenge is back
 - \$25 gift card to Peace Collective as raffle prize
- g. External Affairs**
 - i. Winter Semester Lunch and Learns:
 - National Bank - Make Credit Work for You
 - a. Friday, January 28 1PM to 2PM
 - b. All UPS members are encouraged to come!
 - Pharmasave - Independent Pharmacy
 - a. Friday, March 11 1PM to 2PM



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- ii. CSHP
 - Incoming Committee Members
 - a. Application submissions occurred Dec 2021-Jan 2022
 - b. Selections occurred January for Education, Awards, Membership, and Communications roles
 - c. Transition happening for these roles with current role holders
 - UofT x U of Waterloo Annual Mixer
 - a. Planning Zoom event with UofW CSHP Liaison (similar to last year) for students to meet with hospital pharmacists
 - b. Tentative date: Thursday, March 3 6PM-8PM
 - Annual Residents Speed Meeting
 - a. Planning Zoom event with OPRA (Ontario Pharmacy Residents Association) Liaison for student to meet with current hospital pharmacy residents
 - Speaker Series
 - a. Planning for a series of speakers focusing on Mental Health in March
- iii. CU Advertising Sales update
 - Yearbook: \$2,100
 - Monograph: \$1,130
- iv. Community Outreach Fair
 - Likely to be online this year, sometime in March
 - Will reach out to members on the Community Outreach Committee within the next 1-2 weeks and start planning

h. Finance

- i. Audit update
 - Aldo has been a great help with the audits (Thank you!)
 - Aldo has recommended an external bookkeeper to be hired by UPS to help catch up UPS bookkeeping, to satisfy the audits. The salary will be an efficient expense compared to the potential income in the form of released student fees (hundreds of thousands currently on hold).
 - Finance Directors will meet with bookkeeper (Ian) to get him up to date on the UPS financial situation and the tasks at hand.
 - Estimated that it may be ~2 months timeline to complete audits if everything goes well.
 - Smaller reimbursements will be processed soon; larger reimbursements will be processed once student fees are released from UofT Central Office (i.e. Office of the Vice-Provost, Students).
 - Goal for Finance department: To set up this system so it is running smoothly for this and all subsequent years, before the current Council goes off duty.

i. Marketing

- i. Student of the Term completed and posted
- ii. National PAM: discussed with CAPSI - logo has been made and marketing materials, instagram stickers are in progress
- iii. TNTP meeting was conducted and we're currently deciding on a theme for the event. Will be preparing promotional videos for contestants after participants have been recruited

j. Pharmakon



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- i. Met our first deadline for the yearbook - a lot of pages have been designed and we came up with our yearbook cover and theme.
- ii. We would like to host an event for Valentine's Day in February -- printing and selling polaroids photos that will get mailed out to the recipient
- iii. If you are part of other clubs, we highly encourage you to take group photos or screenshots of events to be submitted to Pharmakon - this would help us with having more content in the yearbook! Please send the submissions to our email pharmakonsubmissions@gmail.com

k. Monograph

- i. Plan for 3 more issues for the rest of the year, issue 3 to be released in the coming weeks online
 - Perhaps a few physical copies of issue 3 will be printed at a later date
 - Normally there is an issue highlighting the white coat ceremony - has been postponed
- ii. Invite the 2T2 and 2T3 PVPs to write a letter to their class in our last 2 issues
- iii. We're still collecting shoutouts for Issue 3: <https://forms.gle/dHucRmPfyBPZSMdAA>

l. OPA

- i. No updates

m. UTSU

- i. Mental Health Resources Pamphlet made
 - Template made but due to UTSU building being closed none have been printed
- ii. No updates on headshot event

n. 2T2

- i. PEBC prep & registration underway
- ii. Charity Week 2022 Prof Auction updates
 - Encourage everyone to participate (and invite friends to the group!)

o. 2T3

- i. Trivia night tomorrow (thanks 2T3 Class Council members for helping plan!) - minimum \$10 donation, great prizes!

p. 2T4

- i. Care packages a success for students at final exam
- ii. Letter for Monograph released to 2T4s
- iii. Ski trip increasingly difficult to plan
- iv. Hoping to re-vamp our Discord presence and encourage more participation moving forward to boost morale
 - Weekly study "rooms" per course
 - Movie nights
 - Game nights
 - Valentine's Day pending
- v. Athletics Yoga Nights
- vi. 2T5 Mol Pharm Study Sessions
 - Recruitment happening
 - Will do pre-midterm study sessions and ongoing support
- vii. CPR Courses offered ongoing - using EventBrite with success
 - Last class Jan 29, if any one is still interested please reach out to Rachel Ma (if enough students interested can hold more sessions).
- viii. Charity Week 2T4 event



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- 13 attendees
- ix. Question for Finance: Found old chequebook for receipts in old locker we cleaned out. Would this be helpful? Currently in locker in PB.
- q. 2T5
 - i. Trivia Night
 - ~20 Attendees
 - ii. 2T5 clothing sale
 - Design submissions have been completed
 - Voting on designs will begin soon, followed by the actual sale
 - iii. WinterFest
 - ~50 Attendees.
 - iv. TindeRx and Valentine's Day eCards
 - TindeRx: Matchmaking survey to return a list of compatible matches for participants to find new friends.
 - a. To be run in the beginning of February.
 - Valentine's Day eCards for students to send to others for Valentine's Day.

Yousif motions to adjourn the meeting at 9:57pm

Christine seconds.

E. Meeting Adjourned