



# Undergraduate Pharmacy Society 2022-2023



## Agenda – UPS Meeting #3, 2022-2023

**Date: August 17th, 2022**

**Time: 7:00pm**

**Location: Zoom**

**Present:** Al A, Rachel M, Adam DCG, Nick N, Cindy W, Vidish U, Jon P, Hamza F, Joham A, Ruba U, Prima Z, Joy Wang, Joy Wu, Huy P, Theodora U, Ayman L, Samra G, Sabih J, Steph R, Clara D, Leeya W, Wei W

**Regrets:** Dan LK, Hitisha S, Chelsea A, Ubaid U, Yuji C,

**Absent:** Christine T, Mackenzie R, Matt J

**Faculty Advisors Present:** Kate R

**Speaker:** Huy P

**Minutes:** Adam DCG

1. **Call to order:** Seconded by Jon P
  - a. Meeting began at 7:05pm
  
2. **Updates on Current Activities/Portfolio Updates**
  - a. **President**
    - i. Boat Cruise
      1. Selling tickets (push your friends to buy)!!
      2. Finalizing decor and photo booth
      3. September 9th
    - ii. Orientation Banquet
      1. Finalizing contract and menu
      2. October 7th
    - iii. Welcome BBQ (more detail under CAPSI update)
      1. Vendor secured, deposit paid
      2. Sale going on now (free tickets, first come first serve)
      3. September 8th 1-4pm
      4. CAPSI serving ice cream
    - iv. Audits
      1. 2016 NTR released, 2017 releasing soon (hopefully)
    - v. OPSIS
      1. Confirmed theme
      2. Taking place in Niagara, hotel deposit paid
    - vi. UPS Meeting Room
      1. Cleaned out
      2. Lots more space
      3. Threw out a lot of garbage
      4. Instituting cleanup/storage policy
      5. Purchasing cleaning supplies
      6. Working on UPS office
      7. Awards storage (temporary)



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- vii. Office Hours
  - 1. Starting UPS office hours during co-curricular time in the UPS meeting room
- viii. UPS Emergency Bursary
  - 1. Want to create something similar to UofT/UTSU Emergency bursary
  - 2. Working out details/funding for the bursary (may not be possible this semester)
- ix. In-Person Meetings
  - 1. Will start once semester begins
  - 2. Most likely UPS meeting room
  - 3. Purchasing projector
- x. Meetings
  - 1. Discovery Pharmacy
  - 2. Sponsorship
  - 3. Dean (academic plan, EDI plan)
  - 4. Program Director (fall reading week, lecture recordings)
  - 5. OEE
- b. VP**
  - i. Boat Cruise
    - 1. Echoing Al's comments of promoting Boat Cruise; reminder of +1 ticket sales
  - ii. Orientation Banquet
    - 1. Open to all years due to pandemic; please start to promote with friends
  - iii. CAPSI
    - 1. Looking for volunteers for bbq - further details to be provided by CAPSI
  - iv. UPS Room
    - 1. Please help keep the room clean!
  - v. SIF Meeting
    - 1. Details being solidified by Finance, Secretary, and myself.
  - vi. Class Council PVPs
    - 1. If you don't have the keys to your lockers, please reach out to past PVPs ASAP!
  - vii. New items
    - 1. We want to host more events than in past years, so please feel free to present new event ideas to us and the event directors.
- c. Executive Secretary**
  - i. **UPS Points**
    - 1. All UPS points currently submitted to me have been uploaded
    - 2. Points profiles for 2T6s are being created
  - ii. **SIF Reimbursements/Clubs**
    - 1. Nothing to report - more details after SIF meeting with Rachel/Finance and Clubs. No new club applications. Clubs that have renewed, I have their constitutions on file, and they are eligible to start recruiting new execs/hosting events for UPS points.
  - iii. **Merch**
    - 1. To coordinate pickup with Sabih once merchandise is received to the Faculty. Will reach out to 1 rep per cohort to find schedules/schedule in best time when people will be in PB. Will book rooms with Jessica accordingly and blast out to Listservs once details are finalized.



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- a. **I will need help coordinating merch pickup!!!! Once dates are selected/finalized, please try to come and help organize pickups/sort merch/sort merch for student pickup, especially now that there is more than 1 logo option.**
- iv. **Mail**
    1. Picked up personal mail key yesterday and have placed current mail in mailboxes. Once you get your keys, please go at least once a week to see if mail has been added. Will find a standard day that works best in the schedule to do mail dropoff.
- d. **Finance**
- i. **New Finance Co-Directors & Your Old Sr. Finance Director**
    1. Nick and Mack are the Finance Co-Directors of the 2022-2023 academic year!
    2. Wei Wei will stay as an Honorary Member during the year to assist with Co-Director's work (like a Sr. Finance Director) and audit work (**Constitution 2022, 7.4.4**: "Following the Turnover Meeting, the outgoing Senior Finance shall become an honorary member assisting the General Council in completing the financial statement of the serving year until the audit is complete.")
  - ii. **Summer Package 2022**
    1. Finance coordinated with the Class Councils of 2T3, 2T4, and 2T5 and CAPSI successfully—Thank you class councils for responding to our messages and reaching out to vendors! Shout out to the Webmaster for coordinating all of the forms!
    2. Lessons learned:
      - a. Set a few deadlines in advance (advertised deadline, deadline for submitting orders, and deadline for making payment).
      - b. Order deadline can be same or a few days after advertised deadline based on organizer's preference.
      - c. Setting the payment deadline a few days after the order deadline will permit the team to send reminder emails to those who ordered but have not paid.
      - d. Coordinate to figure out when 1. the order details must be determined (i.e. to inform supplier), and 2. the invoice is due—See next point.
  - iii. Finance's **Methods of Payment**
    1. Currently, Finance's only two methods of payment are by cheque or by e-transfer. We hope to avoid using e-transfers since they are less traceable. Cheques take time to reach the recipient by mail, and will experience a hold once deposited. Therefore, please provide Finance with advance notice of due invoices.
  - iv. **Expenses & Reimbursements**
    1. Please make expenses in accordance with the UPS Budget. For expenses expected to be incurred before the Budget is determined, please contact Finance to obtain advance approval before you make the expense.
    2. Small deviations from budget-approved amounts are okay; if you expect significant deviations, please contact Finance to obtain advance approval.
    3. UPS runs on a reimbursement basis—UPS executives will pay for expenses out of pocket, and submit a Reimbursement Request after the expenses (more



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details will be provided in the FB group). Please keep all original physical receipts and proofs of payment which is required for reimbursement.

4. For larger invoices (e.g. in the hundreds/thousands, or in amounts you are comfortable paying out of pocket), obtain the invoice and email it to Finance, and we will mail the cheque to the vendor directly.
5. Please avoid STAT orders! But if you have urgent needs (i.e. unexpected invoices), contact Finance and we will figure out ways to meet your needs.

v. **Budget Manufacturing**

1. Finance will reach out to each of you in the remaining weeks of August/start of September to inquire about expected expenses and revenues in the upcoming academic year to synthesize a budget.
2. The UPS Budget Meeting will take place near the end of September/start of October. This meeting will approve the budget.

vi. **Contacting Finance**

1. Our email: [finance@uoftpharmacy.com](mailto:finance@uoftpharmacy.com)
2. Find us on FB: Wei Wei, Nickalos Narine, Mackenzie Richardson

e. **External Affairs**

- i. CU Advertising Ad Campaign
  1. Officially ended
  2. Total revenue = \$2775.00 ; our portion = \$1387.50
  3. Ads page for Yearbook - done
    - a. Changed deadline to Aug 1 for next year
- ii. Sponsorships for upcoming year
  1. Working closely with Candice from the faculty to secure Sponsorships
    - a. Once confirmed, will start organizing Lunch and Learns (during Co-curricular blocks)
  2. Making great progress - a lot of returning sponsors and many new sponsors on board!
- iii. Feedback for Career Fair
  1. Traditionally held on a Friday late afternoon/early evening in November
  2. Mixed opinions (63% yes, 37% no)
    - a. Valid point: would like to know schedule ahead of time in order to commit to events like this; will circle back with Candice about this.
      - i. Some individuals suggested September, will be discussed with Candice as well.

f. **Athletics**

- i. Intramurals! Intramurals are being prepared to be organized. This is the main focus.
- ii. We need a rope for tug of war (both for BBQ and for traditional Tug-of-War tournament); Hamza is looking
  1. Leeya - tug of war rope has been ordered!
- iii. E-sports tournament still up in the air, probably League of Legends.

g. **Events**

- i. Boat Cruise
  1. 280 tickets sold - highest class turnout is 2T6s - only 15 left for them!
  2. 2T5s and 2T6s are neck-and-neck with 55 tickets per class. 2T3s are also eligible to purchase tickets and some have already picked up tickets!



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3. Handful of Dentistry and Med students; weren't expecting many, but are glad to have some.
- ii. Orientation banquet
  1. Matt J is signing contract for Orientation banquet tonight
- h. **CAPSI**
  - i. **UofT's CPhA Award of Professionalism (PAM 2022)** 100-page application submitted Aug. 7. Thank you to UPS members/club execs who submitted PAM event pics and details.
  - ii. **DiPiro Sale** orders submitted to UofT Bookstore Aug. 9. Thank you Finance for receiving order e-transfers and following up accordingly and Webmaster for updating order form deadline as needed.
    - 50 textbooks (\$178 each) and 51 handbooks (\$80) sold.
    - Plan is for UPS to pay Bookstore directly by cheque. Invoice pending from Bookstore as they "discuss" details with their accounts team.
  - iii. **CAPSI-IPSF Clubs Fair Booth Presentation**
    - 2-4pm on Sep. 7
    - Joint Powerpoint presentation with IPSF Sr and Jr Reps, who also sit on Local CAPSI Council, on planned CAPSI and IPSF initiatives for upcoming school year.
    - Registration form to be submitted to PPC. Currently working on graphic for social media post.
    - PB room booked by PPC to be shared by UPS, CAPSI and IPSF - thank you.
  - iv. **UPS x CAPSI: Welcome BBQ and Ice Cream Social**
    - 1-4pm on Sep. 8
    - UofT Food & Beverage Services and LDFP event applications approved
    - Ice cream vendor confirmed by CAPSI, BBQ vendor confirmed by UPS PVP
    - Get your free tickets and invite friends on [Eventbrite](#). If you plan to attend and are willing to help with set up/serving ice cream/clean up, please message any of us four hosts (Al, Rachel, Theodora, Ayman). You do not have to be available for the full time, but if you are available to help, please let one of us know
    - 4 CAPSI backpacks and 2 TEVA bottles as part of raffle prizes
    - 249 out of 400 tickets sold as of this evening.
  - v. **CAPSI Backpacks:**
    - None this year as CAPSI National unable to secure sponsorship post-COVID.
    - Plan to distribute interest form later in the year (~November) to gauge interest in backpack sale - average price per unit likely \$40-50
  - vi. **CAPSI 2022-2023 Notebook Distribution**
    - 320 notebooks delivered to PB reception on Aug. 12. Currently being stored in UPS Meeting room.
    - Will be distributed to first years via orientation bags and to upper years during BBQ and Ice Cream Social and CAPSI/IPSF Awareness Week.
  - vii. **CAPSI/IPSF Awareness Week**
    - Tentatively, Sep. 19-23
    - Hybrid format featuring online giveaways and introduction to 2022-2023 CAPSI Council (excluding 2T6 CAPSI Reps). In-person "Cookies with CAPSI" featuring free treats - details to follow.
- i. **OPA**
  - i. Nothing to report



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- j. UTSU**
  - i. Samra had to step out; Adam on behalf of Samra:
    - 1. UTSU itself had its second meeting a while back and did budget planning as well as subcommittee elections. No updates to pharmacy-specific UTSU-related matters
- k. Marketing**
  - i. No updates
- l. Monograph**
  - i. Deadline to submit UPS Who's Who was on Friday, August 12th, 2022. If you have not already done so, please submit ASAP as we're finishing up the pre-issue. Release date is expected to be the first week of September.
- m. Pharmakon**
  - i. Currently finishing up 2021-2022 yearbook production - will be on sale around the end of September or early October.
  - ii. Sending photographers for Boat Cruise/CAPSI BBQ - please let us know if you want photographers for events coming up soon
- n. Webmaster**
  - i. No updates
- o. 2T3**
  - i. **CTC Sale**
    - 1. Waiting on textbook sales prices and discounts (last year's was released mid-August)
  - ii. **Clothing Sale**
    - 1. Orders are submitted and payments are collected. Higher padfolio orders than in stock. Shoutout to the Finance directors for helping to streamline the process.
  - iii. **APPEs**
    - 1. No issues with APPE rotations; 2T3 Fac Reps have been doing a great job keeping everyone apprised
- p. 2T4**
  - i. CPR recertification has been fully organized. Everyone has submitted their deposits and is scheduled for their classes. Working with UPS Finance to get the cheque to give to Heart2Heart
  - ii. Waiting to initiate Charity Week talks until election of 2T6 councilors
  - iii. Textbook sales - waiting on prices
- q. 2T5**
  - i. Phrosh Week!
    - 19 DAYS OUT!!! (Phrosh Week is taking place Sept 5-9th)
    - Amazing turnout - 162 incoming students registered; 35 phrosh leaders/floater recruited
    - UPS Clubs registration for Clubs Fair due **Friday August 26th @11:59 PM**
      - Adam - please make sure your club has been renewed before signing up! You will not be allowed to participate if you are not a renewed club!
    - Big Sibs pairings to be sent out next **Thursday, August 25th** - 2 weeks out from the Big Sibs Social; please be proactive in connecting with your Little Sib



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- Will coordinate with Pharmakon to discuss capturing our week of events!
  - Kate - please reach out to coordinate comms plans and how Faculty comms can help support/amplify!
- ii. Council
  - 1. First council event in progress, to be announced next week
  - 2. Planning CRO processes for 2T6 election
- 3. Next Meeting**
  - a. Budget meeting, date TBD (~mid-to-late September or early October; will be in-person!)
- 4. Adjourn Current Meeting**
  - a. Motioned by Steph R
  - b. Seconded by Sabih J
  - c. Meeting adjourned at 8:12pm