



Undergraduate Pharmacy Society

2022-2023

Agenda – UPS Meeting #4, 2022-2023

Date: October 6th, 2022

Time: 12:00pm

Location: UPS Meeting Room - Zoom

<https://utoronto.zoom.us/j/89319263436>

Present: Al A, Rachel M, Adam DCG, Wei W, Nick N, Mackenzie R, Daniel L, Cindy W, Vidish U, Jon P, Hamza F, Joham A, Yuji C, Prima Z, Joy Wang, Hitisha S, Joy Wu, Huy P, Theodora U, Ayman L, OPA Chair, Samra G, Alissa K, Sasha M, Sabih J, Steph R, Clara D, Leeya W, Ubaid U, Sarah C, Kelly C

Regrets: Chelsea A, Matt J, Ruba U

Absent: Christine T

Faculty Advisors Present: Aldo D, Andrea S

Speaker: Huy P

Minutes: Adam DCG

1. **Call to order:** Seconded by Jon P
 - a. Meeting began at 12:08pm
2. **Old Business**
3. **Updates on Current Activities**
4. **Portfolio Updates**
 - a. **President**
 - i. **Welcome 2T6s!**
 - ii. **Boat Cruise**
 - iii. **Orientation Banquet**
 - iv. **Halloween Week (Oct. 24 - 28)**
 - v. **Audit update**
 1. 2016-2017 NTR complete
 2. Seeking new accounting partners for future NTRs
 - vi. **Office Hours**
 1. Starting October 13, 2022 from 12-2pm in UPS Meeting Room
 - vii. **Jr. External Affairs Director - Resignation**
 1. No need for formal resignation as student is leaving university indefinitely
 2. Motion to temporarily amend Article **15.5** "The vacant position will be opened to by-election..." to "The vacant position will be opened up to an application and interview process rather than by-election for undeniable resignations occurring during the 2022-2023 academic year." To be amended back during the constitution review meeting in Winter term 2023.
 - a. Rationale; due to time constraints a replacement is needed ASAP. Interview and application would fastrack this process.
 - b. Motion seconded by Steph R
 - c. Motion passed



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b. VP

i. SIF Meeting

1. Has happened. Slightly over-budget; working on how to fix that slightly (main issue food). Minute meetings will be sent out to clubs shortly to find out what has/has not been approved. Can always reach out to VP or Finance team regarding questions/concerns on committee's decision.

ii. Phollies

1. February 10 and 13, 2023. Due to lack of availability of theatre space in usual planned month of November.

iii. UPS room

1. Please let AI or I know if you want to use the room/are going to use the room! We need to keep this room clean, so please do your part and let either one of us know! Make sure you keep the space clean.

c. Executive Secretary

- i. Please sign up for merch distribution help - get your friends to sign up for merch help - I'm giving out UPS points for this help! Thank you 2T6 for your amazing support!

<https://docs.google.com/spreadsheets/d/16E7WPRrdKC0w-dxV6ZoahyeeKv2-ldUP1mbZwXQbBuU/edit#gid=0>

1. Additional merch days will be released when scheduled (I know Wednesdays are not good for 2T4s)

d. Finance

i. Audit

1. Making good progress; more good progress expected with move to new firm as well. UPS works on a reimbursement model; we approve the budget today, and then you can spend up to the money that was approved in the budget. With things back in person, we don't have a good idea what projections we can make for some of the in-person events. So, it is critical that you keep us in the loop with invoices so we can make constant updates to the budget. If you get very large invoices, we don't want councillors paying out of their pockets. You can send the invoice in that case directly to finance, and they will pay the third party directly. Please submit at least 2 pieces of information regarding payment (receipt and some indicator that you needed to pay) and block out personal information when submitting via Cognito forms
 - a. Vidish - what are deadlines?
 - b. Wei Wei - end of the year, unless there is an urgent need, at which point you can message finance directly

e. External Affairs

i. Lunch & Learn

1. Back in person this year
2. First Lunch & Learn last Thursday with OPA
 - a. SUCCESS → ~120 registration, thank you to all the 2T6s that signed up
3. Next Lunch & Learn on Oct 20 with Walmart
 - a. Facebook Event page is up, please register
4. 3 Lunch and Learns in November

ii. CSHP



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1. Planning to host in-person First Year Mixer in November
 - a. Finalizing logistics and reaching out to speakers
 - iii. Blood drive
 1. Planning underway with CBS, expected to happen in Mid-November.
- f. Athletics**
- i. Collecting Kms coast to coast is on! Sign up, beat the other schools, more on this from CAPSI
 - ii. Intramurals - Sign ups finished
 - iii. Ontario Pharmacy soccer cup - I reached out to the Waterloo rep, now he wants to do the soccer game next semester. It is their turn to book the location. I gently reminded him to book an indoor location.
- Mack - can we reach out to OPA about what's happening?
- g. Events**
- i. **Orientation Banquet**
 1. Tomorrow
 - ii. **Phollies**
 1. K
 - iii. **Halloween Party**
 1. Looking for a venue for Oct 28th, Halloween haunt @ Wonderland Oct 29th
 - a. Joham - aware about UTSU ticket discount? Yes
- h. CAPSI**
- i. **Completed:** BBQ and Ice Cream, CAPSI/IPSF Awareness Week, including Cookies with CAPSI and Pin resale Council Meeting
 1. Note elevators lock at 5pm (not 9pm) unlike other access points in PB.
 - ii. **Collecting Kms from Coast to Coast**
 1. September 26-October 16, 2022
 2. National athletic competition between all Canadian pharmacy schools, started by CAPSI National and UW Athletics.
 3. School leaderboard will be posted in the coming days.
 4. Thank you, Athletics, for working on this with us.
 5. Replacement for our pre-pandemic Annual CAPSI CIBC Run for the Cure
 - iii. **PDW 2023 Registration**
 1. Conference: January 4-8, 2023
 2. Registration: October 5 @8pm - October 12 @ 5pm
 3. "5 Weekdays of PDW Registration" social media countdown live on FB
 4. \$400 including conference registration and hotel reservation
 5. At least \$220 subsidy provided by UPS to all delegates, subsidies can also be won through CAPSI competitions
 6. Conference registration details sent via email.
 - iv. **CAPSI Competition Season:**
 1. Competition event page live on FB and calendar posted on FB and IG
 2. Please click "going" or "interested" on the event page.
 - v. **Medisca Compounding Competition**
 1. 6-7:30pm on October 12, 2022 (8th floor Lab)



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2. Prize: \$250 PDW subsidy, reserved seat to conference, recognition during UPS Awards Night
 3. Planned by 2T5 Reps.
 4. Kits arrived from Medisca at the faculty reception this morning (Oct 6).
 5. 4 team spots left! We encourage you to sign up here. Please message Theodora or Ayman if you need help with finding team members.
 6. Alternatively, can complete the solo registration form to be placed on a team—no guarantees, though.
 7. See email for details.
- vi. Student Literary Challenge [Submission-Based]**
1. Deadline: 11:59pm on October 18, 2022
 2. Prize: \$250 PDW subsidy, reserved seat to conference, recognition during UPS Awards Night, article featured in the Monograph
 3. Students are invited to submit an article on a topic relevant to pharmacy practice. All years encouraged to apply since it does not require the application of pharmaceutical knowledge or experience.
 4. Non-winning submissions may be published in the CAPSIL
 5. See email for details
- vii. Advice for Life [Submission-Based]**
1. Deadline: 11:59pm on October 18, 2022
 2. Prize: first-place - \$400 (\$250 from this must be used as PDW subsidy), second place 1 \$150
 3. Involves the creation of a presentation on a pharmacy or health topic that is intended for a community workshop, pharmacy in-service or a refresher for pharmacy staff. Presentation template provided. .
 4. See email for details.
- viii. Loblaws Patient Interview and Pyrls Over-The-Counter Competition**
1. 3:30-6:30pm on October 27, 2022 (7th floor Lab)
 2. Faculty members as judges. Planned by 2T4 Reps.
 3. Registration form will be live Monday, October 10 at 8pm ET
 4. Prize: \$250 PDW subsidy, reserved seat to conference, recognition during UPS Awards Night
 5. See email for details
- ix. Guy Genest Passion for Pharmacy Award [Submission-Based]**
1. Deadline: 11:59pm on October 21, 2022
 2. Faculty members as judges
- x. PDW 2023 Research Poster Competition and PDW 2023 T-Shirt Design Contest [Submission-Based]**
1. Deadline: 11:59pm on October 28, 2022
 2. Details will be announced via email. Was just confirmed by conference planning team yesterday.
- xi. Pharmafacts Pre-Bowl**
1. Tentatively, 3-4:30pm on Nov 9
 2. Prize: \$100 PDW subsidy to first-place winner in each class.
 3. Last event for 2022 Competition Season. Trivia-style pharmacy competition.
 4. Planned by 2T6 Reps



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- xii. **PDW 2024 (Toronto) Co-Chair Application**
 - 1. Deadline: 11:59pm on November 4, 2022
 - 2. 2T5s and 2T6s only
 - 3. NEED YOUR HELP - shoulder-tap anyone who you think would be a good fit for the role
 - 4. Planning for PDW 2024 will not be started from scratch since PDW 2022 was well underway before the conference was canceled.
 - 5. Application details and form will be sent via email.
- xiii. **Fall Reading Week Advocacy**
 - 1. Meeting 1pm on Oct. 12 with Prof. Crown (Program Director) and Prof. Kellar (Associate Dean, Academics) with UPS PVP, CAPSI Sr, and 2T4, 2T5, and 2T6 President. 2T3 PVP may be in attendance (as APPE schedule permits).
 - 2. Will discuss UofT-specific Mental Health survey (published by CAPSI National last semester).
 - 3. Letter of support provided by CAPSI National Advocacy team
- xiv. **Questions**
 - 1. Clara - if you get a PDW subsidy, does that apply before or after purchase price?
 - a. After, provided you complete the terms of the subsidy
 - 2. Joham - SSSL grant to help with the costing of PDW trips?
 - a. For conferences to be eligible for SSSL, you have to be doing a poster presentation. This qualifies as double-dipping, so we can't get SSSL
 - b. Wei - SSSL on hold right now due to priority being the audit, so poster presentation winners may be able to apply for SSSL. Finance to follow up.
- i. **OPA**
- j. **UTSU**
 - i. Opening of new student commons (230 college st)
 - ii. Annual general meeting date changed to Wed October 26, 2022 @ 6pm-10pm
 - iii. Town hall next week to go over bylaw changes
- k. **Marketing**
 - i. No updates
- l. **Monograph**
 - i. Issue 1 of the newsletter is set to be published (both online and prints distributed in person) either Friday, October 14th or Monday, October 17th.
 - ii. Reminder of Constitution-required submissions:
 - 1. UPS Corner (PVP) - each issue
 - 2. Junior Athletics Director - no specified amount
 - 3. UTSU - minimum one article per semester
 - 4. OPA (elected?) - "strive to publish at least one article per issue" but no min requirement
- m. **Pharmakon**
 - i. Supposed to receive 2021-2022 yearbook on past Monday, Oct 3rd but there has been some delay due to payment issue
 - ii. Will send an email for yearbook pick-up when they have been shipped
 - iii. Who's Who designs completed
- n. **Webmaster**



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- i. No updates
 - o. **2T3**
 - i. **CPhA Booksale**
 1. Order form has been released and emailed to all students.
 2. Deadline of OCTOBER 14th, 2022.
 3. Orders have been slow, help with promotion would be greatly appreciated. (Posting on UPS pages?)
 4. Discounts of 16-22% (depending on the book). Last year that the CPS is ever being printed.
 - ii. **Merchandise Sale**
 1. Merch has arrived on campus (Thank you Adam for picking it up!!!)
 2. Distribution will be in PB 850 on the following dates:
 - Wednesday, Oct 12th - 9-11:30 am and 2-5 pm
 - Wednesday, Oct 19th - 2-5 pm
 - More dates tbd
 3. Please please please sign up to help distribute the merch, it is truly appreciated:
<https://docs.google.com/spreadsheets/d/16E7WPRrdKC0w-dxV6ZoaHyeeKv2-ldUP1mbZwXQbBuU/edit?usp=sharing>
 - p. **2T4**
 - i. **CPhA Booksale**
 1. Same as 2T3 above
 - ii. **RxFiles sale**
 1. Order form will be released Monday Oct 17
 - iii. **Charity week**
 1. Planning underway - week decided: Nov 14-18, 2022
 - iv. **CPR recertification**
 1. Still waiting for cheque and confirmation from UPS Finance RE: taxes
 - q. **2T5**
 - i. Phrosh and 2T6 elections were completed, and all is well! Looking forward at council events and who will help with mol pharm sessions
 - r. **2T6**
 - i. Transition meetings from previous student council - couple left to happen
 - ii. *We're really excited to be here <3*
- 5. **New/Other Business**
 - a. **Budget approval**
 - i. Budget 2022/23: (projected is what we think we're going to spend for a certain line item; actual will be filled out when the invoice is received)
<https://docs.google.com/spreadsheets/d/1EVVD3qMm17UfcYpFjJsAU8YHWkoWB7iRgqtcGrWfwU/edit?usp=sharing>
 - ii. Athletics
 1. Motion to approve - Mack R
 2. Seconded by Steph R
 3. Vote - motion passed
 - iii. Awards and Grants
 1. Motion to approve - Nick N
 2. Seconded by Hamza F



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3. Vote - motion passed
- iv.** CAPSI
 1. Motion to approve - Mack R
 2. Seconded by Al A
 3. Vote - motion passed
- v.** CU Advertising
 1. Motion to approve - Nick N
 2. Seconded by Hamza F
 3. Vote - motion passed
- vi.** Finance
 1. Motion to approve - Mack R
 2. Seconded by Steph R
 3. Vote - motion passed
- vii.** Events
 1. Motion to approve - Nick N
 2. Seconded by Rachel M
 3. Vote - motion passed
- viii.** External Affairs
 1. Motion to approve - Mack R
 2. Seconded by Dan LK
 3. Vote - motion passed
- ix.** HST
 1. Motion to approve - Nick N
 2. Seconded by Jon P
 3. Vote - motion passed
- x.** IPSF
 1. Motion to approve - Mack R
 2. Seconded by Hamza F
 3. Vote - motion passed
- xi.** Monograph
 1. Motion to approve - Nick N
 2. Seconded by Al A
 3. Vote - motion passed
- xii.** Pharmakon
 1. Motion to approve - Nick N
 2. Seconded by Steph R
 3. Vote - motion passed
- xiii.** Sponsorship
 1. Motion to approve - Nick N
 2. Seconded by Al A
 3. Vote - motion passed
- xiv.** Student Fees
 1. Motion to approve - Mack R
 2. Seconded by Rachel M
 3. Vote - motion passed
- xv.** UPS



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1. Motion to approve - Nick N
2. Seconded by Steph R
3. Vote - motion passed

xvi. Webmaster

1. Motion to approve - Mack R
2. Seconded by Rachel M
3. Vote - motion has passed

6. Next Meeting

- a. To be in person when next needed

7. Adjourn Current Meeting

- a. Motioned by Huy P
- b. Seconded by Clara D
- c. Meeting adjourned at 1:35pm