



Undergraduate Pharmacy Society

2022-2023

Agenda – UPS Meeting #6, 2022-2023

Date: January 23rd, 2023

Time: 7:15pm-

Location: Zoom - PB-B850

Present: Al A, Rachel M, Adam DCG, Wei W, Nick N, Mackenzie R, Cindy W, Amir T, Vidish U, Jon P, Hamza F, Joham A, Ruba U, Yuji C, Prima Z, Joy Wang, Hitisha S, Joy Wu, Huy P, Theodora U, Ayman L, Samra G, Chelsea A, Sabih J, Steph R, Clara D, Leeya W, Sarah C, Kelly C, Nicolas P

Regrets: Alissa K, Sasha M,


Absent: Christine T, Matt J, OPA Chair, Ubaid U

Faculty Advisors Present: Aldo D, Kate R, Andrea S

Speaker: Huy P

Minutes: Adam DCG

1. **Call to order:** Seconded by Jon P
 - a. Meeting began at 7:21pm

2. **Old Business**
3. **AGENDA: PROPOSED AMENDMENTS FOR 2023**
 - a. **Constitution Amendments**
 - i. **2022 Constitution:**
<https://drive.google.com/file/d/1fok865n1yApa0fnSbLLmknvX4iGDeO4v/view?usp=drivesdk>
 - ii. **2023 Procedures and Codes of Conduct:**
[https://drive.google.com/file/d/1TfzQ2yjt8dmtchtE2_Y1tZJmBlhfLj3n/view?usp=drive
sdk](https://drive.google.com/file/d/1TfzQ2yjt8dmtchtE2_Y1tZJmBlhfLj3n/view?usp=drivesdk)
 - iii. **Proposed Changes:**  **Finalized Proposed Amendments to UPS Constitution 2023**
 - iv. **2023 Constitution Voting Changes:**
 1. Previously approved amendments
 - a. Motion to amend Article 7.4.1 as per powerpoint
 - i. Motion voted, motion passed
 - b. Motion to amend Article 7.4.2 as per powerpoint
 - i. Motion voted, motion passed
 - c. Motion to amend Article 7.4.4 as per powerpoint
 - i. Motion voted, motion passed



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- d. Motion to amend Appendix I.2.3.4 as per powerpoint
 - i. Motion voted, motion passed
2. Policy and Current Practice Changes/Removals
 - a. Motion to amend Article 15.5 as per powerpoint
 - i. Q - what qualifies as an undeniable resignation?
 1. Individuals leaving the program, individuals switching universities, etc.
 - ii. Motion voted, motion passed
 - b. Motion to add Article 15.5.3 as per powerpoint
 - i. Motion voted, motion passed
 - c. Motion to amend Article 13.4.2.1 as per powerpoint
 - i. Motion voted, motion passed
 - d. Motion to add Article 4.4.5 as per powerpoint
 - i. Motion voted, motion passed
 - e. Motion to add Article 4.4.5.1 as per powerpoint
 - i. Motion voted, motion passed
 - f. Motion to amend Appendix III.1 as per powerpoint
 - i. Q - who will students contact regarding their UPS points?
Does ExecSec have any Constitutional deadline to which they must upload points?
 1. A - There is no such deadline set in the UPS Constitution. The spirit of this amendment was to take the wrath of students off of ExecSec when clubs do not submit their points. Can be implemented at a subsequent meeting.
 - ii. Motion amended to "The UPS Executive Secretary reserves the right to withhold UPS points assignment from clubs that do not submit their points within reasonable deadlines as set by the Executive Secretary at the Fall and Winter Pre-SIF meetings. This information will be sent to all necessary parties."
 1. Seconded by Mack R
 2. Motion voted, motion passed
 - g. Motion to add Appendix VI.1.5 as per powerpoint
 - i. Q - amend quantity verbiage to "all Finance Directors, all Faculty advisors"
 1. Seconded by Al A
 2. Motion voted, motion did not reach $\frac{2}{3}$ majority.
 - ii. Motion voted as written, motion passed
 - h. Motion to add Appendix I.1.8 for UPS General Council Transition Meetings as per powerpoint
 - i. Motion to amend to 42 days instead of 28 days - by Ayman L
 - ii. Seconded by Adam DCG
 - iii. Motion voted, motion passed as amended.
 - i. Motion to add Appendix II.1.7 for UPS Class Council Transition Meetings as per powerpoint



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- i. Motion to amend to 42 days instead of 28 days - by Ayman L
- ii. Seconded by Adam DCG
- iii. Motion voted, motion passed as amended.
- j. Motion to amend Appendix I.2.5.11 as per powerpoint
 - i. Motion voted, motion passed.
- k. Motion to amend Article 11.2 as per powerpoint
 - i. Motion voted, motion passed.
- l. Motion to add Appendix II.1.8 for Phollies participation as per powerpoint
 - i. Q - where did the 50% come from?
 - 1. Putting in a quantity to avoid the President taking all of the responsibility for the act, as well as acknowledging that there may be possibilities in which people cannot attend Phollies.
 - ii. Motion voted, motion fallen. No amendment will be made
- m. Motion to amend Article 9.4 as per powerpoint
 - i. Motion voted, motion passed.
- n. Motion to amend Article 10.4 as per powerpoint
 - i. Q - why was this proposed?
 - 1. Complaints about individuals not completing their duties. Individuals who are not pulling their weight/completing their role
 - ii. Q - would you withhold award on basis of observation, or would it be brought to your attention?
 - 1. Brought to our attention
 - iii. Could it be amended to the Honours Committee?
 - iv. Amend to "at the discretion of the Honours Committee".
 - 1. Motioned by Mack R
 - 2. Seconded by Hamza F
 - 3. Motion voted, motion passed
- o. Motion to amend Article 11.5 as per powerpoint
 - i. Motion voted, motion passed
- p. Motion to amend Article 11.7.4 for using the UPS Meeting Room as per powerpoint
 - i. Q - if a timeline is not agreed upon by the club and PVP?
 - 1. Cannot be stored in the UPS room. Aim of this amendment is to prevent the UPS room from becoming cluttered/a garbage dump.
 - ii. Motion voted, motion passed
- q. Motion to amend Article 11.7.6 for gifts for guest speakers as per powerpoint
 - i. Motion voted, motion passed
- r. Motion to amend Article 15.4.1 for the removal of council members as per powerpoint
 - i. Motion voted, motion fallen. Original text to be retained.



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- s. Motion to amend Appendix I.2.2.2 regarding the duties of the UPS Vice-President as per powerpoint
 - i. Motion voted, motion passed
- t. Motion to amend Appendix I.2.9.2 regarding the duties of the Jr. Athletes Director as per powerpoint
 - i. Q - would Junior Athletics be open to maintaining some sort of method to keeping population at large
 - 1. A - making more use of the Facebook page - not official amendment, just question.
 - ii. Motion voted as written, motion passed.
- u. Motion to amend Appendix II.1.4 regarding the duties of the 1st Year Class President Class Council as per powerpoint
 - i. Motion voted, motion passed
- v. Motion to amend Appendix I.2.1.11 regarding the duties of the 1st Year Class President as per powerpoint
 - i. Motion voted, motion passed
- w. Motion to amend Appendix II.2.1.12 as per powerpoint
 - i. Motion voted, motion passed
- x. Motion to amend Appendix II.2.2.4 as per powerpoint
 - i. Motion voted, motion passed
- y. Motion to add Appendix II.2.1.12.i and Appendix II.2.2.4.i as per powerpoint
 - i. Motion voted, motion passed
- z. Motion to amend Article 4.1.1.4 and regarding the number of Finance Directors as per powerpoint
 - i. Motion voted, motion passed
- aa. Motion to amend Article 4.1.1.4.1 as per powerpoint
 - i. Motion voted, motion passed
- bb. Motion to amend Article 8.10.1.2 as per powerpoint
 - i. Motion voted, motion passed
- cc. Motion to amend 4.1.2.4 as per powerpoint
 - i. Motion voted, motion passed
- dd. Motion to remove Article 11.7.5 and subsequently amend Appendix II.2.1.13 as per powerpoint
 - i. Motion voted, motion passed
- ee. Motion to amend Appendix II.I.5, and II.2.1.13 as per powerpoint
 - i. Motion voted, motion passed
- ff. Motion to amend Constitution Appendix IV as follows
 - i. Walton Award - 220 points
 - ii. Dean's Award - 160 points
 - iii. Plaque - 100 Points
 - iv. Community Engagement - 60 points
 - v. P - 30 points
 - 1. This is what is currently there in the points system.
 - 2. Motion made by Adam
 - 3. Seconded by _____

3. Grammar Changes



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- a. Motion to amend all grammatical mistakes, including capitalizations, punctuations, and conjunctions, all wording for appropriate pronouns, including changing he/she to /they, AND to amend all wording for clarity
 - i. Motion voted, motion passed
- v. **2023 Procedures and Codes of Conduct**
 1. Removals
 - a. Motion to remove Article 3.4 regarding the campaigning period as per powerpoint
 - i.
 2. Policy and Current Practice Changes
 - a. Motion to amend Article 3.7.2 regarding the removal of Council Members as per powerpoint
 - i. Q - as per above, amend text to say “at the discretion of the Honours Committee”.
 1. Motioned by Al A
 2. Seconded by Mack R
 3. Motion voted, motion passed
 - b. Motion to add the phrasing “The CROs must ensure the questions are not personal and are applicable to all candidates” to the CRO document
 - i. Motion voted, motion passed
 - c. Motion to amend Article 3.1.1.4 as per powerpoint
 - i. Motion voted, motion passed
 - d. Motion to amend Article 5.3.1 as per powerpoint
 - i. Motion voted, motion passed
 - e. Motion to amend Article 5.3.2 as per powerpoint
 - i. Motion voted, motion passed
 - f. Motion to add Article 5.3.2.1 as per powerpoint
 - i. Motion voted, motion passed
 - g. Motion to amend Article 5.3.4 as per powerpoint
 - i. Motion voted, motion passed
 - h. Motion to amend Article 5.3.4.6 as per powerpoint
 - i. Motion voted, motion passed
 - i. Motion to amend Article 5.3.6.1 as per powerpoint
 - i. Motion voted, motion passed
 - j. Motion to add Article 5.3.6.1.1 as per powerpoint
 - i. Motion vote, motion passed
 - k. Motion to add Article 5.4.7 (public defamation or bashing) and
 - i. subsequently change former Article 5.4.7 (responsibility of CROs) to Article 5.4.8
 - ii. Motion voted, motion passed
 - l. Motion to add the question “Why are you interested in becoming Webmaster? Do you have any goals or ideas for the website?” for Webmaster application
 - i. Motion voted, motion passed



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3. Grammar Changes
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 - b. Motion voted, motion passed.

Motion made for Finance portfolio updates to be prioritized by AI A, seconded by Mack R. Finance portfolio updates given as per Agenda section 4.

Presidential portfolio updates given as per Agenda section 4.

Motion to table rest of agenda to subsequent meeting made by Adam DCG, seconded by Jon P, motion voted, motion passed.

Motion to adjourn meeting made by Huy P, seconded by Rachel M, motion voted, motion passed.

Meeting adjourned at 9:24pm.

Rest of meeting agenda made visible below:

4. Portfolio Updates

a. President

- i. UPS PVP Elections Concluded - Congratulations to;
 - President Elect: Adam Da Costa Gomes
 - Vice-President Elect: Nic Pham
- ii. OPSIS 2023 Conference updates
 - Teaser January 25, 2023 on Instagram
 - Registration Feb. 1st, 2023 - February 10th, 2023 (\$100)
- iii. Request to sell MUMS guidelines similar to RxFiles sale (only copy also available)
<https://www.mumshealth.com/guidelines-tools>
 - Peer reviewed evidence-based guidelines used by NPs and physicians when prescribing
 - Rationale: understand the rationale used by NPs and physicians who rely heavily on them when prescribing
 - a. Bring it up with incoming president next year now that CPS sales are gone since it's no longer in print.

b. VP

c. Executive Secretary

- i. Please remind people to check the Events Calendar before booking events and to get their UPS points submitted in a timely manner. Deadline for points submission is March 12th at 5pm for people to have their points included for this awards cycle.

d. Finance



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- i. **Audit updates**
 - With our accountant and new auditors, since summer, completed audits for 2017-18 and 2018-19. Current remaining audits: 2019-20, 2020-21, 2021-22.
 - Current expected student fee receivable: \$130,000 (cheques pending).
 - Currently paying out historical conference subsidy owings. Fulfilled Council reimbursements for 2021-22. Will fulfill SIF reimbursement for 2021-22 in Feb. 2023.
- ii. **Class Gifts**
 - Due to Class of 2T0 having already graduated, upon advices from their President and Vice-President of the 2T0 Class Council of their graduating year, UPS gladly accepts the following amounts payable to the Class of 2T0 as class gifts to UPS, hence waiving UPS's liability to fulfill these payables:
 - a. \$7,888.00: Student fees payable for the 2T0 Grad Fund.
 - b. \$7,040.00: 2T0 Grad Formal registration payments received by UPS.
 - c. \$7,707.80: The 2019-20 Career Fair money received from UofT, payable to the Class of 2T0.
- iii. **Motion: Council Endowment**
 - **Situation:** UPS is expecting an excess of historical students fees with expected completion of pending audits. Given the high turn-over rate of UPS Council, a long-term, sustainable method to utilize the funds is needed.
 - **Background:**
 - a. **Audits & monetary excess:** Audits were on backlog since 2015-16 due to incident with then-engaged auditors. Significant efforts and costs were expended to bring audits to date (hiring of accountant, change of auditing firm, and student effort). On the other hand, pandemic and other factors (waiving of historical owings) have reduced expenses. After accounting for all historical payables, UPS still expects monetary excess of ~\$100,000 upon completion of 2020-21 audit, plus a year of student fees not included in this calculation, to be reserved for operations.
 - b. **Endowment & payouts:** An endowment is a pledge to make a donation to UofT to set up a fund, in/of an donor-specified amount, schedule, name, and purpose. This fund then becomes a perpetuity, with yearly payouts of interests generated of the donated amount (principle) (interest rate is around \$4% per annum). Each year's UPS Council then gets to decide where/how to spend the payout.
 - i. For context: UPS already has an endowment set up by a historical class, as a graduation support fund with annual payment of ~\$2,000.
 - c. **Non-bindingness:** Although entering into an agreement with UofT, there is no recourse to failing to fulfill the pledge on time (we are a donor after all!).
 - **Assessment:**
 - a. An endowment totalling \$150,000 will produce yearly payouts of ~\$6,000, receivable each April.
 - b. Benefits of setting up an endowment:



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- i. Benefiting from an interest rate higher than typical bank saving accounts;
 - ii. Current year of UPS Council gets to name the fund and purpose;
 - iii. Safeguarding the excess money against potential inappropriate spending in (far) future Council years.
 - c. Safety of setting up and endowment:
 - i. Non-binding: No recourse for failure to fulfill pledge or partial fulfillment;
 - ii. Fund safety: Donations are irreversible, but safety of payouts ensured by UofT's vast financial resources and likely longevity.
 - d.
 - **Recommendation:**
 - a. UPS makes a pledge to donate a total of \$150,000 to UofT, of an installment of \$50,000 per year commencing before Dec. 2023 or earlier, through Dec. 2025, to setup up an endowment in the name of the "Undergraduate Pharmacy Society Council of 2022-2023 Fund", for the purpose of "supporting core activities and initiatives of the UPS, including hosting/subsidizing conferences, orientation/Phrosh activities, academic/social/athletic events, funding for student-led clubs, and/or student awards".
 - b. UPS to pass internal motions and set up guidelines/procedures on the annual use of this fund on subsequent meetings.
 - **Motion to pass paragraphs 5.d.iii.bullet4.a. and 5.d.iii.bullet4.b.**
 - a. Question - does \$6000 automatically deposited to UPS? If UPS does not draw on the \$6000, will that accumulate?
 - i. It will accumulate. We don't lose this money, we just have to request the money from U of T Central every April.
 - b. Motioned by Wei W
 - c. Seconded by Al A
 - d. Motion voted, motion passed.
- iv. **Motion: PDW 2020 subsidies inflation adjustment**
 - **Situation:** Amounts owing to historical conference goers in 2020 are now paid out but possess less purchasing power due to significant inflation, and require inflation adjustment.
 - **Background:** PDW 2020 subsidy was approved by Council 2019-20 of a total of \$10,840 to be evenly distributed among the 100 delegates. Payable in Jan. 2020, this subsidy was delayed due to audit backlog, and only now issued. Due to inflation, purchasing power of this payout is significantly lower now than it would had been when due in Jan. 2020. According to the Canadian Consumer Price Index (Table 18-10-0004-01), CPI increased by 11.26% from Jan. 2020 (136.8) to Nov. 2022 (154.0) (available at the time of communication to delegates), increasing each delegate's amount to \$122.03. Overall, this incurs a cost increase of \$1,363 to UPS's budget.
 - **Assessment:**



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- a. Necessity: Evident reduction in money's purchasing power as experienced by everyone. Class of 2T3 also faces upcoming PEBC exam registration with a significant cost.
 - b. Safety to budget: \$1,363 unlikely to make an impact on UPS's solvency.
 - c. Risk of bias: PDW 2020's 100 delegates evenly comprised of all four enrolled classes at the time; hence low risk of class-motivated bias.
 - **Recommendation:** Increase the total subsidy eligible to PDW 2020 delegates from \$10,840 to \$12,203, payable now.
 - **Motion to pass paragraph 5.d.iv.bullet4.**
 - a. Q - worry if we inflation-adjust for this case, that anyone owed money will request for inflation-adjusted payouts.
 - i. A - If we are to pay out anything on inflation adjustment, this would be worth it considering that it's past students and we have no other significant debtors from this far back in time.
 - b. Motioned by Wei W
 - c. Seconded by Jon P
 - d. Motion voted, motion passed.
- e. **External Affairs**
- i. **Lunch & Learn:** forward any sponsor related emails to external
 - Two proposed Lunch & Learn for the winter semester
 - ii. **External x CAPSI:** EBP 2023 (Evidence-based Practice)
 - Will start planning soon
 - iii. **CSHP:** currently recruiting members for the 2023-2024 year
 - iv. **Community outreach week:** Will have the first meeting to begin organizing, next week; tentatively aiming for end of march event for blood drive and outreach fair
- f. **Athletics**
- i. **10K Steps Challenge (Planned for late Feb)**
 - ii. **Faculty vs Students Basketball Game (Tentative date March 23rd 2023 6-8pm)**
- g. **Events**
- h. **CAPSI**
- i. 2019-2020 fees of \$13,462.50 due to CAPSI National paid by UPS Finance. 2020-2021, 2021-2022 still pending. Local fees due to CAPSI UofT for 2019-2022 also pending. Thank you Finance.
 - ii. **New 2T5 CAPSI Rep Appointed** - Lina Lo. Transition meeting w/ Theodora scheduled for 5pm tomorrow (Jan. 24, 2023). Thank you Honors Committee.
 - iii. PDW SSL Application submitted after last UPS meeting - approved \$5000 lump sum → \$285/delegate (after accounting for outgoing e-transfer fees)
 - iv. PDW Prizes Won:
 - Apotex IPSF Health Campaign Award - 1st place
 - CPhA Award of Professionalism - 2nd place
 - Loblaw's Patient Interview Competition - Amar Deonandan (2T3), 2nd place
 - PharmaChoice Advice for Life Presentation Competition - Arnold Ruste (2T3), 2nd place
 - Student Literary Challenge - Arnold Ruste (2T3), 4th place
 - Medisca Compounding Competition - Adam Da Costa Gomes (2T6), Clara Dai (2T4), Meriam Salih (2T6) & Rachel Ma (2T4), 4th place



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- Pharmafacts Competition - Godwin Chan (2T5), Logan Groves (2T3), Meriam Salih (2T6) & Stephanie Rosenbaum (2T4), 5th place
- v. **CAPSI/IPSF Awareness Week:**
 - **Feb. 6-10, 2023**
 - Will feature online and in-person activities, including a bake sale
- vi. **Vigilance Santé Comes to UofT 2.0:**
 - **6-7pm EST on Feb. 15 via Zoom**
 - Stay tuned for FB event page and IG post.
 - 90-day free access to RxVigilance, which may be beneficial for patient counseling labs will be provided to attendees. Demo on RxConsultAction for minor ailments prescribing will also take place.
- vii. **PAM Planning**
 - Banner design finalized and approved by LDFP Comms team.
 - Meeting scheduled w/ UPS PVP for Jan. 26 to discuss details of PAM kickoff ceremony
- viii. **Toronto's Next Top Pharmacist**
 - 2T6 reps lead planning
 - Historically held at The Boat in Kensington
 - Tentative date: March 30, 2023
- ix. **2T4 Mock OSCE**
 - Last year's 2T4s who volunteered to be SPs in 2T3 Mock OSCE will have priority registration
 - Will take place during PAM
- x. **PAM Outreach: Kids in Medicine and Pharmacy Outreach Days**
 - 2T4 reps lead planning
 - First year of returning to in-person for both initiatives
 - Be on the lookout for sign-up form to join PAM Planning Subcommittee
- xi. **CAPSI UofT x CAPSI UW X UTIHI IPE (or CACHE) event on Bipolar Disorder**
 - 6-8pm EST on March 23 via Zoom.
 - 2T5 Reps lead planning
 - Patient case on bipolar disorder will be discussed within groups of students from different health professional programs at UofT and UW
 - Plan is for panelists (pharmacist, psychiatrist, social worker and nurse) TBC will also share perspectives on case
 - First time collaborating with CAPSI UW. Benefit is an increased pool of facilitators to coordinate breakout sessions
- xii. **CAPSI x CSHP Evidence-Based Practice Competition**
 - Will be planned in collaboration with CSHP Reps (UPS Externals): Cindy and Amir
 - Unlike in previous years, no winner will be selected at the local (UofT) level
 - All entries will be entered into national competition automatically
- i. **OPA**
- j. **UTSU**
 - i. Reviewed recent amendments to the UTSU bylaws during the monthly board meeting. There has been some delay in communication with board members, but hopefully we should be back on track soon.

