



Undergraduate Pharmacy Society 2023-2024



Agenda – UPS Meeting #1, 2023-2024

Date: Thursday August 17, 2023

Time: 8:00pm

Location: Zoom

Present: Adam DCG, Nic P, Mona M, Amira B, Aqsa A, Ashish G, Julia I, Kay-Ann O, Linda L, Mackenzie R, Meriam S, Nick N, Nuzat K, Saniha B, Sheena Y, Hitisha S, Stephanie R, Anushka S, Varun G, Rehan S

Regrets:

Absent: Amir T, Jessica A, Hamza F, Ayman L, Sasha M, Jason J, Kelly C, Irien Z, Omar EB, Rachel M, Al-Amin A

Faculty Advisors Present: N/A

Speaker: Varun G

Minutes: Mona M

1. **Call to order:** Seconded by Nic Pham
 - a. Meeting began at 8:12pm Aug 17th 2023
2. **Old Business**
3. **Updates on Current Activities**
4. **Portfolio Updates**
 - a. **President**
 - i. Hello
 - ii. Welcome Back BBQ
 1. 12-2pm Thursday Sept 7, 2023 (second day of classes, co-curricular time)
 2. Smokin' Bones BBQ (same provider as last year)
 3. 422/500, thank you to all who've signed up!
 - a. Let's get enrolment up to 500!: try to increase enrolment and get it up to 500
 4. Volunteers day of to help with organizing and moving people through food lines
 - a. Need volunteers for any meal restrictions or any dietary restrictions: reach out to adam if you are free to volunteer for event
 - iii. Financial status
 1. Financials to March 2020 year end have been caught up
 - a. 6 years of financial reporting has been caught up on, still 3 more years left
 - b. Make sure we finish the 3 remaining years in our 2023-202 UPS year
 2. Huge thank you to Ian Tytler!
 3. Moving forward
 - a. Nic P, Nick N, Amira B, and I are now moving forward and finalizing a new accounting candidate



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- b. Once finalized we will provide CRA with our new directorship for the year
- c. Will implement new process to ensure reporting and transition of directorship is kept up to date with CRA (

b. VP

- i. SIF Meeting and Club Deadlines
 1. Club Registration/Renewal Deadline: Fri Sept 15, 2023 at 5pm
 2. Pre-SIF Meeting (Online) with Clubs: Fri Sept 15, 2023 at 7pm
 3. SIF Application Deadline: Fri Sept 22, 2023 at 5pm
 4. SIF Committee (Budget) Meeting: TBD via When2Meet: **The following members are expected to attend the SIF meeting**
 - a. UPS President
 - b. UPS Vice-President
 - c. Finance Directors
 - d. 1 of the Events Directors
 - e. 1 of the Athletics Directors
 - f. 1 of the External Affairs Directors
 - g. 1 UPS Faculty Advisor
- ii. Upcoming Fall Term events according to prior year:
 1. Interprofessional Boat Cruise → increase sales for the 2t7's
 2. Orientation Banquet → October
 3. Halloween Social → TBD
 4. Phollies → In Nov
 - a. With reading week being set in place would phollies take place after reading week?
 5. Holiday Social → end of Nov
- iii. Budget Meeting coming up in October
 1. Expecting a lower budget than prior year.
 2. Every member is encouraged to produce a rough estimate of their expected expenses this year.

c. Executive Secretary

- i. Have sent off the upper year and this years Phrosh package
- ii. Next plan of action is to make the UPS account for 2t7
- iii. Booking online pre-sif meeting with clubs prior to starting school
- iv. Booking the in person SIF meeting first week of school trying to book meeting in the PB 8th floor meeting room

d. Finance

- i. Audit Update - 2020 student fees to be released shortly!
- ii. New Accountant interviewed
- iii. SIF Reimbursements for 2022-2023 complete
 1. All reimbursement requests before july has been sent out
- iv. Internal Reimbursements for 2022-2023 complete - cheques sent to all those who provided an address. Remainder to be scheduled for pickup/delivery in September
 1. Post internal reimbursement form on new UPS fb page
 - a. Will be sharing the link to the fb for how to submit internal reimbursements



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- b. Everyone should have their checks by now if they submitted prior to july
 - v. Final Summer Package deadline approaching (August 19th). Contact us to request cheques / access our spreadsheets to confirm student sales.
 - 1. Make sure to remind students about the guidelines for payment
 - vi. Near Future: Budget Meeting
 - 1. Please take into account the cheque transit time when booking with vendors.
 - e. **External Affairs**
 - i. One of the changes: how we plan lunch and learns
 - ii. Met with Candice on the Advancement team and set out a schedule to determine which consistent dates are for lunch and learn
 - iii. Have agreed to leave one Thursday open during the month and leave PB 850 room unbooked for UPS to book events
 - f. **Athletics**
 - i. OPA Soccer Cup (UofT vs Waterloo):
 - 1. **Saturday September 23, 2023 (11am-2pm) @ Lamport Stadium (1155 King St W. Toronto, ON)**
 - a. Game will likely start around 11:30 am
 - b. Spectators are needed!! We encourage everyone who can make it to show up and bring your friends!
 - c. Details regarding the event will be sent out to the students in September.
 - i. The game will go until 1Pm and 1 hour for OT or PK
 - ii. Detailed will be sent out after everything has been verified in Sep
 - 2. Coordinated with the Waterloo Athletics Reps
 - ii. Tug of War: during UPS welcome back picnic
 - 1. PB Lawn (during the UPS Welcome Back Picnic)
 - 2. Rope was already purchased last year (should still be in the UPS room)
 - a. Trying to make the tug of war like a tournament for first years
 - 3. Will coordinate with the Phrosh Chairs to potentially make the event a tournament style with the first year students.
 - iii. Intramurals:
 - 1. Still waiting for ICS Athletics (people incharge of intramural sports) to send out which sports are being offered this fall
 - a. Once schedule is finalized the registration will be sent out
 - 2. Planning to send out an interest form September 4th 2023
 - 3. IMLeagues registration will be sent out September 8th 2023
- g. **Events**
 - i. Boat cruise
 - 1. Push ticket sales! Deadline for tickets is Aug 25th, but may extend during frosh week
 - a. Encourage 2T7's to attend the boat cruise
 - b. Please help repost stories and hype it up if you're helping with frosh, help circulate the news
 - 2. Need extra help decorating and set up on Sept 8 @5pm



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- a. If anyone is able to come and help with the boat cruise setup please respond to the UPS signup form in the UPS groupchat
- b. Will send a signup form in group chat, so sign up if you can come help :)
3. Fill out music request form for music requests and to volunteer to help with the event
4. Might extend the deadline for boat cruise during phrosh
- ii. **October orientation banquet**
 1. Date is Oct 11th (wed), location is Hart House
 2. Keeping it to only 2T7s
 3. More formal event → italian dinner
 4. Promo will start around Sept 11ish
 5. Will be sending out the invites closer to september and start promotions after the boat cruise
 6. Reminder that this is a 19+ event and that it is not included in the phrosh package
- iii. **Phollies**
 1. Looking to have it at the end of NOV to increase attendance and so its further from finals
 2. Looking into alternatives
 3. Will get back to us with a finalized date
- h. CAPSI**
 - i. **PDW coming up:**
 1. Occurring in January in toronto and are looking to get maximal attendance so we can enter PDW competitions as UOFT students
 2. Asking for students to come and for us to have a strong representation and turnout as we are leading PDW
- i. IPSF**
- j. OPA - N/A**
- k. UTSU**
 - i. No big updates
 - ii. Starting meetings with UTSU soon
 - iii. Questions about opt outs but will address when time comes
- l. Marketing**
 - i. Have been working on graphics for the BBQ
 - ii. Graphics for apparel sale
 - iii. Graphic for boat cruise
 - iv. Are currently working on the graphics for the orientation banquet in OCT
- m. Monograph**
 - i. Working on pre issue for september
 1. Sheena is in charge of who is who so please sign the document and fill it out!
 2. Fill out the role description
 - ii. Please fill out “who’s who” document (check fb chat, there is a meme attached)!!!
 - iii. Fill out by AUG 18th



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- iv. If you are or know a president of a club, please tell them to fill out the clubs who's who form: <https://forms.gle/3FoYmSsueYdP464i6> → **ask for presidents of club to fill out this link**
 - v. Potentially have canva pro for everyone → could be set up at the budget meeting
 - 1. Have one email that is the canva pro email → look into canva pro
 - 2. Budget meeting: if this motion gets approved in the budget meeting after thanks giving
 - n. Pharmakon**
 - i. Adam: we have a few copies of previous year books
 - o. Webmaster**
 - i. Listserv updates
 - ii. Websites crashing
 - 1. The issue causes for us to not be able to access the UPS pages on the website
 - 2. Please let Kay-Ann know so she can contact the domain people
 - p. 2T4**
 - i. Therapeutic Choice sale potentially held in September after speaking to Senior CAPSI Ayman
 - 1. Waiting for CPS prices through CAPSI - tbd
 - a. Updates to come on the CPS PRICE SALES
 - ii. Summer Merchandise sale closed! Final count tbd
 - q. 2T5**
 - i. CPR recertification - shoutouts
 - 1. CPR taking place end of Aug and beginning of Sep
 - 2. If someone cant attend any of these time lines email ashish
 - 3. Also looking into putting in a CPR certification time for end of Sep
 - ii. Textbook sales
 - 1. Waiting on some details for the CAPSI
 - iii. Request to improve planning and implementation of UPS meetings, minutes, etc.
 - r. 2T6**
 - i. Phrosh registration closing AUG 18th, schedule relatively finalized, around 151 student signed up
 - ii. Phrosh Week from Sept 4th to Sept 8th
 - iii. UPS Welcome back BBQ for Thurs Sept 7th
 - iv. Big-Sib mentorship forms are open until the 18th → extended the mentorship
 - v. UPS Clubs Fair invites go out next week, currently planned for Thurs Sept 14th
 - 1. Anyone who will be representing their club the invitations will be sent out soon
 - 2. Shifted the schedule so the club fair was changed to Sep 14th
 - 3. Lookout for an email next week
 - vi. CPR booked + reg closes 18th
 - s. 2T7: N/A**
- ### 5. New/Other Business
- a. Motion on behalf of the Class of 2T1**
 - i. The Class is motioning to have this amount adjusted for inflation due to a delay in release as a result of the Society's audit status. This means that the funds disbursed to the 2T1s would increase by \$2,460.06 to a new payout total of \$19,166.96.
 - 1. Motioned by: Adam Da Costa Gomes



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2. Seconded by: Nic Pham
3. Motion Approved on May 5th, 2023.
- ii. UPS meeting scheduling
 1. Worked with Advancement to plan bookings for 850 - would we prefer meetings to be on Thursdays 12-2pm, or would we prefer after-class meetings?
 - a. Knowing that the constitutional meetings will be longer and might not fit into the 2 hour time slot
 - b. Motion will be voted on later on is a subsequent meeting in Sept.

6. Next Meeting

- a. To be determined by council

7. Adjourn Current Meeting

- a. Motioned by: Stephanie
- b. Seconded by: Adam
- c. Meeting adjourned at: 9:08