



PhUS Council Agenda
 Aug. 27, 2019
 PhUS Council Chilliwack Retreat

Attendance:

President	Elisa Colasurdo	P	1 st Year Rep	TBD	A
VP Internal	John Lee	P	1 st Year GC	TBD	A
VP External	Wendy Song	P	1 st Year GC	TBD	A
VP Academic	Jamie Park	P	2 nd Year Rep		A
VP Finance	Leo Zheng	P	2 nd Year GC		A
VP Social	Sonali Rishi	P	2 nd Year GC		A
VP Social	Winnie Bao	A	3 rd Year Rep		A
Secretary	Giordano Bua	P	3 rd Year GC		A
VP Sponsorship	Jin Wu	A	3 rd Year GC		A
Senator	Enav Shalev	A	4 th Year Rep	Riaaz Lalani	A
Sports Rep	James Feng	P	4 th Year Rep	Tracy Liu	A
Communications officer	Tom Sun	P	2021 Grad Reps (3rd year)	Dane Chapman Gina Sangha	A
-	-		2020 Grad Reps (4th year)	Yungee Jung Vivienne Hsu	A
Faculty	Jennifer Chatterton	A	Faculty	Sandra Jarvis-Selinger	A
Faculty	Gloria Cheng	A	Faculty	Kerry Wilbur	A

P (present) | A (absent) | R (regrets) | L (late)

Meeting called to order at 9:42 AM

Approval of Minutes

Moved: Tom ; Seconded: Sonali

Motioned: Be it resolved that PhUS Council approves the Primary Care Club's Funds Application for \$250.00

Moved: John ; Seconded: Tom

Approved: 8 ; Objections: 0 ; Abstained: 1

Standing Business:

None

Motioned: Be it resolved that PhUS Council approves the changes for the FY2020 budget

Moved: Leo ; Seconded: Wendy

Approved: 8 ; Objections: 0 ; Abstained: 1

Moved: ; Seconded:

Approved: ; Abstained:





Discussions:

- 1. Structure of PhUS meetings, constitution and Robert's Rules - Elisa**
 - a. AMS follows Robert's Rules**
 - i. If you want to speak, raise your hand**
 - ii. Everything must be voted upon**
 - 1. Mover and seconder required**
 - 2. Those moving the motion abstain**
 - b. Constitution need 2/3 for quorum & 50% +1 of the vote**
 - i. Can defer the motion to the following week if quorum is not met**
 - c. Meetings generally Monday 12-1pm**
 - d. Proxy due Sunday at noon**
 - i. Need proxies in order to make quorum**
 - ii. Proxies will vote and engage in discussion on your behalf**
 - e. Attendance**
 - i. Three missed meetings will warrant a letter from the Secretary (Gio); five missed meetings will warrant your removal from council and a review from the President (Elisa) and Secretary (Gio). Attendance is important!**
 - f. Read Article 5 - these outline your executive roles and responsibilities**
- 2. Standing referenda - Elisa**
 - a. UpToDate update:**
 - i. Signed contract, technology currently in the works with JP and the UpToDate representative**
 - 1. Since technology is lagging, UpToDate may not launch until mid-late September**
 - ii. Fees on the SSC (increased by \$1.16 and not \$25) have been fixed**
 - b. Constitution changes with PhUS restructuring report**
 - i. Review your position, each executive member will be meeting with the Constitution Review Committee in November/December to begin reviewing your portfolio in the constitution and make appropriate changes for first slate elections in March of 2020**
 - ii. These changes will be voted upon in council and implemented in the next cycle of executive elections**
- 3. Secretary + GPA updates - Giordano**
 - a. GPA: 157 Participants new record, going well**
 - b. The next week's Agenda goes out via email with the past weeks meeting minutes, potentially Mon/Tuesday nights. Please add what you like to the agenda and it's due at 11:59pm on Friday night, I compile the meeting minutes by sat/sun with Elisa for approval by latest Sunday night then I email it out to everyone before the meeting on**



monday. We have a meeting, I take notes, summarize it hopefully that night (or tuesday during busy times) and then send out to everyone + put on website. We will be using a google form for regrets/lates/absences due 24hours in advance.

<https://docs.google.com/forms/d/e/1FAIpQLSf8LyBw-Wd8i3xPQxpzsOuQRZa2VubStPeBEHuNxP9Wx2yKMg/viewform>

4. Clubs Fund Application - UBC Primary Care Pharmacy Club - John
 - a. Supplemental Documents:
 - i. Lunch and Learn with Peter Zed
 - b. Newer Club: Need the money ASAP
 - i. Seeking clubs fund for banner, cashbox, food & beverages, gift for speaker.
 - c. Do we want to increase the maximum reward and if this will work with the budget?
 - i. To be discussed in Budget Review (discussion point 7i)
 - d. No concerns brought forth by council at this time
 - e. Put to motion by council

5. Social updates (Welcome Back BBQ, Gala, SoCo) - Sonali + Winnie
 - a. Gala (October 25th , 2019)
 - i. Sheraton and Fairmont Waterfront are the two hotel options
 1. Fairmont is the preferred.
 - ii. Activities have been contacted
 - iii. Hotel rooms quoted \$259, trying to push for \$200
 1. 10 rooms. Looking into extra rooms.
 - iv. Hiring 2 Assistant VP (AVP) Socials
 1. Brandy Kent and Jonah Thornburn
 - v. Looking to hire more first years for SoCo
 - vi. Currently emailing vendors to come in as entertainment
 - b. SDM BBQ (Dana)
 - i. Friday Sept 6th from 12-2pm
 - ii. 400 burgers sponsored by SDM (1st Burger free)
 1. 300 meat
 2. 100 veggie
 - iii. Johnny's Popsicles will cost \$810 for \$3.50 * 250popsicles and we will be charging for only pops
 - iv. Budget: estimated net loss of approximately \$550
 - v. Networking opportunity with SDM associates → this must be advertised more this year!
 - c. Referendum for 1 VP Social and then associates in the future
 - i. To be changed in the constitution this coming year and transitioned

6. Peer mentorship - Elisa
 - a. Peer mentorship was implemented in the past, no continuity
 - i. There was not enough structure in the past, we did not match based on personalities and what they are looking to gain from the program
 - b. Need a team of ~7 individuals to help possibly start a club



- i. Match mentors and mentees
 1. Dependent on the agreement between the 2 parties, what you make out of it.
 - a. Mentees
 - i. Gain emotional support, academic support
 - ii. 2 events, 1 each term
 1. and some smaller events (Hot chocolate mingle, etc)
 - c. Would be important to roll out for first term vs second term
 - d. Currently unsure about how this would be distinguished from previously existing clubs and activities and their internal mentorship opportunities (LKS, Kappa Psi, Faculty, CSHP, TMP-SMX)
 - e. Carry over from GPA: Group leaders should continue to support their GPA first years throughout the first term.
 - i. Stress the importance of keeping this connection
 - ii. During GPA orientation talk about mentorship role
 1. Peer mentorship night 4th week of (Sept 25th) in the atrium
 2. Other students who have not attended GPA can still come and join and mingle and meet upper year students; more relaxed type of event
 3. PhUS can provide food + drink
 4. \$1000 for mentorship throughout the entire year (\$500 per term?)
7. Finance Updates and Budget Review - Leo
- a. Treasurer's duties: Financial management
 - i. Google drive under shared, can input budgets under this folder so that he can be constantly updated.
 - ii. VP Finance acts as liaison between AMS and the constituency
 - iii. Reimbursements
 1. acts as the sole signing officer of our club
 2. Keep all receipts and proof of purchase in order to be reimbursed
 - b. Square
 - i. We applied for 2 square devices
 1. we can now use the credit card system
 2. pay square a small fee (to be updated)
 - c. Showpass
 - i. Online event and ticket organizer
 - d. AMS Credit Cards
 - i. Easier to avoid reimbursements
 - ii. Stringent use
 - iii. from US bank which is also RBC bank.
 - e. Reimbursements: Keep the physical receipt!
 - i. Anything under \$200 is cash
 - ii. Anything over \$200 is cheque
 1. can have this mailed out within 3-4 business days
 - iii. Make sure that you use a highly detailed description of the refunds
 - iv. Give about 1 week to get the money back



- f. Memo's exist in case you lose receipt
- g. Deposit forms can be filled out by anyone
 - i. make sure to use a duplicate using a carbon paper (black sheet of paper to make 2 copies)
 - ii. Let Leo know when you deposit
- h. Contracts
 - i. **DO NOT SIGN CONTRACTS YOURSELF!** Always submit to Leo so he can submit to AMS for signage
 - ii. Large events: give at least 1 month in advance
 - iii. Original receipts: no photos or scanned copies should be submitted. Keep a scanned copy for your own records
 - iv. 1 month rule: Submit reimbursements within 1 month of the transaction.
 - v. Make sure that the contracts are addressed to UBC PhUS and our building address
- i. Budget review
 - i. about \$32,737.81 carry over from previous years
 - ii. Similar numbers for Welcome back bbq Gala and Skits night.
 - iii. Membership fees: large increase to cover UpToDate.
 - iv. Increasing clubs fund, giving back to students and support our clubs
 - v. Contact Leo for access to budget.
- 8. Building bookings - John
 - a. John will be doing all bookings
 - i. Main point of contact with Jon
 - ii. Will help to avoid double booking events
 - iii. All bookings will be under John's name
 - 1. If there are cleaning fees the clubs will need to pay
- 9. Internal updates (lockers, pick-up week, clubs night) - John
 - a. Textbooks, locker sales on the 2nd week of september from 12-1pm
 - i. Held by London Drugs lecture theatre
 - ii. Textbooks will tentatively be by the big wall to avoid large crowds
 - iii. Each club responsible for handing out their own textbooks
 - iv. Lockers \$10
 - 1. May need help!
 - b. Clubs night: Wed Sept 11th from 6-8pm
 - i. Students put into groups, go through the circuit, 5 min at each station
 - c. Funding applications
 - i. John will be making this more accessible and posting it to the groups increasing the maximum rewards, increased budget. To return the student fees back to students.
 - 1. Travel & conference fund (currently \$100, planning on increasing to \$200-\$250)
 - a. For PDW, CHSP, BCPhA conference etc..
 - 2. Professional initiatives/community outreach (maximum 500)
 - a. Not for the student themselves
 - 3. Clubs fund (maximum reward right now is 250, increase to \$500?)
 - 4. Minor Initiatives fund (currently 100, planning on increasing to 250)
 - a. for smaller events on and off campus



- b. Excluding travel costs
 - c. Can be used for more social activities or service for Pharmacy students
 - ii. How will this work?
 - 1. All the forms are on the UBC PhUS website
 - 2. Apply
 - 3. Council votes to approve the application
 - 4. Post fund breakdown needed to submit a report
 - d. Lounge:
 - i. "Make the lounge a lounge"
 - 1. Students don't really know much about it and thought the closed doors meant exclusivity
 - ii. Not very much of a study space
 - iii. Planning to get a new fridge?
 - iv. Reopen the sliding doors Monday - Friday, closed during the weekends.
 - 1. May cause issues with the non-pharmacy students but we can always reassess
 - v. Cleaning and remodeling Aug 30th
 - vi. This is a spot to store your food, make coffee. Want this area to be accessible by all pharmacy students

10. Senate updates - Elisa (on behalf of Enav)

- a. New Policy: Student who misses 25% of IA's will be required to repeat the course.
- b. No information on who is getting faculty awards
- c. Work to increase mental health events and faculty to be trained to speak to patients on mental health, to be more mindful when speaking with students. Student services (Jennifer Chatterton)

11. Sponsorship updates - Elisa (on behalf of Jin)

- a. Hiring an associate to help out
- b. List of sponsors to be updated by Jin during our first meeting

12. External Updates - Wendy

- a. Met with the UBC Pharmacist Clinic
 - i. Use us as a way to promote their events through weekly emails
 - ii. Point of contact now, not the VP Internal
- b. Potentially planning Open House for Oct 9th
- c. Potentially planning another event with us in February
- d. Orientations will go outside the Pharmacist Clinic and point it out
- e. Will be reaching out BCPhA starting September (1 event in each term)

13. Communications Updates (Social Media Marketing, Website updates)- Tom

- a. Working on the Wordpress PhUS website
- b. Job listings posted on the PhUS website
- c. Execs have been posting events to Facebook yearly groups, do we want to continue this?
 - i. Communications Officer will be responding to PhUS website & Facebook messages.
- d. Send Tom the materials if we want to promote events to Facebook.



- e. Never make a Facebook event under your name, PhUS has to be a Host, but you can be a co-host and advertise it personally
 - f. Website needs to be updated with the new council → Leo to make Tom, John and Elisa admins and Sonali and Winnie editors
 - g. Promote more through Instagram @UBCPHUS
 - i. Posts
 - ii. Stories
 - 1. Memories
 - iii. Good for events
 - iv. Can have “PhUS exec takeover” on our instagram story
 - h. AGM: thinking about doing it in the 3rd week of September
14. Social media - Elisa
- a. Facebook
 - b. Update Admins, Editors
 - c. Most points already discussed in discussion 13 (see above)
15. First year orientation - Elisa
- a. Sept 6th: first Friday back to school
 - b. BBQ 12-2pm
 - c. 2 blocks of volunteers
 - i. Block 1: 10-12pm
 - ii. Block 2: 2-4pm
 - d. Building tour and mock skits after PhUS and CAPSI presentations
 - e. Need more volunteers from council and general student body!
16. Sports Updates - James
- a. First event of the year is a hike Sept 7th
 - i. Over 40 people signed up
 - ii. Facilitate the transportation
 - iii. Two options: Lynn Loop and Capilano Canyon
 - iv. Have to bus there
 - v. Working on the logistics
 - b. Ski/Snowboard trip (Doing something together)
 - i. Grouse
 - ii. Do not need snow tires
 - iii. Covering lift ticket \$75 for 30-35 people
 - 1. Looking into a group rate
 - 2. First people that sign up will get it covered
 - iv. December; right before exams
 - 1. weather dependent
 - v. First week of Jan -> PDW 8th to 11th
 - 1. Jan 4th (higher chance of snow)
 - vi. Reading Break ?
 - vii. Waitlist?
 - viii. Snowshoeing tubing
 - c. Yoga



- d. Dodgeball night October
- e. Badminton some reimbursement

17. Academic Updates -Jamie

- a. Mental Health Initiative
 - i. 3 different branches
 - 1. Wellness

- b. Feedback form on the PhUS Website

18. Student membership in Programs Committee- Jamie

- a. Met with Dr Wilbur to discuss student membership in different committees
 - i. Requested 2 students for Programs (Holistic view of the Program)
 - 1. 2nd or 3rd
 - a. Fridays 1/month
 - b. John and Leo
 - 2. PEADs committee
 - a. 2/year
 - b. 1st or 2nd year
 - c. Sonali

Round Table:

Faculty	
President	
Secretary	
VP External	
VP Internal	
VP Academic	
VP Social	
VP Sponsorship	
VP Finance	
Communications	
Senate	
Sports Rep	-
Grad Rep 2020	
Grad Rep 2021	
1 st Year Rep	-
2 nd Year Rep	
3 rd Year Rep	
4 th Year Rep	

Meeting Adjourned: 1:35pm





THE UNIVERSITY OF BRITISH COLUMBIA
Pharmacy Undergraduate Society
2405 Wesbrook Mall
Vancouver, B.C. Canada V6T 1Z3
Website: www.ubcphus.org

Moved: John ; Seconded: Tom

Be it resolved that PhUS council adjourns the meeting.

1:35pm

