



PhUS Council Minutes
 May 22, 2022
 5:00PM

Attendance:

President	Marcus Wong	P	1 st Year Rep		
VP Internal	Alecz Reyes	P	1 st Year Rep		
VP External	Charlene Yang	P	1 st Year Rep		
VP Academic	Grace Song	P	2 nd Year Rep		
AVP Academic	Sarah Kim	P	2 nd Year Rep		
VP Finance	Allan Ma	P	2 nd Year Rep		
VP Social	Prianka Sharma	P	3 rd Year Rep		
AVP Social	Palvy Sharma	L	3 rd Year Rep		
VP Communications	Hanbin Sung	R	3 rd Year Rep		
Secretary	Jessica Zou	P	4 th Year Rep	Jeremy Bulatao	-
Senator	Kanika Khosla	-	4 th Year Rep	HaeReen Kim	-
Sports Representative	Balpreet Kalkat	P	2023 Grad Reps (4 th Year)	Maddison Gahagan Maria Ahmed	-
Sponsorship Coordinator	Angel Chiang	P	Faculty		
2024 Grad Reps (3 rd Year)	Sara Tavoossi Madailein Schuckel	-	Faculty		
			Faculty		
Faculty	Dr. Pearson	R	Faculty		
Faculty	Dr. Seto	R	Faculty		

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

Guests:

Vienna Cheng

Meeting called to order at 5:00 PM

Approval of Minutes

Moved: Marcus; Seconded: Jessica

Discussions:

1. President

- a. PhUS committee
 - i. Everyone needs to join at least 2 PhUS committees





- Student Pipeline Committee, Social Committee, Sports Committee, Finance and Sponsorship Committee, Constitution Review Committee
- b. Meeting frequency
 - i. Once a month from May to Aug
 - ii. Once a week from Sept to Apr
 - Mondays at 12 pm
 - Likely hybrid for most meetings
 - iii. Mandatory for all execs
 - iv. Will be canceled if there is no agenda
- c. PhUS ongoing roles
 - i. [Refer to PowerPoint slide 6](#)
- d. General timeline
 - i. May:
 1. Starting to plan orientation week-ongoing (w/ Leah Villalobos)
 2. GPA hiring complete
 3. Order locker keys (Alec is picking them up at the end of May)
 4. Club new leader contacts
 - Still waiting on BCPhA, Pharmacy investment club, Primary Care Club PTALC, PLS
 - GPA clubs participation: 9 confirmed
 5. GPA budget set at \$3000
 6. AMS treasurer training completed
 7. SDM Welcome Back BBQ
 - a. contacted SDM and introduced ourselves
 - b. begin planning for logistics
 8. VP and AVP Academic attend May Academic Committee Meeting (May 26th)
 - ii. June
 1. Orientation Week Planning
 - a. Sept 6th 2022 (lunch-PM)
 - i. give away lunch to PY1s
 - ii. PhUS address/President speech
 - iii. Ice-breaker activities(?)
 - iv. All the execs are volunteer
 - b. Sept 7th 2022 (AM-lunch)
 - i. Building tour and safety orientation
 - ii. UpToDate sign-ups
 - iii. Advertise for Clubs Night + locker
 - iv. Include CAPSI (?)
 - v. SDM Welcome Back BBQ
 - c. PhUS budget finalized for winter
 - d. PhUS retreat planning
 - e. VP Academic Student Caucus
 - f. Start planning for 22/23 initiatives for Academic Committee
 - g. continue SDM Welcome Back BBQ planning



- h. Initiate PhUS GPA station planning
 - i. VP Finance present winter budget
 - iii. July and August
 - 1. Secretary: order all food and supplies/ collect sponsorship goodies
 - 2. Social officers: plan out Clubs Night station and recruit volunteers for orientation week
 - 3. Academic officers: organize discussed content from previous pipeline meetings and prepare for Student Pipeline Hiring
 - iv. September
 - 1. GPA!
 - 2. PY1 Orientation week:
 - a. PhUS Address and Social Ice Breaker (Tues PM)
 - b. Safety Orientation and Building Tour (Wed AM)
 - c. UpToDate Registration (Wed AM)
 - d. SDM Welcome Back BBQ (Wed lunch)
 - 3. Clubs Night
 - 4. Locker Sales
 - 5. Second Slate Election (Year reps)
 - 6. Hire for Students Pipeline Committee
 - 7. Hire for Finance and Sponsorship Committee
 - 8. Hire for Social Committee
 - 9. Hire for Sports Committee
- e. GPA
 - i. End of June report to Allan for budget
 - ii. Events: clubs and faculty by end of June
 - iii. Plan out all stations by end of June
- f. Second slate Elections
 - i. Year reps in sept
- g. Meeting attendance
 - i. Regrets form sent at least 24 hours before meeting
 - ii. Late notice or no notice will be counted as an unexplained reason
 - iii. >3 absences will be submitted for performance review
- h. Meeting agenda
 - i. Agenda doc for next meeting will be sent out with the previous meeting mins
 - ii. Please add your agenda items to the doc along with the # of minutes you'll need
 - iii. new presentation slides will also be sent in the FB chat weekly
 - iv. Please add at least 1 summary slide for each of your agenda items at least 24 hours before meeting
- i. Meeting minutes
 - i. Secretary will record and distribute all meeting minutes and presentations (can opt to locally record- not to be shared)
 - ii. VP communication will post all meeting minutes on the PhUS website



- iii. Sub-committee meeting minutes will be linked within Council mins (please send meeting minutes to Jessica or Hanbin at least 48 hours before the next PhUS meeting), report and give update on that meeting
- iv. All Google slides will be distributed and hyperlinked with the meeting minutes

2. VP Internal

- a. TCF Application Vienna Cheng
 - i. Vienna will be presenting her poster on behalf of the UBC Pharmacist Clinic at Quality Forum 2022(June 1st-2nd, 2022) at the Hyatt Regency, Vancouver
 - Networking with other healthcare professionals and grow as a future pharmacist
 - Worked with supervisor at Pharmacist Clinic during the past year
 - ii. Total cost: \$210 for two-day conference fee
 - iii. Funding requested: \$200
 - iv. 11 votes YES
 - v. Application will be submitted for lottery
- b. Start planning PhUS retreat (deadline end of July)
 - i. Plan for it to take place in Aug
 - ii. Overnight vs daytime activities
 - iii. Budget from last year: \$3000
- c. GPA station ideas:
 - i. Time travel theme:
 - 1. Telephone
 - 2. finish the lyrics- vocal ensemble might take this idea?
- d. Clubs Night:
 - i. One night vs two nights?
 - ii. Make sure that groups are formed beforehand
- e. Hire AVP
- f. Review all funding application criteria
- g. Form interclub

3. VP External

4. VP Academic

- a. Attend VP academic caucus
- b. Hire for student pipeline committee
 - i. October will be first official meeting

5. VP Finance

- a. Reimbursements
 - i. Ready to reimburse people
 - ii. How to apply for reimbursement:
 - eTransfer is the easiest (no limit)
 - other options: cheque mailed to you or cash
 - fill out the AMS form completely and accurately
 - Put all the items on the same sheet
 - can type it out or write everything neatly
 - must also include an itemized receipt/itemized invoice + bank statement



- can be full or partial reimbursements
- iii. Can still reimburse for previous year
- b. Budget
 - i. ***Need to submit to AMS at end of June***
 - ii. Present winter budget next meeting
 - iii. Committees to start planning for events for the school year and think about expenses
 - iv. Always give Allan a heads up before any big purchases
- c. hire for finance and sponsorship committee
- 6. Sponsorship Coordinator**
 - a. sponsorship package
 - b. look for BBQ sponsors
- 7. VP Social**
 - a. Plan for SDM Welcome Back BBQ- end of June deadline
 - b. Plan Clubs Night
 - c. recruit volunteers for orientation week
- 8. VP Communications**
- 9. Secretary**
 - a. Order all food and supplies (End of Aug)
 - b. Collect sponsorship goodies (End of Aug)
- 10. Senator**
- 11. Sports Reps**
 - a. PhUS needs to plan our own station for GPA
- 12. Grad Rep 2023**
- 13. 4th Year Reps**
- 14. Grad Reps 2022**
- 15. 1st Year Rep**
- 16. 2nd Year Rep**
- 17. 3rd Year Rep**



Round Table:

Faculty	-
President	-
Secretary	-
VP External	-
VP Internal	-
VP Academic	-
VP Social	-
VP Sponsorship	-
VP Finance	-
Communications	-
Senate	-
Sports Reps	-
Grad Rep 2022	-
Grad Rep 2023	-
1 st Year Rep	-
2 nd Year Rep	-
3 rd Year Rep	-
4 th Year Rep	-

Meeting Adjourned: 5:58pm

Moved: Jessica ; **Seconded:** Marcus

Be it resolved that the PhUS council adjourns the meeting.