



PhUS Council Minutes
 Oct 3rd, 2022
 12:00PM

President	Marcus Wong	P	1 st Year Rep	David Wang	p
VP Internal	Alecz Reyes	p	1 st Year Rep	Jason Jeong	p
VP External	Charlene Yang	p	1 st Year Rep	Meghan MacLaren	p
VP Academic	Grace Song	p	2 nd Year Rep	Ronak Amirsardari	P
AVP Academic	Sarah Kim	p	2 nd Year Rep	Ruishen Yu	p
VP Finance	Allan Ma	p	2 nd Year Rep	Maric Son	p
VP Social	Prianka Sharma	p	3 rd Year Rep	Vivak Maingi	P
AVP Social	Palvy Sharma	p	3 rd Year Rep	Seong-Hoon Jung	R
VP Communications	Hanbin Sung	p	3 rd Year Rep	Niharika Ghura	p
Secretary	Jessica Zou	p	2024 Grad Reps (3 rd Year)	Sara Tavoossi	R
Sports Representative	Balpreet Kalkat	p		Madailein Schuckel	p
Sponsorship Coordinator	Angel Chiang	p	4 th Year Rep	Jeremy Bulatao	p
Senator	Kanika Khosla	R	4 th Year Rep	HaeReen Kim	R
Faculty Representative	Dr. Sandra Jarvis-Selinger	R	2023 Grad Reps (4 th Year)	Maddison Gahagan	R
				Maria Ahmed	R
Faculty Representative	Dr. Kerry Wilbur	R	Faculty Representative	Jennifer Chatterton	R
Faculty Representative	Dr. Marion Pearson	R	Faculty Representative	Rae Thompson	R
Faculty Representative	Ginette Vallee	p	Faculty Representative	Gloria Cheng	p

P (present) | A (absent) | R (regrets) | L (late) | - (not required to attend)

Guests:

Meeting Presentation:

Meeting called to order at 12:08 PM

Approval of Minutes

Moved: Grace Song; Seconded: Hanbin Sung

Motioned: Be it resolved that the Pharmacy Undergraduate Society approves the PEAC Fund Application

Moved Alecz Reyes : Seconded: Prianka Sharma

Approved: 17 ; Objections: 0 ; Abstained: 2





Discussions:

1. President

- a. Communication and distribution of information to the student body
 - i. Hanbin (VP Communications) to work with Year Representatives to distribute time-sensitive and highly relevant announcements via:
 - the weekly PhUS newsletter
 - the UBC Pharmacy Hub & Class of 202X Facebook pages
 - in-class announcements as needed
 - ii. *Secretary write minutes then send to VP Comm, who then sends to year reps to distribute*
 1. *all key topics that are time sensitive*
- b. Committee meeting minutes
 - i. Short bullet point summaries of what was discussed and decisions reached
 - ii. Detailed meeting minutes that record what each person says is **NOT** necessary for sub-committee meetings → just main ideas
 - iii. These meeting minutes should be shared at round table and linked in the main PhUS meeting minutes (Secretary to do)
- c. Zoom link to meeting and physical location (Rm 3101)
 - i. Newsletter
 - ii. Weekly schedules
 - iii. PhUS website
 - iv. *meetings are opened to all students*

2. VP Internal

- a. Clubs fund application: PEAC
 - i. Hanbin Sung requesting **\$180** to fund upcoming PEAC events:
 - Journal Club: PEAC x Geriatrics Club (October 14, 2022)
 - Journal Club: PEAC x Rho Chi (October 28, 2022)
 - Guest Speaker: Dr. Wade Thompson - The Contemporary State of Evidence on Deprescribing
 - ii. Breakdown:
 - 2 x \$15 gift cards per event (\$30/event x 3 events = \$90)- Not to speakers
 - \$30 for donuts/bagels (\$30/event x 3 events = \$90)
 - iii. **Approved**

3. VP External

4. VP Academic

- a. Student pipeline meetings (Quick Introduction for Year Reps)
 - i. Make sure to read over the brief orientation slides sent in the Facebook group chat
 - ii. Occurs twice per term (**October, November, February, March**)
 - iii. Pipeline google form
 1. Is anonymized unless student would like to be followed-up
 2. Open from October to April



- a. Though the last official meeting is March, depending on how pressing the concerns submitted after the last meeting, we can decide if another meeting is required
- iv. Year reps will be expected to:
 1. Promote submitting concerns to Pipeline to fellow peers in respective FB pages and/or group chats so that there is more reach
 2. 3-4 days before tentative pipeline date, please compile all the notes for your respective years and have them finalized (no last minute work please)
 - a. Sarah will be completing the final scan of concerns and will be preparing the agenda and meeting notes
 - b. Also gives Dr. Wilbur 1-2 days to review any concerns and contact different Faculty members if need be
 3. Speak on these year-specific concerns during meeting

5. VP Finance

- a. Reimbursement Process
 - i. Must provide an itemized receipt/invoice and bank statement showing the item(s) purchased and the payee's name
 - ii. E-transfer form must be filled completely (description, amount and the beige shaded area - account code and signature should be left blank)
 - iii. Send all documents to finance@ubcphus.org / phus.finance@gmail.com
 - iv. Payments (e-transfers) can take up to 2 weeks (usually ~3 business days)
 - v. Other forms of payment: cheque, cash
- b. Bottomline: NO RECEIPTS, NO REIMBURSEMENT :)



- 6. Sponsorship Coordinator
- 7. VP Social
- 8. VP Communications
- 9. Secretary
- 10. Senator
- 11. Sports Reps
- 12. Grad Rep 2024
- 13. 4th Year Reps
- 14. Grad Reps 2023
- 15. 1st Year Rep
- 16. 2nd Year Rep
- 17. 3rd Year Rep

Round Table:

Faculty	- NTR
President	<ul style="list-style-type: none"> - On-boarding year representatives <ul style="list-style-type: none"> - Refer to the meeting slides for details (slide 8-18) <ol style="list-style-type: none"> 1. Role 2. Weekly meeting 3. Pipeline 4. Weekly class schedule (Canva pro: everyone will have access) 5. Year- rep initiatives/events 6. Reimbursement 7. Helping with PhUS events/committees 8. Reviewing clubs fund 9. Helping out with execs PRN 10. PhUS council committees - All year reps to be added to mailing lists - All the PhUS executives have been added to their respective sub-committees
Secretary	- NTR
VP External	<ul style="list-style-type: none"> - PAM <ul style="list-style-type: none"> - Hiring and interviews have wrapped up
VP Internal	<ul style="list-style-type: none"> - AVP hiring post <ul style="list-style-type: none"> - open until this Sunday (Oct 9th)
VP Academic	<ul style="list-style-type: none"> - Pugs and Drugs <ul style="list-style-type: none"> ● Currently contacting another organization to collaborate with ● If possible, will be planning event for November/December





VP Social	<ul style="list-style-type: none"> - Finalized social committee <ul style="list-style-type: none"> - only successful candidates are contacted - Halloween event in being planned - Nov 8th first Pit Night - Skits Night <ul style="list-style-type: none"> - PAM will have no schedule conflict with it
VP Sponsorship	<ul style="list-style-type: none"> - Lunch and Learn with federated cooperatives limited company on Oct 13th <ul style="list-style-type: none"> - Target population: PY2 and PY3 please RSVP - Will post on Facebook today
VP Finance	<ul style="list-style-type: none"> - Sponsorship committee finalized
Communications	<ul style="list-style-type: none"> - Technical difficulties with mailing schedule - Please send more jokes for Newsletter
Senate	<ul style="list-style-type: none"> - NTR
Sports Reps	<ul style="list-style-type: none"> - Sports team finalized - Events: SRC 6-8pm (Oct 21st) <ul style="list-style-type: none"> - Dodgeball night right before PCP
Grad Rep 2023	<ul style="list-style-type: none"> -
Grad Rep 2024	<ul style="list-style-type: none"> - PCP ticket sales open now <ul style="list-style-type: none"> - Oct 21st (@Cinema) - Clothing sale starts tomorrow (Oct 4th) <ol style="list-style-type: none"> 1. Same company as last year 2. General hoodies and Grad hoodies
1st Year Rep	<ul style="list-style-type: none"> - NTR
2nd Year Rep	<ul style="list-style-type: none"> - NTR
3rd Year Rep	<ul style="list-style-type: none"> - NTR
4th Year Rep	<ul style="list-style-type: none"> - NTR

Meeting Adjourned 12:29

Moved: Allan Ma ; Seconded Prianka Sharma

Be it resolved that the PhUS council adjourns the meeting.

