



## PhUS Council Minutes

Date October 3, 2025

Time 12:00PM

|                                |                    |          |   |                   |          |
|--------------------------------|--------------------|----------|---|-------------------|----------|
| <b>President</b>               | Alvin Adams        | <b>P</b> | <b>1<sup>st</sup> Year Rep</b>              | Erica Na          | <b>P</b> |
| <b>VP Internal</b>             | Navreet Grewal     | <b>P</b> | <b>1<sup>st</sup> Year Rep</b>              | Gurbaz Grewal     | <b>P</b> |
| <b>VP External</b>             | Grace Du           | <b>P</b> | <b>1<sup>st</sup> Year Rep</b>              | Amy Lee           | <b>P</b> |
| <b>AVP Internal</b>            | Nehya Dhillon      | <b>P</b> | <b>2<sup>nd</sup> Year Rep</b>              | Jacob Magbag      | <b>P</b> |
| <b>VP Academic</b>             | Rachel Jung        | <b>P</b> | <b>2<sup>nd</sup> Year Rep</b>              | Emma Jin          | <b>P</b> |
| <b>AVP Academic</b>            | Jayden Pun         | <b>P</b> | <b>2<sup>nd</sup> Year Rep</b>              | Jaimie Lai        | <b>P</b> |
| <b>VP Finance</b>              | Soeun Chang        | <b>P</b> | <b>3<sup>rd</sup> Year Rep</b>              | Mitchell Mah      | <b>P</b> |
| <b>VP Social</b>               | Iris Min           | <b>R</b> | <b>3<sup>rd</sup> Year Rep</b>              | Lindsay Barkworth | <b>P</b> |
| <b>AVP Social</b>              | Deelan Rawanduzy   | <b>R</b> | <b>3<sup>rd</sup> Year Rep</b>              | Jin- sun Cho      | <b>P</b> |
| <b>VP Communications</b>       | Miffia Huang       | <b>P</b> | <b>2026 Grad Reps (3<sup>rd</sup> Year)</b> | Alexis Coxon      | -        |
| <b>Secretary</b>               | Carl Silverio      | <b>P</b> |   | Sonia Plaha       | -        |
| <b>Sports Representative</b>   | Tseten Sherpa      | <b>P</b> | <b>4<sup>th</sup> Year Rep</b>              | David Wang        | -        |
| <b>Sponsorship Coordinator</b> | Sungwon Kim        | <b>P</b> | <b>4<sup>th</sup> Year Rep</b>              | Ryan Kwok         | -        |
| <b>Mentorship Coordinator</b>  | Amy Lee            | <b>P</b> | <b>2027 Grad Reps (4<sup>th</sup> Year)</b> | Ava Meririll      | <b>P</b> |
|                                |                    |          |   | Payton Leonard    | -        |
|                                |                    |          | <b>Senator</b>                              | TBA               |          |
| <b>Faculty Representative</b>  | Dr. Katherine Seto | -        | <b>Faculty Representative</b>               | Harper Xiao       | <b>P</b> |
| <b>Faculty Representative</b>  | Dr. Marion Pearson | <b>P</b> | <b>Faculty Representative</b>               | Gloria Cheng      | <b>P</b> |
| <b>Faculty Representative</b>  |                    |          | <b>Faculty Representative</b>               |                   | -        |

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

**Guests: Jenny Kang, Liam James Naysmith, Zaid Mohammad Lari, Keegan Koning, Ainsley Cowan, Caitlin Kemble**

### Meeting Presentation:

Meeting called to order at **12:04 PM**

### Approval of Minutes

**Moved: Miffia Huang; Seconded: Grace du**





## Discussions:

### 1. Year Representatives

| First Year Rep | Second Year Rep | Third Year Rep    |
|----------------|-----------------|-------------------|
| Erica Na       | Jacob Magbag    | Mitchell Mah      |
| Gurbaz Grewal  | Emma Jin        | Lindsay Barkworth |
| Amy Lee        | Jaimie Lai      | Jin-sun Cho       |

### 2. Professionalism

- Just a reminder that we are a professional program
- If you notice that students are having concerns with faulty please remind them to remain respectful and direct them towards the student pipeline
- Please remind fellow students to be mindful regarding information they pass down to other years and how it's passed down

### 3. Clubs Fund- InvestRx: **Approved**

- Event Purpose:** The event will be a ~1-hour presentation from financial advisors about financial literacy and investment strategies. The audience will ask questions throughout the presentation.
- Funding Breakdown:**
  - Tim Hortons doughnuts (\$30)**
  - 2 x 50 Tim Bits (\$25)**
  - Honorarium = \$30**

Club: InvestRx

Speaker: Jason Lee

|   |   |
|---|---|
| Submitted by: <b>Jason Lee</b>                  | Club: <b>Invest Rx</b>                    |
| Event: <b>Basics of Mortgages and Insurance</b> | Date and Time: <b>Oct 1st from 12-1pm</b> |
| Location: <b>PHRM 3340</b>                      | Projected # of Participants: 30           |
| Amount Requested: <b>\$100</b>                  |   |

### 4. Club Fund- Rx Run Club/ PWHC: **Approved**

- Event Purpose:** This is a collaborative event with PWHC and RxRun Club. It will be a walk/ run happening on UBC Campus and beginning in the Pharmacy Courtyard. Both faculty and students will be welcome to participate.





Club: Rx Run Club and PWHC

Speaker: Megan Owens

|  |  |
|--|--|
| Submitted by: Ainsley Cowan              | Club: PWHC, Rx Run Club                  |
| Event: Breast Cancer Awareness Walk      | Date and Time: Oct 29th from 5:30-7:30pm |
| Location: Outside                        | Projected # of Participants: 40          |
| Amount Requested: \$300 (\$150 per club) |  |

Funding Breakdown: ~200\$ food; 100\$ Gift card (66/33 split)

| Item  | Quantity | Price |        |
|---|----------|-------|--------|
| Pure Life Natural Spring Water - 24 pk, \$4.77 each from Walmart            | 1        | 4.77  | 5.34   |
| Bubly Sparkling Water - 24 pk, \$17.99 each from Costco                     | 1        | 17.99 | 20.15  |
| Fibre 1 Chewy Bars - 36 pk, \$17.99 each from Costco                        | 1        | 17.99 | 20.15  |
| Kellogg's Rice Krispies Squares - 54 pk, \$15.99 each from Costco           | 1        | 15.99 | 17.91  |
| Bananas from Walmart - 19 cents/100 g, average 68 cents/banana from Walmart | 30       | 20.4  | 22.85  |
| \$50 in online gift cards   | 1        | 50    | 50     |
| Total estimated cost for food + gift card                                   |          |       | 136.40 |

## 5. New Club- Mental Health and Substance Use Club

## 6. TCF- April 30th to Sept 30th: Approved

### a. Split evenly

- Fund: 1500\$ (750\$ per term)
- 3 applications

#### Tracy Shu

Plane ticket: \$339.18  
Bus ticket: \$44.03  
Conference fee: \$339.00

TOTAL: 722.21\$

#### Jenny Kang

Conference: \$169.50  
Flight: \$99.39  
Bus ticket: \$15  
Hotel: \$163.85  
Bus ticket: \$19.99  
Flight: \$172.73

Total: \$640.46

#### Carissa Chan

Ferry ticket: \$15.00  
Hotel cost: \$477.99  
Conference Fee: \$508.50  
Airfare: \$762.19  
Transportation: ~\$50

Total: \$1813.68

- about \$1650 subsidized by PI

- Fund: 1500\$ (750\$ per term)
- 3 applications - reimburse all 250\$ or lottery 1/3 for full amount?

#### Tracy Shu

Plane ticket: \$339.18  
Bus ticket: \$44.03  
Conference fee: \$339.00

TOTAL: 722.21\$

#### Jenny Kang

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Flight: \$99.39  
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TOTAL: 722.21\$

## Year- Representatives On- Boarding

### YEAR REPRESENTATIVES

All three representatives from Years One (1), Two (2), and Three (3) respectively shall:

1. Bring student concerns of their respective undergraduate year to Council so they may be resolved in the interests of their class and PhUS in general
2. Serve as the pipeline representatives for their respective year and manage the student pipeline feedback form
3. Inform the students of their respective undergraduate year of the activities of PhUS and encourage attendance and participation of all students
4. Organize events specifically for their respective undergraduate year
5. Assist in PhUS events and committees
6. Review funding applications along with the VP Internal to assess feasibility and appropriateness of each submission
7. Assist executive council members with their duties as required
8. Maintain membership to at least two(2) PhUS Council Committees, including the Student Pipeline chaired by the VP Academic

## 1. Roles and Responsibilities

- a. Bring student Concerns of their respective undergraduate year to council so they may be resolved in the interests of their class and PhUS in general





**PhUS Council meets weekly Fridays 12-1PM (TERM 1):**

**Friday 12-1PM (TERM2)**

- Hybrid style for most meetings – on Zoom, but we booked Room 3101 if you're in the building
- All general council members **must attend all meetings** and have one vote each.

**What's my role here?**

- Vote on any general council matters (such as funding applications and club applications)
- Actively participate in any discussions
- Bring forward any urgent concerns from your class

**b. Serve as the Pipeline representatives for their respective year and manage the student pipeline feedback form**

**What is the Student Pipeline?**

- A forum for students to provide insight and voice any concerns regarding the E2P PharmD program

**What's the purpose of the Student Pipeline?**

- To ensure PharmD students feel adequately supported & heard throughout their time in the program

**How does this work? What's my role as Year Rep?**

- Students share their concern through a Google Form.
- **Responses are collected and concerns are compiled in priority order by year representatives (that's you!)**
- Concerns are addressed during Pipeline by Dr. Wilbur and followed up with in subsequent meetings to help improve our program

**When/How frequent?:** 2x per term; first meeting on Nov 23rd 2023

**c. Inform the students of their respective undergraduate year of the activities of PhUS and encourage attendance and participate of all students**

**What does this look like?**

- Weekly schedule infographics summarizing all of the important deadlines and club events in the week (**take turns b/t the 3 of you**)
- PhUS has a Canva Pro subscription that you can use
- In-class announcements as needed to promote community involvement

----->  
Examples of  
weekly schedules  
from last year  
----->



**d. Organize events specifically for their respective undergraduate year**



**What does this look like?**

- Each year gets \$700 to organize year-specific events to help your class bond and generate a sense of community



**e. Assist in PhUS events and committees**

**What does this look like?**

- Nothing too specific here, please help out when you can!
- We try to act as a team so that no one feels the entire burden of an event or initiative
- Even if you aren't part of a specific committee, feel free to ask if you can lend a hand :)

**f. Review funding applications along with the VP internal to assess feasibility and appropriateness of each submission**

**A bit of background:**

- Funding applications are offered in four ways by PhUS
  - Clubs Fund Applications (for official PhUS Clubs)
  - Minor Initiatives Funds
  - Professional Initiatives Funds
  - Travel and Conference Funds
- VP Internal is in charge of reviewing these applications as they are sent to their email. They will invite the applicants to the next meeting
- VP Internal will then forward these pre-screened applications to the PhUS group chat a few days before each meeting

**What's my role in this?**

- Read the funding application **before the meeting**
- Ask questions to the applicants at the meeting if you have any
- Vote on the application (Yes/No/Abstain\*)

**g. Assist executive council members with their duties as required**

**What's my role here?**

- You might be asked to do specific tasks as they pertain to your year

E.g. help VP Internal cut unpaid lockers from your year's designated area

E.g. help students in your year sign-up for UpToDate

E.g. help Sponsorship Coordinator or VP Social with event promotion

**h. Maintain membership to at least two PhUS Council Committees, including the student pipeline chaired by the VP academic**



Round Table:

|                           |   |
|---------------------------|---|
| Faculty                   | NTR   |
| President                 | - Still talking to sponsors about backpacks   |
| Secretary                 | NTR   |
| VP External               | - Almost done hiring and will be sending out offers on Monday   |
| VP Internal               | - No more food storage of any kind in the PhUS lounge <ul style="list-style-type: none"><li>• Can bring to graduate students in the 5th floor</li></ul>   |
| VP Academic               | - Finish hiring for the pipeline committee<br>- Meeting: October 23( Thursday) and November 27 during lunch time 12- 1 PM via Zoom  |
| VP Social                 | - Next week, PhUS members will have early access to purchasing tickets for boo's cruise at discounted prices: \$35 and \$45 for plus one  |
| VP Finance                | NTR   |
| VP Communications         | - Will contact all year- reps for headshots<br>- If you need anything added to news letter, please send by  |
| Sponsorship Coordinator   | - Facebook posts: Not sure how fast they can approve posts due to needing to send invoices( takes a long time due to Canada Post's strike) <ul style="list-style-type: none"><li>• HUB has not been assigned to "posts on approval"</li></ul> |
| Sports Rep                | NTR   |
| Mentorship Coordinator    | NTR   |
| Senator                   | - Introduction: Chaeyoung Lim (PY2)   |
| Grad Reps 2026            | - We do have a grad photo contract, <ul style="list-style-type: none"><li>• So the company that wanted to connect with us for grad photos, we have to decline.</li></ul>  |
| Grad Reps 2027            | - Post coat party sales<br>- Hoodie sales   |
| 1 <sup>st</sup> Year Reps |   |
| 2 <sup>nd</sup> Year Reps |   |
| 3 <sup>rd</sup> Year Reps |   |
| 4 <sup>th</sup> Year Reps |   |

NTR = Nothing to Report

**Meeting Adjourned: 12:49 PM**

**Moved: Navreet Grewal ; Seconded: Grace Du**

Be it resolved that the PhUS council adjourns the meeting.