



PhUS Council Minutes

Date May 9, 2025

Time 9:30 AM

President	Carl Silverio	P	1 st Year Rep	-	
VP Internal	Jacob Magbag	R	1 st Year Rep	-	
VP External	Amy Lee	P	1 st Year Rep	-	
AVP Internal	Taoyi Zhang	P	2 nd Year Rep	-	
VP Academic	Pasley Merritt	P	2 nd Year Rep	-	
AVP Academic	Alyssa Burrows	P	2 nd Year Rep	-	
VP Finance	Keegan Koning	P	3 rd Year Rep	-	
VP Social	Kayla Pham	P	3 rd Year Rep	-	
AVP Social	Gurbaz Grewal	P	3 rd Year Rep	-	
VP Communications	Miffia Huang	P	2028 Grad Reps (3 rd Year)	Amanda Gao	-
Secretary	Xya Parashar	P		Hailie White	P
Sports Representative	Camille Valdes	P	4 th Year Rep	Alvin Adam	-
Sponsorship Coordinator	Irene Cheng	P	4 th Year Rep	Lindsay Barkworth	-
Mentorship Coordinator	Jayden Pun	P	2027 Grad Reps (4 th Year)	Ava Meririll	-
				Payton Leonard	-
DEI Chair	Alexis Jang	P	Senator	TBA	
Faculty Representative	TBA		Faculty Representative	TBA	
Faculty Representative	TBA		Faculty Representative	TBA	
Faculty Representative	TBA		Faculty Representative	TBA	

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

Guests: Navreet Grewal

Meeting Presentation: N/A

Meeting called to order at 9:33 AM

Approval of Minutes: N/A

Moved: ; **Seconded:**





Discussions:

1. President

- a. PhUS Council Meetings and General Expectations of Executives
 - i. Meetings are **mandatory** for council members unless excused - Please don't be late
 1. Summer meetings (May to August) are once a month, length will depend on meeting agenda. Online, timing will be based on availability of the Executive and General Council.
 2. September to April is once a week (Hybrid format- Room 3110 and on Zoom), usually on **Friday 12PM-1PM**, for the summer meetings will be once a month(Online)
 3. Meeting minutes covered by secretary, followed by next week's slides, minutes need to be approved
 4. Attendance will be tracked, **send regrets 24h before**
 - 3 absences = review of position by PhUS President
 5. Add to slides and agenda at least 24 hours prior to meeting(1 slide per agenda)
 6. Actively participate in discussions
 7. Read documents sent to group chat in timely manner
 8. Take responsibility of your duties and meet deadlines
 9. make sure to vote (90% of our committee to vote to pass)
 10. Provide progress updates and communications of your initiatives to Council
 11. Assist other Council members as required
 12. **All Execs must join 2 PhUS committees**
 13. Familiarize yourself with PhUS constitution and bylaws
 - b. PhUS Committees
 - i. Everyone must join at least 2
 1. Student pipeline - monthly and 1 hour during lunch
 2. Social - most time commitment comes around events (Gala, etc.)
 3. Sports run - most active during events, will be in charge of at least one event and needs to show up during other events
 4. Sponsorship - attending lunch and learns
 5. Constitution review - may consist of 2 meetings, first for assigning a section to review and the second to go over edits
 6. Mentorship - 3 meetings for the year (30 mins each, mandatory)
 - c. Summer Tasks 2026
 - i. President
 1. Plan PY1 Orientation with Leah
 2. Attend meetings with faculty and college
 3. Check-ins with all executives on tasks
 - ii. Secretary
 1. GPA
 2. Organize summer meetings and minutes



- iii. VP internal/AVP internal
 - 1. Locker Key Ordering
 - 2. Update Club leaders contact list and interclub
 - 3. Review and update PhUS documents
 - 4. Retreat planning
- iv. VP External
 - 1. Attend AMS meetings
 - 2. Handle all external PhUS matters
 - 3. Will discuss with AMS on how to incorporate DEI Chair
- v. VP Finance
 - 1. Propose and present PhUS Budget- AMS Budget due ~June
 - **GPA (ASAP) and PhUS Retreat (soon)**
 - 2. AMS Treasurer's Training
 - 3. Reimbursements
- vi. Sponsorship Coordinator
 - 1. Contact old sponsors to introduce yourself and offer sponsorship opportunities for next year
 - 2. Find new sponsorship opportunities
 - 3. Update the Sponsorship Package
- vii. VP Social/AVP Social
 - 1. Shoppers Drug Mart Welcome Back BB1
 - 2. GPA- PhUS Station
 - 3. Start brainstorming and planning of Social Events for the year
 - 4. Hire Social Committee(First Round)
- viii. Sports Representative
 - 1. Start Brainstorming and planning of Sports Events for the year
 - 2. Intramurals?
- ix. VP Academic/AVP Academic
 - 1. Faculty Meetings & Plan Academic Events: SEI surveying event, Cover letter & resume workshop, practicum focus group
 - 2. Plan MHTF: Rx Mind & Body, Goal Setting, Brick, GPA event, 5 pillars, MH raffle, Tote Painting
 - 3. Academic Committee Meeting: May 21st
 - 4. Topics list: food \$ constitution, anonymous voting, PhUS cheap recommendations, clubs inventory list
- x. VP Communications
 - 1. Update PhUS website
 - 2. Post communication onto UBC Pharmacy Hub as required
 - 3. Manage all PhUS social media accounts
- xi. Mentorship Coordinator
 - 1. Coordinate and plan mentorship program
- xii. Class of 2028 Grad Reps
 - 1. Start planning designs you want for grad hoodies
 - 2. Begin preparing for name tag sales



2. BCPhA Lounge Project

- a. Meeting set with BCPhA - May 12th 10-12PM
 - i. PhUS members attending: Navreet Grewal, Alvin Adam, Mitchell Mah, Gurbaz Grewal
- b. Mural Painting - by Yvonne Hsu - August (dates TBD)
 - i. Compensation process
 - ii. team to paint
- c. Protocol for use
 - i. will be updated post renovations
 - ii. TBD on what it will look like for GPA in terms of use/storage
 - iii. there are other rooms in the PHRM building we can figure out using if that ends up being the case
 - iv. General upkeep policy will be emphasized - details to come!

3. Mental Health Task Force

- a. Goal: Restructure the MHTF to expand from 2-3 co-chairs to 5 pillar/group leads/chairs focus on 5 pillars of mental health: sleep, nutrition, physical exercise, social connection and mental health/ spiritual health/ wellbeing.
- b. New events/initiatives
 - i. 200\$ to each pillar to host initiatives related to their pillars
 - ii. BYOB: build your own brick event
 - iii. Goal setting group
- c. Old events
 - i. Rx Mind & Body
 - ii. Kapa Psi Mental health painting night
 - iii. Clubs night & GPA
 - iv. Monthly gift cards
- d. Next steps
 - i. Send updated constitution for approval to PhUS
 - ii. Begin hiring process for co-chairs

4. Phus Retreat

- a. Historically, VP/AVP Internal plans a 2 night retreat for PhUS council some time in August with two issues:
 - i. Large cost (3k) for the three day retreat
 - ii. Not all executives are able to attend
- b. Options to consider:
 - i. Keep retreat as is **OR**
 - ii. Scratch retreat and put fund towards a nice pre-school year lunch/dinner/activity and utilize the rest of the budget toward other executive-based initiatives



Round Table:

Faculty	NTR
President	NTR
Secretary	NTR
VP External	NTR
VP Internal	NTR
VP Academic	NTR
VP Social	NTR
VP Finance	NTR
VP Communications	- Representative from each committee to take photos for their respective events as VP comms may not be able to attend all events
Sponsorship Coordinator	NTR
Sports Rep	NTR
Mentorship Coordinator	NTR
Senator	NTR
Grad Reps 2027	NTR
Grad Reps 2028	NTR
1 st Year Reps	-
2 nd Year Reps	-
3 rd Year Reps	-
4 th Year Reps	-

NTR = Nothing to Report

Meeting Adjourned: 10:19 AM

Moved: Pasley Merritt; **Seconded:** Alyssa Burrows

Be it resolved that the PhUS council adjourns the meeting.