

### Meeting Minutes – Class Council Meeting #8 / Transition Meeting

**Date:** April 9<sup>th</sup>, 2018

**Time:** 5:00pm – 7:00pm

**Location:** UPS Meeting Room

**Minute Taker:** Gigi Lai

**Attendees (2017 – 2018 Council):** Tom F., Yifan Z., Gigi L., Jacob P., Shreeya T., Elaine N., Julian W., Sera L., Peter Z., Helen L., Catherine Z., Deuk K.

**Attendees (2018 – 2019 Council):** Aline H., Kyle Y., Dylan B., Nancy Q., Michelle Y., Charlotte B., Mishka D., Teagan B., Olivia G.

**Absent:** None

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#### Council Updates

- **President**

- i. MMI Video
  - a. We presented the final video to faculty members before the MMI interview dates and the faculty members loved the video. The view count on Youtube is currently around 4000 views and it was very well-received by the 2T2s during the MMI interview showing.
  - b. The faculty would like to make it their new recruitment video since it can be shown to anyone as it was not targeted specifically to 2T2s. In addition, they would also like to send the video off for an award. We are not sure what kind of award this will be but we will follow-up on this in the future.
  - c. As the faculty would like to put this video up on their website, they have requested for us to remove the line “getting lit” from the video as it did not portray pharmacy students in the best light. We will be sending them a final copy of the video shortly.
- ii. 2T1 Media Team
  - a. The 2T1 Media Team does not have any other projects lined up for the rest of the semester but they will continue to work on new projects next year.
  - b. So far, this team has been made up of 2T1 students exclusively but we have done a lot of work for other classes, clubs, and events as well that are not 2T1-exclusive. The UPS Marketing Directors have expressed interest in taking over this team in the future to include students in other years as well.
- iii. Final Clothing Sale
  - a. Our second clothing sale began last week and we have just wrapped up sales today. This time, we only sold quarter-zips & windbreakers.

- The quarter-zips are selling well but the windbreakers are not selling as well as expected. There was a lot of interest in the idea of getting windbreakers but the samples we got were not the quality we were expecting and the price was a bit high.
    - The orders should arrive in about 2 weeks as we are sending out the orders tonight.
  - b. For future apparel sales, we will try to get samples of the products sent to use beforehand so we can assess the quality and look of each and determine which types of apparel we would like to sell.
  - c. For future ideas, we are thinking of modifying the design on the windbreakers with the Pharmacy P symbol on the front chest and the “PHARMACY” letters on the back.
- iv. Constitutional Amendment
  - a. As per the last meeting, the role of the faculty representatives is being redefined in the Constitution. The current description of the role is very vague. All of the 2017-2018 faculty representatives have pushed to change the role to one that focuses more on student advocacy to the faculty members.
  - b. For more information on this discussion, please refer to the previous 2T1 Class Council meeting minutes (March 8<sup>th</sup>) or the upcoming UPS meeting minutes (April 6<sup>th</sup>).
- v. Changes in Sponsorships
  - a. Currently, clubs and student councils handle their own sponsorship matters. In a recent meeting, the faculty has proposed to approach sponsors together with students as a joint effort.
  - b. One of our main concerns with this idea is the fact that we may not get all of the sponsorship money anymore and we may lose some of our autonomy as well. We are still negotiating the terms and extent of faculty involvement in this matter and we will provide an update after further discussion.
- **Vice President**
  - i. WE Charity Donation
    - a. We recently donated the money we raised during Charity Week (\$2116.84) to the Health pillar of the WE Foundation!
- **Secretary**
  - i. Final Update on Finances
    - a. The current balance in our account is \$7372.45 but after we send out the payment for the Spring Apparel Sale, our balance is expected to be around \$7000. Ideally, we would have liked it to be higher but we will earn more through other means in the future.
    - b. It should be promoted to students that all funds in our account ultimately goes towards the planning of our graduation ceremony and other events in the future. The more money we have, the more funds we can allocate towards these events and the better they will be.
    - c. Each year, we will have a different way to earn money:
      - First Year – Apparel sales
      - Second Year – Phrosh
      - Third Year – Textbook sales
- **Social Rep**

- i. 2T(D)ONE
  - a. As the last social event of this semester, we will be hosting a party at 763 Bay Street on April 30<sup>th</sup>. The tickets are selling for \$5 each and there is a maximum of 80 tickets. Students who are going will also be receiving a wristband to verify that they have paid.
    - o If we cannot sell all 80 tickets, we will be opening up ticket sales to upper years or other students who are interested in coming out to the event.
    - o Wristbands will be distributed on April 30<sup>th</sup> after the MTM (PHM 105) exam. This is to prevent students from seeing what the wristband looks like and then going to Dollarama to get an identical one so they can sneak in without paying.
  - b. The event was planned by a planning committee consisting of Deuk Kang, Stephanie Naccarato, Dylan Bedi, Sherief Saleh, and Jacob Poirier.
    - o During the event, committee members will either rotate shifts to stand at the doors and check for wristbands, or they will roam around to check instead.
- **CAPSI Reps**
  - i. Toronto's Next Top Pharmacist
    - a. This year's show was held on March 23<sup>rd</sup> and it very well-received! It also featured new segment ideas from our very own CAPSI representatives, Helen and Elaine!
      - o These new segments included the Drug Alphabet Game, an ad-lib acting segment, and also the popular Sexy CPS Reading but with other moods included as well (e.g. Happy, sad, angry).
    - b. Ticket sales did not take off as quickly as expected this year. In previous years, tickets sold out very quickly in the first few days of advertising.
      - o A possible reason for this was that the Mol Pharm (PHM140) midterm was on the Monday after that weekend and as a result, not many 2T1s came to the event.
    - c. The Boat was a great venue for the event but due to the layout of the bar, it was a little difficult to hear from the back. There was also not enough seating to accommodate all the attendees.
      - o Compared to previous years, CAPSI did lower the maximum number of tickets to account for this problem but since the show is quite popular, it may be a good idea to look into other venues as well.
- **Faculty Reps**
- **Athletic Rep**
  - i. Archery Tag
    - a. The Archery Tag event received a lot of positive feedback from students with many of them requesting it again for next year.
    - b. We did initially run into some troubles with many students dropping out of the event last minute but we managed to fill all the spots.
      - o To combat this problem, we have brainstormed some ways to prevent last-minute drops in the future. To read more on this, please refer to the previous 2T1 Class Council meeting minutes (March 8<sup>th</sup>).
  - ii. Timing

- a. As the year progresses, the workload on students increases, making it hard to plan events and timing becomes an issue. This affects both social and athletic events so we are open to any suggestions or opinions on how to tackle this problem.
- **Pharmakon**
  - i. Photography 101
    - a. A photography and photo-editing workshop was recently held by the Pharmakon executive team on April 4<sup>th</sup>. The event went very well and it introduced basic photography and photo-editing skills to students of all experience levels.
  - ii. Yearbook Sales
    - a. Yearbook sales have been going well and Pharmakon has sold a total of around 150 copies so far with around 40 of them being from 2T1s. They will order more so that students can buy them later as well.
    - b. The results from the yearbook poll done earlier this year have also been posted on the Facebook page!
- **Monograph**
  - i. 2T1 Feature
    - a. The last 2T1 Feature for this semester came out yesterday and has been published on the 2T1 class website so please make sure to check it out!
    - b. We will be working on continuing this feature throughout the summer as well.
  - ii. April Issue
    - a. The latest issue of the Monograph came out last week and we were able to distribute all of the 2T1 copies. It was very nice to see more and more of our fellow 2T1 classmates contribute articles to the Monograph!
- **Webmaster**
  - i. Webmasters Meeting
    - a. The Webmasters from all years recently met up to discuss some issues concerning the current UPS and individual class websites. They have noticed the 2T1's and 2T0's Who's Who sections are not locked, meaning that the document is open for the public to see. The Who's Who section has since been taken down while the issue is being addressed and it will be up again soon after a solution is reached.
    - b. The Pharmakon yearbook is also online and the Webmasters have been trying to make it look better as well!
- **Recap of the Year**
- **Goals Recap, Successes, Shortcomings, Lessons to Pass on**
  - i. Here, we will be going over the goals each member made at the beginning of the school year and they will be reflecting on what went well for their role, what could be improved on, and any comments on the past year.
  - ii. **Council Goals**
    - a. Ensuring 2T1's are represented by us

- The main goal we had set for the general council this year was to ensure that the 2T1 students were represented by all of us and that would have a say in decisions, not just council members.
- While we made an effort to include the class in some of our projects and decisions, we could have done more in terms of reaching out to students for feedback.
- One thing we will try to do in the future is to talk to and check-in with the class more often so that we can build on their feedback.
- b. Collaboration between council members**
  - This year, we did a great job of creating collaborative events such as Charity Week, PharmAssassins, the exam de-stressors, and the Valentine's Day Candy Grams. We also started working with students outside of council as well as it is with the 2T1 Media Team.
- c. Transparency of council meetings and procedures**
  - Council minutes and proceedings are made available to students via the website but we can work on promoting them more (e.g. Giving an announcement after meetings to let students know that a meeting was held and that the minutes are now on the website).

### iii. President

- a. Find new funding sources**
  - More could have been done here as we mainly used apparel sales as our main source of funding/income. However, we did manage to sell more apparel and bring in more profit, and also raise more money during Charity Week than previous years.
  - This year, the main focus was on making sure everything ran smoothly despite the hectic school schedule and workloads.
- b. Check in with members**
  - Tom did check-in regularly with council members to ensure that things were going smoothly and that deadlines were being met. However, something Tom felt that he could improve on is his communication with other council members and also with the rest of the class so that we can all be in the loop and on the same page.
- c. Remove barriers for events & initiatives**
  - Over the past year, Tom has consistently helped out with other council members on their events or initiatives and has kept an open door for council members or students to talk to him.
- d. Overall, Tom did a great job this year being President despite juggling schoolwork and all his council duties as well! Thank you for all your hard work!**

### iv. Vice-President

- a. Have a successful Charity Week & raise as much funds as possible**
  - This year, we had a new idea of doing a noodle bar and it was very successful and even impressed the upper year students as well. By doing both the noodle bar and the class council auction, we broke the record for the amount of money raised by first-year students!
  - Working on Charity Week was a great opportunity to collaborate with other council members and the Vice-Presidents of other years as well!

- o Something Yifan felt that she could have improved on was to set more goals for herself as the Constitution did not define many roles for the position of first-year Vice-President.
  - b. During this year, Yifan also worked to amend the Constitution so that effective September 2018, the first-year Vice-President will also be sitting on the Community Outreach Committee.
  - c. Overall, Yifan did an amazing job this year handling her duties as Vice-President on top of participating in nearly every school event as well. Thank you for all your hard work!
- v. **Secretary-Treasurer**
- a. Increase student engagement
    - o Since the Constitution only mainly requires the Secretary-Treasurer to handle the class finances and manage the meeting minutes, Gigi has planned other events to accomplish this goal. These events include 2T1 Secret Santa, Valentine's Day Candy Gram sales, and exam-destressors.
  - b. Increase financial transparency
    - o In most of the minutes, there is an update on the current financial standings however, since most student do not read the meeting minutes, not many people know our finances. Something Gigi felt that she could have improved on is making people aware that these updates are available and at the same, she could have promoted the meeting minutes as well.
  - c. Overall, Gigi did a great job this year handling the administrative work for the council as well as going beyond her role and planning various events as well. Thank you for all your hard work!
- vi. **Social Representative**
- a. Plan IPE events
    - o The MoStock event was an interprofessional event that was advertised during the November but there was not much interest from students. There was a lot of advertisement and push for IPE events at the beginning of the year but there could have been more during the second semester as well.
  - b. Figure out what types of events 2T1s were looking for
    - o The class trip to the Distillery District Christmas Market had a great turnout and all the attendees enjoyed it! PharmAssassins was a collaboration event with Helen and lots of students participated in this event as well.
    - o Both of these events were close or accessible from PB and they appealed to almost everyone, which was great!
  - c. Plan non-alcoholic events
    - o As some students are not heavy party-goers, Deuk had tried to collaborate with other groups/clubs such as the Pharmacy Board Games Association to plan events that were at PB and that could appeal to students who liked quieter social events.
  - d. Generate profit
    - o During this past year, earning a profit from events was not the main concern as Deuk was more focused on increasing student engagement and figuring out good ideas that appealed to many students.

- More could be done here in order to increase our own funds.
- e. In terms of the position as a whole, the planning of an event and promoting it as well was a lot of work on one person and so, events were not advertised as well as they could have been. However, for the upcoming 2T(D)ONE event, a planning committee was formed and this may be a good idea for next year so that the work of event planning is not shouldered by only one person.
- f. Overall, Deuk did a fantastic job of planning a variety of events for the class this year and even though all the students had exams and care plans to worry about, many of them still showed up to the events and enjoyed them! Thank you for all your hard work!

**vii. CAPSI Representatives**

- a. Increase student engagement & attendance at CAPSI events
  - The main goal for the CAPSI representatives at the beginning of the year was to increase 2T1 engagement in CAPSI events especially as first-year students. Many of the events that CAPSI holds are not applicable to 2T1s during the fall term as most competitions involve material and skills we learn in second semester or in later years.
    - The fall term also had the most CAPSI events and also PDW so hopefully 2T1 attendance will increase next year now that we have learned clinically relevant skills.
    - For first-year students especially, the first-year student council is not formed until October so it is hard for first-years to really understand what CAPSI is and for them to participate in the events.
  - Cookies with CAPSI was held this year to promote CAPSI and explain what it was and what opportunities they can provide. Although it did effectively promote CAPSI, it was held late in the year and the execution of this year's event was a little rushed.
    - For the future, Cookies with CAPSI can be held earlier on in the year when everyone is going to Lunch & Learns and when first-year students are starting to get settled in.
- b. More announcements on social media
  - While CAPSI members did promote their events on social media and in person, more could have been done to get council members to be involved with CAPSI and to promote events as well.
    - Some ideas include using the 2T1 class council page to share CAPSI events, or using the newly-made 2T1 Snapchat account to showcase what the events are like.
- c. Recognize first-year students
  - Besides from not having the relevant skills and knowledge to participate in CAPSI competitions, first-years often feel intimidated as well since they are competing with upper year students.
    - An idea proposed to counter this was to have first-year students-only competitions or an award only for first year students to encourage them to participate in events. This goal was not focused on as heavily this year but the CAPSI council members can definitely brainstorm ideas for the next year.

- d. Overall, Helen and Elaine both did amazing jobs this year helping out with council events, organizing CAPSI events, and coming up with hilarious jokes and segments for TNTP! Thank you for all your hard work!

**viii. Faculty Representatives**

- a. Pre-book study rooms
  - o By the time the first-year council was formed, all of the study rooms for the fall term were mostly booked up. However, Shreeya & JP did look into booking rooms for the winter term but due to low interest from students, they decided not to.
- b. Social events with faculty
  - o JP and Shreeya had planned on organizing social events with faculty members so that we could get to know them more. During the fall term, we did not know many profs so the idea was pushed to the winter term. However, the workload increased dramatically during the second semester and as such, there wasn't much time to plan these social events.
- c. Overall, JP & Shreeya both did a fantastic job of carrying us through the semester, making sure our comments and concerns were heard by the faculty, and answering the endless questions we all had about courses! Thank you for all your hard work!

**ix. Athletic Representative**

- a. Get 2T1's to be more active
  - o All of the events this year were do-able by students of all athletic abilities, which resulted in high turnout rates and lots of positive feedback! The events were also either close to PB or close to a subway stop, which made them very accessible to students.
  - o Run Crew was great initiative and was very popular during the first few weeks of school, but the attendance declined as the weather started getting colder as not many students enjoyed running on indoor tracks.
- b. Build resilience in mental health & physical wellness
  - o Cat had looked into mental health exercises but due to a lack of response from external coordinators, we could not plan an event for this.
- c. In terms of the position as a whole, one of the main concerns was the high drop-out rate from events near the end of the year. We had previously brainstormed some ways to prevent this but again, we are open to suggestions!
- d. Overall, Cat did an amazing job this year of planning a variety of events that students with all skill levels could attend and for planning spectator events (e.g. Raptors game) as well! Thank you for all your hard work!

**x. Pharmakon Representative**

- a. Time Organization
  - o In general, organizing for photos to be taken at events was done well!
- b. Promote usage of Pharmakon photos
  - o The Pharmakon Instagram account is doing very well and many Pharmacy students are tagging Pharmakon or mentioning them when using their photos.
  - o The idea of an Instagram contest was not followed through on this year but it can definitely be an idea for the future!



- c. Collaborate with other class council positions
  - o The 2T1 feature in collaboration with the Monograph Representative and the Webmaster was a great success this year! The features were originally intended to be released bi-weekly but due to scheduling issues, interview dates were often pushed back, resulting in monthly releases instead.
  - o Scheduling can be done further ahead of time to combat this in the future.
- d. Overall, Sera did an amazing job this year taking photos for various school events and for her work on the beloved 2T1 feature as well! Thank you for all your hard work!

**xi. Monograph Representative**

- a. Get the class engaged
  - o 2T1 engagement was great this year with many students contributing articles to each issue of the Monograph!
- b. Promote awareness of the Monograph
  - o Promotion of the online issue of the Monograph and the print issue when it came out was great as shown when print copies would run out. Julian felt that more could have been done to promote the Monograph especially in relation to council events throughout the year but it was a little difficult on top of the school work we have.
- c. Overall, Julian did a fantastic job this year contributing to the Monograph and applying his amazing interviewing skills in the 2T1 features! Thank you for all your hard work!

**xii. Webmaster Representative**

- a. Make a website that people will visit
  - o Many students checked out the website when it was created but we are unable to track how many different people looked at it.
  - o The website also incorporated an academic and a social calendar showing all of our events, and it also had an Archives section for 2T1 events that were held in the past!
- b. Promote opportunities at U of T on the website
  - o The website had highlighted many scholarships and other opportunities available from U of T but it was difficult to assess which ones would apply to Pharmacy students as we were neither undergraduate nor graduate students.
- c. Marketing & sponsorships
  - o Shortly before the release of the website, we created a Facebook page to promote council-related events. So far, there is a lot of traffic on that page and it has really helped with promotion!
  - o We had also talked about having a marketing director for our council so that someone could create posters and handle advertisements for us but we did not follow through with it this year.
  - o As for sponsorships, it was barely touched upon as it was more of a role for the UPS External Affairs Directors.

## Other Tasks

- **Transition Process**

- i. Outgoing members will be filling out a form with what they did this year, what went well, and what could have been better so the incoming members can get a good idea of their roles.
- ii. The goal of the transition process is to provide a smoother transition and also to provide a foundation for the incoming council to build upon, rather than re-inventing the structure each year.

- **Ratification of Election Results / Incoming Council**

- i. As this is the last meeting of the 2017-2018 2T1 Class Council, I, Gigi (the minute taker) would like to say, on behalf of the council, that it has been an absolute pleasure to serve on your student council and it has been an amazing opportunity for us to get to connect with so many of you! We hope that we have enhanced your first-year experience in one way or another here in the Faculty of Pharmacy, and we hope that you all continue to participate in the wide variety of events that the various clubs, the class councils, and the UPS council has to offer to maximize your student experience during these 4 short years.

With that being said, we would like to formally welcome in the 2018-2019 2T1 Class Council and we have full confidence that they will work to the best of their abilities to ensure that we all have a smooth and exciting second year next year!