* Call to order (10h10)
* Roll call (1 min)
* Aliaks Savin
* Helen Marin
* Jasmine Han
* Sahiba Khurana
* Hannah Kaliel
* Yusuf Nasihi
* Mike Song
* James Tao
* Tony Lee
* Doug Lam
* Alex Spirkina
* Sabrina Lorico
* Madison Herbert
* Dimitri Kachenuyk
* Winnie Lo
* Lisa Zhou
* Mikhail Surgent
* Morgan Moffat
* Kasia Babyn
* Pawan Gill
* Sean Hanson
* Chris Evernden
* Regrets: Kayla Stegmeier, Brooke Thai, Samantha Davidson, Frank Huang, Steven Quan, Megan Elliott, Jerry Zhang, Tatianne Pomerleau, Mehnaz Anwar, Seth Gilfillan, Maggie Huynh, Marline Aizouki, Oksana Dacko, Karlson Kennedy (Attending: 23)
* Additions to the agenda (1 min)

***Motion***: To approve the agenda

* Review the Changeover Meeting Minutes (1 min)

***Motion***: To approve the previous Council Meeting Minutes

* Old Business: (10h13)
* Team Bonding: Two Truths, One Lie- President-Elect (20 min)
* House Keeping(15 min)
  1. [Google drive](https://drive.google.com/folderview?id=0B7O1ZI_QYyZiZWZlZTAxMjktOWIyMS00YWIwLWExYTAtM2EyMWQ0NzRiMDMy&usp=sharing)
  2. [APSA Calendar](http://myapsa.ca/calendar/)
  3. [Councillor’s Guide](https://drive.google.com/open?id=1DyH0ZoiW0dXMXh0pa1gPZtgdnMDUWtUoGzkSbZWtsfA)

1. Google Drive

* Make sure you add things to your drive to make things easier
  + - New sign up forms will be created and found here
    - Council resources: includes letter head and invoices, finance expense forms – submit receipts to Tony
    - Please Read Policy Manual
    - Office Hours – Do this in pairs of 2, If a legitimate excuse is present, and one councillor can’t make it the other one can cover for them. This excludes Grad Committee chairs and Officers
    - Bear’s Den- What university uses to approve all events, description of this is described in the councillors Guide. If event is not submitted here and approved, it may be shut down
    - Councillor’s Corner and Portfolio – This is where you can keep track of things you do to make it easier for transfer to next year’s councillors.
    - Contact information sheet- Please fill out as soon as possible
    - APSA Meetings- will be on Wednesday Evenings, Helen has made sure they are not the night before the exam . First meeting Wednesday sept 24. Changeover meeting Dec 5.
    - Executive Meetings – Alternating Wednesdays lunches from 12-1 . Email Helen if you can’t make it for some reason, and she will try to accommodate. Make sure to read entire email to make sure you don’t miss deadlines

1. APSA Calendar
   * + Please add APSA calendar on your Google Calendar
     + We should all have access to other years schedule, from Rae, contact Helen if you don’t
2. Councillor’s Guide
   * + Includes tips and information on meetings, Let Helen know if you have questions on this. In past years this was covered in the retreat, councillors must read this on their own time

* New Business: (10h50)
* Constitution Changes - President
* [Faculty Committees Membership](https://drive.google.com/a/ualberta.ca/folderview?id=0B8ocfywdrP-mfl9pTHNMTDJmNy1YOWkxblBjOW9ITEpKczhwNFl6UEpXMUlLNG9TX2N0X1U&usp=sharing) (10 min) \*\*Not VP position\*\*
* Assessment (2x) - Hannah and Madison
* Faculty/Staff Awards Committee (1x) - Mikhail
* International (1x) - IPSF Rep
* Undergraduate Admissions Committee (2x) - President, President Elect
* Research Day (1x) - Yusuf
* Curriculum Committee (Alyssa Schmode, Nisreen Chehimi)
* Appeals Committee (1x) - VP Academic
* APSA Council Faculty Rep (1x) -TBD

***Motion:*** *Be it resolved that APSA Council appoints these APSA representatives to sit on the faculty committees for the academic year 2016-2017. First by Doug, seconded by Mike. All in favour, motion carries.*

* [SU Council of Faculty Associations](https://www.su.ualberta.ca/governance/cofa/cofa/) Committee Membership (2 min)- already appointed positions, SU will contact respective councillors when necessary. These meetings are important to attend, must ask for proxy if you cant make it
  + - [Senior Board](https://www.su.ualberta.ca/media/uploads/704/COFASeniorBoardTOR.pdf) - President-Elect/President
    - [Advocacy Working Group](https://www.su.ualberta.ca/media/uploads/704/COFAAdvocacyTOR.pdf) - SAF Pharm Director
    - [Finance & Administration](https://www.su.ualberta.ca/media/uploads/704/COFAFinanceAdminTOR.pdf) - VP Finance
    - [Member Services](https://www.su.ualberta.ca/media/uploads/704/COFAMSWGTOR.pdf) - VP Student Services

***Motion:*** *Be it resolved that APSA Council appoints these APSA representatives to sit on the SU Committees for the academic year 2016-2017. First by Hannah, seconded by Doug. All in favour, motion carries.*

* New Councillor Position: President (10 min) - Table
* International Initiative ([Documentation](https://drive.google.com/open?id=0Bxr4t_JBzImcTXBCa25oUnlDcTlReDVVcjlqdTA0U2NraFdZ))
* New position - Ad-hoc

***Motion:*** *Be it resolved APSA Council approve an ad-hoc APSA Officer position entitled “Volunteer Director” for the academic year of 2016-2017 and appoints Amanda Sha to fulfill this role.* *Tabled for next meeting.*

*11:15 - Break (15 minutes)*

Councillor’s Business (11h30)

* IPSF - Sahiba Khurana (5 min)
* IPSF health topic: Tobacco Alert Campaign
  + Possibly get Community Education Director working on this to do presentation in high schools.
  + To contact lung association directly- for them to send resources, and set up booths to display to other health faculties
  + Helen: Contact Alberta Quits, bring in speakers, work with IP director to see what med students/ other professions can contribute
  + Year round jewellery classes as fundraising for the Lung Association
* VP Social - Kasia Babyn (10 min)
* Orientation - increasing budget for ordering more t-shirts (confirming with sponsorship if RxA is sponsoring some of the t-shirt cost); open up for a quick discussion about ideas for a schedule including presentations required, fun games (what APSA's overall goal is for that day before I set a schedule)
  + August 31st – sign up positions will be posted mid august for APSA councillors to fill
  + OL Training Day a week before orientation for run down of orientation
  + T Shirt – Order will be put in next couple of days
  + Let Kasia know of any ideas for orientation activities
  + Bar after orientation? Bars expect minimum number of attendees- poll will be posted on councillor’s Facebook page
* Welcome Reception - announce date (Sept. 8th)
* Day before beach volleyball tournament, faculty will be invited this year
* First year reps- post announcement on Facebook page, introduce the need for positions at orientation which gives the weekend to fill in Google forms and prepare speech, next Tuesday ( sept …) have students present speeches
* Sean: This may not be enough time for new students to feel comfortable with other students
* Have election results done in class in a video, acceptance speeches at Welcome Reception
* Fundraising Director - Helen Marin proxy for Jerry (5 minutes)
* I would like to ask all councillors to involve me in the loop in terms of any sponsorship-related actions. ie. CC all emails related to sponsorship to me. My email is yifei3@ualberta.ca
* Tell Jerry if you need sponsorship to your event
* Mr. Pharmacy and Blue and Gold: I need everyone's support with donation items for the silent auctions.
  + This year I would like to ask every APSA councillor to donate **at least one item.**
  + Doesn’t have to be items – could be making dinner, etc.
  + Ask workplace pharmacies if they’d like to make donations
* VP Academic - Douglas Lam (2 min)
* Contest award for posting on APSA forums
  + APSA forums – incentive needed to make students participate in the forums
  + Each person who posts about rotation can be entered into a draw for prize- there is already a budget for student rewards, doesn’t need to go through motion because it is already in the budget
  + Everyone on APSA is encouraged to do it to help out future students
* VP External - Sean Hanson (5 min)
* Mr.Pharmacy Update
  + Looked at dates for the events
  + Possible Date: Last Saturday in Nov. 28th – but booked up, date set for Dec. 3rd this is adequately scheduled based on exam schedules.
  + Possibly Dinwoodie lounge for intermission – liquor license requires everyone to be ID’d on the way in – must be discussed further, may not be able to get this .
  + Poll coming shortly asking people what they liked/ didn’t like about Mr. Pharmacy
  + Spectator involvement
* Publications Director (5 min)
* Vacant positions
* Yearbook
  + Yearbook- format is changing, collect photos throughout 4 years, purchase at the end of your degree.
  + Splitting up positions- 2 APSA photographers, + 2 year book editors for 3rd and 4th year so you start work in 3rd, and finish in 4th
  + 6 positions in total
  + Announcement to be done for class of 17 and 18 talk to class reps to see how it should be approached – fun project for someone interested, more personalized this way, there wont be extras yearbooks left over.
  + Yearbook page count has been shortened to 52 pages compared to 120-130 in precious years.
  + Do we want photo for every single year we do pharmacy? Or just first and last? Helen: this is something to still consider
* President-Elect - Aliaksandr Savin (10 min)
* PDW 2018 - Edmonton
  + 500, 000 in costs estimated so far, cant contact local sponsors until 2017
  + 30,000 from CAPSI loan that they have to pay back
  + PDW Committee wants to have fundraisers from student body
  + Sponsorships- student associations in previous years gave $12, 000.
  + Allowed to approach RxA, specific associations to Alberta because this
  + Helen: money would be taken from MMF, but should not be taken from MMF because this affects this year’s students travel and experiential awards for students who would not even be at PDW 2018
  + Morgan – grad only gets next year to fundraise, its been really difficult to fundraise ~25-40, 000 not getting money from previous years
  + Helen: it is harder and harder to fundraise these days, ask committee if they can come up with new idea this can be discussed
  + Aliaks: healthcare fare, explore other venues as well
  + Tony: what about giving loan to PDW
  + Hannah: agrees that we can consider this, because PDW makes money closer to the day, surplus from previous PDWs is budgeted into CAPSI national budget
* CAPSI - Hannah Kaliel (5 min)
* CIBC Run for the cure [Sign up](http://cibcrunforthecure.supportcbcf.com/site/TR/RunfortheCureFY17/RFTC17?team_id=99227&pg=team&fr_id=2520&bc=1468596092954)
* Updates from Marline – met with other CAPSI reps – page for fundraising for run for the cure is set up: Sunday October 2nd
* Breast fundraiser and soft ball tournament, Marline will contact Kasia soon, dates are not set
* October –CAPSI competitions will take place, scenarios being reviewed now
* PDW Jan 4-7th Winnipeg.
* PAM – Hot topics: medical marijuana,
* APSA Lounge - Helen (5 min)
* APSA lounge: (Helen) Lounge is empty, it will be open but under construction. Microwave and games still there, snake is moved to boardroom, chairs and tables have been moved to provide more space to sit, couches moved to student services room. Reconstruction is speculated to be completed by the end of September.
* Sabrina: TV – has been turned off, can potentially be included in silent auction – or given back to person who donated
* Kasia: can TV be used in APSA boardroom as display– Helen: the faculty must approve this as the building has many restrictions.
* Furniture- will be bought through faculty, will not be through APSA
* Med students: have instruments, books in one of their lounges, the other lounge is for projects.. Helen wants to take a look at their lounge for ideas

Lunch: (12h40- 13h10) - PART 2 - Finances and budget

* Market Modifier Budget - President (20 min)
  + 2016-2017 Draft Budget ([MMF Proposal](https://docs.google.com/a/ualberta.ca/document/d/1vVY6o9czRY0-890o3ANgIub9J_gaxMDtLPKKa6edrno/edit?usp=sharing))
  + Every year the university gives 20% of MMF to go directly to students, old Dean gave us control over it, this year there is a new Dean starting September 1st, Helen is concerned things might change.
  + Helen: Propose to Dr.Brocks the changes, we are asking the same amount – the only things that change is money shifting in 351, 000 asked last year $13,000 for APSA awards, previous years placement fund not fully utilized extra $80,000 would go to faculty, this year it was used entirely ($143,000) this was increased to $150,000 because first years had not enough money
  + Community outreach – increased by 1000, some events use more money than they should increasing 1000 here works
  + PDW – for people who have to go to meetings, last year was up to $1500, but not all of it was used – so this was lowered to $1200, airfare less expensive to Manitoba
  + Ex. if no one uses the SEP program support or APhA could go to others
  + Helen previously proposed that any money not used by MMF can go back to students to subtract from their check, but this was no passed. We are under the faculty, they give us a lot of freedom but we are still under them
  + Helen will sit down with Dr. Hughes and Dr. Brocks and let us know if this gets accepted, if changes need to take place they should be done in the net fiscal year so we can adjust our budgets as as an association
* Tony: will explain how budget works with MMF
  + 2016 -2017 budget
  + Major Events and Miscellaneous – usually paid off by MMF or money we fundraise/ donations
* Small misc. do not come off MMF, faculty doesn’t give money for this, it comes out of money from the previous year ( $40,000 from 2015/16)
* 2014-2015 leftover was $60,000 this means we paid 20,000 in miscellaneous items
* We didn’t get MMF money from the start we get reimbursed
* 40,000 is not surplus its seed money so we cannot pay for major events
* Why is there this decrease?
* How surplus was generated:
  + Previous council was really good at getting donations
  + OR were terrible at spending
  + Helen: there were less things happening, fewer events, lower participations money was not being utilized to the same capacity
  + Administrative error: some of the donations were not being collected, some council members were able to work out a deal with RxA but prior to collection we need to invoice, some invoices were not being sent so we had to pay out of pocket
  + Council if you are able to set up donations- email VP finance and VP fundraising, follow up to send an invoice no later than a week after receiving donation to start invoice right away
  + Helen: told that there should not be surplus because the organization is not for profit and we’d get in trouble, that’s why there is more spending
  + We do not have extra 40,000 in the bank ideally we should still be at 60,000 at the end of the year.
* Changes to this year – Pharmacist clinic ad hoc meeting deleting
* Summer retreat: Aliaks: more expensive this year (previous years, held at someone else’s house
  + This year with subway and snacks- more expensive, one of the first ones held at the school $393.42 ( this is
  + Retreat location can change from year to year – so next year the budget can change
  + Helen: budget is changed every year according to what is spent, is everyone okay with change to 400,00? This does not mean that next year has to spend this much, its better to go under and not over
* VP Academic – no budget change
* CAPSI Sr- NO change
* CAPSI Jr. – change in PDW, this year in Manitoba – transportation moved from 690 to 550 –
  + Hannah: CAPSI national is not covering PDW registration for local reps – they are hoping that local associations can cover this cost
* VP Finance – Everything stays the same except the travel opportunity to Calgary with Bio Tech Companies
  + Will be discussed as a one time expense
* VP Admin – no changes
* VP student services:
  + Bookshelf budget another set of reference text books in the boardroom
  + Delete money from bookshelf budget
  + Delete money from library maintenance (300) – 150 of this is put into wellness events? Sabrina, Helen – Yes
  + Tony: we could add the 300 to miscellaneous events instead of moving the money
  + The 1200 put into the lounge can contribute to a lot of the maintenance
* Fundraising, CSHP, IPSF no changes
* Helen: bought snacks for lounge for students studying for PEBCS, got subway lunch for them this was put in the budget for 4th year class budget
* This money was removed from mental health budget and put for studying 4ht years
* No other changes for class reps
* VP External
  + Increase in amount for booking of Meyer Horowitz to $5000,00
* VP social
  + Request move of budget for AAPSA beach volleyball to sports rep
  + Shoppers is also supposed to sponsor it, talk to
  + Request T shirt budget of $1000, this year # of OL increased by 6, all of council receives T shirts this is about ~65, but want to order up to 100 to either give out as prizes or throughout the year available for gifts – the more you order the cheaper it gets, Helen if we get a sponsor then APSA doesn’t need to spend this money
  + B&G: new AB liquor laws, budget increased because you cant bring in outside liquor
    - Tony: should we pass motion to increase budget for liquor?
    - Helen: yes, change this so worst case scenario we spend less
    - Last year we went over by 15,000 for B & G
    - Kasia: could we cut down the cost of how long we have the rentals, not use a DJ but busses to take students out to a bar
    - Helen: we would have to do motions to increase the budget, Helen: we could try to take the costs down this year to get the best deal,
    - Tony: & Kasia: negotiate less liquor expense
* Sports: increase in 100 because rental prices have gone up
* SAF pharm – new budget to $2000
  + More presentations
  + Dimitri: do Lunch and learns that are sponsored need to be submitted to finance?
  + Tony: YES.
* Miscellaneous: no changes
  + Miscellaneous- Old budget item for camera removed this
* Publication Director:
  + Morgan: APSA pays minimum order of 100 for yearbooks
  + Winnie: Can extra be subsidized? To make them cheaper and sell more this way
  + Morgan: Tough to sell them because of cost
  + Helen: if we get sponsorship its better, we will see how textbook sales go this year
  + Winnie: PQ don’t need adobe subscription anymore, can remaining $100 be used to for prizes?
* My apsa.ca – registration has gone up, is expected to go up next year as well
* Flu video has been done already, changed to “Educational video campaign”
* APSA Council 2016-2017 Budget - VP Finance (60 min)

***Motion***: Be it resolved that APSA Council approve the new APSA Budget for 2016 - 2017. *. First by Hannah, seconded by Doug. All in favour, motion carries.*

* Finances Follow up - VP Finance (30 min)

1. President/Past-President

* APSA Council 2015-2016 Budget - VP Finance (60 min

***Motion***: *Be it resolved that APSA Council approve a one time amount of up to $1200 for the Past-President to represent the Alberta Pharmacy Student Association and be a speaker on (“Being in Pharmacy in Alberta - An expanded Scope” - in French) at the COCEP- Congrès étudiants entre les facultés de pharmacie de l’Université Laval et de Montréal (March 16-19, 2017).*

*First by Sabrina seconded by Alexandra. All in favour, motion carries.*

1. Tony Lee and Co.

***Motion***: Be it resolved that APSA Council approve a one time amount of up to $500 for the Bio Alberta Gala in Calgary on September, 24-25th 2016. For 4 APSA representatives:

1. Jerry (Fundraiser Director)
2. Tony (VP-Finance)
3. Kasia (VP-Social)
4. Draw

*First by Helen, seconded by Mike. All in favour, motion carries.*

* Additions to the Agenda:
  1. None
* Group picture (2 min) (done)
* Adjournment at 3h30

**OPTIONAL MINGLING ACTIVITY AFTER THE MEETING: Sherlock’s**