



APSA Executive Council Meeting  
December 7th, 2020 at 15:00  
(Google Meets <https://meet.google.com/krr-vapv-ieg>)

1. Call to order (15:00)
2. Roll call (2 min): Anthony, Ayush, Eliana, Garrett, Jackie, Jared, Leah, Megan, Navjot
  - a. Regrets:
3. Additions to the agenda (1 min)  
**Motion: To approve the agenda**  
**First: Garrett Second: Leah. Motion carries.**

New Business:

4. MOU Update - Anthony (15min)
  - a. Anthony - I know we discussed this at the end of the last general council meeting and I think it would be best to make sure we're all on the same page instead of me meeting with each individual person individually. As mentioned previously, Jackie and I formulated things with the mindset of having gift cards being approved and having gift cards be something we can have from the faculty. Dallyce gave us a bit of a primer with her initial conversation with the Dean, and it sounded like the gift cards were going to be a no go but she was able to shift a few things around. She had her final meeting with Dr. Davies last week and this is what we came up with. I will share my screen to show you all. The most impactful decision that was made was about Blue and Gold. I know I had discussed with Leah earlier because our concept for Blue and Gold has to be changed because they didn't want to spend money on gift cards, they didn't want to spend on a Jackbox subscription, even though it sounds like they're still willing to do that but under a different MOU item which could complicate things because I don't know how strict they are with the different categories. Eliana in your role with some of the wellness gift cards they didn't really love having an open \$50.00 Lululemon gift card and would prefer to see self-care items, fitness items, etc.
  - b. Eliana - Was what I gave away for the first wellness event okay? We gave away a Lululemon yoga mat and water bottle, kind of like a gift set. For Kalbies 7 days of wellness we were thinking of doing a diffuser kit. This is what we have planned so far.
  - c. Anthony - Essentially, Jackie and I knew Dallyce was meeting with the Dean. They met, and then she sent us this email that basically said that this is what they came up with. It's a chart that outlines things and is kind of vague. I wasn't super happy about it because they had removed a lot of things we'd asked for. So Jackie and I wanted to have a follow-up conversation with Dallyce and Ravina to discuss things further. Unfortunately, Dallyce couldn't make it but Jackie and I met with Ravina. I think the conversation went well, she encouraged that the MOU may look a certain way on paper, but in the background there may be some more flexibility than what is shown on paper. Additionally, she encouraged that any spending or initiatives we want to try to execute will be taken care of. So what does that really mean, it's tough to say, but I think if we had an idea for an event that was beneficial to all students, promoted wellness, had appropriate prizes, and that came up out of the blue, I think they would be willing to fund that as long as we went about it in the right way. I'll go through each point briefly and Jackie if you want to add anything please do. So we requested a lot of money for grad because the 2020's didn't celebrate last year and the 2021's are anticipating something this year. So we asked for \$9,000 for both the 2020's and 2021's. They basically said no we're not going to commit to that because the likelihood of an in-person grad ceremony is very low, which I agree with. Again, Ravina assured that if in some miraculous way we can have an in-person graduation ceremony in the spring/summer they'll take care of it, they'll make sure to celebrate their graduates. Jackie and I both agreed that



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was totally understandable. For 2022 grad fundraising, we had asked for them to fund something for our class because our explanation was that we're not in person this year and we're going to lose out on critical fundraising opportunities and asking them to give us a bit of a head start so when we actually try to have a grad ceremony, we're not left without any money to do so. They countered and said what they'll do is the faculty will buy any fundraising items from the grad of 2022 fundraising initiatives instead of just giving us money. For Blue and Gold, we've already talked about how our plans have changed. I think they are still willing to spend \$2,000 but it would have to be on a special guest speaker or a musical guest or something like that which is not ideal because we sit in lectures all year and to listen to someone speak when it is supposed to be a student event doesn't really seem like something I'd be into. A musical guest could be interesting, when RxA and ACP hosted their APEX awards, they had a musical guest as part of the ceremony but I don't know how much that would cost and I don't think that \$2,000 would get us very far. It is kind of funny because if you look down to the wellness section, it specifically states online game subscription to facilitate connections - Jackbox, which is what we had asked for, for Blue and Gold. Unfortunately, there is only \$500 worth of funding within the wellness section, and so we're basically going to use that all for Eliana's initiatives. As we get closer to Blue and Gold, if we had a concrete idea, we maybe had a guest speaker or a musical guest and asked for a couple extra dollars for the games subscription it might work. Everything else is pretty much kind of approved as we wanted it to be. Another thing that was unfortunate is that they removed the flex fund. For those who are not aware, Michael and Scott were able to negotiate a flex fund last year which essentially said that the faculty committed \$4,000 to funding that is not locked into a specific MOU item, so that if someone comes up that is reasonable you can submit it through the flex fund and that was removed this year. However, Ravina wanted to stress that if something comes up, talk to her and she'll make sure it gets approved or pushed along, so I think that we still have some flexibility there just is not a formal flex fund. The Dean's reasoning for that was he can't lock up funds for this fiscal year in a flex fund because if we don't use them he can't really get those back in a way and he can't roll them forward to the next year. I understand and I totally understand the position the faculty is coming from where we're facing so many external pressures, the university is undergoing a huge shift and I think that's the reason why the MOU discussions have taken so long and they didn't turn out as we needed them to but I still think we're in a good position. Again, we'll have to reimagine some things but for the most part the year should be able to go on as planned. Does anyone have any questions?

- d. Jackie - For the distribution of gifts and prizes because gift cards are no longer a thing that means that we have to think about shipping costs. If your item is something that can have free shipping we should ship it directly to a specific person instead of purchasing it yourself and then sending it to them. When you do think of these prizes, you might not want to buy them ahead of time, you just want to take screenshots of what you're going to buy or what it is going to be and then use those as your advertisement for the wellness event, so we don't have to pay for shipping.
- e. Eliana - I was thinking for this round, I have Amazon prime and so I was going to select the prize from amazon and ship it to the winner's address and the shipping would be free that way.
- f. Jackie - I think that's a good option.
- g. Anthony - That's a good idea.
- h. Ayush - I had put through the PAM packages in the MOU's, did they comment on any specific amount that they were covering or did it say they would see how much it costs for



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everything and then cover whatever is needed?

- i. Anthony - I don't believe they brought that up in regard to a specific amount but I would assume they'll just cover, whatever it ends up being. I know it says \$1,500 for PAM and that includes the PAM welcome package to be mailed and that says \$1000 committed to that.
  - j. Ayush - So that is for the actual bags, for the stuff to go in there, the Student Services printing costs, other printing costs and the mailing costs. I don't anticipate it being \$1,000 but I could see it going up pretty high. I was asking just because I wasn't sure what the exact amount they approved me for but \$1,500 sounds about right.
  - k. Jackie - During the meeting, they did say if we have any ideas or things we want to send out to the students eventually, to try to include them in this PAM package so we don't have to send multiple things. So I'm not sure if you guys have any ideas of what you want to do about that.
  - l. Anthony - I will also say the details within each little area are flexible as well. For example, with the RxFactor and Movember MOU they had committed X amount of dollars for the RxFactor winner but then when we said that we already had a prize for the winner and asked to shift those funds to a gift for the video editors instead they didn't have a problem with that. I don't think we can move things around different portfolios but we can move within the portfolio.
  - m. Ayush - Okay that sounds good thanks.
  - n. Anthony - If there are any other questions, reach out to Jackie or myself.
5. MOU Reimbursement Process - Jackie (5 min)
- a. Jackie - I updated the MOU form and it is back in the APSA drive. Now if you have a purchase that goes through the MOU it will guide you through the entire process. I will share my screen with you. This process takes about four weeks for you to get the check in person but I'm not sure if it is going to be that way this year. Last time I submitted something it was around two months to get the check so it could take some time. If the purchase is something large and you can't have the money missing from your bank account just let me know and we can reimburse it from our side and then I'll ask you for the money back later when you get reimbursed through the MOU. When you open the reimbursement link you'll be able to open this up and all you have to fill out is the top section, the supporting details of exactly why and the costs for each item. You can only have 5 items per form so if you have more than that just copy and paste the top section onto a new form and then sign. Overall, the updated form is a pretty step-by-step process now and for those who have outstanding MOU reimbursements to be done I'll just message you after this meeting and we'll get the ball rolling on those.
  - b. Anthony - I did a mock run through of the whole reimbursement process and it is very self-explanatory. I really like how you integrated both aspects Jackie!
6. Mint Cup/Social - Leah (2 min)
- a. Leah - So I wanted to share where we're at with Mint Cup. This is where we are at in the Mint Cup standings. I encourage you to offer Mint points for initiatives you have and I can probably ask the general councilors for last minute points for this semester. I have a meeting with KIt to talk about where we're at and what we're going to do with the money that he put on hold for us. At the beginning he offered prizes and then \$1,000 to put towards initiatives. I haven't had anything that I can spend that money on because I haven't been able to do anything yet that requires that type of funding. At the start of next semester I'll have a bit of an update after talking to him. Jackie, do you know what happened to the Pampa gift cards?
  - b. Jackie - When I last asked Michael about it he said they're in the APSA office but I'm not sure if that is true.



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- c. Leah - Team black still has received nothing from the end of last year and I know it's kind of a grey area. Garret also didn't receive his MVP prize so I'm going to try and bring that up with Kit as well. Planning for next semester it would be nice to tie up any loose ends from last year, especially because I feel like so much of APSA's social year is based off their income. I just wanted to bring it up and see what you all thought, if those Pampa gift cards aren't a thing, should I try making little packages for team black members, like something special in their PAM packages? Just saying something like thanks, sorry you didn't get anything last year.
  - d. Jackie - I just asked Michael again and he has them digitally, he will send them to us.
  - e. Leah - How many of the cards are there?
  - f. Jackie - I think it was one for each councilor that was at the dinner which I think is about 30 but I don't know the exact number.
  - g. Ayush - I think that since the winning team would have gotten those as prizes anyway I think it is a safe bet to email them to those on team black. I get that it's not necessarily fair and some people don't eat at Pampa but that is what would have happened anyways last year if they had the chance to go to the dinner.
  - h. Leah - I don't think that we have enough because the original idea was the Pampa gift cards were going to get put towards the team black dinner and then APSA would cover what is left. If there aren't enough of the gift cards I could do something in the PAM packages like a piece of pharmacy swag?
  - i. Anthony - How many team members are there on team black?
  - j. Leah - I think there is about 40-50 students per team
  - k. Ayush - How much are the gift cards?
  - l. Jackie - I believe that they're \$25.00 but I don't really know much about that.
  - m. Anthony - It could be worth depending on how many extra Pampa gift cards we'd need to buy and distribute them instead of buying something brand new for each team member.
  - n. Ayush - I know Michael has been very hard to reach out to but at the end of the day this is another problem from last year that we're having to deal with now. I think it would be fair to reach out to them and get either Scott or Michael to clarify how much each gift card is, how many counselors came, etc. It was their initiative that they had taken on so I think it's fine to reach out and ask.
  - o. Anthony - Michael should have all the gift cards and it's hard for us to determine anything without them so I think our first step should be to find out how many there are.
  - p. Jackie - I messaged him already and I asked for them back in August but they were never sent.
  - q. Leah - Let me know, it is not a time sensitive issue, it has been seven months and I haven't had any team black people reach out to me about the fact that they haven't gotten a prize yet. Just planning forward, whoever wins this year, if we do a prize I don't want to make them feel bad that they didn't get anything or that their efforts weren't recognized. Keep me in the loop Jackie and then we could buy more Pampa gift cards that could be very expensive at \$25 a piece and it might be better to add something to the PAM packages.
  - r. Ayush - I think it's okay if you want to include something in the PAM packages but the issue is I don't have everyone's address. If you want to coordinate that it could work but I don't have the addresses for everyone since not everyone filled out the form and the faculty is not really willing to give me people's addresses.
7. Additions to the Agenda
  8. Adjournment (3:30)



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- a. First Leah Second: Jarred