



APSA Executive Committee Meeting
June 16, 2021 @ 8:30PM

1. Call to order (20:38)
2. Roll call (2 min) Rachel, Garrett, Marzena, John, Jared, Jasmine, Alyssa, Amandeep, Daniel
 - a. Regrets:
3. Additions to the agenda (1 min)
Motion: To approve the agenda. First: Rachel. Second: Alyssa.
4. Minutes of the last meeting (1 min)
Motion: To approve the previous meeting minutes. First: Amandeep. Second: John.

New Business:

5. In-Camera Discussions - Garrett (5 mins)
Motion: To move into camera. First: Jasmine. Second: Daniel.
Motion: To move out of camera. First: Amandeep. Second: Daniel.
6. VP Social Update from Faculty - Jared (10 mins)
 - a. Jared: Last Friday, I met with Dallyce and Ravina and started chatting about orientation and how things are going to look like for next year. The bottom line is that I don't have a definitive answer yet from them and they don't have a definitive answer from the University as to what they're going to be able to do. We set up a meeting with myself, Alyssa, Dallyce and Ravina for the end of July. By then they should have a better picture as to how classes are going to look like and that would mirror what we're going to be doing for events through the year. Orientation is going to be on August 25th and 26th, so we'll take the second day which is a Thursday at the end of August. In talking with them, they kind of wanted to see where I was at for planning for orientation. I sat down with John last week and we brainstormed some ideas for orientation. It's going to be virtual and the faculty is going to do theirs virtually. With that being said, I will have to speak with them again and potentially maybe do some things in person. For the virtual orientation, we will be doing our presentation that we normally do every year in the morning, so we'll try to keep that as short as possible. I do want to try to do ice-breakers and team-building and promote the Mint Cup right away. Some ideas we're doing is having the groups read messy scripts and trying to decipher them as a team, being on a zoom call and trying to form a group picture and we take a screenshot to put up on APSA Member's Corner to vote for the best one and then they also can see the first year faces. The third thing we discussed was doing a Kahoot contest which doesn't require as much social interaction. I know not everybody is super eager to talk to strangers. That is all subject to change but I know Ravina and Dallyce are on board but I'll kind of try to come up with more. We had also discussed in-person campus tours for the second years and first years combined depending on the circumstances. If that happens, we may have to do it in cohorts as we might not be able to have everyone at once. As for the school year, there's nothing definitive but Ravina wanted us to be aware that there is a potential for them to go to cohorts for the classes. I'm going to try to do my best to mix online and in-person events but again obviously we have to be accommodating but the faculty is going to be supporting us and helping us as much as possible. The social aspect of APSA is really important and Dallyce is already in touch with the Dean of Student Services. We'll know a little bit more come July.
 - b. Amandeep: Ravina mentioned something about you wanting to do a girl and guy prize. She had then mentioned something about that kind of not being inclusive, so could you touch on that?
 - c. Jared: I discussed with Ravina the idea of including a second prize because for the past two



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years, the Mint Cup leader winners were males. To make it more inclusive, I wanted to try to split it more evenly. I have to work with the LGBTQ community on this to make it more inclusive. Once that is done, I'll have to talk to Kit again about everything.

7. Insurance Discussion - Garrett (10 mins)
 - a. Garrett: Last week, APSA was recognized as an association, however they did say to reach out as there were some changes to insurance. They sent me some more information that made it seem like we would need to buy more insurance for APSA. On seeing this, I reached out to Dallyce. Anthony has said that I should probably do that just because in the past APSA had been included under faculty insurance. In the past as long as the Dean signed a letter supporting the event, we didn't need insurance. Dallyce read through it and said that we wouldn't be insured under faculty insurance anymore and we would need to buy our own insurance. It is looking like we will need a General insurance policy as well as insurance policies for any events that include drinking. However, I think it still mentioned that if the Dean supports an event then we are covered under university insurance. The Dean would usually sign a letter of approval for our big events, but I will have to read it over again. This might be something to consider going forward next year, in terms of alcohol events. It would make sense to buy insurance for say Rx Factor, Blue and Gold and Pharm-Dent since they generate a lot of revenue. However, for things like TGIF's or fundraisers, depending on what insurance would cost and other financial aspects, it might not make sense. Daniel and I are going to be meeting together next week to make a game plan going forward. After that, I plan to probably reach out to a few insurance brokers and I will probably want to get quotes on a general insurance policy, the one that we for sure need, and then also just get quotes for the other insurance policies that we may need for specific events throughout the year. That way, we will already have a quote and have a general ballpark idea of what it will cost. Then I can make a post on the Facebook page and discuss which events need to get insurance and what the insurance would cost. Each councillor would have to work that into their budget.
 - b. Jared: After meeting with Dallyce about orientation, we will probably need insurance in place since BearsDen most likely will not approve anything until we have insurance in place. I would probably need to submit for that big event at least a month in advance.
 - c. Garrett: I think it's doable because I don't see it taking too incredibly long to take care of. For the General insurance policy, you won't have to submit anything for orientation because it shouldn't have any alcohol event related to it. The reason we need general liability insurance is because our annual budget is greater than \$5,000. I did send a few emails to the Student Group Services and they said that as soon as we get a chance, we have to send them a copy of it. I don't foresee it taking long, and I would hope that we would have an insurance policy in place by the end of July.
 - d. Jared: You can loop me into the discussion because it may determine what events I plan for next year.
 - e. Garrett: I think it all just depends on how much insurance would cost for those events.
 - f. Jared: There are the big three events, Rx Factor, Blue and Gold and Pharm-Dent that we would like to have alcohol at.
 - g. Garrett: I'm confident we can figure something out that hopefully doesn't affect us financially too hard.
8. Standardizing APSA Position Credentials - Daniel (10 mins)
 - a. Daniel: John and I actually briefly discussed this. I just want to ask, how many of you have an email dedicated to your position? Is it Gmail?
 - b. Rachel: I think it is Gmail, it says @caps.ca at the end because it is through CAPSI national.
 - c. Marzena: Mine is a Gmail, it's apsapharmacy@gmail.com. It's the general email to which the comments from the website go to.



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- d. Daniel: Okay, good to know. I don't know if everyone has had the issue of having to catch up on past conversations that occurred in your positions, but Jackie did email a lot of people. It isn't the most ideal way of doing things because we want to correspond in a way that encourages professionalism and encourages transparency between those in your position. I think that at this point in time it is a bit lacking, because I have no record of any conversation that happened between previous stakeholders. With this, now I have to introduce myself without knowing how previous conversations went or who was the main contact from every organization. One thing I wish we could propose is just having a general Gmail for every single position that gets passed down. Another thing that John also found was that G-Suites is a paid application that grants us our own domain. I just wanted everyone's opinion on this to see if this is something that everyone wants or if it is something that we could do without. I just foresee a benefit from having a consistent email.
- e. Garrett: In terms of getting our own domain, I know there are other faculty associations that have their own emails for their faculties. I reached out to one of the Presidents and asked if he knew the process and how they got those emails. They had it done a long time ago but he pointed me to the student group services website where the FAQ's have an answer about the emails. It is all coordinated by IT services and they can set up our own emails for our own club and we wouldn't have to pay for it. It would be an email through UAlberta "@ualberta.ca". We can go through this route to avoid subscription fees.
- f. John: That is good to know because the subscription is a little expensive.
- g. Garrett: I will try to find their website for you.
- h. John: Knowing it exists, I will try to find it and I will loop Daniel into that. I would like to have my own domain email when reaching out to sponsors. It makes our jobs harder than they should be if we don't have these emails. I will put this on my to-do list.
- i. Garrett: That sounds like a good idea. If you and Daniel want to take the lead on that, that would be great.
- j. John: Would it be just the executive council getting emails or the general council too? I can foresee SAF-Pharm and sports representatives wanting one.
- k. Daniel: We can do a Google Form.
- l. Amandeep: I personally don't want one, but I'll let Rachel speak first.
- m. Rachel: I was going to say that I have one through CAPSI, I have seen the value of having an email like this. I know who I need to contact and how conversations would go, as well as what information I would need. I personally don't want one either because that would be too many emails. I do see the value in it though.
- n. Amandeep: My predecessor gave me a thorough document and sent each person an email to introduce me to my connections. If I get an email at this point, it might be kind of confusing. I do see the value for you, Daniel and John. I wouldn't use one this year, but I would ask the next year's VP Academic to use it and forward everyone to that email.
- o. Garrett: It might be beneficial for my position. This year when Anthony and I transitioned over, until ASPA got approved last week, he was still the primary contact for APSA on the SU website. Anyone who was looking to reach out to APSA reached out to his personal email and then he would have to forward that email to me. It might be good if we just have one APSA president email. I wouldn't be able to do it this year because I've already submitted my email as contact but going forward I might be beneficial for efficiency. If it is free, we might as well make an email address for every single position and then give people the option to use it or not and it can be included in the transition packages.
- p. Alyssa: I have a quick comment. I think it is a good idea and it would be nice to have two separate places for emails to go, in terms of APSA stuff and school stuff.
- q. Garrett: That's a good point. I think it creates a separation between those two things.



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- r. Amandeep: I just wanted to ask if everyone knows how to make a signature for their emails?
 - s. Jared: Yes, I can help you with that Amandeep.
 - t. Amandeep: Okay, I will contact you outside of the meeting then, thank you.
9. VP Fundraising Update - John (10 mins)
- a. John: My first big project is part of my platform, which is to target individual donors in addition to sponsors. One avenue I felt that was unexplored was the donation page on APSA. I spoke with Daniel and basically we have no revenue from that avenue. On the website, you have to go to the store link that takes you to the donation link to be able to donate which doesn't make a lot of sense. I want to make that more visible and I need to speak with Jonathan to make that happen. I want to give the donation page a little work and name the donation page as a fund. I have two working names: The APSA Support Fund or the APSA Continuing Excellence Fund. It will go towards supporting APSA initiatives, student achievements and support professional developments. That's how it's going to be portrayed to the public and on that note, not only do I have to re-format it there, but I also need to make a big social media push. I need to kind of contact our social media person, if anyone knows who this is this year?
 - b. Garrett: I don't think we have one quite yet. Technically Mandy would still be the social media person but it will go to bi-elections before we elect someone new.
 - c. John: Do we have a Twitter account?
 - d. Garrett: No, I think we just have Facebook and Instagram.
 - e. John: Okay, so I'll get in contact with Mandy and see how to post to Instagram and maybe make a Twitter to push that new fund. I want to contact the RxA and ACP to include our fund on their monthly newsletters to get our name everywhere. Hopefully we will get some individual donations as well.
 - f. Garrett: I think that's a really great idea and I think it is a really great step moving forward.
10. NCODA Oncology Group - Rachel (5 mins)
- a. Rachel: NCODA is an oncology group that is mainly in the United States, but they stand for the National Community Oncology Dispensing Association. They reached out to CAPSI National and want to start a chapter or club at each school. I just want to see what everyone thinks as I did have a few concerns, but I'll start with some of the pros. They've already founded a chapter at the UofT and some of their successes are that they've created an oncology rotation for UofT in the United States, so there is a spot reserved for a Canadian student. They also have student educational talks from pharmacists, they have networking opportunities and the UofT has said they provided them \$150 US Dollars per semester. They give different materials to the Faculty as well. Some of my concerns include that they would want us to elect four representatives for their chapter which would likely have to sit on APSA Council, which seems like a lot. Our council is already really big. I know UofT has asked for flexibility in the election process, so it might not have to be four representatives, but I think it is something they would want. The other thing is, we would likely have to do fundraisers for this group and then the main concern with that is they are mainly an American so it wouldn't be a local Canadian group. There is a Google form that I have that I could send out on Member's Corner to see if there's interest and they would get more information that way. I just wanted to see what you guys think cause I don't know how I feel about it, so if you guys have any opinions please let me know.
 - b. Daniel: Out of curiosity, what are some tangible things that they would do during the school year? For someone who doesn't know this organization, why would they want to be a part of it and what is the sense of involvement with this group?
 - c. Rachel: From my understanding, they want to form an oncology club and inform students about different topics in oncology and create more awareness.



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- d. Garrett: Is there a time-frame for when they want this done?
 - e. Rachel: I don't think so, I think they want to see what interest there is. I think if they do go forward, we will need an election and maybe it could be run with bi-elections if we need. There is no real time-frame though.
 - f. Garrett: If we follow UofT and see how it is going for them, we can go from there.
 - g. Amandeep: I Google'd their website and they mention cost avoidance and waste, and I know that oncology drugs are very expensive. I see the hesitation because there are a lot of people that they would want, however, I think it can open a lot of doors for people who want to get into oncology pharmacy. I know that the government does have a lot of programs and maybe students could liaise between things. I think we shouldn't close the door for those that might be interested.
 - h. Marzena: Maybe we should gauge interest in oncology pharmacy as a whole first, not necessarily with this company. We could see how many students are interested and maybe that company has some ties with the Cross Cancer Institute that we have in Edmonton.
 - i. Daniel: If we were to pitch this to the general pharmacy population, they will naturally want to go for this opportunity. Could they do a presentation of what they can offer to a student body? That way we can express our concerns too and bring up the ties to the Cross Cancer Institute because I think that is a really good idea because it is local.
 - j. Rachel: Do you think I should email this group directly, even though they reached out to CAPSI National, and let them know about our concerns and questions about ties to the Cross Cancer Institute? Or should I gauge interest from students first?
 - k. Garrett: I am fine with either.
 - l. Marzena: I think I would get information from them first because that way if students have questions, you will have information to give them.
 - m. Rachel: Sounds good, I will email them in the next couple of days and let you know when I hear back.
11. Additions to the Agenda
- a. Pharmacotherapy Project - Amandeep
 - i. Amadeep: Do you all know about this project? We're going to do a collaborative effort between all four years over a couple years, not just one year, to try to make these summary documents that would be used for PEBCs and rotations. I presented the idea to the curriculum committee for faculty to be aware and see how they felt with their intellectual property being used and they didn't have any concerns about their intellectual property and they really encouraged the project. Then they had a session today, a Q&A session, and they were asking me if there is a way that we could get reference letters from doing this and they want a panel of people that are going to be reviewing it so that there's like a second or third set of eyes to make sure the information is correct. I told them that I don't know who would provide reference letters, however I think they could make their own council out of their panel members. They're also asking if they could be endorsed by APSA. So I just want to present these ideas to you, it's not something that has to be done right away. It is probably going to happen over years. I don't know what the logistics are of creating a council or making a club, so maybe I need to connect with Marzena about the administrative process and then Rachel, you were going to add members so maybe I could connect with you to see what you guys think.
 - ii. Garrett: This seems to be turning into a lot bigger deal than envisioned. In terms of APSA endorsing it, I don't really know what benefit that has or why APSA would endorse it.
 - iii. Amandeep: Maybe having a link to it on the website for students to have a way to



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- access it or contribute to the Drive.
- iv. Garrett: I think that would be fine and I think it is reasonable.
 - v. John: I think it is a great idea and let's see where it goes. I think it would be great to support as much as we can. We don't know what they are planning to do, and those reference letters might not be when we are in our positions, maybe further down the line.
 - vi. Amandeep: About the reference letters, I was thinking that if they form a council, they could just put those councils on their resume and then we wouldn't have to worry about reference letters.
 - vii. Rachel: I had a question about the project itself. Since we're doing information for different topics now, that information will get out of date. Is there a plan to update the documents every so often?
 - viii. Amandeep: So they're going to be a live document. There will be a Google Doc version and a PDF format to preserve formatting. Over the years, they will update it. We did consider that, and the faculty brought it up. Dr. Tony Kiang said they did this at the UBC and he said it was really successful and he would be willing to review some of them.
 - ix. Garrett: It sounds like there are some really good ideas and it seems that many people are interested. I wasn't sure how many people would be interested but they have the support of APSA and if they need something from us, we are here to be a liaison for them between the faculty.
 - x. John: Who is the lead on this project?
 - xi. Amandeep: It's Jagmanpreet, he was the one who made this idea. He is taking a lot of the lead and is in contact with all the class representatives for them to share it to cohorts. He isn't sure if he wants to sit on the panel but I encouraged him to do so since it is his idea. They wondered if an executive member could take on this project but we are too busy to take on such a project.
 - xii. Garrett: This is a massive project and he reached out to me, Anthony, Amandeep and class representatives and the general consensus from Anthony and I was that it is a great idea but we wouldn't be able to take it on because of how big of a role it would be.
 - xiii. Amandeep: I'll take all this information and give it back to them and get in contact with who I need to. Thanks for the feedback.
- b. Mint Cup Update
- i. Jared: I don't know if you all saw but I made a post on Monday for the Mint Cup to see if people would volunteer. I have 13 people that would volunteer. I will go ahead and form those teams. Faculty also said they will give me a finalized list of students for next year.
 - ii. Garrett: Hopefully faculty will have a final list by July and then we can go ahead with that.

12. Adjournment (21:30)

Motion: To adjourn. First: Amandeep. Second: Jasmin.