



APSA Annual General Meeting (AGM)
Monday, March 20th @5:00pm, in-person, ECHA 2-490

1. **Call to order** (5:06pm)
2. **Roll call (2 min):** Alyna, John, Bojana, Shanil, Prerna, Alison, Julia, Mankirat, Callum, Christy, Naomi, Karanvir, Jazzi, Callum, Haley, Theresa, Justin, Justine, Goodwin, Cassidy, Analise, Sydney, Zach, Cassandra, Emily, Hubert, Talia, Sarah, Tamara, Angela, Ruhee, Maha
 - a. Guests: Malcolm, Sydney, Hadeel, Gauhar, Brooklyn, Kevin, Jin, Allison
 - b. Regrets: Veronica
3. **Additions to the agenda (1 min)**
Motion: To approve the agenda
First: Karanvir Second: Analise
4. **Minutes of the last meeting (1 min)**
Motion: To approve the previous meeting minutes
First: Jazzi Second: John

New Business:

5. **Update from President - Bojana (10 mins)**
 - **Bojana:** Thank you to everyone who ran and voted in our APSA elections this year. It takes a lot of courage to go outside of your comfort zone to apply for these positions and you should all be really proud of yourself, regardless of the result. I think that it is very exciting. I'm not going to lie, I don't really have any other APSA updates. I'm sure everyone wants this meeting to get this going because it is going to be quite a long meeting. I guess I will pass it onto our next person on the agenda, we have our financial report from Julia up next.
6. **Financial Report - Julia (15 mins)**
 - **Julia:** Hi everyone, I just wanted to go over what our year looked like budget wise and what next year's finances are going to look like. Also, a big shout out to Kevin Ta who made the excel sheet for me to calculate all of this, he's an Excel sheet god. The numbers are what we expected, but this is not the full story because in terms of revenue, there will be some changes. In terms of the big changes in revenue, there is a difference from what we were expecting, because we did get a Blue and Gold sponsorship this year. So a big thank you to both Justin and graduate planning who were responsible for obtaining these sponsorships. Instead of keeping the excess funds, we decreased the revenue we expected to get from ticket sales by drastically decreasing prices of Rx factor and Blue and Gold by 50% from last year for it to be more accessible to our members. Therefore, we are not sitting on a bunch of unused cash which we will see in the costs section. That is a brief explanation of why the costs of Blue and Gold and Rx Factor can be seen as over budget on this slide. We do have a surplus to absorb, making these changes and making these events cheaper for our members. Overall we are \$2400 ahead in revenue from what we were expecting because of these 2 changes. For spending, I just wanted to ensure that the goals for the budget were kept in mind. We spent more money on packed events that reached a lot of members over events that only benefit a few people. The number right now is \$9600 which is quite similar to what was projected in the summer, however, everything in terms of how we planned to spend the money changed. The average portfolio also spent a lot less money than



expected, which allowed us to increase our funding to our high impact events such as increasing the money allocated for Blue and Gold and Rx Factor and other VP Social events. That meant that we spent around \$2200 more dollars than expected which is actually very good in regards to how many changes we made. We were able to reach more members with how we used this money. For main takeaways for next year, we are ending in a balance of \$26k which includes the increased venue of \$2400 and we also spent a little bit over \$2200. And then, this will also carry over from last year and I am recommending it to carry over again. For those who don't know, we have had multiple discussions with Student Group Services and the needs and things that APSA has to work on as an association. We did have a situation where we had \$10k put in place that was left untouched for graduation planning, and SGS stated that this was a problem and engaged in discussion with us in regards to insurance and liability. They wanted APSA to get insurance which has been a problem that began last year, with the 2022-2023 council. However, insurance is quite expensive, but this would put us at risk of not being able to carry our finances forward. Therefore, we have decided to carry it forward for next year, while we are still trying to figure out our insurance issues. We are leaving the new council with a safety net of \$16000 which is more than what we had and what I was expecting, so I am quite happy with that number. Just a disclaimer that this amount is from what I currently have from all of the councillors that have submitted all of their events to me for reimbursement. There are still some upcoming events coming that I need to pay councillors out, however, I did calculate this number using the worst possible scenario to accommodate for this. For where we are, I am excited and I think that APSA will be in a really good place next year, financially. And I hope that APSA can have continued success with obtaining sponsors such as Shoppers Drug Mart and we can extend our outreach. This year, we have a financial plan for how to obtain fundraising which is something we lacked last year, but I think that going forward, these sponsorship packages will ensure that obtaining fundraising will occur more efficiently. Another thing is that the finance portfolio is undergoing lots of changes this year which will allow the next VP Finance to spend more time on how to use our money effectively and efficiently. In summary, or TLDR, I think we are setting up the next council to be in a good spot, financially. The finance portfolio is going to be changing and this year I have started working with the Faculty and Student Services to develop a 3 year projected budget for APSA. We hired some accounting students who were recommended to us from the Faculty of Business to create an accounting system tailored to APSA's needs. I think that this will be very beneficial so we don't have to spend all that time in the summer to calculate and make changes to the APSA budget. So this will be a good load off on the finance portfolio next year. In terms of the finance committee, I unfortunately couldn't get it up and running this year, however, this is an opportunity for the next VP Finance to consider because the finance portfolio shouldn't be a one person job. This is also why I introduced the VP Finance and new Finance Jr role which you will see in the constitution changes. The idea of the Finance Jr is to get someone to get an idea how APSA works and then that individual can move into the role of VP Finance the next year. This will ensure stability as the individual already knows and understands the financial needs of our association and can effectively help out for whatever goals that we have for the next year. Does anyone have any questions that I can answer? If not, that is all for me, thanks everyone.

7. Approval of Suggested Constitution Changes - Bojana and Alyna (15 mins)

- **Bojana:** So this is going to be the really boring part today's meeting as we made a lot of changes to the constitution and by we I mean our VP Admin Alyna, Sarah Ho as the general councillor, and we also had some other folks outside of APSA help, and I am missing one person, Alyna who else helped us?
- **Alyna:** Prerna, as President-Elect.
- **Bojana:** Oh yes, how could I forget our President-Elect, Prerna. Big shoutouts to all of them. This year,



lots of changes happened and I will try to go through this very quickly but if you have any questions please flag me down. The first change is changing the date for this year, if it gets approved. In this one we just added subsections for presidential duties. We changed the formatting here. Here we're adding under the section for spaces and access that non-APSA members are not able to access the lounge. If anyone has any questions, please raise your hand. We will be removing this and changing it to the VP Finances portfolio. We are changing all the VP CAPSI to CAPSI Sr. One thing we changed with how the executive meetings run is as follows: our executive council meetings will be changing so that at least 51% of the executive council can make a motion for an invited guest to come. For example, if we wanted to invite our CAPSI Jr. to the meeting, but they are not an executive, we can have them come if >51% of the current executive council agrees. We have added a few new roles to our general council and this includes a Research Councilor, PSF representative which stands for Pharmacists without Borders, and adding a Finance Jr role as well, as Julia mentioned. Another thing that we're changing is the role of VP Social. We know that this role is hard to have people to sign up for and it is an intimidating and busy role. Therefore, if no one runs for it in the General Election, we will open this up for 2 people to run as VP Social Co-Chairs. We will allow this for the upcoming by-elections. If one person wants to run that is totally cool but if 2 people want to run, that is totally fine and allowed as well. In this next section, we are just going to add and make the financial statement a lot more specific and this is all the things that will describe the financial statement. For the terms of office, one thing that was added was some roles and regulations if a councillor decides to leave their process. We have changed the design about how we go about that process, voting, and appointing a new person. And then when it comes to the Faculty Representative, this is someone that we used to appoint, however, and we changed it to it will be appointed by the council or the previous faculty member can appoint one if we don't have one. We changed it because that's what happened last year, Ravina elected Dr. Hall. The policy manual we took out because it hasn't been updated since 2010. The policy manual is also being cited in context to Robert's Rules of Order so we're going to do it based on the UofA's SGS rules. We are changing the attendance repercussions and if someone has 3 unexcused absences from council meetings, for executive and general, we are going to have an in-person meeting with the person if required. This is just more of a didactic approach rather than kicking someone off the council. Here we're getting rid of the policy manual again and changing it to constitution, shared Google Drive, and transition documents. We talked a lot about our office hours procedures in our meetings, and we're changing it to essentially what we did this year. Here we're changing the term 'portfolio' to transition documents. Councillors must make sure that their transition document is matching the constitution for their successors because Alyna found a lot of discrepancies which made things a lot more confusing. We also made it so that if you're an outgoing councillor you have to meet with your incoming councillor and you have to have an outline of your transition plan which we talked about in the last general council meeting. For the president, there are a few things added. This year, we didn't have anyone who planned the pharm-dent game and we changed it so it was the responsibility of a few people. The president will now sit on the awards committee, work in collaboration to promote the pharmacy profession to Campus St. Jean, and then the promotion of APSA and overseeing memberships will be removed and added to the VP Finance portfolio but they will be here to promote APSA at the orientation. Then we also changed and removed getting the list of international students and we changed that to the roles and responsibilities of the Class Reps and the VP Social. So we are removing a few things for the Past-President which is attending meetings and the movember and professionalism committee. The Past-President has never done this so we just removed it but kept proving continuity to the council. We also changed the wording for the CAPSI Sr. then added collaboration with the sports reps for the saving second base tournament. For External, we added a few things such as the pharm-dent game, and then working with the UofA SU Members to keep up with UofA policies and then working with the president for the Campus St. Jean initiative to promote the pharmacy profession, which will happen in the fall term. For the Vp Academic, we removed sit on the SAC committee and changed it to the chair of the committee and also changed it



from a committee to a council. We also removed organising the journal club because that will be the Research Officers role. We also removed liaison between APSA and ACP because they don't sit here anymore, and I was the main contact for ACP this year. Then moving onto finance, they also sit on the awards committee, co-chair and review the membership fee that happens in August, and we changed the wording for a lot of the insurance requirements. They will also be working in collaboration with the President, Finance Jr, and the VP Admin to take care of insurance things. There was a grammar thing here and we changed scotia bank to just the bank. So we also have a few clauses during COVID and how they interacted with the bank subject to the financial policies. And then before the end of the fiscal year, we wanted a float of 30% but we changed that to 15% because it was more realistic and for example, we didn't have as much money given to us. For VP Student Services, we added creating and updating the mental health document, we added managing the APSA textbook buy and sell Facebook, and changed that they are not sitting on that working members group anymore. For VP Admin, Alyna changed a lot of the stuff as she took on countless new roles this year. Some of the things we added was scheduling the bi-weekly Faculty-Executive meeting which started last year, plan a mandatory, in-person EOT session for incoming council, and then added to co-plan the summer treat in collaboration with the president. We also changed maintaining office supplies in the office, and then adding to delegate tasks for the APSA email, changing the wording there, and added maintain the APSA google calendar for Pharmacy student body and Councillors. Further, we added create and post office hours to APSA Member Corner and the APSA website, and changed it to website to Members Corner, and removed the student group initiatives blurb. Lastly, we added providing the monthly highlights, meeting minutes, to Members Corner, moderate Members Corner and added the Officer Councillors group and removed the Buy and Sell ownership from VP Admin to VP Student Services. For VP Social, we did not have much in the constitution for Mint Cup, so we added that here and added obtaining the list of international students in the program in collaboration with Class Reps. We also changed this to pro-serve, if required for events that have alcohol. We also wanted to address inclusivity reports and to have ongoing discussions with BPSA and LGBTQ+ PhSC. We also added the VP Fundraising to the awards committee. They don't work with the assistant dean of advancements so we removed that. We also added some things to the Interprofessional Director just so that we can have direct promotion of the pharmacy profession to student groups on campus that are underrepresented. We're also removing them from the PAM committee. We changed some things for Community Ed such as communicating with as many highschools as possible for the students and Faculty. Community Ed will also reach out to the First Peoples House to develop a presentation. For the Publications Director, we added roles and changed the wording here as well. For concerns with the organisation of the APSA photographers and Publications Committee, we agreed that they can be the point of contact but if they don't want this role, they can pass this on. For the Recruitment Director, we have send out job postings on APSA Members Corner. For the IT Director, we added proofread and upload the meeting minutes to the website as directed by the VP Admin. For the IPSF Jr, and IPSF Sr. we added a lot of roles and changed the wording as well. For the IPSF Sr. we have prepare the spotlight in collaboration with the Jr. For the CAPSI Jr, we added in the collaboration with the sports representatives for the saving second base softball tournament. Then for the Post Pharm D Representative, we are removing this role because we have not had any, but if the next council wants it, they can re-add this back in. For all of the Class Reps we added in obtaining a list of international students in collaboration with the VP Social. For the mock OSCEs we did it as stand alone and removed the 3rd year Class Rep. Then for the SU representative, there were just formatting issues with a,b,c,d. We also have the BPSA under that to sit on APSA General council and added the LGBTQ+ PhSC roles and responsibilities because this was not included last year. The LGBTQ+ PhSC will act as a liaison between APSA and their club. Then, we have changed male and female sports reps to just sport reps and added that they can be 2 different genders, they can be a man, non-binary, women, etc. For the terms of office, we just added that if a councillor or officers decides to resign, how to go about that and then added how the terms of office will be changing from May 1st to May 1st instead of the



spring changeover. This is to account for the period of transition that we extended this year. This means that outgoing councillors will send their transition plans to the President, President-Elect, and the VP Admin, so m, Prerna, and Alyna and if we feel like it's not good enough, we will tell you. This offers a level of accountability for outgoing officers and if incoming officers are scared to ask for help, this adds another person into their transition. All portfolios will be changing to transition documents. For the PQ Editors, they will not be on the Publications Committee. For the alumni hockey game, we are separating them into two points and it doesn't have to be a curling bonspiel, it can just be any sports event. We're also changing the sportsmanship award to the team harmony award. For the coordination of a sports event, instead of beach volleyball we're just going to have an event and we're also changing the saving second base tournament to organise with CAPSI Jr and Sr. For the Social Reps, we're changing it to pros-serve, when needed. We also added the Faculty Committee Elections to the role of the CRO. We also added that APSA photographers should filter and edit photos and for the APSA photographers to collaborate with the IT Director. Then for the AGM, the Council and members should be provided at least 1 month's notice of AGM via email and Facebook from the VP Admin and we are removing the Google Calendar. The elected positions deadline should be at the discretion of the CRO and then added at the discretion of the President and VP Admin as the CRO found it easier to make decisions together, rather than independently. For the appointments, Council may appoint the Faculty Representative at summer retreat, if required. We are also removing that the executive council should fill the BPSA representatives position because the BPSA Representative and the LGBTQ+ PhSC representatives will be chosen by their respective clubs. For unfilled positions, we just went about how we're changing it. But if anyone has questions, please stop me. Here we're changing VP CAPSI to CAPSI sr. and changing the IPSF Jr rep and adding the Finance Jr as well. Signing authority will be the President, VP Finance and they can also include the Jr here to help oversee a lot of these things. We have changed a lot with the finance stuff and have added President and Jr. to this responsibility. The President allowed the VP Finance to approve expenses up to and including \$100 but we changed this to \$600 because lots of expenses need approval in a timely manner and to have to wait for a meeting 2 weeks later is stressful. Therefore, we thought that \$600 is much more feasible. We also added a few committees, ad-hoc committees, and added BPSA and LGBTQ+ PhSC representatives to sit on the constitution and policy committee, if applicable. And the committee should be chaired by the VP Admin rather than the President as they do all of the work. I do have to give credit where credit is due and can we all just thank Alyna for all the hard work she put into this. She really carried the team and I would say put 2-3x more work than the rest of us. She also got councillors to submit their requests and opened this up to the entire student body for transparency purposes which is huge, was not in her role, but she did it for the future success and improvement of the association and went above and beyond. I just had to throw that out there because she really put a lot of effort into this. Moving on, for the awards committee, we added the President and LGBTQ+ PhSC and BPSA representatives. We also changed some of the awards names. And then for the Social Committee, we're removing the sports representatives and adding the BPSA and LGBTQ+, if applicable. We're also adding to the duties and responsibilities of the Publication Committee. For the professionalism committee, we're removing the President-Elect and Past-President and adding if applicable. We also added 1 member of the BPSA and LGBTQ+ PhSC, if applicable. For the SAF-Pharm committee, we're adding 2 members from each class, if applicable. For the Faculty Committees, we're changing it to the President and VP Admin which we will open up to the wider student body rather than the President appointing people at the summer treat. We just started this, this year, to try to widen the student perspectives and voices on various committees. We also added the BPSA and LGBTQ+ to the curriculum committee and admissions committee. In this line, we are changing an initiative and group to the grad committee and this is going to be the finance report submitted to the President and VP Admin. Thank you all for bearing with me. I know that was not super exciting. All of these changes literally took us about 24 hours to do, and Alyna probably double that, so thank you for listening. Does anyone have anything that they would like clarification on?



- **Alyna:** If no one does, we should be good to make a motion then.

Motion: BIRT APSA approves the changes made to the Constitution for the 2023-2024 academic year.

First: Huebert Second: Talia

All in favour.

None opposed.

Bojana abstains.

Motion carries.

8. Results of Election - Maha (5 mins)

- **Maha:** Hi everyone, so here is what you have all been waiting for, the election results. Just bear with me while I connect my computer to the screen. Okay, so for the role of VP Academic we have Talia, for VP Finance we have Goodwin, for VP Admin we have Sarah, for VP Student Services we have Cassandra, for the Finance Jr we have Kevin, for the Research Councilor we have Vincent, for the Community Ed Director we have Hadeel, for the Publications Director we have Nick, for the Recruitment Director we have Mohammed, for the Social Media Director we have Allison, for the CAPSI Jr. we have Angela, for the CSHP Representative we have Hubert, for the PQ Editor we have Sarah, and our one APSA Photographer we have Naomi. Moving onto the Class and Social Representatives, for the 4th Year Class Rep we have Haley, for the 2nd Year class Rep we have Gauhar, for the 4h Year Social Rep we have Justine, for the 3rd Year Social Rep we have Dylan, and that's it. I will also be posting the by-election information tonight and that will be due next Sunday. Thank you.
- **Alyna:** Congratulations to those of you who won. I am so excited to see what next year's APSA Council does and accomplishes.
- **Bojana:** And for those of you who didn't win, don't be too hard on yourself. There are so many awesome people that ran for a singular position and it is tough to get rejected. In my first year, I lost and then went on to be the APSA President. Losing doesn't mean that you're not lucky or worthy to sit on the council and if you want to run again, don't think of this as a setback or that you don't deserve it, you are all very worthy and capable people.
- **Alyna:** I 100% agree with what Bojana said, applying for a role is super scary and you should all be proud of pushing yourselves outside of your comfort zone, regardless of the result. Also if anyone has any questions about by-elections you can ask us or message Maha. I just wanted to say that for the people that secured a role, I will be emailing you with further details and information tonight so please keep your eyes peeled for that. Also, our Spring Changeover meeting will occur next Monday, March 27th in this same room. Everyone who just got elected as well as our outgoing council members are obligated to come to this meeting. If anyone has any questions or concerns please come talk to us after the meeting.
- **Maha:** Maybe message Alyna first just because I have a pretty busy week and I don't want to have a long response time.
- **Alyna:** Yeah, that is totally fine, either message Bojana and I and we'd be happy to provide you with more information and guidance.



- **Analise:** Is there a list of positions going out?
- **Maha:** Yes, that will be included in my post.
- **Analise:** Okay, perfect.
- **Bojana:** And remember some of the changes for the VP Social. We will now be opening it up to co-chairs so if you and a friend want to do it together and delegate your roles and responsibilities, please consider applying.

9. Additions to the Agenda

10. Adjournment (5:57pm)

Motion: To adjourn

First: John **Second:** Callum