



APSA Spring Changeover General Council Meeting
 April 9th, 2024 @4:00pm, in person MS 2-27

1. Call to order (4:02 pm)
2. Roll call (2 min): Zach, Analise, Goodwin, Brooklyn, Gauhar, Mike, Kevin, Nick, Prerna, Sarah Ho, Talia, Vincent, Kurtis, Allison, Cassandra, Andrew, Hafza, Jin, Kirsten, Sydney, Sarah Phan, Brent, Isabella, Nathaniel, Amy, Don, Toni, Fiona, Max, Zach, Matthew, Julia, Rebecca
 - a. Regrets: Dr. Jill Hall, Hubert, Asmaa, Hadeel, Mohamed, Angela, Yeganeh
3. Additions to the agenda (1 min)

Motion: To approve the agenda
First: Jin, **Second:** Vincent
4. [Minutes of the last meeting \(1 min\)](#)

Motion: To approve the previous meeting minutes
First: Kurtis, **Second:** Kirsten

New Business Overview

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| 5. Awards Committee Research Councilor (Amy) - 5 mins | 1 |
| 6. Light up the Bridge event prize (Jin) - 1 min | 2 |
| 7. University's newly proposed exam rescheduling model (Jin) - 5 mins | 2 |
| 8. First-Year Presentations (Post Orientation) - FoPPS Roadmap and Survival Guide (Mike K.) - 10 minutes | 2 |
| 9. Promoting APSA memberships next year (Prerna) - 10 mins | 3 |
| 10. Lunch and Learns (Prerna) - 5 mins | 4 |
| 11. CAPSI Jr, IPSF Jr and Finance Jr Votes of Confidence (Prerna) - 10 mins | 4 |
| 12. By-election and Committee Recruitment (Sarah) - 2 mins | 5 |
| 13. Transition Meeting Talk (Sarah) - 2 mins | 5 |
| 14. Discord Transition (Sarah) - 2 mins | 5 |
| 15. APSA Bear (Jin) - 2 mins | 5 |
| 17. Quick note for departing execs: Transfer of old ualberta emails to general APSA email (Sarah) - 1 mins | 6 |

New Business:

5. **Awards Committee Research Councilor (Amy) - 5 mins**

Summary:

- Incoming VP Academic discussed how with one award centered around research (APSA Award for Student Research), there are aspects of research that the addition of having the Research

Councillor on the Awards Committee will bring a nice perspective to our discussions surrounding research based on their experience this year sitting on the committee.

- Outgoing VP Academic discussed the value the Research Councilor could bring and how the Awards Committee has 10 people already deliberating and it can be challenging in terms of hearing everyone's voices. This year, there happened to be a lot of conflicts of interest which reduced the number of people deliberating per award.
- There was a handful of people who had research mentioned in their awards outside the Research Award that might warrant having Research Councilor on committee outside just the Research Award
- Outgoing VP Admin brought her perspective as she has been on Awards committee for multiple years in mentioning that the previous Faculty member, Dr. John Ussher, used to be the perspective for Research, but Dr. Dylan Moulton is on the council bringing a different perspective that isn't as research focused.
- There was discussion about whether Research councilor would be unable to apply for the Research Award if they were designated this position.
- Similar to how Sports Rep, Class and Social Reps cannot run for awards due to overlap with their roles and because at least for Sports Rep they bring perspective to awards committee for team harmony award, it was brought up if this would be as a concern for Research Councilor and if they shouldn't be allowed to apply in general anyways.
- Research councilor understands the point that the committee is large enough itself. Given that the research councilor might be interested in applying for that award in the future, that would create a conflict. But an alternative could be to play more of an advisory (as needed) role.
- Research Councilor is more so related to promotion of research and the award requires them to do research specifically to be qualified.
- In order to allow for the Research Councilor to potentially apply to the award, this will be reviewed at a later date with council.

6. **Light up the Bridge event prize (Jin) - 1 min**

Summary:

- For transparency, no one entered to win the prize (\$25 gift card). Should try to promote this event more next year.

7. **University's newly proposed exam rescheduling model (Jin) - 5 mins**

Summary:

- VP External attended CoFA advocacy meeting (main campus), but not directly relevant to pharmacy. Proposal was regarding what is considered a conflict, 3 exams in 24 hours and student advocacy for letting students choose exam to defer. Might be relevant for third year electives.
- Proposed changes can be discussed with Jin, Prerna or Pedro from UASU.

8. **First-Year Presentations (Post Orientation) - FoPPS Roadmap and Survival Guide (Mike K.) - 10 minutes**

Summary:

- Incoming IT Director/Outgoing 1st Year Class rep (Mike) wanted to support the incoming class more as a personal initiative by offering a session for students with powerpoint about what to expect with first year courses and long term road map. Topics include: 1st year, 2nd year, in placements, interacting with ACP, when to take jurisprudence exams, when to take PEBCs. And if sanctioned by APSA then information about APSA as well.

- No lunch provided with this event at this time and would take place in September or October. Willing to will submit my final drafts by the end of August 2024 for content approval. Practice presentations in front of the council could be requested for screening.
- Outgoing VP Admin suggested whether this show be in collaboration with Mentorship program as it goes over a lot of content that mentors should talk about with mentees. Or consider collaborating with Second year class rep as they are acting contact for first years. Could also utilize the session for class rep/social rep applications.
- VP Student Services discussed how Mentorship program will be switching to opt in but would be open to collaborating or using information for topics to let mentors know to discuss.
- Outgoing VP Finance suggested that big milestones like Jurisprudence and PEBCs should be Faculty not APSA as its practice and ACP related.
- Incoming 3rd Year Class Rep suggested making a summary document available on the website Important to disseminate the info to ALL first years.
- Research Councilor suggested incorporating into Orientation day, might be good as a living document. Some caution on certain topics in terms of showing students how to study for certain courses and if it will apply to all students strategies.
- Discussion that students are overwhelmed with links and it could easily be lost. But acknowledging orientation is overwhelming so having a different day might be beneficial.
- Transitioning Finance Jr idea has a lot of points that are good to convey but content overlaps with Faculty orientation and APSA orientation. Should consider working to improve efforts on conveying into students.
- Orientation is optional so might be better to happen in start of year since thats when students might be more available and less overwhelmed
- Incoming IT Director/Outgoing 1st Year Class rep (Mike) can continue to develop the presentation but at a later date will need to discuss timing of the session in Fall semester and determine if long term it should shift under a portfolio dependent

9. **Promoting APSA memberships next year (Prerna) - 10 mins**

Summary:

- Memberships were down this year 74% compared to other years
- Majority of students were a part of Muslim population as discussion about potential that they did not see benefits that aligned with their culture and beliefs. There is now a Muslim Pharmacy Student Club that will hopefully help bring in membership.
- Incoming VP Admin brought up the idea of bringing students in for initial events without membership to entice incoming students to get memberships with some funding from the Faculty.
- President elect suggested a week of welcome to have activities to welcome them back. Consider this for the incoming cohort as a way to build culture for pharmacy. First year presentation mentioned earlier be integrated into this. Focus on how do we portray APSA to the students.
- Incoming CAPSI Jr discussed a document for costs to show cost saving with membership.
- Orientation and Welcome Back BBQ were for everyone and did not show benefit in increasing membership.
- Current for all first year students events: First year student orientation, APSA welcome back event, CAPSI/IPSF advertisement event (moved, mentorship program/event and Mint cup can be an area for improvement for engaging all students

- CAPSI/IPSF event is held later to bring some second momentum to membership. Discussion for more ways to more momentum later in the semester for more membership even if first push fails.
- Engage more APSA Affiliated groups to bring students in to support the group.
- This will be an ongoing discussion but incoming councilors interested in hosting events can make plans over summer. *(Added note: should likely communicate with VP Socials (to ensure no overlap with other orientation events) and VP Admin for scheduling).*

10. Lunch and Learns (Prerna) - 5 mins

Summary:

- Context from President: CSHP event pizza was left outside, but due to limited volunteers, CSHP rep left food outside and it was taken by students without attending the event. Building rules recommend you can't bring food inside, but if you are the only one then bring it inside to monitor but do not serve. Councilors should keep it within the room for greater safety as food should not be left unattended. Food should be served outside the lecture halls as much as possible though and make sure to clean up after.
- CAPSI Sr brought up similar issue with Haleon lunch and learn where students were taking food and then not attending session. Haleon was not happy with the result as they had a circulating sign in sheet which was less than Googlesheets check in by APSA.
- Haleon has taken measures to blacklist individuals who did not attend their event from participating in other events as well as future professional opportunities.
- Creates negative impression on APSA and CAPSI when there is a lack of attendance to their sessions, which is likely the same for other sponsor sessions.
- Outgoing VP Admin suggestion for blacklisting PAM events in the future
- Incoming VP Academic being clear about blacklisting policy, how it reflects on you and the profession for transparency even at orientation. Some students may feel that they should get food because of membership and not because of sponsor bringing food to attend their session.
- CAPSI Sr was hesitant to restrict attendance as it could limit attendance numbers.
- Suggestion to change the language on how we advertise the event, where food is provided to APSA members who attend the session.
- Topic can be visited again if issues continue in the next semester.
- Outgoing VP Admin to collaborate with councilors (outgoing and incoming) to update and develop the current [event planning FAQ](#) document to encompass information for lunch and learns. Incoming council can continue to develop and add more information for other events as year progresses.

11. CAPSI Jr, IPSF Jr and Finance Jr Votes of Confidence (Prerna) - 10 mins

Summary:

- Purpose of this is to review the preparedness of this past year's Juniors in order to decide if they are ready to transition to their senior role for this upcoming council year.

Motion: To move into camera

First: Vincent, **Second:** Talia

Motion: To move out of camera

First: Jin , **Second:** Vinecent

- CAPSI Jr is applying for CAPSI President so transition to Sr will be reviewed at a later date.

Motion: Be it resolved that for the Council term of 2024-2025 IPSF Jr, Kirsten Legge, and Finance Jr, Kevin Ta, will transition into IPSF Sr and VP Finance respectively.

First: Fiona, **Second:** Max

All in favor

None opposed

President abstains.

12. **By-election and Committee Recruitment (Sarah) - 2 mins**

Summary:

- Outgoing VP Admin requesting people convince peers to sign up for council and committees.
- Remaining positions include: Community Ed, Publications Director, Recruitment Director, SAF-Pharm, CSHP, 4th year Class and social rep, CRO and PQ editors.
- Committees are important to have people to help plan events over summer.
- Deadline is April 26th, incoming General Council is going to have an online meeting on April 30th to review By elections and committee applications to vote.

13. **Transition Meeting Talk (Sarah) - 2 mins**

Summary:

- Reminder from outgoing Vp Admin to outgoing council to ensure they meet with their outgoing council and incoming to ensure they reach out to set a time to meet (online), transition documents are due by May 1st for all councilors and officers.
- If you are unable to schedule the meeting before May 1st, please just set a date.
- Communicate transition plan including documents to President, President Elect and Outgoing VP Admin. Exec transition meetings please invite Prerna, Gauhar or Sarah, one of us will attend.
- For other councilors, if you would like the President/VP Admin to attend please reach out and one of us will try to attend to assist with your transition.

14. **Discord Transition (Sarah) - 2 mins**

Summary:

- VP Admin discussed starting transition in May to Discord with a google form to facilitate transition with the end goal of mid-August.
- Reminder students will still have APSA lutely, weekly emails and Google calendar if they choose not transition from Facebook to Discord
- All posts from May onward should be in the Discord only, if you need assistance to advertise your events, please ask VP Admins (outgoing and incoming) and incoming IT Director.
- *(Added note: We will have an orientation for incoming councilors on using the platform at the Summer Retreat in August just because we need to spend some time developing the resources.)*
- Incoming VP Admin reminder to review email including requests for Incoming council to fill out contact sheet, discord form, dietary restrictions, EOT training for incoming year for organizing event, bio and headshot.
- EOT expires after 2 years so councilors can reuse it. Even if you aren't submitting events, it will help you familiarize yourself to support the council and get context for event submission considerations.

15. **APSA Bear (Jin) - 2 mins**

Summary:

- APSA Bear is going to Kevin Ta as someone who will be continuing council and acknowledging what they have done this past year on council.

16. Additions to the Agenda:

17. **Quick note for departing execs: Transfer of old ualberta emails to general APSA email (Sarah) - 1 mins**

- For outgoing Exec UAlberta emails that we moved to our personal emails earlier in the semester due to changes in UAlberta Student Group, email policies. If there are specific emails that need to be transferred to APSA then please forward them to apsavpfualberta.ca email or apsapharmacy@gmail.com. Otherwise no need to forward old emails.

18. Adjournment (5:03 pm)

Motion: To adjourn

First: Mike, **Second:** Vincent