APSA Executive Council Meeting
February 13th, 2023 @5:00pm, in-person

1. **Call to order (5:03pm)**

2. **Roll call (2 min)**: Julia, Prerna, Tamara, Justine, Talia, Mankirat, Alyna, Jazzi, Bojana
   a. Regrets:

3. **Additions to the agenda (1 min)**
   Motion: To approve the agenda
   First: Jazzi Second: Mankirat

4. **Minutes of the last meeting (1 min)**
   Motion: To approve the previous meeting minutes
   First: Jazzi Second: Mankirat

New Business:

5. **Implementing the Prayer Hall - Alyna (20 mins)**

- **Alyna**: So the first thing that I wanted to talk about was the prayer hall and how we all felt about the update and the key idea. I'm going to let you all take it away if anyone has any ideas because I'm curious to see everyone's perspective on how this is going to work.

- **Mankirat**: I just wanna say that I wanted the prayer room to be a PBL room or a lounge that is easily accessible 24/7 to students without having to schedule anything and it's always open. So having a key is important until we can get the keypad, I think that's what I was getting from those conversations. We need a keypad but because we don't have one yet, we can get a key and then at least then the room will be open earlier. So I think that we can keep it like that, don't have any schedules or anything but I think we can get it started and go with the key. We can keep it in the lounge, in the cubbies and anyone can just go in and take the key but that goes into if the key gets lost who is going to keep track of it all.

- **Julia**: Or if they just take it?

- **Mankirat**: Yeah, I don't know what we would do in the situation where someone just takes it and goes.

- **Tamara**: Can you remind me if there is a timeline for the keypad lock?

- **Alyna**: So when I asked, he said that he will just re-email central university and see. I'm not sure when it

was sent or how much follow-up has been done but that's what he said on Thursday.

- **Tamara:** Okay, so that is what is causing the delay?

- **Alyna:** Yes. I don't know if it's just fair to open it up to just our students first, because I know that this was going to be something for our students and the graduate students. Also, if the room is very small, what if one person just takes the key, I don't know how we can make it fair to everyone and ensure that everyone has access to the space- that is my concern. I just don't think that the key is feasible and I think that it will lead to more problems that we may not be seeing or thinking of right now and I just don't want it to be chaotic. I definitely think we need something in place in the interim but I just don't know if the key idea is the best way to go about it.

- **Julia**: Talia said that from her understanding there are 2 rooms so the graduate students would get the one in Katz not MSB. The MSB one is just for our students.

- **Alyna**: Oh okay, that's good to know, thank you. Is that 100% confirmed though because he never told me that as far as I remember.

- **Talia:** That is my understanding from what Trent said previously but I agree with you that the key poses logistical issues potentially depending on how it is used, and my concern is that something happens with the key and it doesn't come back, then APSA is going to be liable as a result.

- **Tamara**: Is it, I really want to be sensitive to confidentiality for the students who are using the space but is there any way we can implement a sign in and sign out thing? Or at least the person holding the key is required to fill something out?

- **Alyna:** But who is going to run that? If we have a sign in and sign out, who is going to impose that people are actually following it? I just don't want to put more of a workload on us and if the space is open 24/7, I don't think one of the executives watching over it is feasible. We can't sit in the APSA lounge 24/7 to ensure that people are signing in and out. I had the same idea too Tam, I just don't know logistically how that would work or how we could impose it on a room that is open 24/7.

- **Tamara**: That's fair.

- **Julia:** Maybe we can have a locker with a specific combo? They do that often, right? Prerna also has her hand up whenever you're ready.

- **Alyna**: Yeah, go ahead Prerna.

- **Prerna**: Are we scared of things getting stolen from the room or why do we even need a lock or a key?

- **Julia:** I think that and also unauthorized use too. I just think the idea that if there is a key floating around, that is just asking for trouble to happen is that right?

- **Prerna:** Because I'm thinking if we just give the room without the water fountain and whatever he has purchased for the space. Why don't we just not put it in until we get a padlock and then people can bring their own stuff in, like their own prayer mats that way it's just an empty room for the time being so that nothing is too risky. But I don't know just an idea that popped in my head.

- **Julia**: Talia is asking that if we do that, where would we store the stuff in the meantime?

- **Mankirat**: I think he already put the stuff in the rooms.

- **Julia**: Did he already put the stuff in?

- **Alyna**: Yeah, I'm pretty sure he did. I don't know if it's easily transported out but I know that there is a water fountain and couches so I'm not sure where we could store that in the meantime or if it will lead to more trouble if we ask them to remove the items as they already worked on getting it into the space over break.

- **Julia:** Jazzi was saying, sometimes people use the APSA lockers and you have to know the code before you can open it. It might be a bit of a hassle but I don't know if we could implement something like that. What does everyone think?

- **Jazzi:** I think it always involves change. Someone will have to take care of a Google Form or something so that they can get access to the key and that will probably be Alyna if anything. I'm sorry Alyna.

- **Alyna**: Haha, that's okay. I am totally okay doing that and adding it to my responsibilities if we think that this is the best option. I think the prayer space is super important and I don't mind.

- **Julia**: Unless we do just trust that people are going to do it and still have them log in so we have some sort of tracking of whose in there and then if something were to happen we would have a list of people who may be liable.

- **Tamara:** Like the one thing that I was thinking of is if we do the sign in and sign out thing, were we thinking of putting that in one of the APSA lockers or the lounge? Was that the initial thought?

- **Mankirat:** Yeah.

- **Tamara:** What if we have a clipboard and have sign in and sign out logs and then the key can be attached to the metal part of the clipboard and we can have a sign saying please sign in and sign out everytime you take the key and put it back in. I mean we can try it and see how it goes. I mean you cannot guarantee how often people will sign in and sign out.

- **Julia**: At least with this idea there isn't that much extra admin work to just throw on Alynas already heavy workload.

- **Mankirat**: I was also thinking of having a Google Form where people can sign up in the sense that they are planning on using the room.

- **Alyna**: Oh, yes and include what time and days as well.

- **Mankirat:** Exactly, and then according to that, if the key gets missing on the day where we send out the code to the locker that gets the key those are the people you reach out to first to see what happened and keep track of it all. This can be a pre-sign up.

- **Alyna:** I think that this is a really good idea, Mankirat. I can do that over break. The only thing I'm concerned about is that if the room is so small how many people can fit? I just don't want to enforce when people can go in and when they cannot go in because I feel like that is not our place to say or police. I think if they're willing, maybe we can go look at it before just so we have an idea of how many people can use it at the same time. If only 2 people can fit at the same time, for example, a lot of students will be using it for Friday prayer so how do we say who can go in and who can't go in? It's just not my place to say when people can use it and when they can't and I got the impression that that would be my responsibility and that makes me a little bit uncomfortable, I'm not going to lie.

- **Tamara**: Yeah, absolutely.

- **Talia**: I'm just piggybacking off of Mankirat idea without using the time portion of it, maybe you have to fill out the Google Form, to get the locker combo, to get the key and that way we know who in theory would have the locker combo and if the key goes missing, we know who to turn to first. And this protects their confidentiality because we only have the list and that is not available to everyone else. That is another way to do it. That is not to say that people won't share the locker combination once they have it but it just gives ua people to ask if it goes missing who might actually know where it is.

- **Prerna:** I think with PBL's it's not like people that are not in the program don't get the codes. So I think it is also a little bit of a trust thing. If people are using it, they aren't giving the key to people who would ruin the room and take advantage. I think that makes sense and does what Talia said. I think there will always be some risk to it.

- **Talia**: I mean the nice thing about it is that it is only a temporary measure until the keypad is installed, this can be in a week or in 3 months, we just don't know. We just have to wait for central university to do their job. Hopefully it doesn't last for too long depending on what measure we decide to implement. And it's not like we can't make changes after the fact. If we do one thing and we get feedback that it's stupid and not working then we can go back to the drawing board.

- **Tamara:** Yeah, I like that.

- **Alyna:** Okay, just to confirm, we go look at the space once the key is ready to see what's feasible, I'll make a Google Form for pre-registration to see who wants to use it when during the break, then we're going to put it in the locker and have a sign-in/sign-out system and only give the the combination to the people that filled out the form? Is that correct? Bojana, is that okay with you?

- **Bojana**: I missed the first half of the conversion but from what I heard, I think that it's okay.

- **Alyna:** Okay, great. I guess we'll have to wait until I get confirmation of the key and then whoever is available can come with me to go scope it out? I think he said he'll get it to me by Tuesday but if he doesn't reply to me by the end of the week I'll just follow-up with him.

- **Julia**: What do you wanna do admin wise to facilitate the locker and key?

- **Alyna**: Wait, Mankirat, do we even have an extra locker that we can use?

- **Mankirat**: Yeah, we do. We can also collaborate on that. I can take charge of the locker and change the combination and you can keep track of the Google Form?

- **Alyna:** Sure, that works with me. Is that okay with you? The only other idea that I had, I don't know budget wise but was if the room is too small, I know on Amazon you can buy prayer mats that are super cheap. I was talking to a few muslim students and they showed me the links to specific ones that they think would work. If the prayer room is too small, and not everyone can use it, I don't know if we can potentially purchase these mats and keep them in the APSA lounge or the PBL's?

- **Julia:** That is okay with me, if it's appropriate. Because I know someone I was talking to and I apologize because I don't know too much about it but they were saying that if we put something in it that is specialized it takes away from the room being multi-faith. So I am not too sure how to navigate that, that's the only thing but financially that is okay with me. That is just an opinion that I have heard.

- **Alyna:** Yeah, that's a super fair point. Does anyone else have any ideas about this point or the prayer mats?

- **Mankirat**: We could probably do a rental thing for that as well. We can keep extra ones in the lockers or

the lounge and if you need it you can take them, use them, then ensure that people bring them back.

- **Prerna**: I was going to say the same thing.

- **Alyna:** Okay so let's wait for the key, do the Google form, see how the uptake and room goes, and then if there is not enough space, we can look into prayer mats? Is that okay with everyone?

- **Jazzi:** Sounds good to me and everyone else is nodding so you don't have to look up from your typing.

6. **APSA Locker Update - Alyna (20 mins)**

    Motion: To move into camera
    First: Mankirat Second: Jazzi

    Motion: To move out of camera
    First: Tamara Second: Jazzi

7. **Additions to the Agenda:**

8. **Adjournment (5:59pm)**
    Motion: To adjourn
    First: Julia Second: Jazzi