



APSA Executive Council Meeting
October 3rd, 2022 @5:00pm, hybrid format

1. **Call to order (5:09pm)**
2. **Roll call (2 min):** Alyna, Julia, Mankirat, Talia, Justine, Jazzi, Prerna, Bojana, Tamara
a. Regrets:
3. **Additions to the agenda (1 min)**
Motion: To approve the agenda
First: Tamara Second: Jazzi
4. **Minutes of the last meeting (1 min)**
Motion: To approve the previous meeting minutes
First: Jazzi Second: Talia

New Business:

5. **Delete Executive Council Slack Server - Julia (2 mins)**
 - **Julia:** My first agenda item is to propose that we delete the slack server? I don't think anyone really uses it and I would like to stop getting promotional emails from them if possible.
 - **Alyna:** Yeah, I think we all prefer Facebook so I'm okay with that.
6. **Volunteer Appreciation Gifts for APSA Photographers - Julia (5 mins)**
 - **Julia:** I was wondering if we could take some money out of the budget to do some volunteer appreciation gifts for the APSA photographers? I don't think people know how much work they put into their roles between taking the photos, editing the photos, uploading them etc. They have already done so much for us from the Class of 2026 Orientation, White Coat Ceremony, Amazing Rx Race, the Class of 2024, 2025, and 2026 class photos and so many more events. I feel like no one appreciates them and understands how much time and effort they put in.
 - **Bojana:** Yeah, I think that's a great idea, they work super hard. How much were you thinking of giving them or what amount? We could also talk to Alison about putting them in the next PQ Quarterly too. Is this something that you would want to do midpoint or at the end of the term? What were you kind of envisioning?
 - **Julia:** I am not sure, I didn't think that ahead to be completely honest. It was just on my mind that we should appreciate them more than we do right now.

- **Prerna:** They're also doing the headshots for Movember too.
- **Julia:** Yeah, I want them to at least know that we see them. They put in a lot of volunteer hours and a lot of their work is done behind the scenes. I just want them all to know that we see them and we appreciate them.
- **Bojana:** How many of them are there again? I know that Drayden is one of them but who are the other ones?
- **Alyna:** I want to say 5? Let me pull it up, give me 2 minutes.
- **Julia:** I feel like the other councilors are a lot more visible and the photographers are at all of the events but people don't see all the things they do behind the scenes.
- **Alyna:** Okay, I have the document opened. So, there's Evana, Drayden, Harleen, Cassandra, Jannieca, and Jonathan so 6 of them in total.
- **Justine:** I don't want to come off as too harsh or anything, this is more so to play the devil's advocate. And this is in no way to diminish the work of the APSA photographers, however, what about recognizing all the work that everyone else does? We put in a lot of time as executives, we also have lots of General Councilors and officers and committee members that are dedicating a lot of their time to APSA initiatives. I feel like recognizing some and not others isn't necessarily a good look. I agree that they deserve it but I don't want to pick and choose who gets recognition for their hard work, because we are all putting in a lot of time and effort.
- **Tamara:** I kind of agree to be honest. We could also argue that the PQ Editors do a lot of work behind the scenes and people don't necessarily recognize them for it. What if we do what Bojana suggested and hold time and space for people in the magazine as there is no financial or monetary value associated with it?
- **Bojana:** Why don't we do a Spotlight series on your Instagram? We can put a spotlight into the folks that are taking our photos to thank them and give them our appreciation? This is why I fought so hard to keep the General Council dinner in our budget, because I think it is super important that the General Council gets appreciated for all of the hard work that they do. I do want to thank people for volunteering their time. This program is not easy, and I know people have way better things to be doing with their spare time so I think it would be a really good way to show thanks.
- **Tamara:** Wait what council dinner did we take out again? If we have some extra money in our budget would we be able to put that back in?
- **Julia:** We removed the Executive Council dinner and kept the General Council one. And potentially, I would just have to crunch the numbers in again. I am not sure how to go about the volunteer appreciation thing though, should we ask the General Council about it?
- **Jazzi:** I think the spotlight series is a great idea. I know last year, all of the APSA executives did one to introduce ourselves to the student body and it really wasn't too much work. We just wrote a little blurb about ourselves and then posted it on the APSA Instagram account as we all had the password.
- **Prerna:** I really love that idea too.
- **Alyna:** I also really love that idea. I would just want to propose it to Emily though, and ensure that she is okay with that or if it would be too much of a workload on her plate.

- **Jazzi:** We can even help her with the posts if it's too much. I think it's important that everyone writes their own blurb though, that is not fair to expect her to do it. Then, all she would have to do is make the post- the caption and photo would be provided to her. I know last year we also had something called the APSA Bear too.
- **Alyna:** Oh my gosh, I totally forgot about the APSA Bear. The first General Council meeting went so over time that I was like we'll just skip the bear this week, and then I truthfully totally forgot about it. That is 100% my fault, I will add it to the agenda next week, I'm sorry.
- **Bojana:** Oh no Alyna, the president is supposed to initiate it, don't blame yourself that was on me too. I actually had someone in mind that I wanted to nominate too but I also totally forgot about it.
- **Tamara:** Wait, what is this bear? Does everyone get an APSA Bear?
- **Jazzi:** It's a little token of appreciation to the General Council. So each meeting, someone new gets the 'APSA Bear' and it is to appreciate all of the hard work they have put in and to say thank you. And then we just continuously pass it on. It was super cute last year and I know I was always super excited to see who would be getting the APSA Bear.
- **Alyna:** We can definitely bring it back, I am putting it on my agenda template right now.
- **Julia:** I am pretty sure the bear is in the APSA Lounge, I feel like I've seen it before.
- **Mankirat:** Oh yes, we found it in Garrett's locker and wasn't sure what it was so I just put it in the lounge.
- **Alyna:** Can someone try to find that for me if they're going to be at school tomorrow and then just message in the group chat if they find it, please?
- **Julia:** I can do that, so what's our conclusion then, are we just going to give out the APSA Bear?
- **Bojana:** I like the spotlight series on instagram too. I think we can carry that out throughout the year and introduce everyone in blurbs, for example, here are our executives, here are our class representatives, here are our PQ Editors and so on.
- **Julia:** Can we delegate that to the Social Media Director then?
- **Bojana:** Yes. If we want someone to be in the spotlight, we can just email her directly.
- **Alyna:** I would just want to have a conversation about it with Emily first to make sure she's comfortable, I don't think there will be any issues, but I just want to get her thoughts rather than telling her that she has to do this. I don't want to just volunteer on her behalf.
- **Julia:** Okay, and we wouldn't need to vet each other's posts right?
- **Jazzi:** I don't think so. I think we can just write a blurb about each other and send it to Emily, if she is okay with this idea.
- **Bojana:** Yeah, I think that's okay.
- **Julia:** Okay, perfect, I think we're good to move onto the next agenda item then.

7. Budget Status Update - Julia (5 mins)

- **Julia:** I just did an August and September financial report and I wanted to write up a document and have the executive council look through it first and then release it to all of the general council. The biggest thing in this report is that we spent \$2842.10 above what was expected. These costs were mostly due to intramurals, food costs were a lot higher than expected, the Class of 2026 orientation went over budget by \$300 and that is where the majority of the over expenditure is coming from. On the other hand, our income was \$7364.91 more than we expected.
- **Bojana:** For the \$300 over for the Class of 2026 orientation, I messaged Scotia Bank and asked if they could cover the prices for the pizza money and they were okay with it. However, they then messaged me a week ago and said that they were now unsure of this and they needed to do a financial report and an audit to ensure that they can promise us the \$300. I am not sure how long that is going to take or what changed or caused the change, but once I have an update on that, I can let you know.

Motion: to move into camera

First: Jazzi Second: Prerna

Motion: to move out of camera

First: Tamara Second: Prerna

- **Julia:** Going back to the budget status update. We do have the excess funds from this month and those do absorb the overspending that we did in September so that leads us with \$4500 excess funds left over. It is going to be unlikely that we will be receiving a large amount of income like this the rest of the year. I don't want us to get used to overspending because this excess income really did save us this month and it is not going to happen again. Our only source of incoming moving forward, as most students have purchased their APSA Memberships from Alyna, is through sponsors. Related to the next agenda item, is how we want to use these excess funds. We now have \$ 4500 to play with. I am not expecting any more extra funds or a continuous stream of money. Does anyone have any other questions about that?
- **Prerna:** I was just going to ask if we got an update from faculty?
- **Julia:** The thing is that based on my understanding, the Faculty is going to try to cover food related costs because they were saying there are no restrictions on food and that's what I was told. Trent said he would get back to me by the end of the week once we discuss it further with the Faculty. I haven't been able to move it forward because I haven't gotten this information from Trent yet. Once I do, I will create a new MOU request, send it back to them, and see what they say. My last discussion point we need to talk about how is, we want to use the extra funds. Today I would love to get your ideas and then I can go back, think about, and make it a written procedure and then present the final draft next Monday to the general council. I personally don't have any idea on what to do with the funds
- **Justine:** My only idea for how to use the funds is on the Blue and Gold punch bowls, that is all.
- **Julia:** I think the one thing to keep constant is to keep the values we set forward when we decide to use this money. Wherever we use it, I want it to align with those values and benefit the whole student body.
- **Talia:** I feel like, if we have a step-wise approach to it this would work really well in our favor. One, we focus on being able to bring back budget items for the stuff that we had to cut this summer. For example, maybe we can re-look into the curling event as this was something that was cut out of the budget this year. We can very easily reallocate these funds to the events that were planning on being scrapped this year. Any money left over, is nice to have. For example, the punch bowl, if we decide we can put a bit more funds into this to make it even better. Then, after those items are fulfilled, everything else keeps as a contingency because we are so early in the year there is so much that can still change. For example Rx Factor, we are not sure what the turnout is going to be as we have not had this in person for about 3 years now. It can very easily be a huge event or it can flop. Looking at the budget as well, we need to break even

on this event, however, we have no idea how ticket sales are going to go. I think we need to develop a stepwise procedure and really think this through before we put any action into it.

- **Julia:** That is a really smart idea, Talia. For Rx factor, we do have to break even and having that cushion room is really nice.
- **Talia:** For Rx factor, we should have \$3000 of external funding. I think I have \$1500 from Neighborly as well, I just have to send the invoice for that still. We should also have \$1000 from RxA so that comes to \$2500 and now we also have \$500 from Pharmasave. That is a \$3000 expenditure on Rx Factor but I think we still need to play it safe and this cushion room would be very beneficial.
- **Julia:** That is a good point, Tamara, what were you going to say?
- **Tamara:** I just wanted to put in a plug for my plaque engravings. But also, something that I talked about in my campaign, that I don't know how feasible it is, is to mock OSCEs. And I know Julia, you mentioned this in one of the meetings too. This is not a decision we need to make on the spot, right now but if this is something APSA wants to offer this year and who it will be delegated to. It might be a valuable thing for money to go into but I don't know how that would be delegated. Maybe we can promote it to the Faculty to set funds aside and to try to get them involved.
- **Julia:** To answer the question, yes it's been offered this past. I know Nick is working on them right now and he has \$1000 budgeted for it.
- **Tamara:** Oh perfect, I didn't know Nick was already doing that.
- **Julia:** This is just for the 4th year class though, if you talked about that in your campaign and if this is something that you want to take on, maybe we can put a pin in this until you figure out some sort of plan and decide if it is something you want to carry through on.
- **Bojana:** My idea came before Talia talked but I like what she suggested better. But upon reflecting on our discussion in the summer, where we had to cut a lot and had very long conversations about finance, we did cut a lot from APAS awards and I don't know if we want to reallocate some of that back. I remember we talked a lot about everything we cut for, it was super sad and we had lots of pro's and con's to each event. But I think the Executive Council dinner may be something that we could bring back if we have some excess money. I am not sure if this is fair or not, and I do want to hear devil's advocate but I am wondering if this is fair or not but I want to hear if we can take any of it to allocate towards recognizing the executive council? We have been working so hard, since the summer, and have had so many random things to deal with that were not in our portfolios, nor was it expected of us going into our roles. I want you all to have recognition you deserve, and I know we kept the general council dinner, but I am wondering if we can maybe put a pin in the executive council dinner as well
- **Talia:** I just wanted to add on to awards where I know when we made cuts we were also looking pragmatically, whether we have the money or not to do this. I am not sure if all these awards are worth the amount assigned to them. I think we should look at the ideal values, in an ideal world where budget is not an object how much each award is worth. I'm not sure if that is something you would want to take on, Tamara.
- **Tamara:** A handful of us did sit for a bunch of time and went through each award and unanimously put a vote in, given the budget. I think regardless of budget, those perspectives still apply so hopefully we can apply the discussion from that meeting and then increase each one proportionally, as budget permits. This is one thing I wanted to bring forward and I do have a presentation on what we decided for each award, and I do want to have this solidified before applications start rolling out in December. I might present it at the next general council meeting.

- **Talia:** Hopefully I am able to get more sponsorship money. Even if we don't have one for awards, we had set \$300 and I don't expect them to pay more than \$300 per award even if we increase the value. Hopefully we can bring in enough other money so we can equitably redistribute it. Like I said, between everything I think I have a \$ 5000 mark that should be rolling in, in the next little bit. One is ready to be invoiced, one almost ready, one requires an additional meeting, and one we haven't started a discussion yet. So we have 4 sponsorships in the works right now.
- **Tamara:** I would love all my awards and my plaque engravings to come back, if possible.
- **Julia:** So based on what I am hearing, we would like to set the \$4500 aside for now, and until Rx Factor is done and at that point we can reassess where we are with the budget and if there are still excess funds what we would like to do with them? Once we know what's happening with Rx Factor, we can write out a process on how we can redistribute the funds and ensure that the other general council members have a say as well. I don't like picking and choosing certain initiatives and events over others, but I guess we can figure that out once we get there, and we also cannot have an excess amount of money either.
- **Bojana:** That sounds good to me, I just have a question, I know that there are a few emails that I got from random people and was forwarding it to Talia and a few other people. What were your thoughts on those as potential sponsors, and did you happen to reach out to them yet?
- **Talia:** The booze one, I sent straight to Justine and Prerna, as this is not in my wheelhouse and they're the ones holding the events with alcohol. The one you sent today, with the tea, I think that this is something that we can throw in certain spots. I am not sure what the status is on the APSA Membership cards, or if they've been printed yet, but if they haven't, I think those might be a good place to include these. I think that this is something we can better delegate to the executives if it fits with events that they're holding. If they're not directly willing to give us cash, it's not really in my wheelhouse.
- **Mankirat:** I have been struggling to get the cards printed because the people we have a contract with, to get our Beercade, Buckingham, and the Pint discounts from are also responsible for printing the cards for us, and they have not been getting back to me. There are communication issues where I am emailing them and they are not replying. I am good on my side and I can add more sponsors since I haven't filled out the forms. I can add them to the cards and let them know via email if that works for you both.
- **Bojana:** Yeah, maybe email them and negotiate since it's free advertisement as well. Maybe see if they are interested in any opportunities to sponsor events and stuff and if they are then we can pass them along to Talia.
- **Mankirat:** Okay, I'll email them and see what they say. I know they are willing to sponsor other catering as well based on my understanding as well.
- **Bojana:** They have a tea section and a vegan section and they are a new business on Whyte Ave. I think they would be a great partner to have as they take dietary restrictions into account, they're a new business wanting to get out there and network, and it is also a new unique opportunity. This is why I was thinking of you, Mankirat and Talia, because maybe they can sponsor or cater one of our events or we can get a deal for a certain wellness event. Also, the graduation people, did anyone get a chance to look into that?
- **Talia:** I don't know if I didn't receive that or if it got buried in my inbox. I remember briefly reading something about it, and then when I was going through John and Jared stuff, I don't recall seeing anything in the past about graduation.
- **Bojana:** Someone did confirm that they did sponsor something in the past. Do you want me to forward

that to you? I know Winnie and Cathy are also starting to plan some fundraising events for us, and they're thinking about hosting a bake sale soon so it might be good for us to figure out the graduation sponsors soon, if possible.

- **Talia:** Yes please, that would be great.
- **Bojana:** Okay, I will do that right now. I think that's it then?
- **Julia:** I was just wondering if we should do a motion for withholding the excess funds until after Rx Factor? If we get questioned on these, I want people to know that we had a conversation about it and decided on what the best next steps were on the excess money.
- **Alyna:** Yeah, we can. I can type something in the chat for you, Bojana.
- **Bojana:** Don't worry I am already typing it out right now. Just give me 1 minute and I'll make a motion.

Motion: BIRT that any extra income APSA receives above what was expected and outlined in the budget for this fiscal year shall be reserved as an emergency fund for RxFactor, after which point discussion regarding how to allocate it will reopen if it remains unspent.

First: Jazzi Second: Prerna
All in favor.
None opposed.
Bojana abstains

8. Additions to the Agenda:

9. Adjournment (5:52pm)

Motion: To adjourn
First: Jazzi Second: Tamara