



APSA Executive Council Meeting  
November 7th, 2022 @5:30pm, Hybrid

1. **Call to order (5:38pm)**
2. **Roll call (2 min):** Alyna, Tamara, Talia, Bojana, Mankirat, Prerna, Justine, Julia, Jazzi
  - a. Regrets:
3. **Additions to the agenda (1 min)**  
*Motion:* To approve the agenda  
**First: Jazzi Second: Justine**
4. **Minutes of the last meeting (1 min)**  
*Motion:* To approve the previous meeting minutes  
**First: Jazzi Second: Tamara**

**New Business:**

5. **Professionalism - Tamara (5 mins)**  
  
*Motion:* To move into camera  
**First: Jazzi Second: Mankirat**  
  
*Motion:* To move out of camera  
**First: Jazzi Second: Prerna**
6. **Awards - Tamara (10 mins)**
  - **Tamara:** So the next thing I wanted to talk about is awards. APSA's award application will be coming out soon in December and we are currently working on getting those prepared. I know that we have previously had discussions of how awards have been done in the past and how we can alter it this year based on our budget and fairness. I initially had a larger time allotted to this because I was hoping to speak to Julia and Talia about finances, prior to the meeting, however, we couldn't find a time to coordinate this. Julia had a deferred exam so it's not urgent so I didn't want to stress you both out. I am hoping however that I can talk to you both about where we stand, finance wise, and hopefully come up with a plan. I know we were going to wait to deal with the surplus until Rx Factor is done, and our next executive council meeting is on the 21st so hopefully in between that time the 3 of us can find a time to meet up and discuss. I am not sure if anyone has noticed but there have been changes to APSA's original website with tentative changes to the awards committee and award allocation. If anyone has time or is interested to see what these changes look like, please review it and then I can follow-up to see if anyone has any more feedback at our next meeting. Additionally if anyone has any ideas on how to increase fairness regarding the class award, please reach out. There have been multiple concerns brought up that it

has just been a popularity contest in the past, and I would like to propose solutions on how to make it more fair and go towards the student who best represented the class. Not to invalidate anyone who has received the award, but this is some comments and feedback that I have obtained. I will go into more discussion next meeting, but I just wanted to plant the seed so we can all reflect and think of solutions. Applications do come out in December and I start meeting with my awards committee in January-February. I can move onto the next agenda item if no one has any questions.

- **Julia:** The one thing that was up for discussion in our previous meetings was about figuring out how to manage the surplus and dispersing it amongst anyone, fairly. My approach for that was asking everyone for their input and how we should go about it and to come up with a solution that best serves everyone. I don't want to avoid acting like god or giving certain councilors preferential treatment in terms of funding and I want everyone to be okay with how we decide to spend this extra money. I have a few thoughts in my head but giving certain options on how to approach it, present it to y'all at an executive council meeting, get feedback, and then figure out how to go from there. I just wanted to mention it because if we're going to be talking about awards at our next meeting we can circle back around to the surplus then too.
- **Tamara:** That sounds great and I want you to do what's best for your portfolio and managing the budget. Would you want to present this to just the executives or something presented to the general council as well? I am just wondering about this and how the timing is going to work because then if we do that, depending on how it's voted, our conversations about awards would have to be after that. This would push the discussion to awards in December which is a bit late for my portfolio. That's just why I wanted to gauge your general timeline to see if you're open to talk about it at the next general council meeting for everyone or if you want it contained in the executives for initial brainstorming?
- **Julia:** I would want it to be presented to the executives first, I think. I can predict the potential challenges that may arise in getting the general councils approval and vote, for example, if we wanted to re-do a similar progress to what we did over the summer, it will take a very long time to get everyone's perspectives and we will be repeating the same process over again. That's a good question, nonetheless. It is 100% a team thing that affects us all, and I am worried how the general council would be involved? Thinking about it now, it may be a good idea, however it then delays our decision on how we should approach the surplus and your portfolio. I think I need some more time to reflect to be completely honest. We can revisit this or if anyone else has anything that they would want to share in how we can go about this, please feel free.
- **Tamara:** Regarding awards we can figure this out later, I don't want to put more pressure on you.
- **Julia:** The only other option that I can think of off the top of my head is that I present the options remotely and then we can all come together and provide feedback. I don't have any issues based on proposals right now, but I hear you on the timing bit for awards, Tamara.
- **Tamara:** Yeah, no worries at all. Carry it out depending on how you want to do it, do what feels comfortable for you. I was just thinking of the timeline and wanted to make everyone aware of it, but it's no rush either way.

## 7. Conferences - Tamara (5 mins)

- **Tamara:** The last thing I wanted to talk about is conferences. One of the faculty members from student services emailed Mankirat and I and asked us to compile a list of potential conferences that are relevant to developing ourselves professionally, as students. The faculty is looking at potential funding for this, they want to see what the students want, and if it's feasible. To be honest, I am not sure at what capacity they are planning, however, I wanted to bring it forward to everyone and to see if everyone has any ideas. I know that PDW and the CSHP Banff conference are two big conferences that I know of; but if anyone has

any ideas on what conferences could be a benefit to students, what APSA has been involved in the past, has heard anything from the fourth years etc. please feel free to share. I just wanted to open the floor and wanted to see if anyone had any on the top of their minds.

- **Bojana:** Does the conference have to be just one day or can it be multiple days?
- **Tamara:** I don't think it was very specific to multi-day, one day, I think it's whatever we can think of. They also never mentioned what their budget is looking like, so I think they're open to anything, right now.
- **Julia:** I think Trent gave you that question. To provide some context and the reason why he is asking you this, is because he wants to put everything student related in terms of money requests under APSA's MOU. This might be why he is asking you for a list, right now, so if he does release conference funding he can add it onto the MOU for next year. I think the current expectation is that the faculty is going to commit to giving financial aid in terms of conferences, however, I am still trying to get more information around this.
- **Tamara:** Cool sounds good, thanks for the context, Julia. Does anyone have anything on the top of your heads? I want to say that I attended a CAPSI Conference, virtually, in March? Do you know anything about that, Jazzi? I can find the name of it for you in one second.
- **Jazzi:** If it's in March it's for sure part of PAM and if it's a part of PAM, that might change depending on who speaks every year. I can try to look into what Rachel did last year. As of right now, the only thing that I can think of may be in PAM and we are normally adequately funded for PAM.
- **Tamara:** Oh, I just found it. It was called Bridging The Gap.
- **Jazzi:** Was it in March?
- **Tamara:** Oh, nevermind, it was in January. It was a couple of days, virtually, and you could join in when you wanted to. It was super flexible.
- **Jazzi:** Was Dylan in that one?
- **Tamara:** Yes, and Carla Grant too.
- **Jazzi:** Oh yes, let me look into that one. I haven't heard about Bridging The Gap in my portfolio, but I remember seeing it last year.
- **Tamara:** It was January 14th-16th. They sent me a delegate packaging over email and it was all virtual last year.
- **Jazzi:** Let me find out more about this.
- **Tamara:** Oh it was for PARO?
- **Alyna:** Isn't PARO IPSF, not CAPSI? I know Naomi talks about PARO in her role, I think?
- **Jazzi:** Oh I see. So it was a CAPSI event because CAPSI is a part of IPSF, but the IPSF is technically responsible for it. That makes a lot more sense.
- **Bojana:** What about the CSHP one in October that Kanavir was talking about in the summer retreat?
- **Alyna:** The symposium, I don't think that one's a conference is it?

- **Bojana:** I am pretty sure it's a conference too.
- **Perna:** I think that one is for member recruitment and to get to know each other and then the big conference is the Banff conference in March.
- **Alyna:** I think so too.
- **Bojana:** Oh okay, never mind.
- **Tamara:** Oh okay, I see. Should we move onto the next Agenda item then if no one else has anything else to add or any other ideas?
- **Alyna:** Wasn't there an RxFiles conference last year that we went too, together?
- **Tamara:** Oh yeah, we did go to that. Let me look into that. Should we write these all down?
- **Julia:** Alyna, added a section in her student experience document for conferences and we all have access to it.
- **Tamara:** Okay, perfect. Thanks Alyna.

#### **8. Shoppers Drug Mart/Loblaws Future Pharmacists Social Event - Mankirat (15 mins)**

- **Mankirat:** So for me, I just want to provide a quick background. I asked Shoppers Drug Mart if they can donate some items for the Space and Wellness, Wellness Kit Event and they were kind enough to send some stuff over. With that, we walked with Troy Ferguson and that was all good and we figured everything out. But then a follow-up question he asked was in regards to the SDM Gala happening next week. Apparently, the Gala responses are low and they wanted us to send out email on behalf of SDM to get more people to join the event. I am not sure if everyone knows about the event he's talking about, I will share the link in the chat.
- **Jazzi:** Okay, he has asked Zach and I if the date worked as CAPSI Representatives, but then he never followed up with us so I was super surprised to see that email that Anjela sent out.
- **Mankirat:** Yeah, when he emailed me, I was kind of confused because I was like I don't know anything about it, so I just wanted to bring it up to you guys and see what you all have to say. We don't have to do much, it's just to get people to sign up for the event I believe. He also provided some details for me too, so it's happening at the Fairmont, next Tuesday from 5-10pm. Finger food and drink will be provided as well. He also mentioned that they will be giving out prizes and sunglasses to the students as well. He specifically wants 3rd and 4th year students and student leaders to attend and I think that is all the information that I have.
- **Alyna:** Can we not just send it out to the Class Reps in their weekly emails? We can also post it to APSA Members Corner, but I feel like there's so much notification fatigue and burden that people will miss that, and I think that the emails are our best bet to increase engagement, in my opinion. Wait, is it only limited to 3rd and 4th years?
- **Mankirat:** 3rd years, 4th years, and student leaders is what the email said.
- **Bojana:** 4th years might not be a lot because some of them aren't even in town for their rotations. Additionally, on top of that, because we haven't advertised it yet, we don't have it on the APSA calendar and I know that the IPSF Sep night is the same day, I was a bit surprised that they were still going ahead with it. We cannot mitigate this and they're going forward with it, as planned. To be honest, I was

surprised to hear about this Shoppers Event. I was waiting for him or their team to send me something to advertise to the entire student body, however, I never got anything. So who received this email? Jazzi, Talia, Prerna, and Mankirat. I mentioned it to Ray and he didn't get anything on behalf of the BPSA.

- **Mankirat:** Wait, which email? From October 14th? If it is I didn't get that one, only this one that Troy just sent me.
- **Talia:** I got the October 14th one and it was addressing rough timelines of the event and that it was for 3rd and 4th year students.
- **Mankirat:** I got one on November 1st.
- **Jazzi:** I never got the actual invite.
- **Bojana:** So who got the actual invite? Prerna, Talia, and Justine?
- **Alyna:** I didn't receive anything, only the invite that Anjela sent out to everyone.
- **Bojana:** I think what we need to do is we can send it out to class reps. My invitation personally says 3rd and 4th year students and student leaders. I think that we should communicate with Troy that it would have been better advertised if we would have gotten notice earlier. We can also explain to him that there is another event happening on the same day. Plus having it at the Fairmont might be hard for students to transport to, especially if they do not have their own vehicles. Next year we can put a pin in communicating with us earlier so that it doesn't coexist with another event. Letting us know a week in advance is quite last minute, and I unfortunately cannot attend as I have other plans on Tuesday. I think we should be honest and communicate about these issues so they can be mitigated next year and they hopefully have a better turnout.
- **Talia:** Because the deadline to sign up is so quickly, maybe instead of putting it in their weekly email which goes out on Sundays, they can send them an email directly? The deadline to sign up for the conference is prior to when the next weekly scheduled class rep emails go out so if they put it in their next email, they will not get the message early enough. Also, I think that instead we should get the class reps in 3rd year and 4th year to post it, but then just post it on our Officers and Councilors Facebook group to ensure that all of our first and second year councilors and officers are aware.
- **Bojana:** I think class reps can just send it to their own classes. I feel like that is easier.
- **Talia:** If you do that, you'll miss first and second year student leaders. I think we should send it out to all councilors so they know what's going on.
- **Bojana:** All of the information is in the email. I don't understand your point.
- **Talia:** Hearing what I'm hearing from this room, not all of us got the email. Other APSA councilors and officers also didn't receive this email and if they don't hear it from us, they won't get notified. If they get doubled up on that's okay but I just want to make sure that we don't exclude the first and second year student leaders because their classes as a whole are not invited.
- **Bojana:** I think my approach is still to get all the class reps to send it out to their respective classes.
- **Talia:** I think that we have to talk to Troy because he said to invite 3rd and 4th years as well as all student leaders.
- **Alyna:** I think it's hard for the people who didn't receive any of these email threads to judge and I feel like

I need more context, or I do at least. I hear what Julia is saying that if they specifically asked for 3rd years, 4th years, and student leaders will they get mad if we send out the invites to 1st and 2nd years too? Can you send us these email threads so we can read it and get some context because it's hard to chime in and formulate an opinion when I can't see the original messages.

- **Bojana:** Yeah give me one second, I'll send it to you Alyna, because I really want to know what you think about this. I am going to send it to everyone so everyone can read what I am reading off of. If everyone wants to go and take a read, I just sent it. It does say 3rd and 4th year students and student leaders from the University of Alberta are allowed to attend. I just don't know what 'student leaders' mean though. Whether we send it out to all 4 classes or just 2, they are going to get low turnout, regardless. The RSVP is on Friday so we have to send it out tomorrow at the latest. I just don't think that being an APSA councilor or officer is the only judge as to what a student leader is. We have no idea what other extracurriculars people are doing, and I think that so many people can be considered student leaders. I don't think that it's fair for us to just read this as APSA councilors and to be the judge on who is a leader and who is not a leader. Plus the RSVP is so last minute, I think that we should just send it out to everyone. Personally, I don't feel comfortable excluding half of the student body.
- **Alyna:** Okay, yeah I agree with that, Bojana.
- **Julia:** I think Bojana is saying it isn't fair to restrict access to the event from all 1st and 2nd Year students - cause we're not in a position to be the judge of that? Of whether or not they are leaders.
- **Bojana:** Yeah, exactly. Tamara did you have something to say?
- **Tamara:** No, I didn't.
- **Jazzi:** From the email I got it did say that they are capping it to 80-100 people. That is something I saw from my email.
- **Bojana:** I just think my perspective is that it's short notice and they're complaining about low turnout. There is not much we can do now to coordinate amongst the entire student body and we have to be cognizant of what's fair to our time and our resources and councilors that are not in this call. If they cap it at 100 people, whoever RVPS's first, gets in, in my head. If you want to go to a SDM Professional Conference, that's willingness to be a leader, in my opinion. I don't want to deny first and second years who are not in APSA and if there is a cap, there is a cap. At the end of the day, we are just the messengers and we're just trying to spread the word and get this out there. Is this a CAPSI mediated event?
- **Jazzi:** I think the class reps are a good idea. The email was sent to them and they asked if November 16th worked, which it was at the time, and the following email was a rough estimate of which schools wanted to do the event. However, then we got nothing else. I am not sure their extent and if they contacted anyone else.
- **Bojana:** Okay. So is everyone okay with sending it out to all years via the class reps? I still think that having a conversation and explaining why we sent it out to all students is a good idea. And then next year, hopefully they reach out to CAPSI Sr in the summer so they can better coordinate and communicate with us. Next year, hopefully the invitation can be sent out a month in advance and they can clearly specify which type of students they want. I don't feel comfortable making a judgment call on who is a student leader. They don't have to be a part of APSA but they can still be student leaders. I just think that this is the easiest way with the limited time frame that we have and the easier and more convenient way. And then, for next year we can explain to them how to be more proactive and organized to ensure that students have an adequate time to respond to them.

- **Mankirat:** I'm okay with that. That is all I had for this agenda item as well.
- **Bojana:** Should we draft something to give to the class reps? Mankirat, did you want to do that? Or Alyna, do you?
- **Mankirat:** He brought the event to us as we were discussing donations. It was an add on, it was not something that I was directly invited to. Are we sending it to all class reps?
- **Bojana:** Yes, I think so.
- **Mankirat:** I can do that, because Alyna wasn't really involved with it so I can send the email for her.
- **Alyna:** Thank you, Mankirat. I feel like if I would have randomly emailed him he would have been so confused on who I am.
- **Mankirat:** I can send it to class reps and be like here is the link to try to get more people to sign up. And then, we can let Troy know that we're doing that to keep him in the loop.
- **Bojana:** Perfect, that sounds great.

#### **9. Additions to the Agenda:**

##### **a. SGS Update - Bojana (10 mins)**

- **Bojana:** Julia and I had a meeting with Student Group Services (SGS) last week, and Tamara and I are still in the process of finalizing our meeting with the second student who was involved in White Shirt Bar Night and then we will finally be done with this. I cannot tell you how excited I am to finally put this situation behind us. As a brief recap, we have spoken to the faculty, the UofA Su president, and now SGS. They have all given us really great feedback and have told us how happy they are on how we carried out the situation. They loved how we chose not to take a punitive approach, how we talked to the students individually and gained their perspective, how we collected data vs. assigning blame, and how we're trying to find changes that we can make, moving forward. This is exciting and the perspective of the two students in question have been very insightful. We never wanted to be the judge or the jury which is why we were recording and documenting everything. We also didn't have to witness anyone getting in trouble with the university, which was never our intention. At this point in time, it is just a matter of APSA moving forward in terms of what we can do to prevent these things from happening in the future. SGS was kind enough to give us some tips and tricks we can use moving forward, and have suggested that we take more formal processes to integrate these things. The first thing that they recommended was that they would prefer if we reached out directly to SGS if we have questions about event submission. I know that were utilizing some students that are really good at navigating Bearsden, primarily Justin but this can be exhaustive and requires a lot of mental energy. Also, what are we going to do next year when they're gone or if they get sick and cannot help us? They outlined that they would like to have a meeting to talk to students about this and they prefer this over paperwork. That is something that I wanted to share with you all. Julia and I don't personally do event submissions but if you have committees where you are in charge of this, it might be good to schedule a meeting with them. They also told us that there is a big gap and competency issue between event organizer training and event submission and apparently there are multiple student groups struggling with this, which was reassuring to hear that we weren't the only ones having trouble navigating the system. The next thing they said was that it was a good idea to have a tip sheet and a FAQ for event submissions. They told us to create an infographic with 5-10 key points that anyone can refer to when it comes to event submissions. We can make this and then pin it to the Councilors and Officers Facebook group so that everyone knows about it and it is pinned for easy access. I know that a lot of people are confused with the 15 business day thing so that could be one of our key points. Maybe once students go through this and if they are still having issues then they can reach out to people that have more experience with Bearsden or go straight to SGS for help. The next thing they recommended was having a

smaller number of people selling tickets. I think that we've already been doing this and it's typically been Justine and Justin with the help of Julia, but correct me if I am wrong. I am not sure how it is for CAPSI or IPSF stuff but that would be up to you, Jazzi. I think that in this regard, we just keep doing what we're doing.

- **Julia:** Even for ticket sales, and other fundraisers such as bake sales, I think we need to reiterate to the councilors that anytime that they are handling money, I need to be involved. I think that I need to be more proactive because I have just been popping up and seeing so many people touch money without talking to me first. If you're doing anything related to finances then I need to talk to you about how that is going to look like. I have been trying my best to mitigate this but I don't think that it has clicked for certain councilors that if they're handling money, then they have to do it under APSA policy, so I am currently working on this.
- **Bojana:** If you need help with this Julia, let one of us know. We all assume things because it seems the most reasonable and obvious but this has not been the case, in this specific instance. Moving forward, we need to have more explicit language. We need to specify that all the tickets are coming from me, being sold to me, and being sold to x,y,x. I think we need to outline this and get this in writing as a proactive measure to prevent something like this from happening in the future.
- **Justine:** I think we should pick up the tickets ourselves too rather than relying on someone else and someone else to do it correctly. I am going to add in my transition document that picking up the tickets yourself saves yourself the hassle in the long run.
- **Bojana:** It was a learning experience, nonetheless. I'm sure we all learnt a lot from this experience.
- **Julia:** I think that another problem is that again, APSA doesn't have any financial policies or procedures around funds and sales management. Hence, I'm currently working on those and will be implementing them into the Constitution.
- **Bojana:** I think we just need to have more clear explicit expectations on how to go about these things and have more system checks that are more explicit to prevent this ambiguity.
- **Julia:** I was just going to say that EOT is quite clear in my opinion. The information is everywhere and it does lay out all of the important policies and proceeds. Interesting that it is not being translated into practice.
- **Bojana:** I don't think that most people do it with intent. I think that people do it as fast as they can and that is their responsibility. However, from an executive standpoint, if we are aware of this and aware that most people are having issues when it comes to event submission, then we have to do something and we can't just say that EOT is really good and question why people are struggling. I think we need to be more proactive and that will make it easier. We should also implement sustainability measures so that whoever comes after us, will have an easier time navigating this. We need a formal system in place for selling tickets and dependent on the VP Finance, External, and Social. Another thing they mentioned was having disclaimer language on our tickets. I don't know if this is of interest to you, Justine but having disclaimer language that these are the only tickets being sold by us and language surrounding this. This way we can indicate that we didn't print certain tickets, Midway did and they will not get you entry on APSA's behalf nor are we liable for non-APSA tickets.
- **Tamara:** I think that the disclaimer is a really good idea. We can even put on the event description on Facebook and can have it written on the tickets too.
- **Bojana:** Another solution is having EOT training in the summer, all together. This is what the MSA, the Medical Students Association does and they have a blocked EOT training in the summer. I'm not sure how



feasible that would be because people are all over the place in the summer but it has made a big difference in the MSA. We could book a room where we all do it together and it can be led by VP External or Social. Everyone would be engaging and working together and this would allow us to have a bit of a systems check instead of creating a brand new role for someone to do all the even submissions. While it is very annoying, I just want to think about sustainability and don't want students to fall back on one student. Just as the last thing, I did have a conversation with Justine, and I did want to have a conversation with everyone to see if anyone wanted anything to talk about anything in this regard. This is a new challenge for myself as someone leading the group and navigating this tough situation. It is definitely a new thing for me and I just wanted to open the floor and see if anyone had any concerns or feedback on how I can handle things better. I know that I'm not perfect. I just wanted to see if anyone had anything for me on how I can improve as I just want to learn and grow.

- **Julia:** I appreciated the way that you handled it and I thank you for being there for all of us during this tough time. You're doing a great job.
- **Bojana:** Thank you, Julia. I genuinely didn't want any compliments. I wanted to see how I can do better in the future, but I appreciate it. If no one has anything else to say, I think we can adjourn.

#### **10. Adjournment (6:48pm)**

***Motion:*** To adjourn

**First: Tamara Second: Prerna**