

Throughout the Semester:

- Attended general and executive council meetings weekly
- Created virtual meeting links for general and executive council meetings
- Gathered agenda topics and created the agenda for general and executive council meetings
- Took and published meeting minutes for general and executive council meetings
- Created APSA meeting infographics monthly and posted them to APSA Members' Corner
- Kept the APSA Calendar up to date with events
- Monitored APSA Members' Corner
- Managed the APSA email, responding as appropriate and forwarding emails to the appropriate people
- Monitored the APSA anonymous feedback form
- Assisted councilors and officers with questions about the constitution, policies, and procedures

April

- Transition meeting with Colleen
- Created a contact information sheet for all Councillors and Officers
- Attended a COFA meeting
- Attended an executive council meeting*

May

- Coordinated collection of APSA mail with Ellen Doty
- Received APSA mail and distributed to appropriate individuals as needed

June

- Coordinated and began receiving council members biographies and photo's for the APSA website
- Attended an executive council meeting*
- Met with student services to discuss "APSA in light of COVID-19"
- Attended a general council meeting*

July

- Coordinated VP CAPSI Sr. Vote of Confidence with outgoing council members
- Coordinated CRO Vote of Confidence with incoming council members
- Assisted with execution of the motion to allow APSA to use a single signing authority on APSA bank accounts during emergency situations
- Attended an executive council meeting*

August

- Attended an general council meeting*
- Assisted in the policies and procedures required for VP Fundraising by-election
- Assisted in planning of and executive of APSA's Summer Retreat
- Assisted with Class of 2024 Orientation
- Organized Fall Virtual Office Hours
 - Created an APSA Office Hours Calendar with Google Meets links for students to be able to connect to counsellors face-to-face
- Began tracking first year APSA Membership purchase
- Began adding first year APSA members to APSA Members' Corner
- Worked to gain access to APSA office
- Inquired about extra EOT training sessions for APSA council members

September

- Found documentation to support a former award winner
- Worked with Anthony and Akshita to develop a more consistent job posting policy
- Arranged and executed a visit to the APSA office to gather the necessary documents for the year
- Added new councillors and officers to the Councillor Facebook page and Google Drive
- Received requests for APSA Affiliated Clubs and presented them to Executive Council for approval
- Worked with student leaders of APSA Affiliated Clubs to modify requests to fit COVID-19 restrictions
- Assisted CRO in running first year elections online
- Assisted CRO in running appointments for APSA photographers and PQ+2 Editors
- Worked with Student Services to develop a policy for APSA to speak to classes in the virtual environment

October

- Opened an Anonymous Feedback for for APSA Members to provide APSA feedback
- Attended an Assessment Committee meeting

November

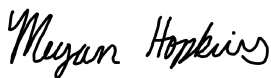
- Informed council members about semesterly council reports
- Attended an Assessment Committee meeting

December

- Collected semesterly council reports from Council Members to be posted to the APSA websites

**Any meeting marked with an asterisk was attended, organized virtual, agenda created, and meeting minutes taken out of the regular APSA meeting schedule.*

Sincerely,



Megan Hopkins, VP Administration
Alberta Pharmacy Students' Association
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