



APSA General Council Meeting
June 15, 2020 (19:30)
Via Google Meets

1. Call to order (19:30)
2. Roll call (2 min): Scott, Anthony, Ayush, Garret, Navjot, Megan, Jackie, Eliana, Leah, Teddy, Kevin, Nicole, Akshita, Monica, Angel, Marzena, Rachel, Cody, Nathan, Makboolee, Mandy, John, Matthew, Colleen
 - a. Officers Present: Sara, Diane, Zac, Melody, Jessica, Yan, Veronica, Paul, Sydney, Savan
3. Additions to the agenda (1 min):

New Business:

4. Online Meeting Procedures (5 min) – Megan
 - a. Megan – Since we are running online meetings, we want to minimize any chaos with people talking over each other. We are going to be using a speakers list, which can be found in the shared Google folder. During meetings if you are not talking please have your mic muted. If there is an item that you would like to speak on you can go to the speaker's list and add your name under that agenda item. Whoever is chairing the meeting will then call on you to speak when the person presenting is finished.
 - b. Garret – How do we edit it?
 - c. Megan – It's set up as a Word document right now so you go open with Google Docs and then it will be editable – I will set it up as a Google Doc from now on.
 - d. Anthony – Is anyone having any difficulties accessing the Google Doc? Right now, it just shows the Agenda
5. Fall 2020 Update (15 min) - Anthony
 - a. Anthony – We know we will be online in the Fall, but we will make the most of it. We should be expecting Winter 2021 to be online as well. When we're trying to plan the year, it makes the most sense because it will take a lot more work and effort to plan for events online and if we go in-person for Winter you can just go off of what happened last year.
 - b. Anthony – Online events are foreign territory for everyone so this is an opportunity to get creative and show everyone why we were elected into our positions and we still want to give APSA members an awesome experience whether we are in-person or online. Just because we are not going to be at school throughout the fall doesn't necessarily mean we can't host in-person events. It is up to the government mandates but BearsDen is currently working on something for guidance on how to submit events and if we can host in-person events, more information on that to come.
 - c. Anthony – If we want to host in-person events and the restriction is for example 50 people, we can possibly do 5 events that are all the same Monday-Friday or we host more events on the weekend. With people not being in Edmonton it makes it more difficult to include everyone but I just wanted to let you know in-person may be a possibility, but we need to start thinking about online events
 - d. Anthony – A big thing for me is Lunch and Learns and how are we going to carry them out virtually because I think most people attend for the food and now, we don't have that incentive. If you can all start brainstorming ideas of how to get people to Lunch and Learns that would be great. Executive council has been talking about this a bit and thought about doing a raffle at the end of the year or something similar.
 - e. Anthony – The biggest thing I want to emphasize is that even though we are online we still want to make students feel supported and be able to feel that APSA is present and we need to think of how we can do this with each of our roles online. We are all here to support each other so feel free to reach out to people if you need it.
 - f. Anthony – A hurdle I think we will face is how do we prove to the class of 2024 that an APSA membership is worth their money. I don't think this will be an easy answer but just start brainstorming ideas.
 - g. Anthony – The mentorship program has been a way to develop a close relationship with someone who has been through the process to help out others. This year we really want to

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promote this to the 1st year class, and we talked with the faculty about making it a mandatory program because we think this is a way to help them feel involved and calm some nerves. I encourage the 2nd years especially to sign up for the mentorship program to do your part. We are just looking for anyway to help the 1st years out.

- h. Anthony – Last thing for Fall 2020 update would be orientation, Leah feel free to jump in at any point but from what we've heard from the faculty is their orientation is going to be completed on a "Student Services" eClass page with a tab for orientation. Most of the information from the faculty will be pre-recorded. From APSA perspective for orientation we will probably do something similar, we will pre-record a video to just introduce students to APSA, CAPSA, RxA, etc. and then host a live Zoom session with everyone where we can breakout into mini groups and play some games and facilitate some conversation. Overall, just trying to get students familiar with who we are and who others are and be able to put faces to names.
 - i. Angel – For Lunch and Learns can we award Mint Cup points for attending, and same thing for orientation? Can we move the Speakers List to the chat box because it isn't super easy to go to a separate document?
 - j. Megan – I'm not totally opposed to trying it but it makes things easier to stay organized if it's in a separate document because the chat box is used for things such as "my audio is not working". For future meetings I will send out the link to the document via email so it's easier to access then going through the Google folder
 - k. Anthony – If we can provide the link to the Google doc via email that would be sufficient and I know you got a lot of these techniques from the CAPSI online meetings that just happened so lets try keeping things as is
 - l. Garrett – Have you or Megan heard anything more about EOT? There's one tomorrow and its wait listed and the one in July is also wait-listed.
 - m. Anthony – I haven't heard anything
 - n. Megan – They are full; however, both were full by the time we went to sign up for them. As far as I know you get an email if a spot opens up based off your spot on the wait list. If we can't get into either I will reach out to BearsDen and ask when they are hosting another one since none of us have gotten in yet.
 - o. Anthony – For everyone who doesn't know what EOT is, it's a requirement to submit events through BearsDen. It's a 3-hour session just to show you know the proper policies and procedures around planning events. Anyone who thinks they will be hosting an event or submitting to BearsDen for events you will need to have EOT. This year I will ask everyone get EOT so we don't have to ask others to do so, more info will be given out at the summer retreat.
6. Budget Update (10 min) - Jackie
- a. Jackie – I will briefly go over what has been done in the past. Historically ~50% of our budget has come from the faculty, ~30% from APSA membership sales, and ~20% from fundraising, sales, events, etc. Due to COVID this will shift to ~75-85% from the faculty, ~5-10% from APSA membership sales, and ~5-10% from other.
 - b. Jackie – Most of our income for the next year will come from the faculty, this has yet to be officially discussed. The issue is that the money that comes from the faculty has a specific criteria on what that money can be spent on so we may lose some autonomy on how we plan events and what events we can offer.
 - c. Jackie – We really need to make the APSA membership worth it for the upcoming 2024, we really need to promote APSA membership sales. If necessary, we can use the APSA emergency fund, but we will try not to.
 - d. Jackie – For budgeting and planning for events, all events that require funding need to be revised since they are online. You can reference the previous years budget for general guidance. If you want to see previous budgets just send me a message and I am happy to help. You will also need to promote events a lot this year, which can be done through the APSA Facebook page or ask Mandy for help with social media. Since a lot will be online this year, we

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are looking at getting a Zoom account either through the faculty or independently.

- e. Jackie – Currently Anthony and I don't have access to the bank account and so we can't do reimbursements until we get access in early July. The reimbursement forms are found in the Google Folder and then there is a link to the reimbursement form. If you can submit it within 1 month of the purchase that would be ideal, and you should expect check or e-transfer to receive your reimbursement. The reimbursements will have about a month turnaround. If you have an event with a large expense you can't pay out of pocket contact me or Anthony 1-2 weeks before the event so we can get you that money prior to the event. If any expense is over \$100, we need to approve it as council.
 - f. Jackie – Last thing is the Flex Fund, which is a portion of the MMF from the faculty that gives APSA the flexibility to decide what to spend their money on, specifically wellness events. If you have an event that you believe falls under the wellness category please send me a message before you submit for reimbursements, but if you have already submitted for a reimbursement it will be declined and then you will be asked to send Dallyce an email so it gets reimbursed through the Flex Fund. The Flex Fund is capped, and it is a "use it or lose it" situation, we can't carry any unused money forward.
 - g. Makboolee – What if we host a drive-in theatre event for orientation and then for people out of town, they can watch it live?
 - h. Anthony – Leah is really taking the lead for orientation, but I think it's a good idea.
 - i. Leah – I'm not sure if this has to be an orientation event specifically, it could just be a stand-alone event, but I like it.
7. APSA's Response to Racial Inequalities (5 min) – Anthony
- a. Anthony – This is a very relevant, pressing issue within the world right now. I would like to thank the individual who brought this issue to my attention and jumpstarted this whole process. I won't name them but thank you for getting our attention and saying that APSA supports and stands in solidarity with the protests. I believe this will bring about some real change. A brief overview of what people are doing behind the scenes, we released a statement a couple weeks ago and then had an executive council meeting with the faculty the next day and we talked about racism and how we made a statement and we asked the faculty what they are doing as there has been no statement from the faculty specifically. Their response was that they agree its important to make a statement, but they wanted to do more than that, and they wanted to bring an action along with it. I am not sure where they are at with that, as far as I know no statement has been released yet, and I haven't been in contact with them since. The following week we had an executive council meeting and we talked about what actions APSA will be taking to increase awareness and education. From there we sent out a Google Form because all the executive members agreed that we should see what APSA members want to see and how we can better educate ourselves. As of right now there are only 2 responses, so I'm happy that those individuals took the time to provide feedback but there also isn't much coming through it right now. We are constantly monitoring the Google Form. I was hoping to have more responses but if they don't come in at the next executive meeting, we will be debriefing those ideas and try to action out how we will proceed forward. There is something in the works with Jes Buhler, that is in the preliminary stages, but we are looking at making a donation with her, APSA, CAPSA, and a few others. We are going to look into a local group that is helping combat racial inequalities and continue to look at ways we can be active in this as student leaders.
 - b. Kevin – One of the issues I see with the Google Form is I don't think its anonymized and if it is anonymized it doesn't seem clear so people may not be willing to voice their opinions if it is not anonymized. I also think its nice to gather information from the class, but I also think its hard for students to ask for change if they don't understand how ASPA works. I think we need to make a change from the top and go down.
 - c. Anthony – The form is anonymous, so it might be beneficial for me to make a comment on the post asking more people to fill it out and also emphasizing that it is anonymized so they feel comfortable expressing truly how they feel. To your second point, systemic change is

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important and if people don't understand how the system works it can be difficult to make suggestions, but I was more looking to get some general feelings.

- d. Colleen – This issue already vaguely came up in the class of 2021 and it seems that people are at minimum interested in having some sort of event or discussion, helping people understand what is going on and getting some facts associated with that.
 - e. Anthony - That is something that we have talked about and Ayush can add that to his list and Navjot as VPA is also heavily involved. This is still early on, so far, our biggest issue has been the lack of pharmacy involvement in the summer since everyone is super busy and while this is an issue that affects pharmacy this will also extend beyond individuals academic life so they may look outside APSA Members Corner to educate themselves. We were looking at how can we bring people onto Members Corner with a voice to educate those and provide insight into their experience. We weren't sure if we would get the traffic/attention it deserved if we hosted a Lunch and Learn in July, considering this is a topic we don't want to fade away.
 - f. Colleen – I totally agree that this is something we want people to have the ability to attend, for 4th years July might be the best time since we have most of our days blocked off for PBS classes with a lunch break, whereas in September we will be on rotation.
 - g. Savan- This is a huge problem around the world but also in healthcare with both patients experience and healthcare workers experience. I've heard stories firsthand and its hard to educate yourselves and lots of people don't take the initiative to go and find the information. One tangible idea would be for APSA to have a series of Lunch and Learns where we could reach out to healthcare professionals who could tell their stories and the impact it has had. I think this would be really powerful and I would be happy to help with this.
 - h. Anthony – I would agree with that.
8. Run Against Racism (5 min) – Ayush
- a. Ayush – I will preface this by saying that when the idea first came up the movement was quite heavy on social media. When we focus on APSAs role I think we need to be careful that we address the healthcare aspect of this movement rather than the humanitarian aspect. I will be proposing this new committee, it will be chaired by Navjot and I and essentially it would end with a run. Normally we would support CIBC Run for the Cure, but this year we will be doing a run a week before RFTC that will support a charity of our choice. The run won't be the focus, and I don't want raising money to be the focus. Leading up to it Navjot and I would be hosting a series of Lunch and Learns educating students on various topics such as how do you skin assessment on people with dark skin.
 - b. Makboolee – I think that is a great idea and I think it is important that we learn these topics now before we go into the field, so we go in as a more educated cohort.
 - c. Ayush – A point of clarification is that we won't be making an official pharmacy team for RFTC but as individuals we can still support it.
- Motion: For APSA Council to approve the formation of an Ad Hoc Race against Racism committee which will compose of VP CAPSI Senior, VP Academic, CAPSI Junior Representative, Male Sports Representative, Female Sports Representative and up to six interested APSA members.**
- First: Ayush Second: Eliana. All in favor. None opposed. No abstentions. Motion carries.**
9. Professionalism (5 min) – Navjot
- a. Navjot – This is just a quick refresher on professionalism, specifically in respect to APSA Council and Officers.
 - b. Navjot – Coming into pharmacy school as a student there are 3 different things that outline professionalism – APSA's Pledge of Professionalism, the faculties Pharmacy Code of Professionalism, ACP's Code of Conduct. These should all be accessible in your e-Class resource page but feel free to reach out if you can't find them.
 - c. Navjot – Looking at APSA's Pledge of Professionalism, I want to highlight the point about developing a sense of loyalty, duty, responsibility, and accountability. It's important to understand that each one of us was either appointed or elected into our roles and its our duty to deliver the things we promised to deliver and follow-up with the things that are the

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responsibility of our respective roles. The second thing is conducting yourself in a professional and ethical manner within the academic and practice setting. With this one there might be issues that come up within your specific role where you aren't sure how to deal with it in respect to professionalism or how to ethically deal with it. Either Anthony or I are more than willing to help you navigate these issues so don't be afraid to reach out, that's what we are here for.

- d. Navjot – The Pharmacy Code of Professionalism is broken down into four main points, the first being responsibility, reliability, and accountability. The most important part I want to highlight is meeting deadlines. A strong point of APSA is the amount of communication we are able to hold, and this is where deadlines are super important. If a deadline is set it usually means that other people can do their jobs to make sure that what we are trying to do gets done. Just a reminder that if you are a councilor attending meetings is mandatory and having an exam the next day doesn't excuse you from attending. As always remember to fulfill your duties on council. I think the next two points speak to themselves of respect for others and honesty and integrity. Everyone will have different opinions and thoughts and so just be willing to work with each other. With respect to honesty, forthrightness and trustworthiness just be willing to communicate, and if something falls off your radar let the person know right away and act in a timely manner moving forward. Finally, commitment to excellence, where I want to highlight motivation and seeking out additional knowledge and skills so if there is a deadline shared that fell off your radar, it is fine to message the person asking about it but also take some incentive to look it up yourself since it was shared already; make sure you are doing your due diligence. We owe it to members to be able to share thoughts, opinions, and share what you have to offer.
- e. Navjot – Overall this means that all students are expected to act professional at all APSA and faculty events or any event where you may be representing pharmacy. This was taken from Dr. Sanghera and Kristin Farrell's presentation in 2018. We represent APSA and the faculty online, especially in light of COVID so please be hyperaware of being professional.
- f. Navjot – Four main things to take away would be image, responsibility, advocacy, and accountability. Anything that is shared online is representing APSA and the faculty, make sure you are aware of deadlines and complete due diligence, share your thoughts and ideas through council, and make sure that we meet the requirements of our roles in a timely manner.

10. Additions to the Agenda

11. Adjournment (20:30)

- a. First: Scott