



APSA General Council Meeting
February 27th, 2023 @5:00pm, in-person ECHA 2-420

1. **Call to order (5:03pm)**
2. **Roll call (2 min):** Theresa, Mankirat, Ruhee, Veronica, Prerna, Huebert, Emily, Shanil, Analise, Goodwin, Alyna, Julia, Tamara, Talia, Christy, John, Karanvir, Sarah, Angela, Naomi, Cassandra, Zach, Jazzi, Bojana
 - a. Regrets: Alyson, Callum, Justine
3. **Additions to the agenda (1 min)**

Motion: To approve the agenda
First: Jazzi Second: Shanil
4. **Minutes of the last meeting (1 min)**

Motion: To approve the previous meeting minutes
First: Jazzi Second: Talia

New Business:

5. **Constitution Revisions, AGM, and Transition Documents - Alyna (5 mins)**
 - **Alyna:** Okay, so the first thing I have is about the constitution. The constitution revision meeting is occurring this Thursday, so we wanted to give everyone 5 minutes of time to go through and read their roles and responsibilities in the constitution and to find any changes that they may want to make. If you could all make a copy of the constitution and then make edits via comments on there and share it with me or alternatively send me an email with any proposed changes you have. This will be due on Wednesday at midnight so I have enough time to filter through them before our meeting on Thursday. so we're going to give everyone 5 minutes to do that. The next thing is the Annual General Meeting which is occurring on Monday, March 20th. I did create a Facebook event page and added you all to it, if you could please RSVP to say that you're coming. At the AGM, we'll be going through all of the proposed constitution changes and then will be also getting a financial report from Julia, and lastly, the results of the APSA elections will be announced at the meeting. I would really appreciate it if you could all come and if you are unable to make it, please let me or Bojana know as soon as possible. Does anyone have any questions or concerns about that? Okay, then the last point is transition documents. So just a reminder, to start working on your documents for your successor and to ensure that all of the information in the transition document matches the roles and responsibilities in the constitution. I have personally found lots of discrepancies between the 2 documents so please just take a look at that and send me any edits as you see fit.
6. **Transition Period Discussion - Bojana and Alyna (10 mins)**

- **Bojana:** For the next part of the agenda, we did just want to revisit the idea of transition periods. I know Alyna has made a Google Form asking for peoples feedback, however, it didn't get a lot of engagement and therefore, we wanted to hear everyone's ideas. Alyna wants to make it more clear in the constitution so we need to come up with a solution or idea on how to improve it prior to the constitution changes which is happening on Thursday, as Alyna mentioned. The two of us have had a lot of conversations on how to change the transition period and have had meaningful discussions, however, we wanted to open up the floor to everyone else as we've been talking about it for a while. We wanted to see how everyone else here felt and how they would like the transition to change for the incoming councilors or officers so they feel more prepared or better prepared than how we did last year. I think the CSHP representatives have a solid process, is that right Karan?
- **Karan:** Yeah, the CSHP representative is different then the rest of APSA because they stay in their term until October. This gives them a lot of time to learn the ropes as an elect and the new CSHP rep will be more so the APSA role and the predecessor is more so on CSHP until the full transition occurs in October. Carolina has been great and she has really supported me throughout this role and I had no issues with my transition, it was pretty seamless and I know I can go to her in the case where I am ever confused or need support and guidance.
- **Bojana:** Oh okay, cool. That sounds awesome. I knew yours was a bit different. I really want to open the floor to everyone, I am especially interested in the second years perspectives as they may be going into a more demanding role next year. So for you folks that have some experiences from last year, if you could please share what worked or didn't work so we find a way to implement this.
- **Alyna:** Just some context into how it's traditionally done. Normally, after the AGM, it is the Spring Changeover and at that moment you are technically "done your role." I think it depends on who your predecessor is, but for myself, as soon as AGM occurred I was handed the role of VP Admin. And I know for myself personally, this caused me a lot of stress as it was so close to final season and I felt an enormous amount of pressure to step into a new role while I was also still a 2nd year class representative. I also didn't want to just drop the role of class rep onto my successor, so for 2 months I was doing both the duties of class rep and VP Admin which was a lot to manage and I felt a lot of pressure. In the constitution, it doesn't specify a transition period nor is it enforced that the outgoing councilor has to meet with the incoming councilor which I want to change.
- **Bojana:** Yeah, thank you for sharing that Alyna. I know for myself, my transition period began in January after elections, and I think the slow transition period was very beneficial for myself as it gave me time to take everything in and really learn the role. Did anybody feel left hanging or left in the dark or feeling overwhelmed and confused? I think we need to have more structure around the guidance and mentorship component so you feel more competent and confident to take on these roles.
- **Tamara:** I don't know if I have a solution, but I know that mine was quite overwhelming. It was easily 3.5 hours and that was a lot to take in, in one session. My predecessor did verify my understanding but I feel like at that moment, you don't know what questions you have or what you didn't fully comprehend. Mine was just 1 day but I think having more ongoing follow-up and support and check-ins would be very beneficial because it was just a lot in one session. That was the only feedback that I have.
- **Talia:** I don't know how it was for everyone else but the VP Finance transition was just a checklist of things that needed to be done by a certain time. For example, sponsors needed to be done by July, however, in order to even ask for sponsors, packages should be done-before that you should be contacting other councilors, asking for event descriptions etc. As soon as you transition out, you need to get everyone to send them what their sponsors were for documentation purposes. For certain roles, having a check-list that has a lot more detail might be helpful. For example events like Blue and Gold and Rx Factor there are so many different steps involved and to include check-lists vs. you are the person responsible for doing this and this is what it entails, goodluck, would be really helpful, in my opinion. I say that every role should

have a checklist and then we can have different phases. When it comes to the AGM, we can have a transition phase, where both parties are acting in the role, and then sometime in the summer is when the actual handover occurs. For example, whoever gets nominated as VP Academic, will become VP Academic elect for the remainder of the semester and then might be easier to have the transition to occur sometime in June or July before the summer retreat.

- **Alyna:** The only thing is that people need to start planning and getting organized early on in the summer, so I feel like we would need a specific date because right before the summer retreat is too late for certain portfolios.
- **Tamara:** Yeah, and in the summer there are curriculum committee meetings happening.
- **Talia:** Oh yeah, the summer retreat is just when the President-Elect formally goes from Elect to President so I just thought that is when you could go from elect to your actual role.
- **Tamara:** That's a good idea, I just know that some committees cannot have 'elect' positions. For example, for the admissions committee we cannot have an 'elect' we would need the actual person.
- **Bojana:** When is the admissions committee again?
- **Tamara:** Like May-June. And then the curriculum committee will start in May and then it's at the end of every last week of the month.
- **Talia:** I actually agree. I think dragging out the transition all the way to the end of the summer is not feasible for most roles, especially if most of the work for the role is done over the summer. However, there are certain roles that are easier to transition abruptly into, especially if you have someone who doesn't have a role that they're transitioning out of. Maybe we can have a flexible transition. So if I am going to take on another position, I will be handing my role off, while going into a new one, and as long as there are conversations occurring with both parties where they both know that I am in charge of this while you deal with other things and then we can split up the role temporarily. I do think that it is a case-by-case decision based on what role you're going into, if you're transitioning out, and what the workload of the position is.
- **Julia:** Maybe when AGM happens, rather than immediately leaving your role, you do a period where there is a meaningful transition? That way this gives both parties the time to adjust and feel comfortable?
- **Talia:** I personally don't know if there is value in formalizing the period and saying you need to be fully transitioned before this date and to do it within that allotted time.
- **Bojana:** I disagree. The reason why I would want to formalize it is so that there is an expectation to actually transition. There have been some instances where people are supposed to transition with their successor and then they just never do, or they do it quite poorly leaving a lack of continuity and knowledge gaps. However, if we formalize what is done, this will operationalize what the transition looks like. And it will also make it very clear that a part of your role going in, is that you will have to transition out and have a meaningful transition period.
- **Alyna:** Does anyone else have any other ideas or comments?
- **Bojana:** I was thinking from the AGM to sometime at the end of finals or like May 1st? Maybe the first week of May or something just because I wouldn't want you to have to do it right after the AGM with finals coming super quickly.

- **Julia:** I just know that time period from late March-May is super busy. Right after me and my successor finished with our final exams, it got super busy with rotations and they were going on vacation as well. By the time we were both free, it was quite a bit later, and I would have needed to start planning out my Finance Portfolio. This meeting was never a part of my transition, it unfortunately didn't happen. I just read the pdf document and then had some discussions throughout summer, but I didn't have an actual transition. I am just worried about the middle of March to the first week of May. people are just focused on finals and being done with the semester. I am not sure if that is going to help.
- **Bojana:** Maybe a period between finals and the end of May? And then you have a mutual agreement on when you're going to do it?
- **Talia:** Maybe we can do something where you and your elect have to agree how to do your transition and then submit this to the President and VP Admin?
- **Bojana:** Oh I like that. That will ensure that everyone is held responsible and accountable for ensuring that their transition occurs.
- **Talia:** Exactly. And then this also offers flexibility to do your transition however you want to do it but it ensures that you mutually agree on how you're going to transition.
- **Bojana:** I think we can make it the President and President-Elect given that the VP Admin will be transitioning out. But I really like that idea. And then we can hold people accountable in that regard and more of the onus will go on the current councilor and it is a mutual agreement about how you're going to go about it. If you decide that you will do this stuff after finals, you can decide that way as long as both parties agree.
- **Mankirat:** I was just going to comment on having an elect. I think that this will be a good transition because I started in May and didn't have an idea what to do. Technically when transition begins, the elect will start in March-April and even the first week of May. This will be super helpful because then the VP Student Services elect can see how you do events and can help you and tag team them. You can have 2 people running the events but it will be under your main role. Then when they have to do their first events in September, they have already seen it in action and know what to do.
- **Alyna:** Just to make sure I have it correct. After the AGM, everyone is in their "elect" phase and then in the first week of May, you actually transition. Then they can have their meetings and plan whenever is feasible for both of them? Is anyone against that for incoming councilors or are we all in agreement? I personally really like the idea.
- **Bojana:** Yes, then between the team, they can decide when they want to do things and they will submit this to me and Prerna for approval. So instead of the Spring Changeover, we move that into May.
- **Talia:** The only thing I am wondering is that even if we mutually agree on how to transition, there is an imbalance. Like for example, we know how much goes into the transition but the elect doesn't really know how long it takes. For example, if Tam thinks it's only going to take 2 weeks, they can just agree with that because they don't know how long it would actually take. And then after it's done, if they feel like it wasn't enough, what do we do?
- **Bojana:** I think that's why I want to formalize it with a date and hope that the transition occurs throughout the whole period. And also the President and President-Elect can also see if they feel comfortable moving forward and if they do not, we can facilitate a conversation and see if more support is needed.
- **Alyna:** Just a question, what is going to happen to the meetings during this time? Would we just have double the people in our executive and general council meetings?

- **Talia:** Also another question, is Spring Changeover dependent on SU?
- **Alyna:** No, elections are dependent on the SU and then from there, we choose the date for the AGM and Spring Changeover is a week after that.
- **Bojana:** Let's do no general council after the Spring Changeover, unless needed and then the executive meetings can continue with both the outgoing and incoming executives. Does anyone have any issues with that?
- **Alyna:** That works.
- **Talia:** I am going to throw another wrench into this plan. How do we alter this for positions that have to go into by-elections if no one runs for their position? What do transitions look for that?
- **Bojana:** I think we'd do the same thing. Have the outgoing sit down with the incoming councilor and come up with a plan together. Then, if they feel like they need more time, we can give them an extension past May 1st. It would just be a case-by-case basis depending on what elections look like and how many unfilled positions we have. It'll be up to them how they transition but they need to at least provide a plan to the President and President-Elect. Any other questions or discomfort with this plan? Does anyone have any concerns?

7. Office Hour Discussion - Alyna (10 mins)

- **Alyna:** So the next thing I wanted to talk about was in regards to office hours. I know we changed it this year to have the 10 minute rule, which was a decision we made based on my experience last year as second year class rep and the feedback the council gave us. Some folks felt that the way office hours were organized last year was almost a waste of time as no one ever came to them. I do want to make something more official in the constitution as well as to pass onto the next VP Admin. So I was wondering how everyone's experiences with office hours have been and if anyone has any suggestions or recommendations on how we can change it for next year? Alternatively, if you all like this system, we can continue with it. I personally don't want to get rid of office hours because I think it is a great opportunity and way to connect with the student body, and I don't know if it will pick up again in the future. I just want to open the floor to everyone.
- **Talia:** I think that we should do appointment slots on Google Calendar. In my previous leadership roles, this is how we did it and the whole point of having the 10 minutes thing is so we don't waste our time. However, there are settings on Google Calendar to set them up as appointment slots and you don't have to worry about the 10 minute rule. This also makes it more formal and there is a sure way to get people to sign up for office hours vs. people directly messaging you 10 minutes before.
- **Alyna:** Yeah, I know that the appointment slots was something that we tried over the summer, however, I felt like managing appointment slots on the Google Calendar for 20 councilors was confusing and looked really disorganized on the calendar, personally. However, if this is the way the council wants to go about office hours, I can re-look into the appointment slots.
- **Sarah:** Something that I have right now in my role as class rep is anonymous call blocks. And if you want to know who you're talking to, maybe we can have a general call block. I personally don't know how to set up appointments on Google Calendar and I feel like some people might get antsy and some people don't want to have to book an appointment to talk to a councilor. However, with my anonymous voice inbox, I have no way to check in with you and see what feedback you have going forward. The biggest issue is that I am sometimes distraught that I can't follow-up with the student so for the general council, it might be worthwhile to put your name, so we can follow-up with them. We can also have a comment box and then you just check it when office hours are coming up and reach out to make an appointment. Or we can

create a slot so when students want to have a meeting, they can book one, but I don't know if that would be daunting to them.

- **Talia:** I think we could coordinate to make it general and we can have a general question box. Then if people are concerned about confidentiality, they can leave it blank and then we can triage it to who is the most relevant to. Students can leave a name and email if they want and everyone would have access to those questions, however, that would ruin the anonymity of it. However, the questions would be kept in a central place and we would have a record of who is asking what questions.
- **Bojana:** The only concern I have with that is that it is a bit more daunting to put a question that the entire council can see vs. just one person. If we had office hours in person still, they would only have to direct it towards one person. I imagine people would be less likely to throw it in a large question box vs. just seeing one person that they may already be comfortable with and know.
- **Alyna:** The other thing is we already have a general APSA Google Form that I made as a Q&A and there has been super low engagement so I don't know if the general question box is the best idea.
- **Talia:** Well this isn't not to say that you can't directly approach folks but if you have a question that is general and you don't know then you can put it there.
- **Alyna:** Yeah, I see what you mean. The only other thing is who would triage this? Would this be another role added on top of the VP Admin? We're already the main point of contact for Faculty, outside organizations, and the student body. I think that triaging this would be a bit difficult especially if it's super popular. We already triage general questions sent to us, emails, and the physical mail. We could also just choose one thing and see how it goes in the first semester and re-convene. I don't want to implement too many things at once because then it will be more confusing. How does everyone feel about slots in the Google Calendar?
- **Talia:** I know you said that it was a bit confusing in the summer, but I know that there is 100% a way to do it. When I used to work as an RA, we had monthly check-ins and that would send a link to the calendar. I think the fentanyl project does it like that too if you need something to reference.
- **Alyna:** Oh yeah, I know how to do it. I was trying to figure it out over the summer but it is just confusing because there are about 20 general councilors who have office hours every 3 weeks. And then, when people book it, the APSA gmail account gets notified because that is the account linked to the Google Calendar. So this is an extra workload on the VP Admin again, to see when people book appointments and then to let the councilors know, accordingly. I didn't look into it too much because when I first noticed those 2 things, I just decided to keep it more simple with the 10 minute rule. But, if this is what everyone wants, I can re-look into it so I can properly transition to the next VP Admin. I don't mind if office hours are through appointment slots if that's what everyone wants. How does everyone feel about how office hours have been this year? Do we like the 10 minute rule or does everyone think appointment slots would work better?
- **Bojana:** Yeah, let's see how everyone feels. Who likes the current office hours? Who would like it better if it was appointment slots in the APSA Google Calendar? Okay, so then we will keep it as it is, it looks like everyone except 2 people prefer the 10 minute rule. And then next year at the end of the fall semester, the next council can reflect and make changes as needed.
- **Sarah:** Just a question, for the people who have office hours, do both people have to show up to the meeting? Is that you're supposed to attend? I'm not sure if the other person has ever come for ours so I was just wondering.
- **Analise:** For the most part, my partner and I both come. There have been one or two instances where one

of us forgets, but we both try to attend.

- **Zach:** My partner and I just let the other person know if one of us can't come and that has been working pretty well for us.
- **Alyna:** Yeah, I kind of left this up to you and your partner so you could have more flexibility. I would say whatever works better for you and your partner is okay with me. If you want to split them up and have only 1 person attend some days, I am totally cool with that, or if you both want to come to each session, that also works. I would just talk to your partner and agree on how you guys are going to do it. Bojana, do you have a different opinion?
- **Bojana:** Nope, I agree with you.

8. Oilers Healthcare Appreciation Night - Bojana (5 mins)

- **Bojana:** So I know we talked to all of the class reps and I talked to Sarah but just a reminder that the Oilers tickets are still open. We are also going to open it up to loved ones so if you have any friends or classmates that would like to come, we're going to open it to everyone tonight. The deadline for ticket purchase is tomorrow night but we're trying to spread the word so everyone please pass this message along. It is going to be super fun and I am very excited for pharmacy appreciation night.
- **Zach:** I have a question. When you buy a ticket, do you get a seat number?
- **Bojana:** No, it should just be a section number and then when you're there, you pick what seat you get.
- **Sarah:** I had a friend tell me that they got a seat number and section when they bought a ticket?
- **Bojana:** Oh that's weird. When I bought it, I only got a section number. Regardless when I spoke to the Oilers people they said its section.
- **Cassandra:** I was just wondering how the shot at the net is going to work?
- **Bojana:** The Oilers group said that they will email out the instructions individually, I am personally not sure how it is going to work, but more information should be coming out soon.
- **Shanil:** Just an update, on my ticket, it says a section and there is a seat number.
- **Bojana:** Hm, that is strange. I will email her and ask. Thanks for letting me know.

9. PAM Update - Jazzi (5 mins)

- **Jazzi:** Hi everyone, if I haven't heckled you already, PAM is coming up very very quickly and I just wanted to let everyone know that the PAM calendar and booklet will be released very soon. We just need a few last min touches and then we will be sending them out. This Wednesday there is a pharماسave lunch and learn and we hope to see you all there. I will also be posting a weekly highlight for what is coming up for PAM and I will be sure to remind you all several times. I am also sending out a massive Google Form for lunch and learns, so be sure you are committing to the lunch and learns you sign up for because we will be cross referencing the attendance list. We are inviting people outside of the UofA to present at these sessions and we don't want them to come and for there to be no turnout. Friday is going to be PAM kick-off and an IPSF fundraiser of 'Guess how many Pills' is happening this Thursday and Friday at lunch. At Friday's kick-off there is going to be samosas, free buttons, a balloon arch, CAPSI agendas, and music. I still need to ask the APSA photographers if they can help me take photos, but I am hoping that a few of them will be available. Overall, I hope that you have a very fun month of learning, eating, and staying fed. And

lastly, the Google Form will be posted either tonight or tomorrow morning. There will be a quick turn-around time and a lot of our sponsors are asking for an approximate number so they can get lunch ordered, so please ensure that you fill out this Google Form and encourage your friends and classmates to fill it out too. That is all I have, I hope you enjoy this month as this is mine and Zach's first PAM and our first in-person PAM, so fingers crossed the month goes well.

- **Bojana:** I am sure it is going to be amazing, I am personally very excited and proud of all the work you have both put in.

10. APSA Bear - Alyna and Talia (2 mins)

- **Alyna:** Okay, so now the last thing in the agenda is the APSA Bear. This was such a hard decision for Talia and I to make because there are so many councilors going above and beyond in their roles. However, one person did stand out to us both. And I just was to preface by saying that this is 100% not biased and we did come up with this decision, together. So the person that we want to give the APSA Bear to this week is Tamara. We wanted to recognize Tam because she has been so busy with her awards committee and putting in a lot of work to ensure that this process and the selection is going smoothly. She has also been advocating to increase the amounts of the awards back to what they previously were in the past which takes up a lot of time and energy. So thank you Tamara for all of your hard work, the student body and the APSA council definitely appreciates all that you do.
- **Tamara:** Thank you so much. I appreciate you both so much.

11. Additions to the Agenda:

12. Adjournment (5:57pm)

Motion: To adjourn

First: Naomi Second: Zach