



APSA Executive Council Meeting

July 23rd, 2024 @7:30pm, online via Google Meets

1. Call to order (7:32pm)
2. Roll call (2 min): Gauhar, Megan, Amy, Brent, Rebecca, Nathaniel, Jin, Julie, Jayden, Kevin, Vincent
 - a. Regrets: None
3. Additions to the agenda (1 min)

Motion: To approve the agenda
First: Megan; Second: Nathaniel
4. [Minutes of the last meeting](#) (1 min)

Motion: To approve the previous meeting minutes
First: Amy; Second: Jayden

New Business:

5. ExEd Support - Amy/Vincent (15 minutes)
 - a. Description: Students who have experienced difficult rotations/preceptors have expressed that they are scared of contacting their ExEd coordinator and/or do not know their options when placed in this situation. During the Curriculum Committee, ExEd was saying that they wanted to generate ideas on how to demonstrate to students that they are on our side (they already explicitly say this) and to help students recognize when they are in this situation.
 - b. Notes: Students sometimes feel intimidated and are unsure of when to contact their course coordinator. ExEd wants to be there as a support and are unsure of how to make it clearer that they are there for the students. They reflected that it's difficult for students to recognize when they are in that position and that sometimes these difficulties can present on a spectrum. During hospital pharmacy where it's such a small community, sometimes students can feel like there's a fear of repercussions if they were to bring up concerns.
 - c. Idea was brought up that there be a more formal discussion between students and the ExEd faculty, perhaps during a lunch & learn to try and be more explicit about their intentions. Suggest having ExEd set something up rather than APSA, or include a point about it in the mentorship program.
 - d. CAPSI Sr suggests mentioning to faculty that having a reporting system built right into CORE Elms may help encourage students to report as the site is checked quite frequently during rotations.
 - e. VP Fundraising suggested possibly an anonymous Google Form for students. There is currently no reporting system set up by ExEd, only emailing the course coordinator. So anonymizing may help students feel comfortable. The issue with it being anonymous is it doesn't give the faculty anything actionable to work with during the rotation.
 - f. President brought up that it might be helpful to know what the vetting process looks like for preceptors? Perhaps the faculty could provide some transparency around that process.
 - g. **ACTION ITEM:** VP Academic to bring these points up with ExEd in the near future.

6. Professionalism - Amy (10 minutes)
 - a. Description: The faculty is wanting to create a cohesive message of professionalism throughout the degree. I will be collaborating with ExEd, BASE, Skills and Dr Hall to ensure all of our messages are aligned. I am planning on aligning my Professionalism presentation at orientation with APSA Code of Professionalism and expectations set in the Skills lab syllabus. I don't expect many changes to be made from last year other than formatting, but was there anything I should mention in particular?
 - b. Presentation slides from last year: [Link](#) ; Brainstorm page from this year: [Link](#)
 - c. Notes: Want to bring up lunch & learn professionalism (ex. Taking food & not showing up, attendance if you sign up), faculty plans on being more strict with skills lab dress code & should reinforce that professional dress should carry over into rotations, professionalism grade deductions in skills lab should be standardized across all years

7. Events to be added to the Google Calendar - Megan (2 mins)
 - a. Description: Reminder for Megan to add events from Google sheet to the calendar. Also, if councilors could please send Megan a text or email when adding an event to the Google sheet and/or when making any changes to existing events just so I can look at it and complete a room booking request/add things to the calendar.
 - b. Note: if you're uncertain about what to put for the "is faculty allowed to attend?" column, feel free to ask

8. Email signatures - Gauhar (2 mins)
 - a. Description: Gauhar has an updated signature he'd like to discuss with Execs.
 - b. Notes: Ideally signatures are standardized.
 - c. **ACTION ITEM:** President to send email to execs with the discussed template.

9. Discord channel idea - Gauhar (5 mins)
 - a. Description: Suggest adding a "Why you should join APSA" discord one-page summary and add it to the first year's class Discord. We currently have an [FAQ document](#) but were wondering if VP Socials (and possibly CAPSI Sr) could take a look at it and create a one-page summary on the benefits that would be easily readable by First Years.
 - b. Notes: **ACTION ITEM:** VP Socials to create the one-page summary as well as a print-out for orientation day. Suggest a vague breakdown in pie-chart form of where the cost of the membership fee goes to - VP Finance to pitch in numbers.

10. Updates to the budget / faculty MOU - Kevin (10 mins)
 - a. Description: Self explanatory
 - b. Notes: \$40k faculty MOU that APSA can utilize throughout the year. Discussed the possibility of using a portion to help bring Blue & Gold ticket costs down, subject to allocation to other initiatives.

11. Wagon & APSA accounts - Megan (2 mins)
 - a. Description: VP admin was able to get the Costco wagon and it is now in the APSA office (reimbursement is complete); VP Admin was also able to set up Canva and Showpass accounts and shared them with VP Finance. Was a payment method able to be added to both accounts?
 - b. Notes: APSA Pharmacy has been added as an "employee" and therefore has banking information already, Canva hasn't used the free trial yet so payment will be added after.
 - c. **ACTION ITEM:** VP Admin to send message to Publications Director and Social Media Director (VP Socials and CAPSI Sr too) to give them the login information for Canva in case they need it.

12. Faculty orientation volunteer sign up sheet - Gauhar (5 mins)
 - a. Description: We've created a [sign-up sheet](#) for volunteering for the faculty orientation on the

28th, please fill it out if you're available that day. Looking for about 5-6 volunteers per activity. Would be great if we could all be there as we can use the time after lunch to discuss plans for the next day (led by VP Socials), but is technically not mandatory. If you cannot be there in person we can do a hybrid meeting scheduled for 1pm in a PBL (TBD) and Google Meets.

- b. **ACTION ITEM:** VP Admin to send out meeting invite for in-person meeting (make it hybrid)
13. Logistics surrounding sponsored social media posts - Brent (5 mins)
- a. Description: Sponsorship partner deal = more of a year-long presence for sponsors who pay a bit more. But they want us to make sponsored posts. Thoughts?
 - b. Notes: Sponsored posts may help ensure longevity with our relationship with these sponsors. Suggested maybe using the highlight reel on APSA's Instagram dedicated to sponsored posts/stories. Could request a schedule from the social media team of the sponsors so that the Social Media Director can know when to post these things. Posts should remain pertinent to students. On the business end of things, could consider an APSA LinkedIn page to reshare things from sponsors if they want it posted there too. Consider limiting sponsor posts to one every 2 weeks or longer.
 - c. **ACTION ITEM:** President to follow up with Social Media Director (current & previous) to ensure they've been properly transitioned and update them on this discussion; VP Fundraising to draft logistics around social media posts for sponsors with help from executives.
14. Breakfast Club - Gauhar & Nathaniel (10 mins)
- a. Description: Pilot initiative to provide a free breakfast to pharmacy students once a month. Support from Aileen from RxA. Learnings from meeting with AUFSJ.
 - b. Notes: First Tuesday of every month in MSB; Aileen Jang supporting with finding sponsors, but would still reach out to the campus food bank (like AUFSJ) but unlikely. Will table for now.
15. APSA website student academic resources - Megan/Gauhar (5 mins)
- a. Description: Link to [website](#) and [FAQ doc](#)
 - b. **Motion:** To move into camera
First: Jin, Second: Nathaniel
 - c. **Motion:** To move out of camera
First: Jin; Second: Kevin
16. Summer retreat online meeting date - Megan (2 mins)
- a. Description: Important that Execs can make it to the summer retreat General council meeting (online). Does August 27th work for everyone? Timing that day is flexible for now.
 - b. Notes: August 27th does not work for all Execs
 - c. **ACTION ITEM:** VP Admin to send a poll or Google form to Execs to see what day is available for all of us.
- ~~17. Annual terms of reference document with APSA-affiliated groups - Gauhar (10 mins)~~
- ~~a. Description: Discussion around a document which outlines the roles and responsibilities of APSA and APSA-affiliated groups. Currently, the constitution is very vague about the shared responsibilities and relationship during the academic year.~~
 - ~~b. Move to next meeting~~
18. Student handbook update - Gauhar (1 min)
- a. Description: Any questions about the [updates document](#) shared by Gauhar?
 - b. **ACTION ITEM:** Each Exec should have their respective sections completed by end of July
19. Recruitment Director Questions - Gauhar (5 mins)
- a. Description: Charging for job postings on APSA website/Discord
 - b. Coordinating recruitment lunch & learns with VP Fundraising

c. Notes: General consensus is that we should not charge for job postings.

20. Additions to the Agenda: None

21. Adjournment (9:53pm)

Motion: To adjourn

First: Jin; Second: Nathaniel