



APSA Executive Council Meeting  
June 17th, 2024 @7:00pm, online via Google Meets

1. Call to order (7:01pm)
2. Roll call (2 min): Gauhar, Megan, Kevin, Jin, Amy, Nathaniel, Julie, Jayden, Brent, Rebecca
  - a. Regrets:
3. Additions to the agenda (1 min)

**Motion:** To approve the agenda  
First: Megan, Second: Brent
4. Minutes of the last meeting (1 min)

**Motion:** To approve the previous [meeting minutes](#)  
First: Amy, Second: Nathaniel

New Business:

5. President Flanagan and Senior FoPPS Leadership Q&A on Wednesday June 19th - Gauhar (10 mins)
  - a. Message from Faculty: *A zoom question and answer will be set up with President Flanagan and members of senior leadership. This is regarding the events and decisions surrounding the removal of the encampment from north campus. I have invited both APSA and PGSA presidents to attend.*
  - b. Gauhar has met with the PGSA to discuss coordination of questions. He has reached out to MPSC for consultation and is hoping to connect with Dean Hughes tomorrow. Spending a few minutes brainstorming questions specific to undergraduate students in the PharmD program (during and/or after the meeting via email).

Notes: Suggested it be brought up to inquire about amnesty for affected students; Want to put emphasis on student safety and wellbeing while in campus spaces as well as ask about what supports are in place for the students who were affected and/or who continue to be affected by the crisis. Gauhar to request in the meeting that the president's office respond to any unanswered questions directly to APSA email.

6. First draft of [annual budget](#) - Kevin (20-30 mins)
  - a. Description: Want to take some time to review briefly and allow any exec to bring forward any concerns that may jump out.

Notes:

- Concern regarding lunch & learns and expectations around how much food costs, possibility of reducing budget per lunch & learn by providing less food and therefore the turnout may be lower.
- VP Academic to enforce blacklisting for events will (skipping 3 events means you cannot attend any more), possibly rename lunch & learns to something that suggests more of a snack, and consider offering a draw at the end of the year for attendees.

- VP Fundraising suggested tiers of lunch & learns, i.e. Therapeutic topics vs. “Advertising”-targeted L&Ls; may consider charging companies more that are “advertising” to companies in order to increase the budget.
- Execs to revisit the topic of lunch & learns at a later meeting.
- VP Student Services suggested idea of spring/summer locker sales as some students request extensions on their locker time. Cost would be a fraction of the fall/winter term cost as spring/summer is shorter. This would be a pilot project for next year. \$15 would likely be a fair price point.
- **ACTION ITEM:** VP Administration to go to Costco to buy a wagon for APSA council to use for L&Ls and other events and submit reimbursement form
  - (<https://www.costco.ca/mac-sport-xl-folding-wagon-with-brakes.product.4000214905.html>)
- VP Socials to consider the idea of a skating event (held historically, not in recent years). Can consider charging for admission.
- **ACTION ITEM:** VP Admin to set up a Canva account and Showpass account for all of council to use; VP Finance to add payment methods to the accounts.
- **F/U Item:** Perna attended RxA summer retreat and they had some ideas for Independent Night. Recruitment Director to be brought up to speed on this by the President.

#### 7. Strategic Plan Portfolio - Megan (30 mins)

- a. Description: as per last meeting’s description, each member to give a brief rundown of a strategic plan for their portfolio.
- b. VP ACADEMIC: [Link](#)
- c. VP STUDENT SERVICES:
  1. Space and Wellness Committee: events are tentatively planned, waiting for committee members to be finalized and have a meeting (hopefully in June) before moving forward.
  2. APSA Mentorship Program: Receiving feedback until August. Based on what I've seen/heard already, I think it would be smart to switch to an opt-in program and was hoping for some council feedback regarding fourth-year-student participation. Events tentatively planned --- waiting for S&W to be finalized before finalizing dates.
  3. Membership Cards: Drafted emails and have a list of businesses from last year to start with for discounts. Likely will start sending out emails in June. If anyone has ideas of businesses they would like me to contact, please feel free to let me know and I will do my best.
  4. Shared Spaces: trying to keep them clean/tidy/stocked --- it's an endless battle. Hope to make and put up some signs for things in the APSA lounge (kettle usage, microwave usage, borrowing lab coats and stethoscopes)
  5. Misc: Meeting with Leslie sometime in July, lockers will be dealt with in August
- d. VP SOCIALS:
  1. Plans for the summer: Our priorities this summer include collaborating with Brent & Kevin for sponsor outreach, preliminary planning for Blue & Gold and planning APSA Orientation.
  2. Social Committee: We are planning to make a Discord channel for Social Committee, and ideally we would like to work closely with the committee to optimize inclusivity and enjoyment for all students!
  3. Some of our goals: Sticking closely to our budget for Blue & Gold, revamping Unveilloveen, continuing with existing events (Trivia nights, music bingo) while integrating some new ideas.
  4. Pharmacy WOW: We would like to put emphasis on recruitment right out of the gate to maximize participation from the incoming class. One possibility is "APSA Carnival" which could include lawn games, dunk tank, cotton candy, BBQ, music, etc. Also considering having an early Sept club night. Open to other ideas!
- e. VP EXTERNAL:

1. Look into venues available for Rxfactor (Horowitz & Dinwoodie)
  2. Set up meeting for June to start fleshing out ideas and opinions with committee
  3. Figure out dates that work
  4. Talk to VP fundraising about sponsorship possibilities - gather sponsorships for the show
  5. Talk to VP finance about budget
  6. Set up google form for June-July to start getting ideas for candidates
  7. Recruit people in august and look for first year candidates during orientation
  8. Submit approval in September
- f. VP FINANCE:
1. Aiming for a more prescriptive approach for spending (unilaterally determine working number based on previous year's spending)
  2. First draft of annual budget is complete
- g. VP FUNDRAISING:
1. Update sponsorship package
  2. Collaborate with APSA to meet sponsorship timelines and financial targets
  3. Collaborate with APSA committees to ensure sponsorship goals are recognized and implemented.
  4. Reach out to time sensitive and/or sponsors we have ongoing relationships first, reach out to other stakeholders next
  5. Arrange as many in person meetings as possible to ensure our perspective and the sponsor's perspectives are recognized and documented.
  6. Reach out and update relevant APSA members and committees about the status of their sponsorship relationships
  7. Continue to liaise with sponsors and APSA alike throughout the school year so that all interests are represented and implemented.
- h. CAPSI Sr:
1. Events: Run for the Cure, September CAPSI Lunch & Learn, Competitions (Patient interview, compounding, OTC, essay, slideshow), PAM (Lunch & Learns, kick off, pins, Light up the Bridge), PDW
  2. Applicable committee(s): CAPSI/IPSF Committee
  3. Method of communication: I'll send out an email closer to the end of July with a Google Form to get committee members' preferred methods of communication, but it'll likely be Discord or WhatsApp. I'll have the first meeting around the first two weeks of August to prep for Run for the Cure and fundraisers (headshots).
  4. Ideas for first year orientation: Not sure how first years felt last year with the constant rotations between rooms between presentations. I think that caused confusion for some of the volunteers, so I would either ensure that the schedule is provided to volunteers at least one week in advance so they know where to go, or I would scrap the idea entirely and have maybe 1 move between rooms, splitting presenters into 2 groups.
  5. Plans to recruit: Pushing the committee during orientation, short advertisement during general council, word of mouth via existing members, advertisement on Discord, advertising during CAPSI events (initial lunch and learn), speaking to students in PBLs/class talks
8. Orientation and Welcome Back BBQ Proposed Sponsorship Package - Jayden/Julie (5-10 mins)
- a. Description: We have put together a sponsorship package specifically for the Orientation and Welcome Back BBQ. Just looking for quick thoughts/general feedback! [Link](#)
  - b. Note: Council to review on their own time
9. Standardizing email signatures - Gauhar (2 mins)
- a. Description: Request for Execs to create a standardized email signature.
  - b. Megan note: feel free to copy & paste the one used in the APSA Pharmacy gmail signature and replace my name & role with your own.

10. Scheduling Meetings - Megan (1 min)

- a. Description: If there are any meetings scheduled between members of Executive council or organized by any Executive council member, please copy (or invite) the APSA gmail account just so I (and Gauhar) can be kept in the loop of what meetings are happening and when. If you want me personally to attend, please invite my personal ualberta email account.

11. Additions to the Agenda: None

12. Adjournment ()

**Motion:** To adjourn

First: Brent, Second: Jayden