



APSA General Council Meeting

November 26th, 2024 @4:00pm, online via Google Meet

1. Call to order (4:04pm)
2. Roll call (2 min): Gauhar, Megan, Mike, Krisha, Jin, Kevin, Julie, Jayden, Amy, Brent, Judy, Dr. Ken Cor, Kirsten, Aminah, Joshua, Miguel, Jacob, Hafza, Vincent, Isabella, MacKenzie, Don, Rebecca, Nathaniel, Max, Zach, Julia, Matthew
 - a. Regrets: Sania, Fiona, Georgia, Toni, Allison, Denae, Marissa, Yeganeh, Sarah, Bruce, Abdiel, Joana, Naomi, Remi
3. Additions to the agenda (1 min)

Motion: To approve the agenda
First: Kirsten, Second: Krisha
4. Minutes of the last meeting (1 min)

Motion: To approve the [previous meeting minutes](#)
First: Vincent, Second: Jin

New Business:

5. Review of previous meeting's Action Items
 - a. None
6. Reminder about Semesterly Reports - Megan (2 mins)
 - a. Description: Please see my email from Nov 12th regarding these reports, please try to have them done and email me the Google Doc link as soon as possible.
 - b. Notes: Reminder that ALL APSA councillors and officers must complete this. Suggested getting this completed before finals.
7. January Event Room Bookings - Megan (2 mins)
 - a. Description: Please have all your **January** events that require room bookings added to the Events Google Sheet before finals are over (before Dec 18th) so that I can send an email to Brenda to book the rooms for us, as I can't submit a room booking request until after January 17th.
 - b. Notes: As above. I'd prefer to just send 1 email with all January room requests to Faculty rather than multiple so please have your January events into the sheet before finals are over.
8. Yearbook Cost Breakdown & Updates - Josh (5 mins)
 - a. Description: Publications Director will describe how the yearbook was funded last year and his suggestions for how this should change this upcoming year. Discussion and questions are encouraged.
 - b. Notes: Last year yearbooks were free for the graduating class due to using a cheaper publisher and it taking a bit longer. Not sure yet about what this year will look like, but there might be a

cost associated with the yearbooks (~\$10) just to incentivize people picking them up and reduce the amount of ads. Yearbooks usually get finalized and ready to print in April, hopefully this year it'll be a bit before. Aim to distribute at the Grad Banquet. Suggestion to reach out to 4th Year Class Representative to get the 4th year's perspective on it.

- c. **ACTION ITEM:** Publications Director to follow up with 4th Year Class Representative/Class of 2025 to gauge interest in yearbooks.
9. Waiver Collection Streamlining - Max (5 mins)
 - a. Description: Brainstorm ways to make waiver administration and collection more efficient.
 - b. Notes: BearsDen wants to have waivers submitted at the end of each event, is there a way to have a Google Form that students can use to submit all their waivers at the beginning of the year? Suggestion to create a fully separate email for waivers & Google Drive database. BearsDen prefers waivers to be signed in person and not pre-dated. We could potentially consider electronic signing, but should be done on an event-by-event basis as the waivers are actually slightly different for each event. Could consider creating a Google Form template for waiver submission almost as a "drop box" - that way everything is grouped together for the event host. The form would be created by the event host and shared with participants. Can discuss more at the next meeting.
 10. APSA/MSA Volleyball Event - Isabella (10 mins)
 - a. Description: Needing some volunteer help for the event, also if anyone has a foldable table
 - b. Notes: Looking for volunteers for check-in to sit there for the whole event. Suggestion for Interprofessional Director to make a Google Sheet with signup slots and share it with APSA General Council members to sign up if they can. Student Services might have a table, and APSA has a slightly bigger speaker that can be used..
 - c. **ACTION ITEM:** Interprofessional Director to check with Student Services for a table; VP-Social to charge and put speaker into APSA office.
 11. Separate Lunch & Learn Channel on Discord - MacKenzie (5 mins)
 - a. Description: I've been hearing some feedback that lunch and learn announcements are getting jumbled in with other announcements on the events channel. Consideration regarding a new channel labeled "lunch and learns" so announcements don't get lost in the events channel, especially with PAM coming up.
 - b. Notes: CAPSI Sr is not yet sure if they would use that channel for PAM or not given that previously PAM signup was done all at once, not as individual events. A lunch and learn specific channel is a good idea, just ensuring that 1) event organizers are still using the "events" function on Discord to create their event otherwise things may still get lost and 2) only events with a lunch component go into the new channel, so events such as webinars would still go under the "events" channel.
 12. APSA Bear - [Megan] (2 mins)
 - a. Description: Bear given from VP Administration to VP External in recognition of all their hard work with Movember activities and RxFactor.
 13. Additions to the Agenda: None
 14. Adjournment (4:52pm)

Motion: To adjourn
First: Jin, Second: Kirsten