



APSA General Council Meeting
September 12th, 2023 @4:00pm, in person ECHA 2-420

1. Call to order (4:01pm)
2. Roll call (2 min): Prerna, Sarah Ho, Malcolm, Kevin, Nick, Yeganeh, Mohamed, Zach, Andrew, Kirsten, Sarah Phan, Vincent, Asmaa, Kurtis, Angela, Analise, Jin, Allison, Jill, Brooklyn, Cass, Goodwin, Gauhar
a. Regrets: Hadeel, Hafza, Alyssa, Sydney, APSA Officers (unless indicated otherwise)
3. Additions to the agenda (1 min)
Motion: To approve the agenda
First: Talia, **Second:** Analise
4. [Minutes of the last meeting \(1 min\)](#)
Motion: To approve the previous meeting minutes
First: Angela, **Second:** Zach

New Business Overview:

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| 6. Update on Committee Applications (Sarah Ho) - 5 mins | 1 |
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New Business:

5. **Google Drive Update (Sarah Ho) - 2 mins**
Sarah Ho: Regarding the inability for non-councilors to be able to download or copy documents, I have made an external folder for documents you want students to be able to download/copy, which is now linked in the shared Google Drive. If you have questions or issues accessing it, then let me know.
6. **Update on Committee Applications (Sarah Ho) - 5 mins**
Sarah Ho: So Alyssa was unable to attend today's meeting, but I wanted to give the council an update on Committee Applications, including both APSA and Faculty, which are closing this Friday, except for CAPSI/IPSF which is running until I believe at the end of the month. I will read off what we have so far, but

please keep in mind we will still have to approve applicants for the second round. For APSA Committees we have: 1/3 for the Constitution and Policy Committee, Missing 1st year and 4th year for Awards Committee, 1/4 for PAM Committee, 2/4 for Run for the Cure Committee, 4/8 for Space and Wellness Committee, none for professionalism committee, 1/4 for Movember Committee, 2/8 for SAF-Pharm Committee, 4/4 for CAPSI/IPSF committee, 1/4 for Community Ed Committee. For the Faculty Committees which will be forwarded to Faculty, we sent the applicants list for PPAC, Awards and Admissions, remaining we still have no one applying for the Safety/Infrastructure/Facilities Committee and the Research Day committee. For APSA positions, we have no applicants for the APSA photographers, 1 first year class rep, no first year social rep, no yearbook editors and we don't have access to GFC and SU representatives' applicant numbers. So if you know anyone, please let them know to submit by this Friday (Sept 15th). We will be voting on applicants at the next general council meeting.

Perna: Especially for the class specific ones, please keep trying to contact them. I have a few people interested in the Class of 2025 Yearbook editor but they are having trouble finding a second person. But just let me know and maybe I can reach out to them. Usually we get most committees to have someone by the end of bi-elections.

7. **Class Facebook Platform (Perna) - 10 mins**

Perna: A first year reached out to Sarah [Ho], Allison, and I, and they were wondering about moving their class onto a different platform, such as Slack. Their concern was about how some students might not want to make a Facebook profile as it isn't secure. We told them that they can do whatever they want for an additional platform if they can get their classmates on board. Just moving forward, they wanted us to consider this, so the younger the generation we get, the less that they use Facebook. This will decrease how much advertisement we can get out to incoming classes and we don't want to have to send a lot of emails.

Angela: One issue with Slack is that in the free version, messages older than 90 days will be deleted, so there would be a cost associated with keeping chat history for links or memories.

Jin: Did they mention any other platforms for communication?

Perna: I think they mentioned Instagram.

Jin: I think that might be better since we are trying to shift more to Instagram this year?

Perna: We are but I don't know how well commenting and groups would work out with being able to sign up for events.

Zach: Have we considered a discord for APSA wide instead of Facebook?

Perna: We have discussed it a little, but we were not sure how big a change it would be for this year. So we could try to transition later.

Jin: If we use Discord, will they be required to submit their name or will they remain anonymous, because that could be an issue. Also if people want to register for events with Instagram they can swipe up or we can still include the form link.

Analise: The Instagram group will have to be private to prevent non-members from signing up for events and it would have to be a separate account from APSAlutely.

Angela: With discord, there is a single use and whatever to let people join, but it's not the most restricted for who can send out invite links, so it might not be the most secure.

Perna: Yeah so maybe discord, with Slack if we only have the 90 day message history it makes it hard for me to go through past versions of events which I found helpful as VP External for RxFactor to gauge what I'm doing with this.

Sarah Ho: With the discord, the biggest thing is about verifying people, I know our class implemented something that was a bit rough. But we would need someone who is able to set up discord processes and

moderate the discord probably, which I don't want to put on the IT Director. I guess another issue is if we were going to make such a big transition to a new platform, I'm not sure if the entire student population is comfortable or familiar with using whatever program we choose so I think we would need to survey the student population to determine how many people are willing to make the transition. I guess my issue with Slack, which I consider to be Discord used in a more professional setting, is even less familiar than Facebook or Discord.

Jin: Was there a survey in the past regarding using Discord as a platform to communicate with students?

Sarah Ho: I think what you are referring to is the survey I wanted to release over the summer that the Executive Council told me to wait on and then at the end of the summer we were also sending out a few surveys so I didn't want to risk getting lost and receiving few responses.

Prerna: I guess between Instagram and Discord, if we had to make a major shift, what would you like to see?

Cass: I think with Discord there's a lot more features.

Gauhar: The issue with Instagram would be file sharing or links.

Vincent: I am trying out Google Spaces with my lab group. I'm not sure how it would work as I am trying it for the first time, but that is something that all students will have access to and will notify people.

Jin: For Vincent's suggestion, if it comes with our student emails, do we have to worry about students losing access to their ualberta account and accessing past images/memories?

Sarah Ho: I want to assume there is flexibility with inviting external email accounts if necessary.

8. **Advertising of Events (Prerna) - 10 mins**

Prerna: I guess the next point is related, but I wanted to see how we want to advertise events as I think we are getting notification burn out, so I wanted to see people's opinion on this. I think Instagram is working to promote events between Facebook and Instagram.

Cass: I feel like we shouldn't be switching but using them together because we can make events on Facebook, but Instagram is better for promoting for now.

Jill: Do you still use the APSA google calendar? Or is that only for official business?

Sarah Ho: For APSA Calendar, we are using it for events and general meetings since APSA members can attend general meetings, but I am trying to be more inclusive to those who don't have Facebook by including event details/registration on the calendar. I hope to make sure it has everything that's in the APSA Member's Corner included on there.

Jill: Okay, I am just asking because I know last year I talked about trying to get more faculty out to APSA events, so if faculty had access to the calendar that would be helpful.

Brooklyn: I know Sydney emailed all the Faculty members with the team list and then there was also an event list on the same spreadsheet, was there something else you would like access to?

Jill: I'm just thinking for the future, if it's possible to use Google calendar as its something that faculty uses Google calendar a lot to see schedules.

Vincent: So I sent an email for my events to Brenda, but would you also like me to send it to faculty directly?

Jill: So if you had a calendar that is being maintained, then that would be good. I was gonna ask Brenda to do that. If we have one space with all events or maybe different things, then it would be better to send them individually

Vincent: Okay then a second point for Allison, just so she doesn't have to watch the Facebook group herself, I think it would be good to send her an email to ask her to post.

Sarah Ho: Dr. Hall, is it more the mint cup faculty members or all faculty you want invited?

Jill: So I see now that I have the APSA Pharmacy calendar and it looks like you are using it. I know some of it is not relevant to mint cup leaders.

Sarah Ho: Yeah, so what I could do is just invite Mint Cup Faculty members to all events and make them optional guests so they can choose to put those events on those specific events on their calendar, would that work?

Jill: Yes and I can remind faculty about the APSA Pharmacy calendar too.

Goodwin: I thought last year when I posted events then you email social media director to post it to APSA. Are we supposed to be submitting something?

Prerna: There's no clear process, but I definitely think we could make this more streamlined for Allison.

Allison: I sometimes just email the councilor to confirm or they email me, but I don't want to have to keep checking Facebook wondering if the councilor wants me to post their event or not.

Cass: What about a google form about what we want posted? So it's clear what you need from us to make your post, that might reduce back and forth emails.

Sarah Ho: Just another concern with posting, I feel there a lot of posts on the same day so I don't know how we want to avoid having multiple posts because the first person's post might be ignored. Does anyone have a suggestion?

Goodwin: Class rep just need to be there to promote it, there isn't really a good way to reformat Facebook.

Gauhar: I feel like there are times we have too many announcements, weekly emails get too long and member's don't look too much on the Facebook page. But it seems redundant if we have to make announcements too.

9. **RxA Presence (Prerna) - 3 mins**

Motion: to move into camera

First: Jin, Second: Talia

Motion: to move out into camera

First: Jin, Second: Zach

10. **APSA Website (Andrew) - 2 mins**

Andrew: Over the summer, if you had any updates for the website we had a google doc, but it got unorganized so I started a google sheet to keep it organized. So if you have changes you can put it on the spreadsheet and I will try to get it updated in a timely fashion. If you didn't know, on Sept 8th the website crashed due to a big issue with a paid plugin. So I will try to get that fixed, but the website is working now. If you notice any pages are broken then notify me to get it fixed.

11. **Campus Saint Jean Community Ed Event (Talia) - 2 mins**

Talia: We are working with a group called REDS from Campus Saint Jean to run a pharmacy info session. They contacted us last year, but the timing didn't work out so we postponed it to this year. We will be working with them, they have booked the venue on their campus for Sept 19th 5-7pm. I have teamed up with Hadeel, but we are looking for 4 volunteers, preferably if they are from Campus Saint Jean, to run the session for 5 Mint Cup points and Community Ed credit. It will be presented in English, but if you are interested, Hadeel posted the sign up sheet earlier today.

Zach: If you want any students who speak French, I don't know if you want any of the French pharmacy schools to come speak?

Talia: They would have to reach out themselves.

12. **Publication Director Updates (Nick) - 5 mins**

Nick: I wanted to talk about photos for events, so I made a sign up sheet for photographers to post their availability on a sheet for the events so far. The way the system works it doesn't guarantee a photographer for your event, but the sooner I know the better so just email me directly when you decide you want a photographer at your event. I have assigned priority to events, but you can contact me if you really need a photographer at your event. If you want your event in PQ+2, we can work with you to advertise your event. We are low on photographers as Sarah has mentioned, but you can also take photos yourself then send them to me to upload them to the Flixr and integrate them into PQ articles. Regarding recruitment to APSA positions, we don't have ideas on recruiting photographers but I think it would be helpful to show what APSA has done and the strides we have made. So some ideas are having Class reps making announcements in their newsletters and making presentations to first and second years before the start of classes. Do you have any more ideas?

Perna: I think a lot of first [years] don't know the position exists so going up during class might make them more aware.

Nick: Then the last point is that I would like to add a PQ+2 editor, this is for Laura Huynh in third year, she was an editor last year and was unable to get a spot this year. I don't want to make it a position for her to get in, but a position to help expand the role.

Sarah Ho: Did anyone have concerns with adding a 5th PQ+2 editor or about Laura specifically?

Motion: Be it resolved that for the APSA Council term of 2023-2024, there will be a 5th PQ+2 Editor, Laura Huynh.

First: Gauhar, **Second:** Cass

All in favor

None opposed

Perna abstains

13. **APSA Stance on Academic Materials Program (Jin) - 15 mins**

Jin: UASU is looking for consultation seeking feedback about an AMP program. AMP is where they aim to give everyone textbooks for a standardized fee across all faculties to cover all required textbooks. The Bookstore is working on a proposed cost, but the USD runs for \$200 USD, but if it happens students will automatically opt in but then opt out individually. I just wanted to get the Council's opinion on this.

Motion: to move into camera

First: Zach, **Second:** Talia

Motion: to move out into camera

First: Angela, **Second:** Vincent

14. **Budget (Goodwin) - 15 mins**

Goodwin: So this is the document that will reflect your budget for the year should we approve it, which I started going over during Summer Retreat. I have added some rationales for adjustments to proposed budgets for councilors and others to review. This is what will be approved for the upcoming year so anything that falls under the budgeted amount you will get your disbursement. Only ones that weren't at Summer Retreat, it's all the new stuff starting from the Publication Director. For social class reps, I tried to establish some policies such as capping off prize money and to some extent they will be running some

non-affiliated APSA social events, where they just invite classmates to do something outside of classes. The flex fund will allow for partial coverage per participant, so if they go to laser tag then we can discuss with me about how much APSA will cover even though it's not APSA affiliated to allow for student participation. Food outings might not count for this flex fund as well as if it's the same group of people going out, but I am trying to create respectable boundaries on what will utilize APSA's funds. If you want a new event that was not budgeted, we would have to open that conversation from square one. For APSA affiliated groups, I have listed the adjustments I made and reasoning. Each group engages the student body in a different way but it comes down to food, prizes or event costs, but some groups I have not had a chance to discuss with them.

Vincent: I run PUJC, but I don't foresee myself using that much money as we are running it more as regular lunch where we just supplement snacks.

Goodwin: Money ask initially was for slightly different purposes and I have to follow up with you on sponsorships.

Zach: What is the reimbursement process?

Goodwin: It will be simplified this year. Lastly, with grad committees, we act as their bank, so I don't have a say in what they do but if they run out of their money then I tell them they are out of it. Your portfolio works a bit differently as it falls within the defined category we have created and we have to sign off on expenditures. These numbers are far from finalized in profit, we only have around half of membership costs.

Jin: Why is it \$233 and not \$250 per membership?

Goodwin: That is the cost for CAPSI memberships paid yearly.

Zach: Yeah so \$15 per APSA member goes towards paying CAPSI.

Goodwin: Faculty funding we have MOUs, but the faculty finalized their budget in February and are willing to give funding for certain initiatives under parameters that they sign off on. I have been adjusting down but I can estimate around \$75,000 for this year based on what was proposed but there is room to change. It won't change here but on a one-on-one basis.

Vincent: Do we have sponsorships yet?

Goodwin: That is a separate package that we will be sending out. But the descriptions and values we are wanting is ready.

Perna: If someone is reaching out to you under your portfolio or for sponsorship purposes then please forward it to Goodwin, Asmaa and me, just so we are on the loop with relationships and double emailing sponsors.

Motion: Be it resolved that the APSA Council approves the budget for the 2023-2024 term.

First: Kevin, **Second:** Angela

All in favor

None opposed

Perna abstains

Cass: Wait so is this budget like final or what if we have questions because we didn't get to see it until now?

Goodwin: The budget we are approving today is the budget I have to abide by, but there is still some flexibility if you want to go over the budget as a separate approval. I do want to ask for a demonstration, what is it about your budget that you want to discuss?

Brooklyn: Since VP Socials make a large portion of the budget, we would like to have a one on one discussion about what was suggested and what was approved, if that's okay with you.

Goodwin: The intent this year is to bring spending costs down and still run a \$10,000 deficit. One of the things is that Mint Health provides a lot of prizes, but I want Mint Cup to run at no cost. I know a lot of events don't run explicitly as Mint cup, but for the team based challenges I was wondering if it should cost APSA to run these events and label it as a Mint Health event? Since we put a lot of time and event to run events, should they cost APSA or Mint Health?

Jin: Is that a discussion we have had with Mint Health?

Goodwin: This is something I wanted to suggest to Mint Health about subsidizing and financially supporting events for Mint Cup.

15. **APSA Bear (Prerna) - 2 mins**

Prerna: For every General Council meeting, we are going to give out the APSA bear, starting with me, but this is just the chance to recognize the work of others and then pass it on. For the first meeting, I will be giving it to our IT Director, Andrew, who has done an amazing job over the summer. I know it was a big project, even when the website went down, you just fixed it. We appreciate it and make the website look great! But next meeting you will hand it off to someone.

16. Additions to the Agenda: None

17. Adjournment (5:11 pm)

Motion: To adjourn

First: Angela, **Second:** Vincent