



APSA General Council Meeting

September 26th, 2023 @4:00pm, in person ECHA 2-420

1. Call to order (4:07 pm)
2. Roll call (2 min): Goodwin, Malcolm, Talia, Nick, Sarah H, Prerna, Asmaa, Hadeel, Kirsten, Analise, Mike K, Allison, Vincent, Kevin, Sarah P, Angela, Andrew, Hubert, Jin, Yeganeh, Cass, Kurtis, Gauhar, Brooklyn, Zach
 - Regrets: Jill Hall, Mohamed, Sydney, Hafza, and Officers (not required to attend)
3. Additions to the agenda (1 min)
 - Motion:** To approve the agenda
 - First:** Cass, **Second:** Malcolm
4. [Minutes of the last meeting \(1 min\)](#)
 - Motion:** To approve the previous meeting minutes
 - First:** Analise, **Second:** Kirsten

New Business Overview:

FYI: VP Admin (Sarah Ho) has implemented a more simplified version of meeting minutes for easier viewing

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| 5. Google Space for APSA Council (Sarah) - 5 mins | 2 |
| 6. APSA Member Benefits (Sarah) - 10 mins | 2 |
| 7. Expectations/APSA Office Hours (Sarah/Prerna) - 5 mins | 2 |
| 8. Funding for CSHP Events (Hubert) - 10 mins | 3 |
| 9. Shoppers Drug Mart Lunch and Learn (Malcolm) - 3 mins | 3 |
| 10. APSA Photographer (Nick) - 5 mins | 3 |
| 11. APSAlutely Instagram Post Request - Google form (Allison) - 5 mins | 4 |
| 12. Finance updates (Goodwin) - 10 mins | 4 |
| 13. Financial Processes (Goodwin) - 10 mins | 5 |
| 14. Anjela's Resignation (Prerna/Goodwin) - 10 mins | 5 |
| 15. CoFA Update (Goodwin) - 5 mins | 5 |
| 16. APSA Bear (Andrew) - 2 mins | 5 |

New Business:

5. **Google Space for APSA Council (Sarah) - 5 mins**

Summary:

- APSA Council to try using Google Space for the rest of this semester for internal communications

- Google Space is located in Gmail on web browsers or in Google Chat App. There are three sections including: Chat (for general announcements), Files (for any important shared files) and Tasks (for upcoming deadlines and links that are not included)
- Please contact VP Admin (Sarah H) if there are any issues or Google Space becomes too annoying in some way for Council to re-visit

6. **APSA Member Benefits (Sarah) - 10 mins**

Summary:

- Directing Council to the Infographic posted on APSA Website that was approved by APSA Execs and posted in PBLs.
- Trying to draw line for APSA member and non-member benefits to clearly show students the benefit of membership
- Council to engage with first year class when possible to increase APSA membership as trend is down from previous year membership
- More events outside of RxFactor and Blue and Gold will have pricing tiers for APSA members and Non-APSA members
- Clarified points for general council:
 - Lunch and Learns will be food for APSA member only but all students will be able to attend session
 - As APSA is using contacts, facilitating the room booking and advertising, council felt it was reasonable to limit food to APSA member
 - Request that all councilors have some way of checking if students are APSA members when sending out RSVP forms (either Yes/No or cross checking membership lists)
 - Space and Wellness with free food giveaways (Pie Day, etc) will be opened to everyone
 - For contest prizes:
 - Anything funded by APSA will be considered APSA member only (this may include contests that award Mint Cup points)
 - Mint Cup Monthly draws/team prizes will be awarded to any student
 - Any other contest with sponsored prize will be determined at the discretion of the councilor but they may seek guidance from Council

7. **Expectations/APSA Office Hours (Sarah/Prerna) - 5 mins**

Summary

- Ensure that councilors are attending office hours (should have received meeting invites)
- Councilors are only required to attend first 10 mins (no camera or mic need to be on unless someone joins)
- If no councilor assigned to the day is able to attend, they are to contact either Prerna or Sarah H
- Request for better response time from council (24-48 hour delay)
 - Even if councilor is not able to respond to the email inquiry, they are to at least acknowledge the email and set expectation to sender about when they may hear a response.
- Reminder that if councilors are struggling (academically, physically or mentally) to inform Prerna to get assistance or help delegating tasks

8. **Funding for CSHP Events (Hubert) - 10 mins**

Summary:

- CSHP Rep historically receives funding solely from CSHP, but Hubert is requesting \$500 from APSA budget for his role as CSHP rep this year
- Funding has not changed in previous years but has been more orientated to support a lot of virtual initiatives
- This year CSHP rep is looking to host more in person events (Day in a Life of Drug Information Pharmacist, CSHP mini-golf fundraiser) with food or beverages for participants
- CSHP Symposium last year had 15 attendees and this year has 92 RSVPed as a result the cost of the event was higher than expected and CSHP rep had to request funding from CSHP national to cover it
 - Hubert still has the initial budget allotted to him and the Symposium was covered not from this budget
- Beyond the additional budget from CSHP, Hubert believes he will likely need more funding to cover in person events is looking into third party companies like Lub Dub or Figs (with assistance by VP Fundraising) as well as Student Group Services (UASU) grant funds (he has missed deadline for this semester)
- Other fund sources that he will not be able to seek funds from:
 - Community pharmacies groups are considered competition to hospital pharmacy
 - Drug companies can be a conflict of interest for hospital pharmacists
- Council would like a further breakdown of events proposed that he would like funding for with details of what will be CSHP member only (separate membership from APSA), what will be APSA/CSHP members and what will be non-APSA members.
- Consideration will be given for this budget request, but given that Hubert still has budget from CSHP, the proposal will be considered in Winter semester after he hears back about SGS grant

9. **Shoppers Drug Mart Lunch and Learn (Malcolm) - 3 mins**

Summary:

- Shoppers will be hosting a lunch and learn on Nov 3rd to discuss about their walk-in clinics with Shoppers arranging food.
 - Malcolm will be seeing that food is provided for APSA members only.

10. **APSA Photographer (Nick) - 5 mins**

Nick was contacted by two first years who were interested in being official APSA photographers. He did make them aware of the commitments as APSA councilors and they have already attended Saving Second Base as photographers.

No concerns were brought up by the council by allowing them to participate.

Motion: To approve Kevin Tea and Ethan Chen as APSA photographers for the APSA Council term of 2023-2024.

First: Angela, **Second:** Brooklyn

All in favour

None opposed

11. **APSAlutely Instagram Post Request - [Google form](#) (Allison) - 5 mins**

As per request, a google form was created if you want me to make an official post on APSA instagram not just as a story. If you have already made a post elsewhere, then you can note it on the form or DM the instagram to share the post as a story.

12. Finance updates (Goodwin) - 10 mins

Summary:

- Goodwin provided an overview of recent financial activities by initiative/event to council to review for any questions
- Pharmacy Students for Mental Health had sponsorship funds (\$300) from Neighborly that they had in their personal account. These funds were rolled over to this year in addition to request budget for group as there was a definitive paper trail confirming funds
- For the future, all funds will be requested to go through APSA for proper documentation on usage of funds.
- Updates:
 - Orientation:
 - **\$2457.05** [not finalized] likely ran within budget
 - a. Pending sponsorship invoice (likely for \$3950)
 - b. [reimbursement pending]
 - Welcome Back BBQ:
 - **\$785.32** (+ \$504 venue rental handled by faculty) [not finalized]
 - a. Pending sponsorship invoice (likely for \$1000)
 - b. [reimbursement pending]
 - Summer Retreat:
 - **\$352.47** [not finalized] ran within budget
 - a. [reimbursement pending]
 - Intramural registration:
 - **\$6741** over budget due to inflation of registration costs
 - Membership Cards:
 - **\$199.03** refund to be put back into VP SS budget
 - PQ+2 First Print:
 - **\$242.95** over budget due to a couple extra pages per copy (and likely to continue in the next issue)
 - 2nd year speed friending:
 - **\$293.05**
 - Saving Second Base:
 - **\$281.11** [not finalized]
 - a. [reimbursement pending]
 - Membership Fees:
 - **81/136**
 - Locker Sales:
 - 98 → **\$2940**
- Action:
 - PS4MH transfer:
 - \$300 (Neighborly) of underused funds rolling over from last year:
 - a. It has been requested by the treasurer of the group to have this amount rolled forward into their annual budget for this year
- Upcoming/of note:
 - 2023 yearbook printing:
 - ~\$3000 total in 2 payments of 50/50 by cheque:
 - a. Of note, CU media the middle man bringing in ad revenue provided \$2917.50 for the 2023 yearbook

13. **Financial Processes (Goodwin) - 10 mins**

Summary:

- Document in event planning or finance folder
- Make sure you have invoice and potentially can organize payment ahead of time for big purchases like venues
- Wait until you have all receipts after your event has happened to submit them to Goodwin, send via email with information on initiative/type of expense, e-transfer information and any urgency if necessary for reimbursement (Normal time 7-10 business days)
- For sponsorship include Asmaa and me so I know about the contact
- For lunch and learns, it would be preferred if sponsors give APSA the money in advance to organize the food as APSA controls logistical stuff.
- Request for budget: VP Finance to collaborate about how you want new events that are not in the approved 2023 budget together expanding or creating a new budget. There will be time dedicated in meeting to discuss the changes to the budget.
- FAQ will be on who to contact (Goodwin or Kevin), checking you're in the budget delivered to Kevin. If this payment or needing more budget direct it to me.

14. **Anjela's Resignation (Prerna/Goodwin) - 10 mins**

Summary:

- Prerna emailed Class reps to give them the go ahead if they would like to put together a gift for Anjela.
- Students will have a chance to give final farewells to Anjela on Friday Sept 29th at lunch in Katz
- Anjela will be working at Science as an Admissions advisor in CSIS.
- APSA Council discussed the idea of utilizing part of budget to provide a small gift to Anjela for her years supporting APSA and the students as a Honorary Life Member of APSA
- Motion to approve the budget will be when the present is picked out

15. **CoFA Update (Goodwin) - 5 mins**

Summary: First meeting with SU about finance and administration, to go over faculty association fees. This is under non-instructional fees to fund student groups. Since we have an Opt-in membership, APSA does not get this.

16. **APSA Bear (Andrew) - 2 mins**

- APSA Bear was given to Sarah H (VP Admin) as she deserves it from all the work she has done for APSA.

17. Additions to the Agenda:

18. Adjournment (5:19 pm)

Motion: To adjourn

First: Malcolm, **Second:** Talia