



APSA Spring Changeover Meeting  
March 27th, 2023 @5:00pm, in-person ECHA 2-490

1. **Call to order (5:07 pm)**
2. **Roll call (2 min):** Alyna, Sarah, Julia, Hubert, Justine, Haley, Callum, Nick Y., Hadeel, Karanvir, Mankirat, Alison C. Gauhar, Dr. Hall, Prerna, Shanil, Veronica, Maha, Talia, Cassandra, John, Tamara, Cassidy, Christy, Allison W., Naomi A., Angela, Vincent, Kevin, Sydney, Naomi L, Theresa, Zach, Jazzi, Analise, Goodwin, Bojana
  - a. Regrets: Ruhee, Emily, Mohamed
3. **Additions to the agenda (1 min)**

*Motion:* To approve the agenda  
*First:* Analise *Second:* Talia
4. **Minutes of the last meeting (1 min)**

*Motion:* To approve the previous meeting minutes  
*First:* Angela *Second:* Jazzi

**New Business:**

5. **Robert's Rule of Order - Alyna (5 mins)**
  - **Alyna:** So the first thing I wanted to talk about is Robert's Rule of Order. An information sheet was attached with the agenda, so hopefully everyone got a chance to read that, prior to the meeting. Basically this is just how we structure our APSA meetings. I won't lie, it is a bit hard to get used to, but the more you see it and practice it, the more it makes sense. So for example, how we motioned to approve the agenda, every motion needs a first and second. At the start of each meeting, you will be motioning both the agenda and the previous meeting minutes. If anyone wants to add anything to the agenda, you would have to do this before the motion is made to approve it. Then there are 2 important terms, in camera, and out of camera. When we make a motion to move into camera, this means that the conversation is confidential, we are not taking meeting minutes, and it should not be shared with anyone outside of the APSA council. We will be going into camera quite a lot today with the votes of confidence and by-election discussion items. On the flip side, moving out of camera is when meeting minutes are being taken and will be distributed with our members and the conversation at hand is not confidential. Lastly, unfortunately officers and our Faculty representative are non-voting members, and therefore, for the by-election voting, they will not be able to fill out the Google Form. However, they can still be in the room for discussion and can voice their opinion on the candidates. Does that make sense? I know the in camera and out of camera concepts are a tricky one to grasp. If there are no questions, then we can move onto the votes of confidence which I can lead until Bojana arrives.

6. Votes of Confidence for CAPSI Sr, IPSF Sr, and CRO - Bojana (10 minutes)

- Alyna: I will just move into votes of confidence. Analise and Zach will be asked to leave the room as this is related to them and then they will be contacted to come back in.

**Motion:** To move into camera

**First: Jazzi Second: Tamara**

**Motion:** To move out of camera

**First: Jazzi Second: Talia**

**Motion:** BIRT that APSA Council appoints Zach Yopek-Stabel to the position of CAPSI Senior, Analise Lehnars to the position of IPSF Senior, and Alyssa Chan to the position of CRO for the 2023-2024 term

**First: Naomi Second: Shanil**

**All in favor.**

**None opposed.**

**Bojana abstains.**

7. By-election Voting - Maha (10 mins)

- a. [Letter of intents](#)
  - b. [Google Form to vote](#) (Note: All outgoing and incoming councilors were allowed to vote)
- *\*Zach and Analise were called back into the room.\**
  - **Alyna:** Naomi A. you can't be here when we talk about roles as you are running for a second position, so you will be asked to leave.

**Motion:** To move into camera

**First: Jazzi Second: Tamara**

**Motion:** To move out of camera

**First: John Second: Tamara**

**Motion:** BIRT that APSA Council appoints Evana, Malcolm, Haleema, Jin, Amy, Brooklyn, Sydney Facette, Makayla, Kirsten, Michael, Naomi A. for the 2023-2024 term

**First: Tamara Second: John**

**All in favor.**

**None opposed.**

**Bojana abstains.**

**Motion:** BIRT that APSA council approves for Evana and Naomi to hold two positions on the council

**First: Tamara Second: John**

**Bojana abstains**

- *\*Naomi was called back into the room\**

## 8. Housekeeping Reminders - Alyna (5 mins)

- **Alyna:** So I know I mentioned this in the emails, but I did just want to remind everyone of a few housekeeping reminders. For any outgoing councilors, your transition plan which includes your transition document is due a week from today, so on Monday, April 3rd. Please send those to both Bojana and Prerna as they will be assessing and checking for completion. For our outgoing officers, your transition plans including your transition document will be due before May 1st and you should send those to myself, Bojana, and Prerna. Lastly, semesterly reports will be due on Friday, April 28th at 11:59pm. I added the link to the shared folder in the agenda, so please upload your reports in PDF format in that folder. Then, for incoming councilors and officers, you do have a mandatory, in-person event organizer training session on Monday, April 3rd from 2:00-3:5 pm in the computer lab in ECHA L1-350. If you are unable to make it, please let myself, Sarah, Bojana, or Prerna know. For the people who cannot make it, Sarah and Prerna will be hosting another session over the summer, so no need to stress. Also, Prerna, there was a question about whether people who have already completed EOT need to come to the meeting?
- **Prerna:** It is still mandatory, just so we are all on the same page. I promise you that you will learn something new even if you have attended and completed your event organizer training prior.
- **Alyna:** Okay perfect. I think that is all from me. Does anyone have any questions or concerns about this? If not, we can make a motion to adjourn the meeting. Also, this will be the last meeting that our outgoing councilors will have to attend so I just wanted to give a big shout-out and thank you all for your hard work over the past year. It was a pleasure to work with you all and we should all be super proud of ourselves. The executives still have two more meetings so you haven't gotten rid of us yet, but I am also super excited for this council to take over and I can't wait to see what you accomplish.

## 9. Additions to the Agenda: None

## 10. Adjournment (5:34 pm)

**Motion:** To adjourn

**First:** Karanvir **Second:** John