



Alberta Pharmacy Students' Association
2 – 35 Medical Sciences Building
12/23/2022

Alyna Dattoo, VP Administration

VP Administration Semesterly Report - Fall 2022

Alyna Dattoo

Weekly Tasks:

- Attended general and executive council meetings weekly
- Attended faculty-executive meetings bi-weekly for continuous updates
- Gathered agenda items and created the agenda for both the general and executive council meetings weekly
- Created and published meeting minutes for general and executive council meetings

Throughout the semester:

- Created infographics and posted them to APSA Members Corner monthly to increase transparency between us and the student body
- Kept the APSA Pharmacy and Council Google Calendars up to date
- Monitored APSA Members Corner as well as the APSA Council and Officers Facebook page
- Managed the APSA email, responded as appropriate, and forwarded emails to the respective councilors when required
- Assisted councilors and officers with questions about the constitution, policies, and procedures
- Booked room locations for the councilors and ensured that our events were approved by Bearsden
- Monitored the APSA Shared Google Drive
- Organizing the APSA office and ensuring that it is up-to date with storage and office supplies
- Invited the members of APSA Members Corner to Facebook events
- Continued tracking new APSA Membership purchases

April:

- Transition meeting with Marzena
- Created the APSA contact information sheet and distributed it to the Faculty
- Worked in collaboration with Bojana and Maha to fill the remaining open council positions
- Made the respective edits to the 2021-2022 APSA Constitution
- Added all the new councilors and officers to the Shared APSA Google Drive, APSA Councilors and Officers Facebook page and removed the previous council

June:

- Began planning for the summer retreat
- Attended various meetings for the Assessment Committee

July:

- Collected the councilors headshots and biographies
- Ensured that councilors were beginning to complete their Event-Organizer Training

- Created the fall semester office hour schedule and booked the meetings
- Scheduled the general council meetings, executive council meetings, as well as the faculty-executive council meetings
- Created the room booking form for upcoming events
- Had meetings with Dr. Cor, Dr. Hall, Dr. Sanghera, and Bojana in regards to opening up Faculty committees up to the wider student body
- Completed a Trans Wellness Initiative Introduction to Affirming Spaces Training module

August:

- Worked in collaboration with the IT Director to update the APSA website
- Began tracking first year APSA Membership purchases
- Began adding first year APSA members to APSA Members Corner and sending them the welcome email
- Attended first year orientation
- Attended the summer retreat and published the meeting minutes and agenda
- Created a 'How to Navigate being an APSA Member' document
- Created an anonymous Google Form for constructive feedback as well as a Q&A document to answer any of these questions

September:

- Added new councilors and officers to the Councilor Facebook page and Google Drive
- Continued tracking APSA Membership purchases, adding first years the APSA Members Corner, sending out welcome emails
- Launched the Faculty committee applications to the wider student body in collaboration with Bojana and Maha
- Created an event spreadsheet pipeline in collaboration with VP Finance and VP Academic
- Collected APSA affiliated club requests and presented them to the general council
- Met with Dr. Cor, Dr. Hall, Raymond, and Bojana in regards to expanding the Student Advisory Committee

October:

- Continued the conversation with Dr. Cor, Dr. Hall, Raymond, and Bojana in regards to expanding the Student Advisory Committee

November:

- Created an APSA Members Feedback Google Form for constructive feedback
- Summarized the APSA Members Feedback results and presented the results at a faculty-executive council meeting and with Dr. Cor, Dr. Hall, and Dr. Hughes
- Met with Dr. Cor, Bojana, and Raymond to collaborate on EDI initiatives
- Had a meeting with a few muslim students to better understand how we can make APSA more inclusive and on the logistics of having a prayer space for students
- Worked in collaboration with the Selection and Review Initiatives Manager to find a student to sit on the Dean Selection Committee

December:

- Collected and distributed the fall semesterly reports

Sincerely,
 Alyna Datoo, Vice President Administration
 Alberta Pharmacy Students' Association