

## **VP Administration (Colleen Flintoft) Report Fall 2019**

### Throughout the Semester

- Attended general and executive council meetings, gathering agenda topics and taking meeting minutes
- Created APSA Meeting Infographics monthly and posted them to APSA Members' Corner
- Organized room bookings for various events on campus
- Kept the APSA Calendar up to date with events
- Monitored APSA Members' Corner
- Ensured the APSA Office was organized and stocked appropriately
- Collected mail and distributed it to the appropriate councillor or officer
- Managed the APSA email, responding as appropriate and forwarding them to the appropriate people
- Helped out at various events

### April

- Created a contact information sheet for all Councillors and Officers, as well as a list of APSA committees and their members for 2019-2020 year
- Attended a COFA meeting

### August

- Made business cards for APSA Councillors and distributed them at the summer retreat
- Assisted with First Year Orientation
- Organized Fall Office Hours
- Started tracking first year APSA Members and adding them to APSA Members' Corner

### September

- Organized Executive and General Council Meeting Room Bookings for the year
- Updated the guide to holding office hours for councillors
- Created a Google Form for room booking requests
- Obtained a SUBPrint card for APSA
- Tracked first year APSA Members and added them to APSA Members' Corner
- Added new councillors and officers to the Councillor Facebook page and Google Drive
- Received requests for APSA Affiliated Clubs and presented them to Executive Council for approval

### December

- Began collecting semesterly reports from APSA Councillors, to be posted to the website in January when all are completed
- Organized Winter Office hours