

**VP Administration Semesterly Report - Winter 2023**  
**Alyna Dattoo**

**Weekly Tasks:**

- Attended bi-weekly general council meetings
- Attended bi-weekly executive council meetings
- Attended bi-weekly faculty-executive meetings
- 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
- Attended monthly meetings with Dr. Christine Hughes and Bojana Nikic (president)

**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

**January:**

- Worked with Maha (CRO) and Bojana (President) to organize the APSA Presidential election
- Met with the Oilers Group in regards to the Healthcare Appreciation Oilers game
- Began summarizing the APSA Member Feedback Survey in collaboration with Julia (VP Finance) and created the 'Student Voice: A Living Document for Improving the Student Experience'
- Shared the 'Student Voice: A Living Document for Improving the Student Experience' with Faculty to obtain feedback and their responses to student concerns

**February:**

- Worked with Maha (CRO) and Bojana (President) to organize the presidential forum
- Met with the Faculty to advertise the TGIF
- Planned and organized the “Get to know your APSA Team” event and distributed the slides to the student body
- Worked with Maha (CRO) and Bojana (President) to organize the general APSA elections
- Began working on the APSA constitution revisions and informed the student body that this process was currently occurring if they had any suggested revisions to submit to the committee for review
- Began planning the Annual General Meeting (AGM)
- Was introduced to the President of the student association of Pharmacy at the University of Montreal and began conversations with them in regards to a pass/fail system and how to better support our respective student bodies

#### **March:**

- Chaired and organized a Constitution and Policy meeting
- Volunteered at various PAM events throughout the month of march
- Met with various students and organizations (Muslim Students Association and Pharmacy Christian Fellowship Club) to hear their perspective on a multi-faith prayer space
- Created various Google Forms to gather students opinions on the prayer space
- Launched the multi-faith prayer room
- Met with student services, Dr. Cor, and The Dean about prayer room funds to see what other supplies could be purchased
- Spoke to the faculty about students concerns in regards to Pharm 354 and 454 tuition increases
- Presented the Constitution amendments at the AGM
- Welcomed the new APSA council and added them to the shared Google Drives, relevant Facebook group, and Council Google Calendar, in collaboration with Sarah (incoming VP Administration)
- Worked with Maha (CRO), Bojana (President), Prerna (President-Elect), Alyssa (incoming CRO), and Sarah (incoming VP Administration) to organize the bi and tri APSA elections

#### **April:**

- Volunteered at the Pharm-Dent Game
- Released the ‘Student Voice: A Living Document for Improving the Student Experience’ to the larger student body
- Organized group Event Organizer Training (EOT) for the incoming council
- Obtained a divider for the prayer room
- Collected all of the semesterly reports and posted them to APSA Members Corner
- Collected all of the APSA Affiliated Clubs Annual Reports

#### **May**

- Formally transitioned Sarah (VP Administration) into her role
- Collected and reviewed the Officers transition plans and transition documents in collaboration with Bojana (President) and Prerna (President-elect)

Sincerely,

Alyna Dato, Vice President Administration  
Alberta Pharmacy Students’ Association