



MUSSA May 2020 Meeting Minutes

Date: Tuesday, May 26th, 2020

Time: 5pm - 6pm ET

Location: Virtual (Zoom)

Called to start: 5:09

In attendance: Hanna Schacter, Chantelle Perrault, Melissa Mertsis, Jordan Vetter, Madison Carmichael, Lindsay Chisholm, Jaime Meier, Sara Fontes, Erika Serodio

1. Meeting Called to Order

- I. Approval of Agenda
 - i. Sara, Lindsay
- II. Appointment of an interim Secretary
 - i. Jaime as interim secretary
 - ii. Melissa, Lindsay
- III. Virtual Meeting Protocol
 - i. We will be recording the meeting just in case people are unable to attend
- IV. Team Photo
 - i. Thanks Hanna!

2. Exec Updates

- V. President/Vice President (Melissa)
 - i. Reminder that MUSSA is a safe space!
 1. Working to be more open and transparent this year
 2. Please reach out to Melissa or Jordan with any concerns
 - ii. Council Decorum
 1. Open communication to make sure everyone is on the same page and no one falls through the cracks
 2. Looping Melissa and Jordan in on everything, good or bad, since there are many student groups (MISC, MPOC, etc.) so that things are not duplicated
 3. CC the MUSSA email on council related emails
 4. If you do not have access to the google drive, let Melissa or Jordan know
 - iii. Recap of Last Year

1. Cancelled events : in-person convocation but the Dean wants a convocation celebration of some sort, physical exhibitions, MUSSA gala is postponed
- iv. Executive Planning and Collaboration
1. Lots of meetings with Cara, Irina, and Wendy
 2. Cara is going on sabbatical as of July 1st(?) and then Irina will become the Director of the program and is happy to support us
 3. Meets with MISC and MPOC because we want more collaboration this year
 4. TRC working group that started on April 30th and wants a representative for the panel. Melissa and Jordan will be sending out information later today and will choose someone by Friday
 5. Want a sandbox/quercus page up for MUSSA (similar to the Inforum)
 6. Want to work with the Bachelor of Information student council and are waiting for information from their president to move forward
- v. COVID-19
1. Internships
 - a. No additional information other than what has been sent for everyone
 - b. Drop date for the class has been extended with possibility to do internship in Fall/Winter
 2. Fall Dates
 - a. No update other than the announcement from the President and Dean
 - b. No official announcement about delivery
 - c. Important to use the messaging that has been put out by the faculty
 3. Virtual Planning
 - a. Plan for everything in person and online as a back-up
 - b. Have a strategy for safety (eg. making in person events available to immunocompromised, etc)
 4. Accommodations
 - a. Tuition fees will be released later on in July and do not have details right now
 5. Official Faculty messaging
 - a. <https://ischool.utoronto.ca/covid-19-information-for-students/>
- vi. Feedback Document Review

1. Mostly positive and areas to improve on
 2. Students would like to extend merch
 3. Want more team building events and increasing representation of MMSt and CDP
- vii. Personal Museum Contact Google Doc
1. https://docs.google.com/spreadsheets/d/1MTKpk4nlYnXB4SVwwwnnFVuVd9kWRn_sl-klNKxhlAkg/edit#gid=0
 2. For future events
- viii. Social Meeting
1. This Friday to get the ball rolling
- ix. Regular Summer Meetings
- VI. Treasurer (Interim: Jordan)
- i. Issues with last year
 1. Working on financial policies to make processes (old and new) official
 2. Issues with payments last year that were not properly consulted and ultimately put us over budget
 - ii. President, VP, Treasurer Involvement
 1. Super important to talk to the President, Vice President, and Treasurer to make sure it works with the budget
 - iii. Pre-Spending Forms and E-Transfer Protocol
 1. Unknown e-transfers last year so it is difficult to know where they came from and what they were for
 - iv. Invoice and Reimbursements Protocol
 1. Reimbursement requests must be submitted within a month of spending so it can be tracked properly in the budget
 - v. Finalizing Budget
 1. Looking into fundraising to supply funding to support student initiatives
- VII. Social Chair and/or Social Assistant (Chantelle)
- i. Nothing to report on
- VIII. Social Media Manager (Hanna)
- i. Has been putting posts up on social media
 - ii. Reach out with any ideas
 - iii. Maybe doing an at home challenge or contest
- IX. First-Year Representative (N/A)
- i. N/A
- X. Second-Year Representative (Lindsay)
- i. Wants to put out a call for design ideas and vote on them as a faculty
 1. PASTELS? HATS? TOQUES? The possibilities are endless

3. Committee Updates

- XI. Faculty Advisory Council (Lindsay)
 - i. A survey will be coming out soon
 - ii. Feedback document is in the google drive
- XII. Alumni Association (Chantelle)
 - i. A week and a half ago there was a virtual meeting but they may have forgotten us because Chantelle only got the meeting link the day before
 - ii. Building more of a connection between the association and MMSt/CDP
- XIII. Admissions Committee (Madison)
 - i. Nothing to report
- XIV. Programs Committee (Interim: Melissa)
 - i. Madison has been sitting on the council
 - ii. Turn over is in July and Madison can sit on it until then
 - iii. Two meetings since COVID
 - 1. Potential new electives being announced soon
 - iv. We do not know when we can enroll for the courses - likely in July (Madison will ask)
- XV. Committee on Standing (Interim: Hanna)
 - i. Voting on people's thesis statements
- XVI. Tech Fund (Interim: Melissa)
 - i. Nothing to report
- XVII. MISC-MUSSA Liaison (Sara)
 - i. MISC has starting incoming students Facebook group as a way to greet incoming students
<https://www.facebook.com/groups/incoming2020schoolstudents/>
- XVIII. Musings (Jaime/Erika)
 - i. Summer session has started! Check out new articles on the blog

4. Announcements/Updates

- XIX. Open Announcements
 - i. Nothing New

Called to close: 5:52