



MUSSA September Meeting Agenda

Date: Wednesday, September 11, 2019

Time: 4:15-5:15pm

Location: BL 520

Meeting called to order: 4:15

In attendance: Emma Puddicombe, Natalie Heaton, Elizabeth Cytko, Amelia Smith, Julie Suh, Ally Forand, Jordan Fee, Sydney Stype, Joanna Wreaks, Savannah Swell, Michelle Wright

Approved: Jordan Fee & Joanna Wreaks

Introduction for new council members:

- I. What to expect from MUSSA
 - i. Council meetings, agenda and minutes.
 - ii. MUSSA bonding events.
 1. Hang out with us, look forward to some MUSSA exec events
 - iii. Collaboration with MI & community between first and second years.
 1. We will be doing events with MI
- II. What is expected from you
 - i. Meet with previous members holding your position and/or Emma and Nat, read the Year End Report from previous years.
 1. Talk to the person who was in your position last year, read their notes etc.
 2. If you can't meet with that person, you can talk with Nat / Emma
 - ii. Fill in Doodle Polls for meetings in a timely manner.
 1. Will try to be sent out the first few days of the month
 - iii. Reply promptly to emails.
 - iv. Attend MUSSA events.
 1. We expect you to be at events and representing us
- III. Modes of communication
 - i. Formal channels: Emails (for records).
 1. Always CC: MUSSA in important email communications (for our records).
 - ii. Informal channels: Texting and Facebook.
- IV. Meeting agenda: Send summary if you cannot attend a council meeting.
 1. Send us your update so we can let the rest of the council know what's happening
 - ii. Two strikes rule.

1. If you miss more than two meetings, you will have to sit down and have a meeting with nat & emma
- V. Code of conduct: Serve as ambassador of MUSSA and MMSt.
 - i. Welcoming to everyone (we do not tolerate racism, sexism, ageism, classism, etc.)
- VI. Reimbursement: Must be approved by the Treasurer prior to purchase being made (Emma until elected member joins team).
 - i. No receipt, no reimbursement.
 1. Have to ask the treasure first
- VII. Administrative updates
 - i. Google Drive
 1. Feel free to add things / look at the files from last year to get an idea of things
 2. Michelle needs to be added to the drive
 - ii. [Contact Information Spreadsheet](#)
 - iii. Facebook Groups:
 1. MUSSA Execs 2019-2020
 2. Museum Studies Students at UofT
 3. Museum Studies Student Association - MUSSA
 - a. All versions of informal communications

Committee Updates/Reports

- VIII. Alumni Association
 - i. Nothing to report. First meeting tonight
- IX. Admissions Committee
 - i. Nothing to report. Not sure who to contact.
- X. Programs Committee
 - i. Nothing to report
- XI. Committee on Standing
 - i. Nothing to report, meeting today
- XII. Tech Fund
 - i. Summer debrief.
 1. Had a phone meeting. Approved the sticker to go onto the UofT card for people that opt in
 2. Savannah is in charge of the Marking aspect the tech fund.
 3. Bought some laptops.
 4. When the slideshows gets approved please give it to Julie
- XIII. MISC-MUSSA Liaison
 - i. Fee that goes onto MISC (\$25), this is optional this year, trying to be very transparent. Will not be able to come to MISC events if they haven't paid this. The deadline for this is in nine days.
 - ii. Trying to ensure that students are opting in.
 - iii. Issues around what happens if someone wants to opt in

- iv. Issues around not having the stacks anymore. Our books will be dispersed at different libraries. Trying to put in more chairs and tables etc. All attempts to try to save the stacks didn't work.

XIV. Musings

- i. Contributing editors.
- ii. Have been doing some announcements / posters
 - 1. Seems to be a lot of interest, try to talk to more of the first years.
 - 2. Hoping to get back up to about 17 editors
 - 3. Going to have a clear link in the MUSSA website
 - 4. Would like to have a dedicated photographer for Musings.
 - a. Contact tech fund. Try to work in how it will better the faculty etc.
 - b. Until then work with Julie for media / photos
- lii. Thus far, there is a budget of \$200 but we will talk further about that later, once there is a set treasurer

Exec Updates

XV. Treasurer

- i. Budget.
 - 1. Has been decided for the year, starting \$3,625.70
 - 2. Orientation and debrief.
 - a. Spent just over \$100 for orientation week, which was under budget
- ii. Grants.

XVI. Social Chair

- i. Collaboration
 - 1. Being doing lots with MISC
- ii. Orientation Week debrief.
 - 1. The Gardener tour was very successful
- iii. Upcoming September events.
 - 1. Pizza with the Prof.
 - 2. Faculty events - Mount Making workshop
 - 3. Hoping to do a textile museum visit - november
 - 4. Board games and chill event
- iv. Ottawa trip
 - 1. We have the hotel booked, needs to be confirmed by Oct. 4th
 - 2. Info sessions will happen in week 3,
 - 3. Also be talked about it in more detail at AGM

XVII. First Year Representative - Skip

XVIII. Second Year Representative

- i. Merchandise.
 - 1. Should have it for the MMst conference
 - 2. Ordered more → hope to be hearing back from soon \$551.67

- a. Baseball shirts
- b. 3 Tee shirts
- c. 1 sweaters
- d. 3 tote

3. Want to do order forms for individuals, but there needs to be a min. Of 12 orders to put it in. something to be addressed in the future.

li. next time we do things in the inforum, we gotta let them know

lii. office hours

ii. Alumni event

- 1. The totes were very popular, try to save those for alumni events.
- 2. Went to bump the price to \$25, instead of \$20

XIX. Social Media

- i. Cant attend every event, so please post things on the IG
- ii. Julie added a [photo folder](#) on MUSSA

XX. Vice President

- i. Nominations & elections period.
- ii. Constitution

XXI. President

- i. AGM.
 - 1. 12pm-1pm, BL417
 - 2. MUSSA members have to be there & be ready to introduce yourself
 - 3. Final report for last year / this year
- ii. Ottawa Field Trip.
 - 1. Starting to be planned out. Check out the folder for more info on anything
 - 2. Planning on going to 5 museums
 - 3. Stay tuned for into sessions on week 3 (will have 2 sessions)
 - 4. Similar to last year
- iii. iSchool Clubs & Associations Fair. wednesday Sept. 18th 4-6pm
 - 1. Volunteers.

Announcements/Updates

XXII. Save the dates: Wednesday, September 18, 4-6 PM

- i. iSchool Clubs & Associations Fair.

XXIII. Save the date: Monday, September 16th (12:15-1pm)

- i. AGM.

Other:

XXIV. MMst 50 conference friday sept. 27th 8:30am-7pm

- i. \$25 student rate
- ii. Looking for volunteers, anyone interested

- iii. Merch table?
 - iv. Social media → MMs50 IG, if you have any, please send them to Julie for marketing / advertising
- XXV. OMA Conference
- I. Special rate for students. To get the rate, they have to email mussa, and fill out the google form, and then send \$ to us.
 - II. Group transportation
 - III. Get the word out.

Meeting adjourned at: 5:05pm