



MUSSA August 2020 Meeting Minutes

Date: Monday, August 31, 2020

Time: N/A

Location: N/A

The August 2020 MUSSA Council Meeting did not take place as a live or synchronous event. Council members submitted their updates electronically in writing to MUSSA, and these updates have been compiled to form the August minutes below.

Action items for MUSSA Council members are highlighted in **green**. Please review and respond accordingly.

1. Meeting Called to Order

- I. Approval of Last Meeting's Minutes
 - i. Jordan
 - ii. Hanna
- II. Approval of Agenda
 - i. N/A

2. Exec Updates

- III. President (Melissa)
 - i. Orientation & Other Events
 1. First Trivia Night a success on Bb Collaborate! Chantelle made an excellent trivia host
 2. Thanks to Hanna and Lindsay for facilitating Book Club over the summer!
 3. One orientation event down, two to go!
 - a. Thanks to everyone who participated in the first "speed dating" orientation social, and the Social Team for planning!
 4. Reminder that orientation ends on September 12th and class starts September 14th
 - ii. AGM
 1. Wednesday, September 16th, 12 - 1 pm in the MMSt Channel
 2. This is a mandatory meeting for **all council members**.
 3. Needs promotion early to get as many students as possible to attend.
 4. Will vote on constitution and budget, introduce council, announce merch, call for nominations for elections
 5. Looking to promote AGM in [first and second year classes](#) (with permission of instructor)

- a. Action Required: If you are interested in volunteering to make announcements in classes please let us know ASAP so we can reach out to professors before the semester starts.
- iii. Virtual Office Hours
 1. Every Tuesday from 12-1pm starting on September 15th in the MMSt Channel
 2. You are not required to attend but if you want to come hang out with Jordan and I feel free!
- iv. Constitution changes
 1. Need to announce that changes will be voted on at the AGM.
 2. Proposed changes **need** to be available for review in advance of voting to approve at the AGM (will be shared online). We are first providing it to the council to review, and after that will share online/link to in a MUSEletter for the rest of the student body to review.
 3. Jordan and I have been diligently working to make some adjustments to the constitution for this upcoming school year - we have focused on clarifying a lot of the wording in terms of elections and roles, as well as adding some necessary changes such as a land acknowledgement and equity statement.
 4. Action Required: As requested previously, we would like your suggestions! We encourage you to add your thoughts as **comments, not track changes** to the [draft constitution](#) for where you would like to see changes or additions or have questions about what has been proposed. This way, we can review your comments alongside our proposed changes. If you have any other changes you would like to propose or questions please **reach out to us**. This will ensure that the document remains legible and accurate in terms of proposed changes, but again, we strongly encourage you to leave comments.
 - a. Deadline is Monday, September 7th at 12 pm so the proposed revised constitution can be shared in the MUSEletter that week.
- v. Acknowledgement of short turnaround times this summer
 1. We appreciate all the hard work everyone has put in the past four months - we know it's been busy and chaotic but I am proud of everything we've accomplished!
 2. Now that we are headed back into the school year it is expected that MUSSA members are checking and replying to emails regarding their positions on a regular basis
 3. We will do our best to provide ample time to respond to inquiries but please be aware that some deadlines, requests, and restrictions are not dictated by MUSSA and are beyond our control (i.e. election requirements from U of T, etc.)
 4. Looking forward to what this school year holds!

IV. Vice President (Jordan)

i. MUSEletters

1. First MUSEletter of the Fall (includes first years) to go out the week of September 7th
2. Will likely aim to do on a weekly basis during the school year as outlined on the [website](#) (but if no updates, it won't go out that week)
3. As always, if you have updates you wish to include, try to send to Jordan/the MUSSA Gmail by the Friday before

ii. Elections

1. Thank you for approving the proposed election dates!
 - a. We appreciated the concern raised by some council members over the short window for elections. Note that this election period is very similar to last year's dates - one week for nominations, being open as of the AGM date, followed by one week of voting being open.
2. To help support the short time frame, we plan to announce the election dates on social media as early as September 1st, and plan to share further election details on our website and via the MUSEletter the week of September 7th.
3. However, descriptions of the open positions cannot be announced any sooner than the AGM because some of the position descriptions have proposed changes in the constitution that need to be approved at the AGM. The official call for nominations and the nomination form will open at the close of the AGM.
4. Final dates:
 - a. Call for Nominations: Wednesday, September 16, 2020 (announced at the AGM)
 - b. Nomination Period: Wednesday, September 16, 2020 (at the close of the AGM) - Tuesday, September 22, 2020, 11:59 pm
 - c. Campaigning Period (optional): Wednesday, September 16, 2020 - Tuesday, September 22, 2020, 11:59 pm
 - d. All-Candidates Meeting (required for interested nominees): Friday, September 18, 2020, 12-1 pm
 - e. Candidates Announced: Wednesday, September 23, 2020
 - f. Voting Period: Wednesday, September 23, 2020 - Tuesday, September 29, 2020, 11:59 pm
 - g. Results Announced: Wednesday, September 30, 2020
5. Currently working to set up the backend voting system with UofT.

V. Treasurer (Interim: Jordan)

i. Budget

1. Action Required: Review the draft budget [here](#) and flag any questions or concerns
 - a. Reduction of many line items this year given that things will be held virtually (e.g. no food orders, no field trip)

- b. Removal of automatic deposit on MUSSA's bank account (cost us \$26.50 last year)
 - c. Continuing to hold an honouring/gifts budget for guest speakers or tours
 - d. Some budget reserved for prizes for virtual events or fundraising initiatives
 - e. Proposing to introduce student initiative funding (\$250) to help support groups like Musings and MPOC and other individuals or student groups in their activities throughout the year
- ii. Action Required: New this year, review the following documents and flag any questions or concerns
 - 1. [MUSSA Student Initiative Funding Application Form](#)
 - 2. [MUSSA Financial Policies](#)
 - 3. Revised [MUSSA Reimbursement Form](#) to align with Financial Policies
- VI. Social Chair and/or Social Assistant (Chantelle)
 - i. No Updates Provided.
 - VII. Social Media Manager (Hanna)
 - i. Continuing to promote the Orientation events
 - ii. Will start posting #MeetMussa posts again
 - VIII. First-Year Representative (N/A)
 - IX. Second-Year Representative (Lindsay)
 - i. No Updates Provided.

3. Committee Updates

- X. Alumni Association (Chantelle)
 - i. No Updates Provided.
- XI. Admissions Committee (Madison)
 - i. No Updates Provided.
- XII. Programs Committee (Interim: Madison)
 - i. No Updates Provided.
- XIII. Committee on Standing (Interim: Hanna)
 - i. No Updates Provided.
- XIV. Faculty Council (Melissa & Jordan)
 - i. No summer meetings
- XV. Truth & Reconciliation Working Group (Amanda)
 - i. Initial meeting a few weeks ago
 - ii. Introductions, reviewing paperwork
 - iii. Next meeting in September (date TBD)
- XVI. Faculty Advisory Council (COVID-19) (Lindsay & Jaime)
 - i. No Updates Provided.
- XVII. UTGSU (Jordan)
 - i. No recent meeting
 - ii. Next meeting in September TBD
- XVIII. Tech Fund (Interim: Melissa)

- i. In light of COVID-19, all iSchool students will not be charged the incidental fee (\$20 for full-time students, \$10 for part-time students) for Tech Fund in Fall 2020. Fees for Winter 2021 have not yet been confirmed.
 - ii. Tech fund continues to operate (equipment loans are still available)
 - iii. Details at mussa.ca/tech-fund
- XIX. MISC-MUSSA Liaison (Sara)
 - i. No Updates Provided.
- XX. Musings (Jaime & Erika)
 - i. Musings has wrapped up the summer session!
 - ii. Start of fall session TBC, will likely mention in an upcoming MUSEletter

4. Announcements/Updates

- XXI. Open Announcements
 - i. MUSSA's Land Acknowledgement update
 - 1. Jaime is creating a version to be added in the constitution, as well as a guide for how to facilitate land acknowledgements at events, etc.