



# MUSSA October 2020 Meeting Minutes

**Date:** Wednesday, October 14, 2020

**Time:** 1pm - 2pm

**Location:** Virtual Inforum, MMSt Channel

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**Meeting called to order at: 1:03 PM**

**In Attendance:** Jordan Vetter, Lindsay Chisholm, Melissa Mertsis, Amanda Berardi, Annabelle Kolomeisky, Cassidy Latimer, Hannah Schacter, Helen Yao, Jaime Meier, Jefimija Vujcic, Jessica Parsons, Louisa Simmons, Natalie Scola, Sarah Cavaliere, Chantelle Perreault, Madison Carmichael, Erika Serodio, Sara Fontes

**Regrets:** Magali Delgado, Christina Ugge

**MMSt Channel of the Virtual Inforum:**

<https://ca.bbcollab.com/guest/0e9a2d0717ac4e83a4cace658a3fa3c4>

## 1. Meeting Called to Order - Melissa

- a. Thank you/Welcome
- b. Land Acknowledgement
  - i. Acknowledging museum's role in colonialism.
  - ii. Hoping to update land acknowledgment in future meetings
- c. Virtual Meeting Protocol
  - i. Please raise hands if you have questions
  - ii. Meetings have been recorded
  - iii. Send an email to Melissa or Jordan if you have any updates you want to share if we run out of time
  - iv. For approvals, please raise hands
- d. Approval of Last Meeting's Minutes
  - i. Approved by Jaime Meier and Lindsay Chisholm
- e. Approval of Agenda
  - i. Approved by Jaime Meier and Lindsay Chisholm
- f. Appointment of meeting Secretary
  - i. Hannah Schacter and Jaime Meier agree to appoint secretary
- g. New Council Member Appointments (Jordan)
  - i. Jordan appointed unfilled positions
  - ii. All appointees able to vote in upcoming meetings
  - iii. Secretary - Cassidy L.
    - 11 hands raised in approval - 0 oppositions - Jordan abstains from vote.
  - iv. Treasurer - Jessica P.
    - 11 hands raised in approval - 0 oppositions - Jordan abstains from vote.

- v. First-Year Tech Fund Representative - Helen Y.
  - 11 hands raised in approval - 0 oppositions - Jordan abstains from vote

## 2. Exec Updates

- a. President (Melissa)
  - i. Safe Space/Inclusivity
    - Please be respectful of everyone's time and ideas. Zero tolerance of bullying or discrimination. Please be courteous.
  - ii. MUSSA Working Hours
    - Council will try to keep MUSSA hours between 9am - 5pm
    - May need to schedule meetings outside of working hours. If this should happen, an alert will be sent out before, and everyone will be made aware of the situation.
  - iii. Deadlines & Turnaround Times
    - Sometimes there are tight turnaround times, external pressures often need tighter deadlines.
    - Still learning how to host meetings online, feedback is always appreciated if there are issues.
  - iv. Communication Expectations
    - U of T email, Facebook
    - Please use U of T email to keep a paper trail.
    - For new members, there is a Facebook group chat that everyone is added to.
    - Everyone is expected to respond within 48 hours to emails.
    - If unable to answer, please keep open communication and let them know you will respond at a later date.
    - Open communication is critical
    - If someone prefers to use another email other than the official U of T email, please indicate what email you would like to use in Google Drive.
    - Check who to include in communications (what members need to be involved) when sending emails (Ex. if it has to do with money, contact Jessica)
    - Keep MUSSA copied in (CC emails)
    - Google Drive
      - To be used for your convenience. A resource to take advantage of. Please get familiar with using it.
      - **Contains [contact sheets](#) that need to be filled out.**
      - Council Collaboration
  - v. Attendance Expectations
    - Everyone at MUSSA is understanding that life gets in the way.
    - Please put in the best effort to make all meetings and events, if possible.
    - Let someone know if you cannot make a meeting. (Melissa or Jordan)

- vi. Accountability
  - Sense of accountability is to other council members
  - Complete assigned tasks, so other members don't have to do it for you (we are all very busy!)
  - If you feel like you can take on more responsibility, reach out to Melissa or Jordan
  - Notes and minutes regarding meetings will be copied into the Google Drive folder. Contact Cassidy if there are any problems.
- vii. November/December Meetings
  - November - <https://www.when2meet.com/?10024120-abbUO>
  - December - <https://www.when2meet.com/?10024145-ZKwccg>
  - **Please fill out meeting availability from the link above ASAP**
- viii. What Do You Need from Us?
  - Examples: setting boundaries, how to improve communication.
  - MUSSA is supposed to be fun! If something isn't working, please let Melissa or Jordan know.
- ix. Introductions
- b. Vice President/CRO (Jordan)
  - i. (She/Her)
  - ii. In charge of website/ council bios
  - iii. Newsletters go out weekly or biweekly - if any updates, please send to MUSSA gmail.
- c. Treasurer (Jessica)
  - i. (She/Her)
  - ii. Budget update: \$695.71 - income (22.9% of projected income)
  - iii. \$1333.51 - expenses (51.9% of projected budget)
- d. Social Team (Chantelle/Natalie)
  - i. Chantelle (She/Her)
  - ii. Natalie (She/Her)
- e. Social Media Team (Hanna/Sarah)
  - i. Hanna (She/Her)
  - ii. Continuing with the MUSSA posts. Coming up with questions for new council members because some questions were not applicable this year.
  - iii. If you want to share any Museum news, please send to Hanna
  - iv. Sarah (She/Her)
- f. Second-Year Representative (Lindsay)
  - i. Merch order was put in and should be ready for pick up in 2 weeks
  - ii. Jordan is bringing old merch and will do a flash sale
  - iii. Tab on MUSSA webpage, will be doing a photoshoot with new/old merch.
  - iv. Developing social media for book club (30+ new members! Yay!)
- g. First-Year Representative (Annabelle)
  - i. (She/Her)
- h. MISC-MUSSA Liaison (Sara)
  - i. MISC decided not to charge fees for organization. Wants to contribute money for BIPOC scholarships.

### 3. Committee Updates

- a. Musings (Jaime/Erika/Mia)
  - i. Jaime - In charge of scheduling, emails, and social media post for Musings
  - ii. Officially started posting for fall! (Congrats!)
  - iii. Erika - (She/Her) editing and sharing articles.
  - iv. If interested, please get in contact with Erika to publish articles.
- b. Tech Fund (Magali/Helen)
  - i. Helen - (She/Her)
  - ii. Magali - Not available for meeting
  - iii. MISC and MUSSA did not charge anyone for the tech fund this fall semester.
  - iv. Winter charges TBD
- c. Alumni Association (Chantelle)
  - i. Waiting to hear back
- d. Admissions Committee (Madison)
  - i. (She/Her)
  - ii. 1 meeting so far for the admissions committee - committee reconsidering the essay portion of the program.
- e. Programs Committee (Christina)
  - i. Not available for meeting
  - ii. INF3900 is now MSL3900 - officially a museum studies course!
- f. Committee on Standing (Louisa)
  - i. (She/Her)
  - ii. Meets to discuss students cases in relation to academics
- g. Faculty Council (Melissa/Jordan)
  - i. Meeting October 15th to share council updates
- h. UTGSU (Jordan)
  - i. First meeting - September 30, Melissa & Jordan attended
  - ii. Melissa & Jessica will sign off on a head grant application next week (summary of our finances from last year), to receive our first installment of funding for the year from the GSU.
  - iii. Second installment is received next year
  - iv. There is a financial audit process for student organizations - MUSSA is exempt because we don't collect student fees
  - v. Next meeting October 27
- i. Awards Committee (Melissa)
- j. Faculty Advisory Council (COVID-19) (Lindsay/Jaime)
  - i. No updates since the summer
- k. Truth & Reconciliation Working Group (Amanda B.)
  - i. (She/Her) - meeting scheduled for next week
- l. University Complaint and Resolution Council for Student Societies (CRCSS) Panel (Emily F.)
  - i. Like jury duty, different students are selected, usually not active unless they are called to sit on a panel.

### 4. Announcements/Updates

- a. Open Announcements
  - i. Doctoral Student Association's Indigenous Connections Group (DSA ICG)
    - For any council members who are interested, DSA ICG is interested in MUSSA representation to join meetings.
    - Member can help by reporting to MUSSA on associations decisions
  - ii. Social Event for Council
    - Fun event for council! If anyone has any ideas on how to get connected online, please get in contact with the social team.
  - iii. Feedback
    - Election Process
      - Tight turnaround time. If anyone has suggestions to make changes (eg. voter turnout), please get in contact.
    - Meeting Format
      - Any suggestions on how to better the meeting format, please get in contact
    - Cohort Involvement
      - Not great turnout in the summer due to Covid. Is there any way to make them feel more involved in MUSSA? Please get in contact
    - Diversity, Equity, Inclusion, & Accessibility
      - Super white council! If any suggestions on diversity, equity, and inclusion, please get in contact.

**Meeting adjourned at: October 14, 1:51 pm**