



# Meeting Minutes for Executive Meeting

February 2016

## 1. Meeting called to order at 4.08pm

- I. Attendance
  - A. President, Vice President, Secretary, Social Chair, Treasurer, MISC-MUSSA Liaison, Musings Editor, 2nd Year Representative, Life and Times Committee, 2nd Year Tech Fund, Programs Committee, Social Committee
- II. Discussion and vote on last meeting's minutes
  - A. Move to approve last meeting's minutes
- III. Introduction of members not in attendance last meeting
  - A. Curtis will be representing Programs Committee

## 2. Report from Executives

- I. President / Vice President
  - A. Trip
    1. It was fantastic, good way for first and second years to interact with each other, there is an article on Musings about it
      - a) Each museum took to heart taking suggestions and getting the programs planned, treated the students as Museum Professionals and not just students
  - B. Upcoming Faculty Council
    1. Topics for the next meeting include:
      - a) The trip
      - b) Upcoming events
      - c) Discussing the professional development events
    2. Suggestions to mention:
      - a) Will there be an evaluation / survey this year

b) Last years survey on Google Drive was not useful

C. Mentorship 2016

1. Need one or two representative for MISC and MUSSA to support the Mentorships mentoring
  - a) Email for volunteers to follow
2. People who use the program get good use out of it, however perhaps we should change how we promote the program and run it

II. Vice President

A. Email about iTea

1. Received an email from a graduate of the program who wanted to get in touch about hosting an iTea or Human Library to host a veteran speaker in the near future
  - a) Suggestion instead to having a special talk as opposed to an iTea, like a part of the colloquium series
  - b) Forward to the Life and Times Committee for discussion
2. Suggestion to have a weekly email set out on behalf of MUSSA as opposed to sending out emails whenever information comes forwards
  - a) Motion to send out "Muse-Letter" on Mondays (with the option for a "Muse-Flash" too)
    - (1) Motion passes

III. Treasurer

A. Update

1. Currently have about \$250 in the account and waiting for cheques to get deposited
  - a) Glitch in the system stating that we are no longer in the bank system however this is not true
  - b) We will have just under \$1000 in the account once this happens
2. Question: Can money from Musings (for the website) go into the MUSSA account?
  - a) The Faculty would be able to do the online transaction or you would get re-imbursed

IV. Social Chair

A. Upcoming Trips

1. The trip went fantastically. There are two more trips coming with only 2 more seats left on the bus

- a) Lunch will be on our own
      - b) Case study talks, private tours, and special talks based on
        - (1) Dundurn Castle conservation in the 1970's compared until now
        - (2) Visitor experience in Contemporary Art Spaces
    - 2. Recently confirmed trip to PAMA on March 5th
      - a) This will cost about \$16
      - b) Lunch will be on our own
      - c) Case study talks, private tours, and special talks based on
  - B. End of Year Party
    - 1. Currently being planned for April 8th
      - a) After party will have a specific location, to be determined
  - C. Internship Event
    - 1. February 12, 12-2pm
      - a) This will be like Human Library except with second year students as the books
      - b) They will be here to help assist the internship process
      - c) This will take place on the 3rd floor of the iSchool
- V. MISC-MUSSA Liaison
  - A. MISC Survey
    - 1. This survey is held at the end of each year with feedback about the types of questions that are valuable to ask
    - 2. Hoping to have it approved by February
  - B. Student Lounge
    - 1. During this semester, 3 undergraduate students from UTM will have access to the student lounge through their fobs
    - 2. During renovations in the summer there will be no access of the student lounge
      - a) Pass any problems onto Cara for access to inforum materials or space
        - (1) You can still borrow books but unsure about tech
  - C. Disbanding the Class Rep
    - 1. Discussion about making it a single person as a rep, mimicking first and second year rep that MUSSA has
- VI. Social Assistant
- VII. Musings
  - A. Streamlining Musings
    - 1. Got rid of the pages with faculty profiles and the one with information about how to apply

2. Columns page was added with contributors
  3. Migrating the site requires money and html experience, process is long but running
    - a) Plan to continue to streamline and set up for the next chief editor if they wish
  - B. Article about trip
    1. Museums loved having us and we are welcome back at any time
  - C. Professional Development Council
    1. Musings is a big professional development opportunity for students, perhaps formalizing a PDC and recognize the opportunities for development that are here for them and having sessions and emails for students, like a one stop shop
    2. Council might include MUSSA rep, Faculty, Musings editor, to co-ordinate events
      - a) Propose this may become a change of description for making social assistant responsible for Professional Development
- VIII. Second Year Rep
- A. Update on Merch
    1. Going well! The end date is currently February 12th but will be bumped to Tuesday the 23rd and will take about 2 weeks to get the products
    2. There will be office hours for money collection or students can make appointments
  - B. Recipe Book
    1. At a bit of a stand still
    2. Difficulties with printing costs, they might be stitched!
- IX. First Year Rep Represented by President
- A. Moving forward on neutral gender washroom
    1. There is a plan going into effect to convert one of the washrooms into a gender neutral washroom, there will be one at some point soon! Push to make it an an accessible washroom as well

### 3. Reports from Committees

- I. Programmes Committee
  - A. Meeting was cancelled
    1. Regarding a new undergraduate program to be held at UTM
  - B. Talk to revamp diploma through Coach House institute
    1. This would be more geared towards professionals
- II. Committee on Standing
- III. Faculty Council
- IV. Social Committee
- V. Admissions Committee/Information Services Committee

- A. More MMSt than MI
    - 1. More people are interested in the MMSt program in recent years
- VI. Life and Times
  - A. iTea in February
  - B. March 9th Hosted for MUSSA
    - 1. It will focus on exhibition preview
    - 2. Are people comfortable to make a mini booth or having people milling about?
    - 3. Suggestions
      - a) Poster and name tags with representation
      - b) Putting it out on Facebook
      - c) Maybe a save the date for upcoming exhibits
- VII. Musings
- VIII. Alumni Association
  - A. Job Pathway Information
    - 1. More information to be provided to students for museum positions
- IX. 1st & 2nd Year Tech Fund
  - A. Voting on Jan 28 no Tech Fund student levy for 2016/2017
    - 1. Working on using funds for workshops and supplies
    - 2. You can now request funds from Tech Fund
  - B. New Tech that was approved by MUSSA
    - 1. The go ahead has been given
  - C. Framing and Mounting Workshop
    - 1. Went very well, perhaps could be more interactive
  - D. Mount Making Workshop
    - 1. Also went well, a little difficult to get supplies

Meeting adjourned at 5.18pm