



# MUSSA October Meeting Minutes

Date: Tuesday, October 3, 2018

Time: 5 - 6 PM

Location: BL 538

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Meeting called to order at: 5:00 PM

In Attendance: Laetitia Dandavino-Tardif, Erica Chi, Meghan Drascic-Gaudio, Andrew Falcao, Kesang Nanglu, Daniel Genis, Aline Zara, Amy Intrator, Kathleen Lew, Katlyn Wooder, Karen Macke, Emma Puddicombe, Jordan Fee, Hannah Johnston, Natalie Heaton, Lauren McAusland  
Regrets: Evelyn Feldman, Julie Suh

Meeting began at: 5:06 PM

1. Meeting Called to Order
  - I. Approval of Agenda
    - i. Motion approved by (2 MUSSA members):
      1. Kathleen Lew
      2. Hannah Johnston
  - II. Approval of Minutes
    - i. Motion approved by (2 MUSSA members):
      1. Daniel Genis
      2. Kathleen Lew

Welcome the new council members!

Introduction for new council members:

1. What to expect from MUSSA
  - a. Council meetings, agenda and minutes
    - i. Monthly, doodle polls sent out a week before
  - b. Team meetings
    - i. Committee members also attend their meetings
  - c. MUSSA bonding events
  - d. Collaboration with MI & community between first and second years
    - i. Create a community environment, collaborations MISC-MUSSA
2. What is expected from you
  - a. Meet with previous member holding the position and/or with Laetitia
    - i. Fill in Doodle Polls for meeting
    - ii. Reply promptly to emails
    - iii. Attend MUSSA events

- b. Modes of communications:
    - i. Formal channels: Emails (for records)
    - ii. Informal channels: Texting and facebook messenger
  - c. Meeting agenda: Send summary/minutes if you cannot attend council meeting
  - d. CC: MUSSA in important email communications (for our records)
  - e. Code of conduct: Serve as ambassador of MUSSA and MMSt communities
    - i. Welcoming to everyone (we do not tolerate racism, sexism, ageism, classism, etc.)
  - f. Reimbursement: Must be approved by Treasurer, prior to purchase being made. No receipt, no reimbursement.
3. Administrative updates:
- a. [Google Drive](#)
    - i. [2017-18 Position Reports](#)
  - b. [Contact information spreadsheet](#)
    - i. **To Do: Fill out your information in the following document**
  - c. Facebook groups:
    - i. [MMSt](#)
    - ii. [MUSSA](#)
  - d. Office access solely given to executive members (FOB access)
    - i. Cash box access to executives: President, VP, Treasurer, Social Chair, Second Year Representative to avoid unbalanced books

#### Committee Updates/Reports

- I. Alumni Association (Attached)
  - i. MMSt50 compiling a list of Alumni as a networking resource
  - ii. Reaching out to 1000 alumni – to make connections for internship opportunities and mentorship programs
- II. Admissions Committee
  - i. 45 MMSt and 141 applied, 107 granted – 42% yield of 45 total
  - ii. Recruitment and admissions – orientation sessions
    - 1. Appreciated MUSSA/MISC collaboration for Orientation events
    - 2. Oliver St-Cyr (UXD professor) curious if MMSt is interested in attending bootcamps (restricted to MI but **MMSt are interested!**)
    - 3. **Suggestion:** More programming for MMSt Orientation bootcamps
- III. Programs Committee
  - i. Bachelor of Information, does not required references to be accepted, determined based on grade point admission
  - ii. Request for constructive class feedback – hold a level of professionalism
  - iii. Syllabi and course-work approvals voted on at the meeting
- IV. Committee on Standing
  - i. Nothing to report
- V. Tech Fund
  - i. Nothing to report

- VI. MISC-MUSSA Liaison
  - i. MISC has not met since August meeting
  - ii. Many joint orientation activities were a success!
  - iii. MISC elections open October 8 and run October 9 -11
  - iv. AGM: October 13 from 11AM-1PM
- VII. iSchool Conference Committee
  - i. Applications sent out and interviews requested for committee members
  - ii. Emma, Social Assistant required to sit on the committee, however this conflicts with recent constitution amendments – to be revised
- VIII. Musings
  - i. Officially back in session – 3 posts this week
  - ii. Strategic meeting with Communication Officer
    - 1. Events discussed throughout the year – professional writing related workshops regarding writing in the digital age
    - 2. Social events – preliminary end of year party with MUSSA
  - iii. Jordan taking over the Musings Instagram – interested in cross promotion with Museletter/MUSSA spotlights on particular articles

#### Exec Updates

- IX. Treasurer
  - i. Financial statement
  - ii. E-transfers
    - 1. New process of accepting e-transfers for merchandise, etc.
    - 2. \$0.60 charges after 10 e-transfers into the account
  - iii. Square reader
    - 1. We can now accept credit, still working out the logistics
- X. Social Chair, Social Assistant and/or Social Media Assistant
  - i. Field Trip
    - 1. Montreal field trip - **only 2 spots left!**
      - a. Social event scheduled to connect UQAM/UQM students
    - 2. Laetitia will prepare a preliminary reading package to send out
  - ii. Button blitz
    - 1. Projected 200 buttons before the OMA conference
    - 2. Social Committee will discuss event details
  - iii. Bampot Tea
    - 1. MUSSA has budgeted \$100 – students will pay \$10 for approx. 20 people capacity in private area of Bampot with tea, board games, snacks, etc.
- XI. First Year Representative
- XII. Second Year Representative
  - i. Merchandise
    - 1. Sales – Every other Thursdays (1st and 2nd years have class in the morning)

2. Cara K. would like merchandise for the OMA conference at cost
  3. Tank tops not selling well, t-shirts in demand
- XIII. Vice President
- i. Elections
    1. Julie Suh for Secretary
      - a. Council vote to approve: Unanimous
    2. Natalie Heaton for First Year Representative
      - a. Council vote to approve: Unanimous
    3. Lauren McAusland for First Year Tech Fund and Committee-on-standing:
      - a. Council vote to approve: Unanimous
    4. Faculty Council Representative
  - ii. UTGSU meeting
    1. Two grants: Head & Special
    2. Proxy needed for December 4, 2018 (5:45PM)
- XIV. President
- i. Faculty Council Representative
    1. Natalie Heaton volunteered to sit on the Faculty Council meetings
  - ii. OMA Trivia
    1. Wednesday, October 24 – hosted at the ROM
    2. Laetitia will confirm with Cara K. if registration for the conference is required to attend or help with Trivia Night
  - iii. AGM
    1. Successful event that garnered a lot of interest in MUSSA
- XV. Open Announcements

Meeting adjourned at: 5:59 PM