



Annual General Meeting MINUTES

Date: September 20, 2016

Location: BL 728

Meeting called to order at 12.09pm

I. Nomination of Meeting Chair and Secretary

A. Maya was appointed meeting chair, Claudia was appointed secretary

II. Attendance

A. President, Vice President, Social Chair, Second Year Representative, MISC-MUSSA Liaison, Musings Editor in Chief, Admissions Committee, Alumni Association

B. First year students: Kristin, Aurora, Kendra

C. Second year Students: Taryn

2. Description of MUSSA

I. Current Position

A. Introductions

1. Executive Positions

- a) President
- b) Vice President
- c) Social Chair
- d) Second Year Representative
- e) Musings Editor in Chief
- f) MISC-MUSSA Liaison

2. Committee Positions

- a) Admissions Committee: Admissions and Recruitment Committee which is headed by Barb Brown the assistant Dean and members of Faculty, and operates as a student voice

- b) Alumni Association: Representative for MUSSA for the Alumni Association, in charge of planning events
- c) Programs Committee: Representative for MMSt Students at Meetings. Figures out what courses and their descriptions etc

II. Events

A. Ottawa Trip

- 1. February 22-25th, this trip is funded by the Faculty or what we refer to as the Dean's Grant. We will be visiting the National Gallery of Canada and the Canadian Museum of History. There will be a time set up for free time for students. This is a great networking experience! There will be an information session held in early October and sign up will take place there too

B. Power Plant

- 1. We will all be heading down together as a group to the Power Plant

C. Black History Month

- 1. With the Toronto Caribbean Carnival, more TBA

D. Pub Nights

E. ROM Friday Night Live

- 1. We will pick a night and all head down together as a group

F. End of Term Pub Night

G. End of Year Party

III. Fundraising

A. 50/50 Tickets for Faculty

B. Silent Auction

- 1. This would be set up after the Faculty Council meeting in November or December

IV. Professional Development

A. Human Library Mixer

B. Alumni and Supervisor Event

V. Merchandise

A. What do we want to sell?

- 1. T-shirts, tank tops, mugs, buttons....?

B. What designs do we want to showcase?

- 1. Same as last year? Call to artists? List of internships and class of 2017?

C. Swag Survey

1. This survey was completed over the summer, only 4 out of 13 people who completed the survey bought merchandise last year

D. Timeline

1. Call to artists can go out now and have a deadline for the end of October, perhaps have the merch go on sale in early second semester after Christmas

3. Budget Overview

I. Proposed Budget

- A. Starting float of 1466, not including the money made during the raffle. Income will come from the GSU Head Grant, Merch Sales, GSU Special Grant, and Fundraising. Merch Sales expected are higher than last year and fundraising is 400 larger than last year because they did not do any fundraising. Orientation BBQ has not come out of the budget yet, it is 600 dollars based on 27 students registering. Most of the pub nights and event cost is put towards food. There is money set aside for food for the Ottawa Trip. We are hoping to fundraise substantially this year

II. Motion

- A. Motion approved

4. Constitution

I. Proposed amendments

- A. To remove academic affairs committee which are the class representatives and to remove their duties from the first and second year representatives
- B. Remove business cards as a duty of the First Year Representative because they do not make any money

II. Motion

- A. Motion passes

5. Election

I. Election Process

- A. Will be done online using the UofT voting system. Nomination period is September 19-23rd, election period is September 26-30

II. Available positions on Exec

A. First Year Representative

1. Represents first year interests; coordinates Mentorship program with Second Year Representative; and most importantly forms part of the MUSSA Social Committee

B. Treasurer

1. Manages the finances of MUSSA; serves as a signing authority; presents a financial report at each MUSSA meeting
- C. Secretary
 1. Takes minutes at all MUSSA meetings; distributes the minutes within 48 hours of the last meeting to MUSSA members and ensures posting of minutes on the website
- D. Social Assistant
 1. Assists in the planning, coordination, and execution of events with the Social Chair; forms part of the MUSSA Social Committee; helps promote MUSSA events; and serves as a secondary contact point for those events
- III. Available Committee Position with Description
 - A. Musings Administrator
 1. Social Media based position, helping with events such as the Musings iTea
 - B. Life and Times Committee Representative
 - C. Information Services Committee Representative
 - D. Committee on Standing
 - E. Tech Fund Representative
 1. Represents MUSSA in Tech Fund Meetings

6. Other Biz

- I. OMA Conference
 - A. Received email from Matt Brower informing that the OMA is not doing free admission for students again this year, we need to find out if there is interest to offer a UofT discount for groups of 5, we do not know what the discount will be
- II. Alumni Association Presentation
 - A. Given by Kate MacDonald from FIA, past president of the Alumni Association. Exec meets once a month to plan events for Alumni and students, you are automatically part of the association after you graduate. They offer conference and research grants up to \$500, it happens in November and March. Professional Development is the job shadowing program, historically there are not a lot of museum hosts but they have been working to get more museum studies hosts, this is worth checking out in February. Also have the ask an alum program
- III. Admissions Committee Presentation
 - A. They are recruiting a new staff member to replace Adrian. MMSt had an increase of applicants but they are flooding the program and they hope to

branch out to the international market more. New branding strategy is in order and will roll that out in February, this will involve a lot of social media branding and it may affect Musings and other things that we do . Info Days this semester are October 22 and October 26. Barb might want a focus group for current students to get an understanding of what was successful in recruiting students

Meeting adjourned at 12.58pm