



Meeting Minutes for Executive Meeting

April 2016

April 12, 2016 1.30pm Student Lounge

1. Meeting called to order at 1.40pm
 - a. Council Present: Dylan (Outgoing President), Sanja (Outgoing Vice President), Anja (Incoming Alumni Rep), Maya (Incoming President), Kate (Incoming 2nd Year Rep, Outgoing Admissions and Information Services), Natania (Outgoing Musings Administrator, Incoming Musings Editor-in-Chief), Curtis (Outgoing and Incoming Programs Rep and incoming MISC MUSSA liaison), Anya (Outgoing Life and Times Rep), Erika (Incoming Admissions Committee Representative), Kelly (Outgoing Treasurer Incoming Social Chair), Leah (Outgoing Social Chair), Orvis (Outgoing 1st Year Representative)

2. Executive Reports
 - a. President
 - i. Goal: To have everyone being friends this year! Focus on professional development which was achieved through the trips and human library events
 - ii. Nominations / Elections: Welcome to new council positions running from April 15, 2016 to April 14, 2017
 1. President: Maya Donkers
 2. Vice President: Claudia Palermo
 3. Social Chair: Kelly MacKenzie
 4. Second Year Representative: Kate Seally
 5. Musings Editor-in-Chief: Natania Sherman
 6. MISC/MUSSA Liaison: Curtis Frederick
 7. Admissions Committee Representative: Erika Robertson
 8. Alumni Association Representative: Anja Hamilton
 9. Life and Times Committee Representative:
 10. Programs Committee Representative: Curtis Frederick
 11. Committee on Standing Representative:

- a. The position of 1st year representative, 2nd year tech fund, social assistant secretary, treasurer, tech fund representative (1st year), and musings administrator will be elected in September
- iii. As per MUSSA's constitution, we will be modifying the bank signing authorities at RBC – removing Dylan (2015/16 President) and Sanja (2015/16 Vice President), and Kelly (2015/16 Treasurer), and adding Maya (2016/17 President) and Claudia (2016/17 Vice President). The new treasurer will be added in September.
- b. Vice President
 - i. Fixing elections was achieved, switching from Survey Monkey to a more stable and reliable means of election process
- c. Treasurer
 - i. Updated spreadsheets, got all grants that were applied for! Have a bit of a surplus this year overall for next year's council. BBQ and conference were biggest expenditures. Next year - maybe a sign in sheet to keep track and an area to keep receipts stored.
- d. Social Chair
 - i. The recipe book never materialized, advice is to start early. The trips were a larger project than anticipated. Goals to appeal to different interests of individuals and make each trip financially doable. Among goals was to meet the goals of the CRO students which was not fully achieved. Decreased number of staff next year, only Costis and Matt here in the Spring. Trips are the social chair's job
 - ii. Discussion of role of the social chair and advice for next year
- e. Secretary
 - i. Perhaps having a template for next year's meeting minutes.
- f. MISC/MUSSA Liaison
 - i. See Programmes Committee
- g. Social Assistant (Not Present)
- h. Musings Editor-in-chief (Not Present)
- i. First Year Representative
 - i. Wanted to create engagement with the first years to buy into MUSSA and serve the needs of 1st years. Students provided interesting input. Overall, pretty good year!
- j. Second Year Representative (Not Present)

Advice to incoming members: Do the best you can! And feel free to do as much or as little as you can! Bylaws contains details regarding roles and positions. Do not hesitate to contact old members if you need assistance.

3. Reports from Committees

- a. Programmes Committee
 - i. Being a voice for the MUSSA program, they really concentrated on the MI side
 - ii. There were a few meetings at the end of March, MSL 2370 and 1100 were dropped
- b. Committee on Standing (Not Present)
- c. Faculty Council (Not Present)
- d. Social Committee (Not Present)
- e. Admissions Committee/Information Services Committee
 - i. Tried to give the student voice on the committees they sat on, wasn't often required but were sometimes interested in what students thought
- f. Life and Times
 - i. There is no member currently elected. Plan is one iTea a month during the school year. The memory project was new and hopes to transfer it into a lecture style more than a tea.
- g. Musings Administrator
 - i. Trained on social media and the goals for Musings and writing social media posts twice a week. Plan to increase role and get more done
- h. Alumni Association
 - i. 1st & 2nd Year Tech Fund (Not Present)

4. Questions

- a. Low number of faculty
 - i. Matt and Costis the only faculty, Cara on sabbatical and Irina doing research
 - ii. Still contract professors
- b. INFO days
 - i. Roughly every 6 weeks
 - ii. Usually Saturday morning/afternoons
- c. Grants
 - i. Special Grant
 - 1. Money goes to next year's trip
 - ii. Student Union Professional Development Grant
 - 1. If we can come up with a long term idea it's a 5000 grant, but it takes several months and is competitive
 - iii. Tech Fund
 - 1. Wants to expand how they use their funds
 - iv. Dean's Grant
 - 1. Send to Matt because he is the liaison

5. Reminders

- a. Set up google drive, contact information sheet, website information, social media information, email information, bank signing officers

Meeting adjourned at 2.17pm