



**[ EXECUTIVE COMMITTEE AGENDA ]**

Date: May 17, 2023

Time: 10:00 am

Location: Zoom

**I. Attendance**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Amelia Walker	President	P
Sayako Leznoff	VP Finance	P
Emma Porter	VP Admin	P
Indira Graham	VP Internal	P
Kelk Jeffery	VP External	L
Amelia Walker	AMS Representative	P
	4th Year Representative	
	3rd Year Representative	
	2nd Year Representative	
	1st Year Representative	
	4th Floor Lounge Manager	
	Volunteer Coordinator	

**II. Call to Order**

The meeting was called to order at 10:08am PDT

**III. Land Acknowledgement**

Amelia acknowledged that UBC's Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the hə́nqəmínə́m-speaking xʷməθkʷəy̓əm (Musqueam) people. The MUSA Executive Committee would also like to acknowledge that everyone is located in many places, near and far, and acknowledge the traditional owners and caretakers of those lands.



#### **IV. Amendments to the Agenda**

#### **V. Adoption of the Agenda**

MOVED BY Indira Graham, SECONDED BY Emma Porter.  
"BE IT RESOLVED THAT the agenda be adopted as presented."

Result: PASS

#### **VI. Approval of Previous Meeting Minutes**

MOVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.  
"BE IT RESOLVED THAT the meeting minutes of \_\_\_\_\_ be adopted as distributed."

Result: PASS

#### **VII. Agenda**

- Bank Account Information
  - Contact AMS VP Finance
    - Saya contact AMS VP Finance to find banking info and then deposit money from safe into account
- Reach out to on-campus locations for social events to know the rates
  - Kelk reach out to get ideas on different rates and fees
- Charity Concert
  - Donation to go where?
    - Vancouver Rape Relief and Women's Shelter
    - Kate Booth House
    - Everyone take individual time to research each charity and decide which you'd prefer by next week (05/24/23)
    - There will be a poll sent to decide which charity the donations will go to
  - Date (?), December
    - Date to hopefully be within the first two weeks of december 2023 (1st, 2nd, 8th, or 9th)
  - Should there be a silent auction
    - Yes silent auction. Reach out later to different businesses to find donations for the the auction



- How many groups/individuals should perform?
  - Performance to be audition based
  - Open to performers that are non-music majors as well
- Location?
  - Roy Barnett Hall, the nest locations
  - Barnett is top choice but will discuss further about booking availability and fees
- Instagram Formatting and Facebook
  - MUSA Instagram Revamp Proposal
    - Indira made a document with plans to revamp the social media
    - Everyone come up with post ideas by next meeting so Indira doesn't have all the work
    - Look into making all musa events FB events as well
- Clean Office Space
  - Catalog what we have in the office
  - Amelia will send a letusmeet for a date in June to clean the office
  - Maybe switching office spaces
- Try to use slack as form of communication
  - Everyone has now been invited to the group
    - Separate channels for different topics
    - Make sure to download the app so that you get all message notifications

#### **VIII. Action Items**

- **Saya contact AMS VP Finance regarding our bank account and depositing money**
- **Kelk reach out to on-campus businesses and locations about fees and pricing for hosting events (Browns, Koerner's, the Gallery, etc.)**
- **Everyone do research about the two charities, brainstorm post ideas for social media**

#### **IX. Adjournment**



**Music  
Undergraduate  
Student's  
Association**

**UBC Music Undergraduate Students'  
Association**  
UBC School of Music  
6361 Memorial Rd  
Vancouver, B.C. V6T 1Z2

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 10:50am.”

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**Amelia Walker**

President

UBC Music Undergraduate Students' Association

Respectfully submitted by

**Emma Porter**

Vice President of Administration

UBC Music Undergraduate Students' Association