



[MUSA Council AGENDA]

Date: 11/22/23
Time: 8 am
Location: MUSA Office

I. Attendance

Name	Position	Attendance
Amelia Walker	President	P
Sayako Leznoff	VP Finance	P
Emma Porter	VP Admin	E
Indira Graham	VP Internal	P
Rue Beer	VP External	P
Phoebe Cheng	AMS Representative	P
Mika Colonia	4th Year Representative	E
Maryam Khamis	3rd Year Representative	P
Denise Chung	2nd Year Representative	P
JJ Logan	1st Year Representative	L
Jeremy Soloman	4th Floor Lounge Manager	E

II. Call to Order

The meeting was called to order at 8:05 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 Council 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 Amelia Walker, SECONDED BY Sayako Leznoff.
"BE IT RESOLVED THAT the agenda be adopted as amended."

Result: APPROVED

VI. Approval of Previous Meeting Minutes

MOVED BY Sayako Leznoff, SECONDED BY Amelia Walker.
"BE IT RESOLVED THAT the meeting minutes of 11/08/23 be adopted as distributed."

Result: APPROVED

VII. Agenda Items

- Interview with the Charity Concert
 - How did it go?
 - Post looked great!
 - Special note-> the VP Admin from the AMS said the graphics are great

- Charity Concert Logistics
 - Emails have been sent to successful applicants
 - All successful performers have confirmed their attendance
 - Program is made
 - Will have printed copies present
 - Amelia can bring printed copies
 - How many?
 - Amelia will bring hard copies on Friday (30 copies) - Denise to make QR code for program
 - Recording
 - Will be done by one of dr Bob's students
 - Dr Bob will also provide us with mics
 - *Update* Concert will be recorded by Barnett staff. Dave Simpson's student Darreb Wen will record and have mics set up for guitar and vocalists



- Jobs
 - Stage Managers: Emma and JJ.
 - There is a light panel in the back to also control the lights. Emma can do it
 - Greeters: Jeremy and Mika.
 - Hand out programs and accept donations at the door. Cash donations can be made through the cash box
 - Speakers: Amelia and Indira
 - Amelia will do a welcome speech, thank all who are there, thank performers, explain MUSA a bit
 - Indira, would you like to speak a bit about the AMS Foodbank and what they do?
 - Yes
 - Good opportunity to talk about the interview you had
 - Indira will also speak before intermission
 - Let audience know there will be a 15min intermission, introduce yourself and position on musa, and thank the people who have performed so far
- Lights: Emma
 - They will be done as part of the stage managing
- Set up: Amelia and Saya
 - Saya will put the boxes for donations in the lobby before the concert
 - Amelia will put the programs on a stand by the front door and set up the qr code
- Anything else?
 - stage plots for performers have been filled out so that the stage managing can run smoothly
 - There will be a proper script and plan made for those who are speaking at the concert
- Attendance:
 - There: Indira, Denise, Rue, Emma, Mika, Jeremy, JJ, Amelia
 - Missing: Phoebe (Working), Maryam (teaching), Saya (working)
- Going to plan a meeting with staff in the office about how this term has been going
 - Will be done in January as they can only meet when Amelia is in Calgary



- Survey about Program Costs
 - Was told that this will be going out later as Dr. Chang is leading a project where they want to create a working group on gathering information on students learning experience and curriculum
 - She asked if she could join us. Do we want to invite her to the next meeting?
 - Yes
- Dina MacDougall, Marketing and Communications Strategist, has asked if members of MUSA would like to run the instrumental petting zoo on Feb 18, as a part of the Kids Take over UBC, discussed last week but Dina would like numbers as there seems to be monetary value connected to the event
 - Attendance
 - Yes: Amelia, Rue, Maryam, Phoebe, Mika, Amelia
 - No: Indira
 - Maybe: Saya, Emma
 - TBD: Jeremy, JJ
- FBF
 - Schedule for bothing to be made by Emma
 - Order progress
 - Saya has been in contact with 3 different coffee shops with possible pastry options.
 - Saya to order and pick up pastries
 - Saya has confirmed that Great dane will work but will prepare a backup option
 - Jeremy to set up the table
 - Phoebe to order and pick up coffee
- Holiday Decorating
 - Will be ordering Hanukkah themed decorations this week
 - Ordered by Amelia
 - Gingerbread houses and hot chocolate need to be purchased
 - Mika will pick up from Costco, Saya will reimburse
 - We should bring a bottle of Bailey's
 - Amelia in charge of purchasing the Bailey's



- 7:30pm start time, 4th floor lounge
- Attendance:
 - Maybe: Denise, JJ, Rue
 - Yes: Maryam, Phoebe (8pm arrival), Indira, Amelia, Saya (8:15pm arrival), Emma
 - TBD: Jeremy, Mika
- Set Up: Indira, Maryam, Amelia
 - Hot chocolate, cups, decorations, spoons (will need to get)
 - Mika grabbing hot chocolate and gingerbread
 - Candy Guessing competition-> gift card for great dane
 - gift card -> Saya
 - Counting Candy Jar Making-> Rue
- Instagram post will be going out tomorrow
- **Movie Night**
 - Goods and Bads of the event
 - Solid schedule but overestimated attendance
 - No technical difficulties during the event
 - Attendance for MUSA members
 - MUSA members should prioritize and commit to MUSA events
 - If you are sick or can't commit please communicate that to Amelia but also the whole team
 - In future we will take attendance of who will be present at MUSA events so we can efficiently plan events and give everyone jobs
 - Clean up: we did better at having members cleaning the space after the events but we should be cleaning the things we use like the utensils or popcorn machine
 - It is fair to have someone clean the machine who wasn't present at the Movie Night to make things fair
 - Cleaning the popcorn machine: JJ
- **MUSA Retreat**
 - Potluck will be November 26th 7pm
 - Will be hosted at Amelia's house
 - Will not - go to restaurant instead
 - Someone asked if we could go to a restaurant because they don't want to



- pay out pocket for ingredients
- Easier for reimbursements as it would all be on one bill
 - Options
 - Banana leaf
 - Somewhere else?
 - Poll on Messenger for restaurant choices
 - Amelia will send a poll with options
- Specific Role information
 - A few of you will receive a message from Amelia today which will highlight some things which she thinks could help our team. Amelia didn't want to bring up these things in the meeting to make anyone feel called out.
- Finances
 - Amelia and Saya spoke with Abhi and he told us we could use the money in our account. We also need to make sure to use this money before we get audited because we can get in trouble.
 - A way to use this money could be a scholarship?
 - \$1000 x2?
 - Reach out to Dr. Taylor and others to see if they would screen the applications (scholarships cannot go out to MUSA members)
 - Pay for five students' recitals and have a lottery to see who that goes to.
 - Probably not for grad students, also cannot go out to MUSA members
 - Contract to see if it can be done in the future
 - We shouldn't plan on using all 20,000, but it may be good to get through a significant amount.
 - Invest in something which can stay with the school over the years

VIII. Action Items

- Amelia: Printed copies of the program on Friday
- Denise: Make QR code for program
- Saya: Great Dane gift card + Reimburse Mika
- JJ: Clean popcorn machine
- Emma: Make poll for FBF boothing
- Phoebe: Order coffee for FBF



**Music
Undergraduate
Student's
Association**

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UBC School of Music
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- Rue: Candy jar

IX. Adjournment

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 8:45am.”

Amelia Walker

President

UBC Music Undergraduate Students' Association

Respectfully submitted by

Sayako Leznoff

Vice President of Finances

UBC Music Undergraduate Students' Association