



MUSA COUNCIL | MINUTES

AUGUST 25TH, 2021

ATTENDANCE

Present: Tori, Nathan, Deeandra, Kaitlyn, Kelk, Teddy, Francesca

Regrets:

ITEM		MOTIONS / ACTION
1.	CALL TO ORDER	
	Tori called the meeting to order at 1:05 pm.	
2.	ADOPTION OF THE AGENDA	Moved/Seconded:
		Deeandra moved that the agenda be adopted as distributed. Kaitlyn seconded. Carried.
3.	MINUTES	Moved/Seconded:
	Approval of minutes from previous week	Deeandra moved that the minutes of August 11th, 2021 be adopted as distributed. Kaitlyn seconded. Carried.
4.	CHECK-INS AND UPDATES	Action Item:
a)	<ul style="list-style-type: none"> ● Have been working on lockers ● Emails still not working <ul style="list-style-type: none"> ◦ Tori will use Gmail account, Teddy to try to get into ubc.ca email ● Goals for the year! <ul style="list-style-type: none"> ◦ Tori - increase participation ◦ Kaityln - increase participation ◦ Deeandra - celebrate 4th year graduations, outreach to general UBC community ◦ Kelk - 1st and 2nd year involvement ◦ Nathan - get people inspired to join MUSA ◦ Francesca - establish bigger presence in UBC Music community 	<ul style="list-style-type: none"> ● Teddy to try to access ubc.ca email
5.	IMAGINE DAY/FIRST WEEK	Action Item:

a)	<ul style="list-style-type: none"> ● Imagine Day <ul style="list-style-type: none"> ◦ around 50 people, masks probably required ● Friday breakfast <ul style="list-style-type: none"> ◦ 9am - 12pm, lockers on one side breakfast on the other ◦ sign up sheet for lockers ● Textbook exchange <ul style="list-style-type: none"> ◦ advertise! ◦ set up on tables at first floor lounge ● Make signs for first week events ● Koerner's event - Koerner's x MUSA - Friday, September 17th 	<ul style="list-style-type: none"> ● Social media up by next week (Kaitlyn) <ul style="list-style-type: none"> ◦ Everyone: send over photo and blurb <u>by Friday</u> ◦ begin advertising for first week events ● Francesca (with Kaitlyn, Deeandra, and Nathan) to keep in touch with Hanna regarding Imagine Day activities <ul style="list-style-type: none"> ◦ Deeandra and Kelk to figure out games for Imagine Day ◦ Food - Tori to talk to Janelle ◦ Tori to figure out schedule and equipment list ● Tori to contact Janelle regarding Koerner's Pub event, Francesca to contact Pub
6.	OFFICE AND LOUNGE SPACE	Action Item:
a)	<ul style="list-style-type: none"> ● Meeting Thursday, August 26th at 3pm to clean out 	<ul style="list-style-type: none"> ● 1:30pm for lockers (Francesca, Tori, Nathan) <ul style="list-style-type: none"> ◦ Make list for office/lounge equipment ◦ Take decor down
7.	LOCKERS	Action Item:
a)	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Tori to create locker schedule (2 days in

		<ul style="list-style-type: none"> Week 1, 2 days in Week 2) • Nathan to send email regarding lockers to BMUS emailing list • Kaitlyn to do post about locker registration, Tori for website
8.	FINANCE UPDATE	Action Item:
a)	<ul style="list-style-type: none"> • Reimbursement Process Walkthrough <ul style="list-style-type: none"> ◦ Budget to be finalized end of September 	<ul style="list-style-type: none"> • Reminder: Town Hall - 3rd week of October/1st week of November (Tori to confirm)
9.	SOCIAL MEDIA	Action Item:
a)		<ul style="list-style-type: none"> • Kaitlyn to update bios <ul style="list-style-type: none"> ◦ also link contact information (Facebook, MUSA president email)
10.	SET NEXT MEETING	Action Item:
a)	<ul style="list-style-type: none"> • Check in next week 	<ul style="list-style-type: none"> • next Wednesday at 1pm • Everyone: send course schedule
11.	Adjournment Meeting adjourned at 1:57 pm	

Respectfully submitted by Nathan Kwok

Approved by:



Victoria Rose, President



Nathan Kwok, VP Administration

