



Music Education Undergraduate Students' Association

Executive Meeting

Montreal, QC

October 25, 2018 Meeting Minutes

Members Present:

Alice

Nicole F

Nicole P

Beatrice

Veronique

Trevor

Rebecca

Min

Danielle

Regrets:

1. **Call to Order at:** 6:05pm motioned by Nicole F, seconded by Min
2. **Welcome & Announcements:** Long time no see! Let's try to keep this meeting as brief as possible
3. **Approval of Previous Minutes:** motioned by Veronique, seconded by Nicole P
4. **Action Items from Previous Meetings:**
 - President:
 - Send emails of potential workshop speakers to Nicole P. **(completed)**
 - Contact Veronique Gingras about Footbook **(completed)**
 - Look into organizing/updating the Music Education Board **(VP Social will update)**
 - Send any e-news items to Nicole F immediately **(completed)**
 - Contact Michelle about an inter-council event **(incomplete)**
 - VP Finance:
 - meet with EdUS VP Finance **(deemed unnecessary)**
 - follow up with MUSA VP Finance **(attempt was made, will try again with new VP Finance)**
 - Grilled cheese sale report **(complete)**

VP Academic:

-Find office hours for EdUS VP Finance (**complete**)

VP Professional Development:

-Workshop preparations: purchasing gift card for Steve, contacting for final details (**completed**)

-Report for Steve's workshop (**completed**)

-Confirming details for Jennifer Hayden's workshop, and start advertising (facebook, posters on our music ed board, speaking in classes etc) (**completed**)

-Come up with more ideas for QBA Mentor workshops so Trevor T. can pitch them during the QBA Conference October 19-21. (**completed**)

VP Social:

-Organizing social event for council! (**completed**)

VP Communications:

-ENEWS: October 16 (**completed**)

-Contact Lisa about getting a list of graduates from our program to start compiling a "where are our grads now?" section on our website (**incomplete**)

-Start updating Alumni Spotlight on our website (**completed-ish**)

-Half our heads are cut off in the council photo on our website; is it possible to format this so we're all in the photo? (???)

First Year Rep:

-Follow up on being added to MUSA Facebook group (**completed**)

Advanced Standing Rep:

-Muzba this semester!

VP Academic and Advanced Standing Rep

-Meet with Lisa to discuss how to streamline process of registering for Advanced standing students

-Either attempt to fix the problem or update the footbook to include it (**completed**)

5. President Report:

1. QBA Conference follow up: Held last weekend, but unfortunately unable to attend due to an emergency circumstance :(

2. Follow up on alumni spotlight

3. Office Use/Office Hours: complications with MUSA for office space, they discussed having us ask permission for each office use

-Set up a meeting between Trevor and Michelle to resolve this issue

4. VP Professor Development: Jennifer Hayden workshop / Steve Dubinsky possible workshop

5. VP Academic and Advanced Standing: Follow up on Advanced Standing Student registration meeting with Lisa

6. VP Finance: More Grilled Cheese. Reimbursements. Budget (EdUS and MUSA)

- 7. VP Social: Update on upcoming event (attendance, advertising). Update on Music Education Board
- 8. Advanced Standing: Muzba?

6. VP Finance Report:

- a. Reimbursements: all money
- b. Grilled cheese sale: November 6th, may need to recruit someone outside of council to assist with the sale due to scheduling issues
- c. EdUS Budget: settled
- d. MUSA Budget: still waiting on updates (current VP Finance is not responsive), VP Finance is changing on November 1st, so will be contacted then (need to contact Michelle to learn who the new council member is)
 - i. Complications in MUSA budget due to a bureaucratic slowdown (Alain was briefly absent)

7. VP Academic Report:

- a. Was not able to meet with Lisa, but Veronique was and wrote a report (uploaded to our google drive)

8. VP Professional Development Report:

- a. Jennifer Hayden-Benn workshop next Thursday: room is booked but we need a projector and speakers (both available in the room) so we will arrive at 5:30 to setup
 - i. Jennifer payment: we do not have cheques, but we can give her a money order
- b. Report on Steve Dubinsky workshop: completed and uploaded
 - i. Generally positive (spread the news of the workshop on various platforms, including general music group)
 - ii. For next time: booking the room for longer so all questions can be answered
- c. Other workshop updates:
 - i. Received an email from Steve about coming in to do a workshop on pedagogy suggestions for teaching rhythm (could happen at end of November for our second QBA Workshop or next semester... work around his schedule)
 - ii. Gabby Smith is wondering if her workshop (on band in low-income schools) is a paid opportunity

9. VP Social Report:

- a. BYOH Cocktail: Next Friday
 - i. Superhero themed: everyone dress up!
 - ii. Event starts at 6:30, we have room booked starting at 5 (council should arrive between 5-5:30)
 - iii. We have received alcohol permit and the alcohol order has been sent out
- b. Music Education Board Update: everything has been removed
 - i. Will be adding new photos and updated information

10. VP Communications Report:

- a. October E-News: delivered
- b. Alumni Spotlight: I forgot to contact Lisa last week: will do tomorrow! Also made a page on our website for the alumni spotlights when we do receive them
- c. CANNOT FIGURE OUT HOW TO FIX THE WEBSITE HEADER
- d. Updated office hours on our board, everything should be all set
- e. Action item reminders?

11. First Year Representative/Bachelor of Education Representative Report:

- a. First Year Rep: Attended MUSA Meeting
 - i. MUSA endorsed the Jen Shyu code of conduct (zero tolerance towards harassment policy, fostering diversity): as a subcouncil of them, we also endorse them
 - ii. Project Planning Workshop on transferable skills on people who are not going into performance on Friday November 9th (can be given a shoutout in our upcoming ENews)
 - iii. Bar was cancelled for this week, but will continue next week
 1. No more ticket sales, only cash sales
 2. We can help volunteer with this!
 3. There will be a bake sale, we can also make baked goods (all proceeds will go towards Schulich health)
 - iv. Looking for volunteers for their events (can be added to your co-curricular record)
- b. BEd Rep:
 - i. Meeting with Lisa:
 1. Very understanding to all of our questions
 2. Advanced Standing Information Session: almost everyone was there but everyone had class and had to leave when she explained how to register for classes! Veronique will make an FAQ document and it will be uploaded (similar to footbook?)
 3. Priority for education students for classes that are required for us (specifically basic conducting): she will take action and fix this
 4. Will offer a special rendez-vous meeting with her for each individual student for half an hour at the beginning of each semester (must be requested, she will send out information)
 5. Next semester: Lisa will be here occasionally! She will put a monthly schedule on her door, and will be available via email
 6. Academic advisor is not relevant to us, any issues you have with the program should be with her
 7. IN GENERAL: if there are any more problems, we should direct students to her
 - ii. Zumba!
 1. Happening this semester! Will be organized between Veronique and Nicole P, updates to come

12. Next meeting date on: November 8th

13. Adjournment at: 7:58 motioned by Nicole F, seconded by Danielle

Further Outstanding Action Items:

Trevor:

- Meet with Michelle to discuss office space/general issues
- Find out if Gabby Smith is a member of the QBA

Danielle:

- Contact Will for more budget details
- Deposit EdUS cheque and get a money order for Jennifer next Thursday

Nicole P:

- Respond to Gabby and Steve
- Create poster for workshop!

Nicole F.

- Send reminder about agenda items halfway between meetings
- Post all minutes on website (this year and last year!)
- Send office hours in our facebook group and post on the drive
- Email Gus our office hours

All

- Read this minute