



Music Education Undergraduate Students' Association

Executive Meeting

Montreal, QC

Meeting Minutes

Members Present:

Trevor Tsui
Alice Neron
Danielle Findlay
Nicole Pagaling
Min Kim
Rebecca Manga

Regrets:

Nicole Furrier

1. **Call to Order at:** 6:09, seconded by Min Kim

2. **Welcome & Announcements:**

Greetings MEdUSA council! I'm sorry I'm not available for the meeting today, but I have a lot of updates in my VP Comms section that are hopefully clear. If you guys have any questions let me know via messenger/text! I hope you had a wonderful past few weeks and I look forward to seeing you all at our next event.

3. **Approval of Previous Minutes:** Motioned by Becca Manga, seconded by Trevor Tsui

4. **Action Items from Previous Meeting:**

Everyone:

- Pick up a key from the office if you do not have one.
- Get server trained through McGill if you have not already done so.
- Take some time to look through our council constitution and the MEdUSA Footbook
- Submit your semester proposal for the upcoming meeting (all are welcome, VP Finance, VP Professional Development, and VP Socials are obliged)

Danielle:

- Determine budget by following meeting (discuss with EdUS and MUSA, all information available via link above)
- [TABLED] October 4th Pay Mitchel Russo for Website

Alice:

- Semester long task: keep the MEdUSA Footbook up to date
- Organize meeting with Lisa and Trevor (updates on course plan, Music for Adults and Teenagers class, voicing student difficulties) **(completed)**

Nicole F:

- Contact first years and advanced standing students reaching out for our representatives **(completed)**
- Change facebook group settings to approve only posts **(completed)**
- Add other council members to be facebook group admins **(completed)**
- Clean up previous minute and post in exec group **(completed)**

VP Socials:

- Confirm event schedule **(completed)**

5. President Report:

- a. **Budget Update:** \$500 budget for workshop honorariums from Lisa (Spent by May 1, 2019). Possible 2 year extension
- b. **Meetings:**
 - i. meeting with Veronique Gingras about career services for music education students
 - ii. meeting with ISA Office Friday September 21 at 4pm
 1. Second stage problem second list
 2. Try to put music students in music classrooms (First FE)
 3. Placements don't take into account distance, location
 4. Too many students in FE
 5. FE1 / FE2 students approaching teachers
- c. **Potential Special Project:** Graduate student bios on website (to be updated regularly)
 - i. Idea is that we will feature a few grads each month in our e-news (bio, photo), and also upload it to our website.
- d. **Semester Proposals**
- e. **Lisa's Updates regarding courses**

6. VP Finance Report:

- a. Contacted EdUS and MUSA for the spreadsheets, but received no response. Trevor contacted Will Thain, MUSA's VP Finance directly, and he said that they have not received their lists yet, and there's nothing they can do. They recommend that our VP Finance draft a budget using 90-95% of last year's Fall budget.
- b. Will subject semester proposal
- c. Plan grilled cheese sale (Early October)

7. VP Academic Report:

- a. **Practice rooms for Advanced Standing Students**
 - i. Sent emails to MUSA, have not replied
- b. **Practice rooms for BMus/BEd students**
 - i. 4 hours of practice vs 10 hours of practice for pianists

8. VP Professional Development Report:

a. Semester Proposal:

- i. Instrument repair with Steve Dubinsky (QBA: \$25 gift card) October 8
- ii. Elementary Behavior Management (Jennifer Hayden) End of October
- iii. What I wish I knew before my first teaching gig (Stephane Crete)
- iv. Band Programs in Low Income Settings (Gabby Smith)
- v. Something with Susan Strunc (interdepartmental collaborations)

9. VP Social Report:

- a. Welcome Back Event:** Icebreaker games so people will have an opportunity to meet each other. Talk to your classmates directly to get them to join our event!

Min proposes team games with points that leads towards prizes.

- i. Prize ideas: "aesthetic" notebooks, unique postcards.
- ii. 5 games planned.
- iii. VP Socials need: 2 large blankets, stickers, masking tape
 1. Danielle Findlay will bring postcards to thank members for coming
 2. All members present at 5:30 pm

Council photo theme: Denim (ideally denim and denim)

- b. Budget: ??**

c. Annual Proposal:

- i. Halloween party (animals group costume?)
- ii. Festivus
- iii. Cocktail
- iv. PJ movie night with snacks and hot cocoa
- v. YAP
- vi. End of the Year Barbecue

10. VP Communications Report:

- a. E-News:** a draft of the E-News is formatted and ready to go on MailChimp to be sent out Friday (tomorrow) morning. Give it a look-over if you haven't already and let me know if you want me to change anything before it goes out!
- b. Website Updates:** Lisa sent us a message about contacting alumni from our program and adding a section on our website as an alumni spotlight. I'd be happy to take this on as my special project, but if someone else wants to spearhead that's cool too!
- c. Council Photo:** We need a group photo for our website! When should we do this? I can make a poll or we could all do it right before our next meeting or event.
- d. Office Hours:** If you have not commented on the Facebook post confirming your office hours, please do so! They start next week!

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

12. Next meeting date on: October 4th, 2018

13. Adjournment at: 8:35pm

Action Items:

Everyone:

- Find first year rep

VP Finance:

- Make announcement for First Year Rep on Monday
- Draft a budget using 80% of last year's Fall budget
- Submit semester proposal to Google Drive

VP Academic:

- Alice will contact Education Faculty about issue registering for second stage
- Urge EdUS to send us their list of students (We need to know who's in the BEd Music program)
- Alice will urge Henna about the practice rooms (both for BMusBEd and Advanced Standing Students)

VP Professional Development:

- [Urgent] Finalize your semester proposal (Not sure about Stephane Crete, so I suggested a few current QBA members), and create a poll on our Exec group to approve your proposed workshops.
- Send your proposal to Lisa Lorenzino for approval, and clarify if we can use the \$500 Guest Lecturer budget to give QBA members a \$25 gift card for their time.
- Contact Steve Dubinsky immediately (QBA member), and everybody else as soon as you receive approval from Lisa.

VP Communications:

- Create poll for group photo (probably before Social Event on September 26)
- Find potential alternate meeting time
- Contact Lisa about getting a list of graduates for our Newsletter/Website feature
- Confirm everyone's office hours

Further Outstanding Action Items:**Everyone:**

- Pick up MEdUSA Office key from Building Director's Office. (Bring \$30 for a deposit just in case)
- Get server trained through McGill if you have not already done so.