



Music Education Undergraduate Students' Association

Executive Meeting, Thursday September 6, 2018

Montreal, QC

Members Present:

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

Regrets:

Call to Order at: 6:33pm by Nicole F, seconded by Min

Procedure:

Meetings are an important part of our association. These weekly or bi-weekly gatherings provide us with the opportunity to hold discussions, make decisions and conduct business. It is the VP Communication's task to organize the time and place of each meeting, given the availability of the executive members. The meeting frequency decided upon at the beginning of the year will generally continue through the school year to ensure consistency. During the meeting, the VP Communications will take note of the attendance and matters discussed, to compile a document for each meeting formally called the *Minutes*.

Before each meeting, the executive will receive a copy of the last week's meeting from the VP Communications. Read these minutes for any mistakes or errors in communication before approving it for public display on our website.

Each meeting, executive members will have the opportunity to present their progress since the last meeting. Please be prepared to speak on matters under your jurisdiction.

Attendance

"Punctuality is the characteristic of being able to complete a required task or fulfill an obligation before or at a previously-designated time."

This definition of punctuality is applicable to the subject of Meetings and Attendance. It is of utmost importance and will be expected of all executive members. A professional society functions and works effectively only if all members of the executive value their positions and take their duties seriously. Respecting these duties means arriving for meetings on time, and attending all meetings.

The VP Communications will ask for every executive members' personal schedule at the beginning of the school year. She or He will then arrange for the best time and date suited to each executive for the duration of the entire semester. It is assumed that once this meeting is scheduled, each executive member will plan other activities and priorities around MEdUSA meetings.

Obviously, there will be important priorities that may conflict with meetings. It is your duty as an executive to inform the council of the conflict as soon as possible, and to ensure that your MEdUSA business is handled effectively.

Typically, acceptable absences include: performance, dress rehearsal, exam, illness recognized by a physician, or family emergency.

Please remember that MEdUSA is a student-elected council. Your constituents are relying on you to represent them responsibly.

Meeting Minutes Format

Members Present: Who is present

Regrets: Who is unable to make the meeting

- 1. Call to Order at: This is simply the official opening of the meeting, executed by VP Communications**
- 2. Welcome & Announcements: Any pressing matters relating to the logistics of the meeting rather than the business itself will be stated at this time (ie; social invitations, post-meeting activities, issues with meeting location/time)**
- 3. Approval of Agenda: Before every meeting, the VP Communications sends out the minute from the previous meeting for the executive to peruse. Before discussing current matters, minutes from the previous meeting must be correct if necessary. This usually arises from something being inaccurately documented or unclearly stated. VP Communications will make the corrections and post the final copy of the minutes on the website.**
- 4. Action Items from Previous Meetings: At this time, we review action items from previous meetings, to follow up with the task's progress.**

5. **President's Report:**

<https://drive.google.com/open?id=1pFC8XZabkvgTO6DJzxBAkjxDx3ccHNYXq8UuuQ0ag>

The following items are reports from each executive member. Each member is responsible for documenting what they have accomplished or has been working on since the last meeting in the form of a report. At this time, each member in turn gives an overview of their report, and is asked questions by the others. Motions (actions) related to the reports will be presented at this time.

6. **VP Finance's Report**

7. **VP Academic's Report**

8. **VP Professional Development's Report**

9. **VP Socials' Report**

10. **Website (VP Communications): This concerns updates to the website**

11. **E-News/Facebook Group: This concerns any updates we need to broadcast to our constituents through our social media networks (Job opportunities, workshops, social events, etc). The E-News goes out every month, other announcements go out**

12. **Next meeting date on: The time and location of the next meeting, as called by VP Communications**

13. **Adjournment at: Once all matters have been discussed, any individual may motion to adjourn the meeting. Once seconded, and passed by a majority, the meeting is called to a close. VP Communications will note the time and the time and location of the next meeting.**

Action Items for each executive: Action items for next meeting

Further Outstanding Action Items: Any remaining matters that have not been completed

President's Report:

1. Review of Council Roles:

- First Year Rep: MUSA rep. Will attend MUSA meetings. Organizes the First Year Event. Communicates with First Year Students.
- VP Academic: EdUS rep. Deal with any course issues that come up.

Works closely with Lisa. Try to find out what's going on with our program (is it being cut?). Brings any academic/course related problems up with Lisa

- VP Finance: Takes care of the money. Gets a budget from MUSA, EdUS. In charge of fundraisers (grilled cheese!) Monthly budget reports.
 - Depending on the number of students we have, we receive a specific budget from MUSA and EdUS
- VP Social: Parties. Usually there's a First Year Event, Festivus, YAP, End year event. Need more pictures of events! Assist VP Finance with fundraising.
- VP Professional Development: 2 QBA workshops and 1 MEdUSA workshop per semester. In the winter we have a conducting workshop (this year is choral. Woohoo!). Makes people aware of the conferences (QBA)
- VP Communications: In charge of official records (Google Drive, email, website). Books rooms for meetings, takes down minutes and action items, publicizes meetings (they're open to the GA). Sends out E-news.
- President: Enforces the constitution. Coordinates relations. Cosigns for financial transactions over \$200.

2. Logistics

- **Emails:** We all share a MEdUSA email, so please make sure that you've added to your phone/computer and that notifications are on. Since we all share the same email, create a signature so that people know who to address.

Trevor Tsui

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- Email: medusamcgill@gmail.com

- Password: Beethoven1827
- **Office keys/office hours:** Pick up your key to the MUSA/MEdUSA office at the Building Director's office. Members hold an office hour each week to allow students to ask us questions. Ideally, you would be using this time to work on MEdUSA related stuff, but homework and studying is fine too. VP Communications will organize the office hours.
- **Facebook:** We use a facebook group to communicate, so please check it regularly!
- **Stamping posters:** People wanting to put posters in the music building require it to be stamped. This is technically MUSA's job, but we can approve and stamp posters as well if you happen to be in the office. Find the stamp, change it to the current day and stamp it.
- **Server training:** All members need to be server trained, because we serve alcohol at our events. Sign up at <https://involvement.mcgill.ca/organization/servertraining> to attend the server training.
- **Read constitution and Footbook:** Read our constitution and footbook so you're up to date on our obligations as a council. We need to create a Constitution Committee as well to go through the Constitution to make any needed amendments.
- **Exit Report Review:** Please read last year's Exit Reports for more details and an overview of the year's summary
- **Reports:** Each member is required to give a report every meeting with updates on their homework or how their projects are going.
- **Agenda items:** Each member is required to submit any agenda items to the VP Communications. Due noon before meeting.

3. Confirm budget with EdUS and MUSA: For VP Finance. Read the procedure for confirming our yearly budget: https://docs.google.com/document/d/1IWokiL_9IGQ1cXcTJECboWTxkTI8IgfAWkZrWKv8VFQ/edit?usp=sharing

4. Confirm liaison positions (EdUS, QBA, MUSA) and Representatives (BMus/BEd, Advanced Standing): We need liaisons for the Education Undergraduates' Society, Quebec Band Association, and MUSA.

- **First Year Rep:** The First year rep liaises with first year students, organizes the first year/welcome back event with VP Socials, attends MEdUSA and MUSA meetings
- **Advanced Standing Rep (BEd Music):** The Advanced Standing Rep attends MEdUSA meetings and communicates concerns to and from

Advanced Standing (BEd Music) students.

- **MUSA Rep:** The MUSA rep attends MUSA's meetings, and communicates with us about their ins and outs. The First Year Representative is our MUSA Rep.
- **EdUS Rep:** The EdUS rep attends EdUS's meetings, and communicates with us about their ins and outs. VP Academic is usually our EdUS Rep.
- **QBA Rep:** Attends QBA meetings and acts as a liaison with McGill. VP Professional Development is usually our QBA Rep.

5. Update student lists (including first years and minors in music ed): VP Communications. We need to update our mailing list to include the first years and minors in music ed. You can get this list from VP Finance.

6. Semester Proposals: At the last meeting of the month, VP Socials, VP Finance, and VP Professional Development will submit a proposal of the semester's plans. VP Communications and VP Academic and President are off the hook, but they can always submit a proposal anyways if there's a special project they have in mind.

7. Homework: Each week, members will receive homework to complete for the next meeting. Please get this done so we can move forward!

8. Year Plan:

https://docs.google.com/document/d/1yQLcDV1fqGOzBEKcBwKP93mHTOvxrwXR4c4QMhAX_5s/edit?usp=sharing

VP Finance's Report:

Nothing to report

VP Academic's Report:

Attended first EdUS meeting, nothing specific pertaining to Music Education

VP Professional Development's Report:

Nothing to report

VP Socials' Report:

-Made a list of potential event plans depending on budget

IDEAS:

-End of september: welcome back event

-Halloween party

-Festivus

-End of year formal, PJ/Movie Night, Barbecue, etc... will meet and finalize

semester plan before next meeting

Website (VP Communications):

- a. Council Biographies: need all council members to send a photo and short bio to add to the website. For inspiration, check out the “former council members” tab on the website.
- b. I will be updating the events calendar when we start having events

E-News/Facebook Group:

- c. Adding new members to the facebook group?
 - i. Alice will be doing this
- d. Is this a good way to communicate? Posting everything twice?
 - i. Last year we came to the conclusion that we should not separate the facebook group into two separate groups, despite the fact that the posts are cluttered and disorganized
 - ii. Potentially having a moderator for the facebook group as a special project
 - iii. Will give admins the power to approve posts
- e. Postponing e-news until we have actual news

Miscellaneous:

- a. Scheduling next meeting
 - i. Group consensus, every other Thursday evening at 6pm

Next meeting date on: Thursday, September 20 at 6pm

Adjournment at: 7:51, called by Nicole seconded by Min Kim

ACTION ITEMS

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)

Nicole F:

- Contact first years and advanced standing students reaching out for our representatives

- Change facebook group settings to approve only posts
- Add other council members to be facebook group admins
- Clean up this document and post in exec group

VP Socials:

- Confirm event schedule