

Meeting Minutes

Members Present:

- President (Nicole P)
- VP Finance (Danielle)
- Co-VP socials (Maiko, Amelie)
- Co-VP Professional Development (David, Alice)
- VP Academic (Troy)
- EDUS President (Fanny)

Regrets:

1. **Call to Order** at: 6:32 motioned by President, seconded by VP Communications
2. **Welcome & Announcements:** welcome to EDUS representative and entire new council!
3. **President Report:**
 - a. **President Report**
<https://docs.google.com/document/d/11hYbERFwMTSQ27pl8s9MmGRNJabsem1hlhOFwiakLUY/edit?usp=sharing>
 - b. *Review of Council Roles* - did everyone read the Constitution? Review their exit reports?
 - c. *Emails and Communications*
 - i. New emails for the different council positions, please refer to the President Report
 1. Finance has own medusa email already:
 2. Make announcement in next listerv regarding new emails (since new overhaul, get everyone acquainted to these emails)
 3. If email sent to main medusa email that concerns another council member VP communications and president will forward it to that member
 - ii. Facebook/online communications between the group
 1. Weekly check-ins on what to get completed before next meeting
 - a. Ex: EDUS meeting to make sure MedUSA properly represented
 - d. *Expectations for Social Events, Workshops, etc*
 - i. MUSA at the Bar - Yuki approached me over the summer to discuss MEdUSA's involvement with MUSA at the Bar, I propose we table this discussion because I have another meeting to go to after this one and this isn't the most important thing to discuss, but please think about your availabilities and how much you would like to contribute to this event
 1. Very important for MedUSA to be represented at any social event, regardless how small it is (grilled cheese, practice room bar, coming at the end to clean up, workshops)
 2. As council need to be setting a proper example!!!

3. How much commitment for practice room bars from each member on council
 4. Link with co-VP socials of MedUSA and VP Events of MUSA
 - a. Have a symbiotic relationship with MUSA (they advertise our events we'll advertise theirs, we have some representation at their bars and get some appreciation for that)
- e. *Office hours and keys*
- i. Pick up your keys to the music office
 - ii. Figure out your availabilities for an office hour
- f. *Server Training*
- i. Sign up for a training session if you haven't already
 - ii. <https://involvement.mcgill.ca/organization/servertraining>
- g. *Facebook Group/Page*
- i. We are all moderators of the group; only approve posts that are relevant to the music ed community, opportunities, etc (No solicitations)
 - ii. Please be active on the page! Like comment share etc
 - iii. VP Comms - do you want to take control of the correspondences coming through the FB Page (i.e. if people message the page asking questions)?
 - iv. If so, please inform VP Comms before you post something through the FB Page so that she is aware that it's going up/no surprises
 1. VP communications will be taking over FB Page so only VP coms can post to keep consistency on page
 2. Only VP comms will answer FB private messages received
 3. Have questions before you are allowed to enter group so we can monitor who's allowed into group
- h. *Budget*
- i. Needs to be confirmed ASAP so we can begin planning our events!
 1. After Add/Drop period, after MUSA, after EDUS has created their own budgets.
 2. VP Social propose range of money needed for events with float \$?
 - a. All reimbursement based. All happens with online form by next MedUSA meeting.
 3. POWER HOUR WITH EDUCATION COMMUNITY AND EDUS!!!!!! BIGGER BUDGET TOO
- i. *First Year/Advanced Standing Rep*
- i. There is only one new Adv. Standing rep this year
 1. Don't have to be a new Adv. standing member to be representative except everyone on stage now so would be difficult to get representative
- j. *QBA Meeting:*
- i. Very happy with McGill participation
 - ii. VP Communications make FB for QBA conference
 - iii. Distribute flyers promoting QBA retreat

- iv. Discussed that VP Professional Development should always be QBA representative since it makes things much easier. Helps us get new ideas and nice liaisons.

k. *Semester Proposals*

- i. VP Socials, VP Finance, VP Professional Developments
 - 1. Create proposal with what they plan to do for the year
 - a. (VP social: what events you'd like to plan for the year. WELCOME event, christmas, young alumni panel MinUmum, just have them approved by VP finance!)
 - i. Alcohol permits, booking rooms, buying alcohol
 - 2. Templates can be found in the Google Drive

l. *Mailing list:*

- i. Has been updated to include all first years
- ii. Maybe don't remove alumni in case certain events pertain to them and they could be involved

4. VP Academic Report:

- a. MUSA practice rooms
 - i. Not being able to book practice rooms?
 - ii. Make sure Ed students can reserve practice rooms to practice all 70 instruments we need to practice
- b. EdUS rep - rotate/alternate?
- c. Lisa TBC:
 - i. Scheduling: students needing to come back to take one or two classes and not being able to graduate because they have to take those classes even after 5 years
 - 1. Broader problem since upper level courses more available for performance students and not enough options for Music Ed
- d. Online courses: New information on how to look for them, music department of every music school in QC

5. VP Professional Development Report:

a. *Ideas for Workshops:*

- i. Percussion instrument repair with Shawn!!
- ii. Intro to Suzuki Method
- iii. Orff arrangements/approach
 - 1. Poll on FB amongst students, if enough interest then its a go?
- iv. Vocal programs (less expensive, make it more approachable and information)
- v. Ukulele 101
 - 1. Teacher come in and bring uke's from their class
 - 2. Learn how to play for an hour
- vi. Fonofone (Creation App)

1. QC App created/used following QEP, really cool, creator would come and demonstrate app and what it can do. Videos of what students created themselves
 - b. *Increase attendance at workshops*
 - i. Snacks and non-alcoholic beverages as an incentive?
6. **VP Social Report:**
 - a. Welcome back event:
 - i. Realistically, Sept 20th (next friday)?
 1. Takes at least 1 month to get alcohol permit, this event does not need to have alcohol in order to have it earlier. Can only say welcome back for so long
 2. Usually has been cocktail hour? Doesn't have to be:)
7. **VP Communications Report:**
 - a. *Office Hours:*
 - i. A doodle will be sent out later this week asking for your availabilities throughout the week. Please fill in **as many hours** as you are available so hopefully can be spread out with other members of both MUSA/MedUSA
 - b. MedUSA board on 3rd floor?
 - i. Anyone on council can post on board
 - ii. Update board with council photos, EDUS/MUSA info
8. **Next meeting date on:** September 23rd at 6:30 A-607
9. **Adjournment at: Motioned by** VP Communications , **seconded by** VP Finance

Further Outstanding Action Items:

1. **Everyone:** log in to new emails and create signatures
2. **Everyone:** sign up for server training as soon as possible
3. Co-VP social, **Maiko:** please send blurb for website ASAP
4. **Everyone:** "When2meet" will be sent out by end of this week asking for your availabilities during the week, respond ASAP
5. **VP Communications:**
 - a. edit/create questionnaire for FB page to monitor who is allowed into group
 - b. Send personal emails to First year reps
 - c. Send newsletter
 - i. Put in newsletter little blurb about possible workshops (mention Fonofone app!)
6. **President:**
 - a. Send list of first year members to VP Communications
 - b. Get list of current entire student list in music ed from EDUS?