**Present**: Adrian Pang, Mark Petrov, Erica Binder, Jesse Guo, Janelle Julian (interim),

**Late:**

**Regrets**: Anican Yu

|  |  |  |
| --- | --- | --- |
|  |  | Motions / Action |
| 1. | Call to Order |
|  | Adrian called the meeting to order at 4:28 pm. |  |
| 2. | agenda | **Moved/Seconded:**   |
|  | Adrian announced amended agenda, Erica motioned to accept agenda |  Mark moved to adopt the amended agenda/ Jesse seconded adoption of the amended agendaJanelle moves to adopt previous minutes / Jesse moves to accept previous minutes |
| 3 | check-ins & updates | **Action Item:** |
|  | * Anican (proxy Adrian) – AMS events will be advertised through MUSA social media; climate art competition and SASC
* Jesse – Scavenger hunt prizes; have not been bought yet
* Beginning of year BBQ cleanup was done incorrectly as a result of lack of MUSA exec participation
* This emphasizes the need for a schedule for next year
 | * Jesse – transfer the task of buying giftcards from Anican to Jesse
 |
| 4. | end of year bbq | **Action** **Item**: |
|  | * Erica proposed an event at Koerner’s as an end-of-year faculty event; we will postpone planning of this event until next semester
 | * Erica – will investigate costs and timeline late this semester
 |
| 5. | fridge | **Action** **Item**: |
|  | * Fridge policies need to be created and placed on fridge
* Fridge policies are as follows;
 | * Fridge has to be moved from MUSA office to 3rd floor
* Adrian – will purchase a microwave food cover (not on a specific timeline)
* Task of removing food from fridge every Sunday will be delegated to the fourth floor manager
 |
| 6. | elections (ammended from agenda “by-elections”) | **Action** **Item**: |
|  | * Nomination forms have been created
* We need one (1) month minimum from this point to the voting to have an online platform
* AGM will be on October 29th; 12, 1, or 2 pm start time
* At the AGM we will present our budget summary
 | All – spread the word for elections* Adrian – will book a room for AGM (October 29th)
* All – collaborate on a committee member application form
 |
| 7. | merchandise contest | **Action Item:** |
|  | * We still only have one submission; is void
* Will remain open with an indefinite end date
 | All – advertise to your friends |
| 8. | wellness week | **Action Item:** |
|  | * Last year included several events
* Tentatively October 29-November 3
* Next week Adrian will update us on cross-club collaboration
* November 9 – 4th floor library space will be decorated and used for the UBC chamber club as a sight-reading session/social
 | All – brainstorm ideas over the next week; reconvene next meeting and also send to Adrian* Mark- will secure coffee for the winter coffeehouse
* Jesse will provide MUSA decorations day of
 |
| 9. | formal | **Action Item:** |
|  | * Possible themes; Mardi Gras, Folk, Eastern European, Vintage Hollywood, Paris, Latin
 | Review and decide of you like one |
| 10. | evangelos | **Action Item:** |
|  | * Headshots and group photos have been received, we need to pick a group photo
 |  |
| 11. | next meeting | **Action Item:** |
|  |  |  |
|  | **ADJOURNMENT**Meeting adjourned at 5:40pm |  |

Respectfully submitted by Erica Binder

Approved by:



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Adrian Pang, President Erica Binder, VP Administration