**Present**: Adrian Pang, Mark Petrov, Erica Binder, Jesse Guo, Michelle Panikkar (Member-at-large)

**Late:**

**Regrets**: Anican Yu, Janelle Julian

|  |  |  |
| --- | --- | --- |
|  |  | Motions / Action |
| 1. | Call to Order |
|  | Adrian called the meeting to order at 5:01 pm. |  |
| 2. | agenda | **Moved/Seconded:**   |
|  | Adrian announced agenda, Erica motioned to accept agenda  | Jesse moved to adopt the agenda/Mark seconded adoption of the agenda |
| 3 | check-ins and updates | **Action Item:** |
|  | * Textbook exchange – well done
* CPR Event (AMS) – Anican has already started process of obtaining posters; will get an ETA for posters at next meeting
* Lockers are nearly complete; new locks DO NOT need to be bought because we found old locks in the office
* Office cleaning was successful; materials have been organized
* MUSA Office keys are pending order; will get notified through music office
 | * Keep up until term 2, periodically check submissions
* Erica – get the money for Mark and herself next week (MONDAY)
* UPON NOTIFICATION FROM MUSIC OFFICE individual members are responsible for picking up keys from bookstore
* Move office from office to fourth floor
 |
| 4. | by - elections | **Action** **Item**: |
|  | NOTE – CONFIRM ALL DETAILS WITH CONSTITUTION* First action – appoint elections coordinator
* TO ELECT – VP Internal, all year reps
* TO APPOINT – elections co-ordinator (BEFORE OCTOBER 15) , elections committee, TBD
* Adrian moves to appoint Erica and Jesse to elections committee
* Erica and Jesse appointed to elections committee
* Applications open October 8
* Campaigning from the 15th – 21st
* Elections on 22nd -28th at 11:59pm
 | * Erica will head advertising/creation of advertising campaign – REFER CONSTITUTION
* Posters will go up OCT 1
* ALL – advertise amongst people we know
* Advertise elections coordinator position
 |
| 5. | adrian’s impending resignation | **Action** **Item**: |
|  | * Adrian – cannot legally continue position as President in spring 2019 due to lack of full-time music student status
* REFER TO AMS CONSTITUTION FOR REGULATIONS REGARDING LEAVE OF ABSENCE
* Applications will open on the 19th of November for interim president
 | * Create application for interim president pending election of new president in the spring semester
 |
| 6. | field day and coffee shop | **Action** **Item**: |
|  | * Posters should be up on Monday
* Adrian we have received positive public feedback from our coffee event
* Mark will lead the buying and organization of coffee events
 | * Adrian will print and hang posters on Monday
 |
| 6. | formal planning | **Action** **Item**: |
|  | We need multple members to receive alcohol serving licenses* Plan volunteer positions and council positions
* Create a volunteer application and plan training session for volunteers to ensure that they will come
* Potential dates – February 9 (after SWE concert), March 2 (after opera),9 (after the Franch-Ballester/ Hamm studio concert), 16 (after orchestra concert)
* Decide on a theme
* Timeline – doors 6:30, start 7:00, soft end 10:30, hard end 11:00, fully cleaned by midnight
* Booking will be 3-midnight on the day of
* Theme ideas (pending) – Latin themed, love songs,
 | **Mark will book room - this will directly affect the dates*** Jesse and Erica will receive alcohol serving certifications
* Contact a representative from UBC dance
* Hire a photographer
* Erica - Contact Takumi and/or Taylor Hall for photobooth photography
* ALL – decide on a theme
* Get music through UBC gig list – this will have to be after the gig list is done
* Catering – do a cost breakdown
* All – consult past MUSA members regarding specific roles
* Jesse – coordinate security
 |
| 6. | next meeting | **Action** **Item**: |
|  | 7:15 Thursday, oct 4 |  |
|  | **Adjournment**Meeting adjourned at 5:54 pm |  |

Respectfully submitted by Erica Binder

Approved by:



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Adrian Pang, President Erica Binder, VP Administration