**Present**: Anican Yu, Erica Binder, Justine Lin, Mark Petrov, Albert Wu, Janelle Julian

**Late:** Jesse Guo

**Regrets**:

|  |  |  |
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|  |  | Motions / Action |
| 1. | Call to Order |
|  | Erica called the meeting to order at 3:05pm |  |
| 2. | agenda | **Moved/Seconded:**  |
|  | Erica announced the agenda | Janelle moved to adopt previous minutes/ Justine seconded adoption of previous minutesAnican moved to adopt agenda/ Erica seconded adoption of the agenda |
| 3. | check-ins and updates | **Action Item:** |
|  | -Mark has submitted room request, but it has not been confirmed (should know by next Tuesday). -Feb 9th, March 2nd, 9th potential dates - Dance instruction almost confirmed, will likely be free-AMS fall break email blast -Fall reading break, extended winter holiday -Survey incoming.  -Affects exam scheduling -MUSA asked to advertise the survey to boost student participation – we will advertise via social media -Art Auction Facebook group can be created whenever convenient -Voice and 3rd year representative form ready.-Lasserre Fridge request- Lasserre students have not replied to grant offer | -Anican and Janelle - plan AMS fall break survey facebook/insta post-Mark - write a description for Fourth Floor Lounge Representative- Janelle – send Erica art pictures for cataloging - Erica – compile all descriptions into a document on the dropbox |
| 4. | BY-ELECTION AND APPOINTMENTS | **Action Item:** |
|  | Aydan Con has submitted our ballot and is waiting on AMS approval | -Elective Committee talk to Ayden about his process, and start advertising this week (next Tuesday)-Aim to get in contact with Ayden before Monday. -Aim to begin week-long advertising period Tuesday-Erica – create posters and post on Dropbox for distribution -Erica and Janelle - get Facebook and Instagram posts ready for Tuesday-Erica – add signature sheet to dropbox -Jesse - create google form for positions other than Interim President (refer to interim president format)-Election committee – ensure signature forms are available from music office (and hard copies of application form?) |
| 5. | FORMAL | **Action Item:** |
|  | -Brayden’s dad (member of the music faculty) has a catering company and would be a good candidate for catering the dance- This is a more efficient and affordable option than Tacomio- Depending on our date, we have 4-8 weeks to advertise the formalROUGH TIMELINEWeek 1 ( 1/11- 1/18)-Print out Latin America iconography -No flags -Carnival pictures  -Mexico, Brazil  -Did you know facts -TacosWeek 2 (1/18- 1/25)-Date Confirmed -Facebook event -Food teaserWeek 3 (1/25- 2/1)-Dancing and decoration teaserWeek 4 (1/25- 2/9)-Formal Week | - Anican – Get into contact with Brayden’s dad and inquire about catering deal/ what information is required from MUSA by next meeting -Jesse – assemble images for \*mission guerilla marketing\* and add document to dropbox -All – begin \*mission guerilla marketing\*- Mark – confirm room booking ASAP and price of room |
| 6. | BRASSFEST | **Action Item:** |
|  | -MUSA will provide refreshments- Pickup/ table shifts to be arranged in a following meeting-Brassfest will feature an art auction | -Erica - make a “when to meet” |
| 7. | VALENTINE’S DAY EVENT | **Action Item:** |
|  | -Valentine event tabled for next week | Erica – add Valentine’s Day Event to agenda for next week |
| 8. | THIRD FLOOR WATER COOLER | **Action Item:** |
|  | - Pending reply |  |
|  | **Adjourned** Meeting adjourned at 3:58 pm |  |

Respectfully submitted by Albert Wu, First Year Representative

Approved by:



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Erica Binder, Acting President Albert Wu, First Year Representative