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

**Late:**

**Regrets**: Anican Yu, Janelle Julian

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|  |  | 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 2,9, March 2,9 * 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 | |

Respectfully submitted by Erica Binder

Approved by:



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Adrian Pang, President Erica Binder, VP Administration