



architecture & visual studies students union

## **Meeting Minutes of the AVSSU Executive Team 2014-2015**

**Approved on May 19, 2015**

## Meeting Notes on October 3, 2014

- Proposals for funding need to be finished early if we are to receive any money from Daniels
- Former AVSSU presidents have been working on the Constitution during the 2014-2015 academic year; we need to complete and approve it to get funding
  - Incorporate Shift magazine and Visual Studies into the constitution.
  - Cost of gallery tours/ partnership with VSSP.
- Create a yearly estimate of all events to figure out student fees for 2015-2016 academic year.
- AVSSU currently in need of:
  - Design representative/ co-ordinator for all advertisement
  - Search for President/ mass e-mail for recommendations.
- Past VP has the bank cheques; contact ASAP in order to get cheques
- Start looking for a semi-formal location (possibly Daniels Faculty Lounge)
- Get the website active and Facebook + Twitter
  - Possible follower incentives (free food at events if they follow)
- Green roof/ reach out to organizations/ create competition.
- Events for students to improve their portfolio
- Talk to Brian (Undergraduate Coordinator) about a booklet of resources, including info on where to print for cheap, where to buy cheap materials, etc.
- No place to work on stuff for 1st year VIS students? Do they have access to 665 Spadina space?
- Grad lounge – can it also become an AVSSU space? Must talk to Andrea (Registrar) about it
  - Attempt to create more cohesion between GALDSU (Graduate ARC Student Union) and AVSSU

## Meeting Notes on October 10th 2014:

- Contact VSSP about including architectural work in the VIS exhibition
  - Find out when they are planning on hosting the exhibition + how to apply
- Draft email to send to the faculty/GLADSU
  - Ask about setting up a panel?
- AVSSU General members meeting: September 24th – Must be confirmed
  - Make announcements about the meeting
  - Also talk about unfilled AVSSU executive positions
    - Accepting applications for the next few weeks. The sooner the candidates send them in the better
    - Create a list of roles for each executive member
- Events:
  - Host a get together with the Undergraduate students at 665 Spadina (Studio); Tentative date: November 7th; theme: “Cool Fun Hot”
    - Get a liquor license for the event?
    - Get permission to use the space
    - Money for food + liquor + decorations (Halloween themed?)
    - Interactive?
    -
  - AVSSU Formal
    - create a budget as soon as possible
    - Subsidize the tickets?
    - Determine date ASAP
    - Find a venue – Event coordinators are in charge
  - Pub Crawls/Pub Nights
    - Partnerships with UC? The Brunswick?
- For the Next Meeting:
  - Everyone should make an announcement in their VIS/ ARC courses about the available executive positions/ general members meeting
  - Create an objective of what you want to accomplish this year as your executive role

## Meeting Notes on Oct. 31, 2014

- 1st Social event of the year - "Cool Fun Hot"
  - venue: studio space
  - photobooth
  - food – finger food, chips, etc
  - alcohol - liquor license? sell for cheap? (can cover costs of event)
  - estimated date - in two weeks, probably on a Thursday (Nov. 20?)
  - limited budget at the moment (approx. \$160 in account)
  
- GALDSU meeting on Wednesday (2 Pres, VP and VIS rep attending)
  - Inquire about:
    - piggyback on GALDSU events
    - sports groups (intramurals)
    - funding and donations from alumni
    - mentoring with undergrads
  
- Budget for the year -- Must organize spread sheet and present to faculty
  - Only about \$160 left in account, can't talk to Andrea yet until she comes back from vacation
  - Important for budget:
    - Socials
    - AVSSU Formal (Spring)
    - Competitions?
  
- AVSSU Website -- possibility of sharing with SHIFT
  
- Apply for Student Group Status to UTSU – Neil (Co-Pres) should inquire
  - possibility for more funding
  
- Mentoring
  - upper year undergrads talking to 1st and 2nd years
  - gallery hop
  - social events
  
- Strengthen Social Media presence
  - post art events happening in Toronto every week
  
- Strengthen VIS - ARC integration
  - contact Lisa Steele about funding

- easels and paint for VIS students in studio; fun, casual painting events

## Meeting Notes from Nov. 7, 2014

Details from meeting with GALDSU on Nov. 5, 2014

- They get little funding from Daniels Faculty
- AVSSU should have some seats on regular Council meetings with the Faculty – find out more about this
- AVSSU should look into fundraising, getting donations from alumni, etc
- GALDSU is willing to collaborate on:
  - Grad Lounge + Cafe
  - Mental health study – good opportunity for undergrads
    - Discuss our access to lounge spaces, now and at the future Daniels building
  - Intramural teams – undergrads can join grad teams

Mentorship idea, led by Marienka (1st Year Rep)

- Lower-year student can get paired with upper year student
- Pairings can agree on when and how they will meet up
- Help with studio projects, portfolio, advice, etc

Cecilia (Tech Director) – must email IT department at Daniels about getting an official daniels.utoronto email for AVSSU

Social Event – "Cool Fun Hot"

- Confirmed for Thursday, Nov. 13th, 6 to 9 pm in Studio (665 Spadina Ave)
- Must keep budget at \$160
- Consider having alcohol available, but will require application for liquor license
- Cocktail style, finger foods and snacks will be served
- Must purchase cups, serviettes, table cloths, etc
- Interactive station – painting? Collaging?
- Music – someone must make a playlist
- Poster – print out tomorrow and post up in studio space
- Potential photobooth area
- Play a movie?
- Officially introduce AVSSU exec team at this event
  - Must post information on our team members, our goals, etc
  - Have a suggestion jar available during the event
- Jackie and Randa (Social Event Directors) are in charge and will delegate further tasks



## Official Budget for the year

- Proposal and rough budget must be ready for upcoming meeting with Registrar Andrea
- Arrange a Google doc – try to get it done on Monday morning
- (Possible) Future events that must be listed in the budget
  - Spring Formal Event
  - Another social event (near end of the year)
  - Design competitions (at least one)
  - Merch/spiritwear
  - Date Auction? – good for fundraising
  - Pub night, movie night, open mic night, karaoke night ---- all at little expense

AVSSU Constitution --- contact former AVSSU presidents to get a copy of old constitution; must update and find out what are the steps for becoming an official student union

\*\*\* NO MEETING ON NOV. 14, 2014



## Meeting Notes on Nov. 21, 2014

Eyeball -- Dec. 5th

- Need about \$300
- Doesn't look like there is room for architecture students
- we could ask about having a different event for architecture students

Meeting w/ Andrea (Registrar) last week

- happy that we reached out early in the year
- Budget -- they can probably give us only \$2000
- show them detailed expenses to show that we need more money
- seems to like that we are already thinking about Formal in March
- seems to be less inclined about Socials, but more interested about design comps and merch
- Academic coordinators -- look at places and costs that can print; also look at fashion show
- Have Town Hall and present the constitution and vote on it

"Cool Fun Hot" Recap

- collected about \$45 from donations
- suggestions collected -- pub nights, open mic nights, merch

Neil (Co-Pres) attended UTSU meeting/event with new MP

- student unions are actually bound by provincial policies i.e. unions directly emailing students
- process of getting recognized as a union is not as clear as getting recognized as club
- goal: get recognized as ULife club by end of 2014, then apply for union status in Spring -- includes

Town Hall --

- Tentative date: Dec. 2nd (last day of classes)
- get Constitution approved
- notify faculty -- email Andrea (Registrar) ASAP
- try to get a space in the faculty building
- Pub Night after Town Hall -- look at places like Sonic

Elections for new AVSSU executives -- have to happen at end of Spring Semester



## Cafe 059

- See if we can make a deal with GALDSU to keep cafe open during graduate exams and final reviews
- silent auction on an architecture-themed cake?
- we can keep tips and sales on baked goods
- Email GALDSU ASAP





## Meeting Notes from Nov. 28, 2014

### Town Hall Meeting

- Confirmed -- Dec. 2nd, Daniels Room 310, 4 to 6pm [capacity of 200]
- Pub night following -- potentially at Sonic Boom
- Facebook Event -- Created by Sarah
- Constitution -- recently updated, see Google Doc; must be finalized before the Town Hall meeting

### Monday at Cafe 059

- AVSSU will take over Cafe 059 during the Graduate exam period
- Profits of the week will go towards AVSSU (arranged w/ cafe managers)
- Bring baked goods!
- AVSSU execs and members can sign up for a shift during the week

NEXT MEETING AFTER CHRISTMAS BREAK

## Meeting Notes on Jan. 11, 2015:

IMPORTANT: WEEKLY MEETINGS ARE NOW ON MONDAYS, 4PM AT 665 SPADINA AVE.

\*\*\*Application for Club Status is almost done

\*\*\*Application for Student Union Status -- due Feb 1; we need to finish the constitution asap

### Constitution

- must revise, contact Joel from GALDSU about how to revise
- meet with faculty -- contact Andrea about meeting the faculty to discuss how to approve constitution
- vote -- involves whole faculty, online vote most likely; date will be decided with faculty

### Mentorship program – led by Marienka (1st Year Rep)

- 3 official meetings (dates not yet confirmed)
  - introduction event, match mentors with mentees -- Jan 31
  - gallery hop/social event -- mid March
  - potluck, concluding event -- last day of classes (early April)
- at least 2 meetings with mentor during semester (pairings will decide timing)
- Mentors: 3rd + 4th year undergrads; Mentees: 1st + 2nd year undergrads + new transfer/exchange students
- ULead conference for mentors is recommended -- end of Jan, before 1st official meeting
- email application will be posted on facebook group
- once approved, we can advertise from class to class, leave flyers with website link for signing up

### Movie Night

- location -- must look at possible locations, not studio i.e. Innis, Hart House, Robarts (are we allowed to bring food i.e. popcorn?)
- Thursday nights, 2x a month, starting Jan. 22
- double feature; list of movies posted by Marienka in group
- posters by Irina (Design + Marketing Director)

### AVSSU Formal Event – led by Jackie and Randa (Social Event Coordinators)

- Venue -- see Jackie's post on possible off-campus venues; consider on campus venues also (Hart House, UC); rentable warehouses/lofts; must also consider catering, bar/liquor license, chairs etc.
- target date -- late Feb, early March; please send timetables to avoid project review dates
- ticket price, not more than \$50
- consider having a call for a Formal committee, as soon as possible (involve both VIS and ARC students)
- Theme?
- Jackie and Randa can come to the upcoming meeting (no date yet) with Daniels to start discussing budget, what we're allowed to do, etc

### Spiritwear – led by Max and Sebastian (Academic Event Coordinators)

- Launch a design contest -- hopefully start next week
- design brief -- vector image, single colour, include "architecture" and "visual studies" in some form
- prize: free crewneck or tshirt + gratitude and hi-fives
- contact Amar Lad (works at Instant Imprints) about prices of printing -- approx 100 tshirts and 100 crewnecks for first printing? should we preorder?
- have a launch party -- consider having a committee for this

### Design Competition – led by Max and Sebastian (Academic Event Coordinators)

- imagine a world where everyone is in wheelchairs; designs focusing on accessibility
- architecture/art creative competition -- building designs, posters, art work etc
- two winners - one ARC one VIS; can be published on SHIFT + small prize?
- focus on Spiritwear design comp first then this competition

\*\*\*Cafe 059 info – Marienka (1st Year Rep) will talk to Keltie and Max (Cafe Managers) about advertising the cafe (and the need of cafe staff) to undergrads



## Meeting Notes on Jan 16th, 2015

### Constitution

- email Andrea ASAP to set up a meeting date
- meet with Joel (GALDSU) before set meeting date

### Committees

- email to ask about description/amount of commitment involved, so that students know what they're getting into
- post notice about this once info is available

### Movie Night

- keep location at studio
- make sure dates don't interfere with Daniels Drawing Centre tutorials
- best time is on Friday; studio space is usually pretty empty
- first one should be next Friday, Jan 23rd
- Social Media Person -- make a Facebook event to post for Monday
- movies will be rented via DVD or Netflix

### Mentorship Program

- Pamela will send out the email about applications next week
- First Event will be on Saturday Feb 7, afternoon -- should have ice breakers, food
- location -- rent out a room in Daniels -- Marienka will email participants
- AVSSU should decide on who should be paired (based on interests, etc)

### AVSSU Formal Event

- create a notice about having a committee, post within the week (Irina will make simple poster)
- looking for approx 5 people needed for the committee -- make sure they have interest, experience and time availability

### Spiritwear

- launch competition on Jan. 19 Monday, Deadline Feb 6 Friday; online voting on Monday after
- designs should be vector, no gradients, one colour
- approx prices: t-shirts \$25, crewnecks \$35 -- should we have some profit?
- Colour of t-shirts/sweaters should be decided before upcoming Monday



## Meeting Notes on Jan. 23, 2015

### Constitution

- Must set up a date to have meeting with Registrar Andrea
- Must send new version of constitution ASAP
- Possibly meet with Joel from GALDSU to look at our draft constitution before the meeting with Andrea

### Finances

- Christine (Treasurer) and Neil (Co-Pres) must go to the bank on Monday at 2pm with 3 pieces of ID
- Must email Handlebar about the profits made from our Pub event after the general meeting (if any)

### Change weekly meeting location at Daniels building?

- Must email Heather about possibly renting a room in Daniels Building (230 College St) for weekly AVSSU Executive Team meetings
- Also email Heather about possible room rental for upcoming Mentorship event, most likely on a Saturday

### Movie Night

- Must purchase snacks, i.e. popcorn, chips, soda, etc
- Location – in Studio (665 Spadina Ave.); consider room dividers/curtains if using the large room in studio

### AVSSU Formal

- Look up possibility of having sponsors
- Ask Andrea if we are allowed to have sponsors
- Formal Committee
  - Will have 6 people total; Send out call for committee members midweek next week

### UCLit Collaboration Event

- Our contribution involves decorating the venue (UC Junior Common Room), perhaps Nuit Blanche style
- Send out a call for submissions for stage design/installation proposals
  - Can form groups for submissions; encourage VIS students especially
- Particular attention given to the stage
- Contact Yolanda from UCLit about further details

### Spiritwear

- Design competition will be launched tomorrow; goes on for 2 weeks



## Meeting Notes on Jan. 30th:

### Bank Situation

- signing privilege now OK
- should be able to reimburse everyone soon
- money total approx. \$600

### AVSSU Formal Event

- Uber – coupon codes for free cab rides; Jessica (Co-Pres) will look into details
- approximate date March 6 or 13th
- Location: probably The Gladstone;
- Also possible: Evergreen Brickworks, Polish Combatant Hall, Storeys Loft, Beverley Halls
- catering: spend less, but more quantity; not too fancy
- must find: Photographer and DJ
- Possibility of sponsorship -- must contact Misha

Club Status -- possible to get recognized by next week!

## Meeting Notes on Feb. 6, 2015

### UCLit Event – DRaG Show

- Must launch design competition before end of February
- Preference for teams with ARC + VIS student mix

### Spiritwear Design competition

- Deadline Monday
- Contact Amar again about prices and details on shirts

### Movie Night

- Happening after meeting, in studio
- Feature: Pan's Labyrinth
- Snacks provided

### Mentorship First Event

- Happening Saturday Feb 7, 1pm to 4pm in studio
- Introductions, "speed dating" game, board games
- Mentors and mentees will be paired up by the end of event



## Meeting Notes on Feb. 13:

### AVSSU FORMAL

- Touch base with Faculty; make sure they are aware of event and that faculty i.e. professors are invited
- Meeting w/ Andrea (Registrar) on Feb 23 -- constitution, updates on Formal (i.e. money situation), mentorship, UC event, spiritwear
- Facebook event is launched! Please post + share everywhere
- need to pay \$900+ deposit, the week before the event at the very latest
- should be able to break even at 160 tickets sold
- early bird tickets? sell during Reading week, \$40 a ticket
- UBER -- look into getting free cab rides

### UC EVENT -- DRAG SHOW AND ART INSTALLATION

- possibly changing the event location to Seeley Hall at Trinity College
- Seely has stage -- competition would be more towards art installation + set design; create a focus on the stage
- competition should have strict guidelines and theme; create a Pinterest board of ideas/themes?
- approx \$700 for "installation" fees
- create a committee instead?
- date still unconfirmed -- most likely late March

### MERCH DESIGN

- we have only 2 submissions
- Jess has a design ready -- we can use it/tweak it
- decide within the week if we will move forward

### NEXT MEETING AFTER READING WEEK





## Meeting Notes on Feb. 27, 2015:

Meeting w/ Andrea (Registrar) on Monday (for sure)

- will present everything we've done so far, including budget for the year

UC/Trin/AVSSU Drag Show + Installation

- get a design team together instead of having competition
- have people apply, submit sample of design work
- approx 5 people, plus AVSSU Team
- market to VIS students especially, try to have half VIS, half ARC

Event to see Basquiat Exhibition at AGO

- this Saturday (Feb 28)
- on Facebook Event page-- post an announcement about meeting place (front of AGO) and directions to get to the museum
- we need a few executives to "lead" people into the museum, and get the group tickets when they get there

AVSSU Formal

- Brian Boigon asked for 6-8 tickets for Dean, him, etc
- we need to email other Undergrad profs --- pull their emails from Daniels website
- We really need to ADVERTISE during the week, especially at classes
- Deposit is paid! Thanks to Jackie
- Food --- chosen Option 1! (see Facebook post by Randa)

Mentorship Program -- Gallery Hop Event

- West Queen West/Ossington
- email participants ASAP so they can RSVP
- happening the week after Formal

Elections

- must be done by the end of March
- online or in person voting? will discuss further

NEXT WEEK IS AVSSU FORMAL; NO MEETING



## Meeting Notes on March 13, 2015

- Letter appointing Jessica as CRO -- finish ASAP
- CRO will handle all Election business
- Vote on Levy Fees -- must be done before Elections -- March 19-20?

### Election

- Call for nominations/personal statements -- due March 20th Friday
- Campaigning until March 26th
- Tentative dates for Online Vote -- Friday March 27 until Tuesday March 31

### Design Contest

- will extend deadline another week
- prize – giftcard
- one winner, some honourable mentions?
- Judges: Julia + Emily (?), Jackie + Carmela, Seb, Max and Dimana

### Mentorship Program

- Gallery Hop -- March 13th
- Final Event -- Potluck, dinner thing? -- March 13

### End of Year Social

- Pub Night? March 26th Thursday is last possible day
- all ages, pay for "cover"/drink ticket; negotiate it with pub
- suggestion: Charlotte Room

### Dinner for Exec Team

- March 20th Friday, 6pm
- Golden Thai Restaurant
- See Facebook Event

### UC Drag Show

- Wednesday March 18th
- Installation committee already met this week

FINAL EXEC TEAM DINNER ON MARCH 20TH