SUFAC Meeting Minutes

November 4 5:15pm

1965 Room, UWGB

1. Call to Order
2. Roll Call
3. Recognition of Guests
	1. Lily-hip hop
	2. Makenna-hip hop
	3. George- SASU
	4. Julia- Athletes in Action
	5. Laura- Athletes in Action
4. Approval of Agenda
	1. Motion to approve the agenda
	2. So moved: Isaac
	3. Seconded: Riley
	4. Amendment to remove item 5
		1. Second: Aidan
		2. Motion passes, agenda approved
5. Officer Reports
	1. Vice Chair: Sending out emails this week to track down last minute budgets before they present.
	2. Chair: Responding to emails requesting changes from org leaders. I have meeting with Dr. King to discuss auxiliary budgets and the strategic budget planning committee.
6. New Business
	1. Anime Club
		1. Committed: $350.00
			1. DVD’s
		2. Travel:
			1. Wisconsin Dells:
				1. SUFAC Contribution: $2,101
			2. Milwaukee:
				1. SUFAC Contribution: $2,715
		3. Questions:
			1. Riley: Do you have somewhere to put the blue rays?
				1. Yes we have a storage unit, it is close to the desk at the student engagement center.
			2. Harrison: Estimated attendance and how did you calculate it?
				1. It is just a guess it may be more on the optimistic side. This is probably the maximum amount of people who can go
			3. Have you done this trip before?
				1. We have done this for years since before I got here.
			4. Brendan: Round trip mileage for trip 1. That number doesn’t look correct. It should be 280 round trip.
				1. Mileage was adjusted and cost still fits within guidelines.
			5. JD: Total trip cost is $7,212 can that be accurate.
				1. Yes, that is total cost the SUFAC contribution just can’t be over $7000.
	2. SASU
		1. Committed:
			1. S&E: $1,000
				1. Itemized

Cultural sports items, cultural craft kits, cultural kitchen supplies, Digicopy.

* + - 1. Capital: $250.00
		1. Contractual:
			1. Asian heritage speaker: $2,000
		2. Food: $1,250
			1. Asian heritage speaker: $600.00
			2. Pho: $250.00
			3. Guest speaker: $250.00
			4. SASU kickoff meeting: $150.00
		3. Travel
			1. Trip one: $2,972.84
			2. Trip two: $2,102.84
		4. Questions
			1. Riley: Do you have a place to keep and store these pans.
				1. Yes we do, on campus
			2. Isaac: in committed there was a computer fee for $805.00.
				1. They aren’t charging that because they don’t have computer fees, if they did then they would pay it.
			3. Brendan: Supplies and expanses, I was wondering about pots and needles, they seem more like capital items. Would it be okay if we change that to capital items because those would last longer than a year?
				1. Yes you can move it.
			4. There was no expected attendance down for food events which we usually see. Do you have expected attendance for those events?
				1. For Asian heritage month, it is open to the public, but it up in the one hundred. For Pho, that is probably 60-100. Guest speaker is probably 40-60 people. SASU kickoff is going to be about 20 people.
			5. Harrison: The Pho is an event open to the public if there are community members SUFAC funds cannot be used to feed community members you could pay for entrance or apply for an exemption. The seg fee is the student money so it has to stay in the student body, so we don’t like to see this money to go
				1. I will talk to my advisor about that because I did not know that, but I know we have had food events like this is the past

Harrison: we do accept exemptions; we would just need you to ask for that exemption. We would see it as a benefit for community members coming.

Yes we would like to request an exemption.

Can you email us once you get clarification that number?

* + - 1. Tanisha: When you have a guest speaker you wanted to provide snacks and refreshments to the speaker and the attendees.
			2. Harrison: We might grant an exception, but Riley could you add 1 member for non-student in expected attendance. What would the non-student attendance be for Pho?
				1. I have only had students for Pho.
			3. Brendan: The number of rooms per students traveling would be 5 per room is that correct.
				1. Yes, we have always done hotel rooms.
			4. Tristan: SUFAC travel is capped at $4000. You are over by 205.67 and I would recommend fixing that by changing the org cost. We can add that extra $205.67 to your orgs contribution to fit within in our guidelines.
				1. Yes that is fine.
	1. Hip Hop
		1. S&E: $100.00
		2. Capital Items:
			1. Tumbling mat: $100.00
		3. Contractual: $800.00
			1. Choreographer
		4. Food:
			1. Kiddie Clinic: $85.00
			2. End of season party: $275.00
		5. Travel:
			1. Ashwaubenon: $769.60
			2. State competition: $1,326.67
			3. Kaukauna: $718.33
			4. No Location, Extra competition: $786.00
		6. Questions
			1. JD: Travel 1 you have a personal vehicle travel, SUFAC doesn’t typically cover travel for travel within the green bay metro system. Can we remove that travel cost?
				1. Yes that is fine
			2. JD: Can I suggest we cut trip four and if there were an event you would apply for contingency.
				1. Tristan follows up: We think it would be best to remove that trip because we don’t know where it is and how much it will actually be.

You can remove that trip

* + - 1. JD: There is a one-dollar computer fee is that accurate.
				1. You can move that dollar to postage.
			2. JD: Food for kiddie clinic. You would be funding this for children, children are not students
				1. You should add about 15 for non-student attendance.
				2. Tristan follow-up: We view this as a fundraiser. We would ask you to owe us that $85 and we would front the money and you would pay this back.
				3. You charge for the event, and you provide snacks. This is a fundraiser and are charging people to come in you will owe us back what ever we gave you because this counts as a fundraiser. Would you generate $85 in revenue?

Yes we would.

* + - * 1. If we don’t use the $85 what would happen.

Then don’t spend what you don’t need just give back whatever you do spend.

* + - * 1. $85 will be moved to revenue.
			1. Brendan: That top $50 under itemized, it seems like it is different from committed supply and expenses I don’t see how it adds up.
				1. Raise that to $50
			2. What are the $36 for subscriptions?
				1. I don’t know remove that.
			3. Do you use postage? We can move some to general supplies. We don’t even need to look at the itemized if it is under $100.
				1. Org agreed to move around funds and take money from subscriptions and postage and transfer to general supplies.
			4. Tristan: We don’t allow funding for trifolds, is it okay if we remove that trifold from that itemized list
				1. Yes.
				2. Itemized list was removed completely
			5. JD:
	1. CEO
	2. Athletes in Action
		1. Committed:
			1. General supplies: $400
				1. General education supplies: bibles and packets
			2. Digicopy: $100
		2. Contractual: $1,000
			1. Fall speaker: $500
			2. Spring speaker: $500
		3. Food:
			1. Fall event: $150.00
			2. Spring Event: $150.00
		4. Travel: Total travel contribution
			1. Trip one: $677.20
			2. Trip two: $1,987.47
			3. Trip three: $1,620.40
		5. Questions:
			1. Harrison: I’d like to see more detail in the itemized list. Things like that would help us to know what the funds will be used for.
			2. Tristan: You have been approved for bibles last year and from our records you haven’t used them. These bibles are a capital item and that means they will stay within in the org for over a year. Can you get back with us with the amount and then do you have a place to store them on campus.
				1. We do not have them stored on campus. We carry them in our cars, or they will be stored in someone’s house out in Howard.
			3. Would you be interested in looking into storage for those items
			4. Julia: you said those items have to stay within the org. There are study bibles, so if we did purchase those for our student leaders, would those be able to stay with the orgs.
				1. You are welcome to ask for that, those would under general supplies. General bibles would stay in the org so you wouldn’t have to buy them every year. Next week by Wednesday I would like an email if you wanted those.
			5. JD: if they wanted to because we didn’t approve this, would they be able to fundraise to buy those?
				1. Yes that money would go to their agency
			6. Tristan: registration for trip 3. For lodging it looks that that $4000 is meant for
				1. There are 4 locations one in Minneapolis which is what we would push for. It is on the St. Paul campus, so we just stay on campus. The lodging is within the registration.
			7. You only have 5 students going
				1. Yes we don’t usually have a lot that go.
			8. We will take that 4000 and separate that into lodging and the same thing for trip one.
			9. Aidan: On contractual you listed the funds to buy an honorarium and per our guidelines you cannot use funds to buy gifts.
				1. It breaks guidelines if it is going to students
1. Discussion
	1. Anime Club
		1. Capital: Looks good within in guidelines but if there are any capital items we do like to see that an org has a place to keep it. We like to have storage for these capital items.
		2. Travel: looks good within guidelines.
	2. SASU
		1. Committed: I would like to see us give a stricter guideline for an itemized list. Given their description in their presentation it looks like everything is good.
			1. Riley: I need to get the description for the capital item.
		2. Contractual: Looks good within guidelines
		3. Food:
			1. JD: They have non-student attendance
			2. Tristan: We have that guideline in place so orgs are not having events for only faculty and staff. We don’t have SUFAC police. That is just to say we do not fund nonstudent only events. They will get back to us with an updated number of expected attendance.
			3. JD: It technically breaks guidelines
			4. Straw pull vote: granting an exception to the guideline that SUFAC will not fund events that feeds nonstudents.
				1. Unanimous
			5. JD: when we do guideline review can we make a revision to that.
			6. John: You might just say is this mainly a student event and that will get the intent across.
		4. Travel: Looks good within guidelines
	3. Hip Hop
		1. Committed: Looks good within guidelines
		2. Contractual: Looks good within guidelines
		3. Food:
			1. JD: that is an end of semester event that is over guidelines.
		4. Travel: Looks good within guidelines
	4. CEO
	5. Athletes in Action
		1. Committed: looks good within guidelines just a concern with the itemized list with specificity.
			1. Tristan: I think we will just ask them for a number and put that in the capital item and if they want the other bibles they can ask that on contingency.
		2. Contractual:
			1. JD: It said that honorariums are not allowed for any guest.
				1. We can talk to them, and this would be like payment for the guest. We would just need to remove the honorarium wording.
			2. Looks good within guidelines
		3. Travel:
			1. Riley: The total registration is $5600 but that is not how much we are paying the sheet automatically brings it to 3000 the org is expected to cover the rest.
			2. John: We are moving some of their registration to lodging.
			3. Looks good within guidelines
		4. Food:
			1. Looks good within guidelines.
2. Liaison and Student Government Reports
	1. Senate: Our committees have started meeting. We had a meeting with the chancellor and with Dr. King and that was very productive.
	2. SGA Exec: Meeting with candidates for our exec board. We are interviewing for Equity and Diversity and Academics and Governance positions.
	3. Liaison: Pride night at volleyball started at 6:00. Packers watch party is 3:30 in the club on Sunday. Women’s volleyball is Friday night at 6 pm.
3. Announcements
	1. Riley: Its been that kind of week
4. Adjournment
	1. Motion to adjourn the meeting
	2. So moved: Riley
	3. Seconded: Harrison