

SUFAC

Meeting Minutes for 1 December 2011

- I. **Call to Order**
SUFAC Chair Matt Balson called the meeting to order at 5:21pm.
- II. **Roll Call**
 - a. **Members Present:** Matt Balson, Jessica Olive, John Landrum, SGA Exec., OFO, Michael Hengles, Jillian DeRidder, Lindsay Krapfl, Jonathan Amel, Jeff Huebner, Shawn Brown, Kyle Zellner, Matt Nieman
- III. **Recognition of Guests:** Matt List; Phlash TV, Brendan Best; Phlash TV, Ereik Steliga; Phlash TV, Nick Reilly; Sheepshead Review/Phlash TV, Paul La Brosse; Sheepshead Review, Kelsey DuQuaine; Sheepshead Review, Peter Kraus; H4H, Tyler Malueg; H4H, Britni Bruecker; H4H, Danielle Jerominski; Club Volleyball, Keri Motzbuecher; Club Volleyball, Karl Weyenberg; CRU, Jennifer Pederson; CRU, Chad Kreinus; CRU, Donald Keeble; Intertribal, Rosa Seeas; Intertribal, Luanne Funmaker; Intertribal, Sue Thao; Intertribal, Danielle Washington; Intertribal, Todd Klakowicz; Intertribal
- IV. **Approval of Agenda:** Matt entertained a motion to approve the agenda. Jess stated that discussion item C will be postponed. Jess motioned. Kyle seconded. Jeff called the question. Jess acclimated. Jess motioned to approve the agenda. Jillian seconded. Shawn called the question. Lindsay acclimated.
- V. **Approval of Minutes:** Matt motioned to approve the minutes for last week. Jess motioned. Kyle seconded. Matt called the question. Jillian acclimated.
- VI. **Reports**
 - a. **OFO:** The contingency report is \$33,609.94, and the new organization start up is \$ 1,300.
 - b. **Senate:** The ice rink proposal is still on going. Our childcare forum was well attended and we had great participation. We also discussed this issue with the Provost.
 - c. **SGA:** We have a meeting with public safety to discuss the vandalism that has been going on by Theatre Hall.
 - d. **Vice-Chair:** Hope you all had a great Thanksgiving. I'll save the rest of my report for the end.
 - e. **Chair:** We will be submitting SUFAC's agenda to SGA this coming week.
- VII. **Discussion Items**
 - a. **Men's Club Volleyball:** Under S&E, our memberships did go up \$50, but that does give us four tournaments. The total for our memberships then is \$450. We also have \$50 for general supplies, \$25 for photocopying, and

\$9.40 for postage. This brings our total S&E to \$534.40. For our capital items, we have requested 4 new practice balls and 6 new game balls, totaling \$400. Our second capital item is a med kit, which costs \$100, and lastly, a new, which will cost \$293.77. Our total committed is \$1,328.17. There are two contractual items as well. We're requesting \$1,000 for tournament fees, which will allow us to play in about five additional tournaments, and also requesting \$1,330 for referees and grounds crew for home matches. The equals to \$2,330.00. We also have four travel requests. For trip number one, we'd be taking no more than 20 students, for one night, and would need five rooms total. We would be taking our personal vehicles for this. There is no registration fee, as this is included in the membership fees. Our total lodging is \$645, and our total transportation is \$962.40, which totals to \$12,071.67 for the SUFAC contribution. For trip two, our National tournament, we're hoping to take 18 players, would be staying four nights and would need five rooms total. Therefore, the total lodging is \$3,000. Because we don't know where the National tournament would be, we requested money for both airfare and a rental car. Our total transportation cost would be \$7,900, with the total SUFAC contribution of \$7,833.33. The last two trip requests are play dates. We are unsure of the location, however. We would be staying one night, needing five rooms, as we could be taking up to 20 players. There is no registration for either of these tournaments as that's also included with our membership fees. Therefore, the total lodging for \$645/tournament. The SUFAC contribution for trip three would be \$760, and for trip four would be \$1,071.67. Therefore, our total revenue on the summery sheet is \$5,368.33, total cost is \$19,763.17, and total allocation is \$14,394.84.

Questions: Jess asked how many men are on a team. Last year, there were around 10, but that number can change. Jess asked if there was a limit of team members? No, but it may depend upon the number of jerseys. Jess asked why they have 20 people on their budget going to the tournaments if there are only 10 on a team? This is in case the men have enough players to create two teams. Jess asked if the Kress has a med kit? Yes, but this kit would be traveling with us to tournaments too. Jess asked if the Kress was looking into getting new net? The board would have to ask Guy about that. Jess asked if the club would charge people if UW-GB hosted a tournament? Yes, that's how the club would make money. Matt asked about the med kit again. Jess asked if the club has to win all of its tournaments/play dates in order to go to Nationals? No, it would be an additional tournament. The club said that there would be a qualifier tournament, and that would determine if they went to Nationals. Michael asked if the qualifier tournament would be in WI? Most likely no. This year, the qualifier tournament is in Iowa. OFO asked if they would be paying the one third for the capital items? Yes. Jess said that as a point of information, because club sports have such a high capital itemized list, they must give back one-third.

Women's Club Volleyball: The women's budget request is very similar to the men's. Our total S&E is \$534.40. Our membership fees also went up \$50, but that still includes the four tournaments. We are requesting \$50 for general supplies, \$25 for photocopying, and \$9.40 for postage. We have a total of two capital items, which totals \$400. We're requesting \$300 for four new practice balls, along with six new game balls, and another \$100 for a med kit that would travel with us to tournaments. Our total committed expense is \$934.40.

Questions: Jess asked why the men's balls cost more than the women's. They use a different brand, so the outside texture, weight etc. is different. Also, the club said that they are told what kind of balls they need to have if hosting a tournament. Jess asked how many jerseys they currently have? The club has 13 total. Jess asked if they were anticipating ordering more? No, they are not. Jess asked if the total number of people could be changed for each trip then. Matt asked when their season is. Preseason is this weekend, and our actual play dates start at the end of January. Nationals are the beginning of April. Matt asked when they know the exact places and dates? There was a conference call about three weeks ago, but nothing was really finalized until right before Thanksgiving. Riley asked if the men and women ever play at the same place on the same weekend? Yes, Nationals are that way this year. OFO asked if they'd like to lower the hotel number of rooms and number of cars. This change will happen for all the play dates. OFO stated that under the National, they are being charged for both airfare and cars, asked if they wanted it lowered? Jess asked if the team usually flies and then rent a car at the airport, or how that works? The club is unsure, as they have never been in that situation before. Matt said that they could do the National tournament on a contingency request. John asked how likely they are of going to Nationals? This year it's a good possibility as the team is talented.

- b. **CRU:** Under S&E, we're requesting \$100 for photocopying, \$10 postage, \$400 for duplicating, and \$250 for subscriptions (this allows us to legally project the lyrics to songs used during meetings). This equals to \$760. Under capital items, we have four requests. Our first capital item is student survival kits for spring and fall OrgSmorg. This will cost \$990 total. We use these kits to promote our organization, and we handed out about 300 last year. Our second capital item is Knowing God Personally Booklets. These cost \$100. These books help the organization complete the mission. Give-aways is item number three, which will cost \$400. Lastly, we're asking for \$280 for supplies for our small groups. These groups do meet at times when the big group does not. Our total capital expense is \$1,770, and total committed expense is \$2,530.00. We are also requesting \$4,700 for contractual expenses. Our first program will be a maze or something similar. Last year we have about 600 students join. The expected cost is

\$3,000. Program two and three is a fall and spring speaker, each costing \$100. Lastly, we're requesting \$1,500 to have a Packer player come in and speak to our group. We're hoping he'll provide us with his testimony. For food, we're requesting \$1,098.12. We're hoping to host a house party, which will cost \$140, a barn bash, which will cost \$75, an end of the semester celebration, which will cost \$75, a pizza party and taco bar, which will cost \$500 and \$308. An itemized list is attached too. For travel, CRU attached a handout with the numbers and descriptions of all the requests. For trip one, Fall Retreat, the cost per student is \$90, with 70 students attending. The total registration is \$6,300. The total cost for the bust is \$600, and the total cost for the trip is \$6,900. CRU would contribute 50% of the trip, which would be \$3,450, so SUFAC would only have to provide that much as well. For trip two, the TCX trip, the cost per student is \$200, with 60 students going. Therefore, the total registration would be \$12,000. We would have 18 vehicles going, at 500 total miles, which would equal \$3,285 for total transportation. The total trip cost would be \$15,285. CRU's contribution (50%) as well as SUFAC's would be \$7,642.50.

Questions: Jess asked under program four, why did they decide to bring a packer player? We think that this will attract a lot of students. Matt asked if there is a particular player in mind? No, but we do have a contact who will help us bring someone in. We don't think it'd be Aaron Rodgers, however. Matt asked how this would relate to the org's mission. The player we would have come in would be a Christian, and they would talk about their life, struggles, and about their faith. Riley asked if they thought about having food for program four at the Mauthe Center. We have, but something happened last year, and therefore, that option isn't open right now. Jess asked if the Mauthe Center even gave the option for them? Not really, but we haven't asked at all this year. Jess asked where the barn is held? It's typically held off campus. This is through a friend of the organization. Jess asked if the attendance is lower then? No, we figure out a carpool. Michael asked about CRU should exceed these amount of members for trips? We have had consistent increase in members, and because we realize it's expensive, that's why we pay for 50%, not just one-third. Michael asked about capital items. Jess asked about what the giveaways are. We would like this money to go towards game nights, craft nights etc,. Also, a small portion would go to a mixer, and the winner gets a small snack, for example. Riley asked capital item #4. This money would go to any folders, binders, etc. Anything their group may need. Jess asked if this is something they have been funded in the past? Yes, last year.

- c. **Intertribal:** Seven generations teaching is thinking about the generations that are to come, and being conscious of environmental factors. UWGB was ranked in the top 200 of campuses to come and see. This is why our

biggest event, the Pow Wow, is such a big event for us. We have attached an itemized list for the event itself. The MC is \$350, Arena Director is \$350, Color Guard from Oneida, Potawatomi, and Mohican will each cost \$100, the male and female lead dancers each cost \$250, the head drum is \$4,000, and drums one through four would each be \$500. For supplies, we're asking \$80 for general items, \$80 for copying, \$200 for postage, \$350 for duplicating, \$216 for the Menominee News, \$490 for the Oneida News, and \$300 for the Potawatomi Traveling Times. For the Pow Wow Staff, we're asking \$2,800 for food, \$669 for operations, \$1,060 for custodial, \$100 for cleaning supplies, \$225 for floor supplies, \$300 for electric, \$600 for PSC event staff, \$1,600 for public safety, \$90 for dumpsters, \$200 for floor covering for the west gym, and \$840 for an electrician. Total, this comes out to \$17,819. A Pow Wow is where Native Americans get together to sing and dance. It is a community event. There were a lot of community members wondering why the event stopped, and therefore, we are requesting money for it. We also hope to break the stereotypes that people may have. It's also an opportunity to carry on a culture. Under contractual, program two is Bittersweet Winds exhibit, which would cost \$770. The Columbus Event, program three will be \$150, the Native Speakers as program four would be \$600, along with the Elders Talking Circle, and our last program, program six, is the Traditional Oneida Social, which would cost \$200. The total for our contractual is \$19,139.00. Under travel, we're asking for two trips. Our first request is to go to Milwaukee for the Hunting Moon Pow Wow. About 10 people would be attending and staying two nights. We would need four rooms total. Therefore, the total lodging is \$640. We would be taking a total of two vehicles, and our total transportation is \$188. Overall, the SUFAC contribution is \$552.00. Our second request is allowing us outreach to local high school. These schools could be public or private. We'd like to have 10 students go, we'd be taking personal cars, and our total transportation would be \$244, with the SUFAC contribution at \$162.67. Under honorariums, we would like to add the position of a Pow Wow Coordinator. This would be a paid position, and is mainly for the Pow Wow. Because this is such a big event, we'd like to have this position be run by a student. Lastly, we have one food request, and that is \$60 for a Meet and Greet event.

Questions: Michael asked why the Pow Wow hasn't been here within the last year or so. This is because the students ran and coordinated the Pow Wow, and therefore, they felt like the university didn't want the event held on campus. Michael asked why this event is worth ten times the guideline amount? This is the biggest multi-cultural event, and it helps support the campus and helps UW-GB be shown in a positive light. Matt asked what they plan on charging to attend the event? We charge vendors, and therefore, we don't plan on charging students and non-students. Michael stated the non-committee members must be charged. The organization

understands and will be charging non-students. Jess said that as a point of information, the Pow Wow has usually not been charged to attend. Matt asked if past Pow Wows had a charge? The organization has not heard of them charging in the past. John said that in the past, and in the Native American culture, it's like having guests come to your house, and this is why people aren't charged to come to the Pow Wow. OFO asked that for the trip to Milwaukee, do they plan on taking motor pool cars? Yes, they do. Jess asked if they are comfortable canceling trip number two? Yes.

- d. Phlash TV:** Under our S&E, we have an itemized list. We are asking for a total of \$3,435.00. Under general supplies, we're asking for \$150 for accessories, such as miscellaneous audio or video cables and components. We're also asking for \$100 for blank DVDs and mini DV tapes. We're also asking for a set design, which will cost \$450, and awards submissions, which will cost \$125. We are requesting \$100 for office supplies, \$150 for subscription and \$175 for memberships. This gives us access to materials and helps us network with other campuses. Under capital, our number one item is a media server. Phlash TV can't underestimate how important this is as it runs our channel. We need this because ours is four years old, and has been running 365 day within the past four years. Recently, we've had a lot of issues, which is why it is our number one item. Jess asked how many computers were being replaced. This would only be replacing the server. We currently have three computers, but only pay two networking fees as its not supported by CIT. John asked if the current one was purchased by SUFAC? No, it was purchased by Res Life. Under capital item number two, we're asking for a field camera accessories kit. There is also an itemized list for this capital item. Our item number three is an Adobe production premium. This is important, as the vast majority of our editing stations are now Mac systems. Therefore, we need to purchase programs, which are Mac programs. Our total capital expense is \$5,605, and total committed expense is \$9,040.00. For salaries and honorariums, we have made a few changes. We are eliminating our commercials director, and actually substituting that for other positions, such as HR coordinator and Director of Marketing. We are doing this as we have seen necessary changes through learning experiences; we have seen what roles need to be in place to function successfully. Promotions coordinator will handle outside events. The Director of Marketing will be dealing with internal promotions. This is a bit broader, but would also be seeing the day-to-day operations as well. We have also decreased the PR and Promotions Coordinator by about 4%, and we have increase about 6-8%. This is to help retain quality people. Jess said that as a point of information, how much was the Commercials Director making? We believe they were making \$220. Jess said that as a point of information, the salaries and honorariums are on a freeze. Under contractual, we do not have much of a change from last year. We're supposed to pay about \$3,200 back to the

Kress Events Center for studio expenses, which is program number one. This is an ongoing expense. Season Finale Live Entertainment is program number two, and will cost \$500. Our total contractual expense is \$3,700. Under food, we're requesting \$150 for both the Launch Party in fall and spring. This will bring our total food expense to \$300. We would like to use these during GB Nights. This is also a dual tie in, as this will help bring in more students to the Union as well. Under travel, we're requesting one trip, which is the WI Broadcasters Assn. Seminar. We're hoping to have 26 students attend, with a \$15 cost per student. We would be staying one night, with a total of seven rooms. We'll be taking motor pool, and will be taking three cars. The total registration is \$390, and the total lodging is \$840. The total transportation is \$508.50, and the SUFAC contribution is \$1,159.

Questions: OFO asked about motor pool, as the most people you can put in a car is seven. Therefore, they will need to have four vans. Matt asked that under capital item number three, why do they want this if they are purchasing more DVDs? This is a small transition, as this can't occur for all of the video cameras that the organization has all at once. Also, what is the increased fieldwork for capital item number two? This is because we only have Phoenix Connection and On the Ball, a news show. This year we've brought back Jaded Nights. Matt asked if the kit included a camera? No. Michael asked why they are exceeding both the maximum guidelines for contractual and committed. TV production requires a lot of overhead, and for proper training environment. Jess asked what was contained in last year's kit? This kit included a microphone, pole, battery, charger, a case, and wireless microphone. Therefore, Jess asked why they are asking for new microphones? This is because we have multiple people using equipment at the same time, so it's hard to swap this in the field. We're basically trying to not have to buy a whole new camera, and just use accessories. Dave asked why it's not smarter to buy a new camera. This camera is still in line with the technology we're using, and therefore, is still functional. It would've cost twice as much too. The organization also thinks they may come out slightly ahead in just buying the accessories, and not a brand new camera. Kyle asked what kind of problems there have been with the media server. It has randomly shut down on us. Michael asked how long something typically would be in service. About four years. The server has a three-year warranty, and after that, we're unable to extend that warranty.

- e. **Sheepshead Review:** Under S&E, we're requesting \$1,671.90. \$1,071.90 is for general supplies, \$400 is for postage, and duplicating is \$200. Under capital items, both items, Sheepshead Review for fall and spring printing, we are requesting \$6,732.72. Therefore, our total committed expense is \$15,077.34. Under contractual, we'd like to have two writer's panels. This will give professional writers the option to speak to students within the

campus. This will cost a total of \$800. For our travel requests, we have two trips we'd like to go on. Our first is the Lorine Niedecker WI Poetry Festival. There would be eight students going, with no registration cost. We would be staying for two nights, and would need two rooms. Our total lodging would cost \$480. We would most likely be taking two cars. Our total transportation is \$223.08, and the SUFAC contribution would be \$468.72. Our second trip request is the Association of Writers & Writing Programs. We would like to have four students attend, with a \$40 cost per student. Therefore, our total registration is \$160. We would need two rooms and would be staying two nights. We would be taking one vehicle. Our total lodging is \$1,192, and our total transportation is \$947.70. The SUFAC contribution would be \$1,533.13.

Questions: OFO asked how the org would be traveling? We will be taking personal cars for both trips. Dave asked what they are doing in Boston? There, we'd go to seminars about writing programs and learn from other orgs. It's an opportunity to network with nation wide journalists. Michael asked if they could justify exceeding the \$2,000 maximum limit. Michael asked how much they reduced the print run by? We reduced it by \$500. Matt asked where these copies are distributed? They are distributed to local coffee shops, such as Kavarna. Matt asked how much each review costs. \$5 per copy? Michael asked how many ended up in the hands of students? Not an exact number, but usually distribute several boxes.

f. H4H:

Our biggest item is our winter trip. We have people who just join the organization so they are able to go on this one trip. Also it's hard for us to get local builds, so that's why we go someplace else that is in more of a need. If we do get builds in Green Bay, they are quite small, so only about 10 members, of the 130, are able to go. Under S&E we're requesting \$75 for photocopying, \$25 for duplicating, for \$100 for memberships. This equals \$200. For food, we're asking food for two programs. Both are requesting \$150, which is for our spring and fall recruitment meetings. This equals to \$300. We have two trips we're requesting. Our first is to New Orleans, or some place similar. We're expecting 45 students to attend, and our group registration is \$8,775.00. This includes our lodging. We will be taking one Lamar's Bus, which will cost \$10,800. The total cost of the trip is \$19,575, the org contribution is \$6,525, and the SUFAC contribution is \$13,050. Our second request is to Norfolk, or some place similar. We are expecting 15 students to attend, and will once again be paying a group entrance fee of \$3,000, which includes our lodging. We'll be taking three motor pool vehicles so our total transportation would be \$1,590. The total trip cost is \$4,590, org contribution would be \$1,530, and SUFAC contribution of \$3,060.

Questions: For both trips, Jess asked if the org has typically received funding for both trips? No, we usually don't get the spring trip. Therefore, we have fewer numbers of people asking to go, as a lot of students aren't able to pay it all out of their pocket. Michael asked why it's justifiable to request so much money? We're helping the community and people who are in need.

VIII. Discussion: Riley said that the guidelines scrutinize travel outside of the Midwest. Jess said for D-Day, we have guidelines. Dave asked if that's really the closest place for habitat to build, St. Louis. Michael said that a solution could be to do a few smaller trips and take only 15 people. Jess said she doesn't think it'd save SUFAC much money, because on their budget, their one trip for 15 people is \$3,000. John said that as a H4H chapter, they don't have control of that. The org said that Green Bay couldn't get many options. Riley said that their org main point is in travel, and therefore, if we take that away from them, what's the point of them being an org. Michael said that for him, he's taking into account the number of people who are actually benefitting from the larger trips.

IX. Announcements: Jess would like to know if anyone has specific dietary needs for D-Day, as she'll be placing that order.

X. Adjournment- Matt entertained a motion to adjourn. Jessica motioned. Lindsay seconded. Kyle called the question. Jess acclimated. Exited at 8:00pm.

Respectfully submitted by:
Hope Nyenhuis
SUFAC Administrative Assistant