

SUFAC
Meeting Minutes for January 31, 2013

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:18 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, SGA Exec., Bea Yang-OFO, Kyle Zellner, Trevor Fuller, Jeff Huebner, Katie Simson, Joshua Shope, Megan Leonard, Reed Heintzkill, Brianna Mollberg, Jack Mellberg.

III. Recognition of Guests: Paige Goyle-WOC, Rose Serrano-WOC, Jason Brabant-Fisheries, Emily Makowski-WGBX, Clint Berge-WGBX, Melissa Kiela-SLO, Holly Anderson-IAM, Lauren Sinner-IAM, Kristina Coopman-IAM, Hatsuho Iwamoto-SLO, Crystal Remsza-Bowling, Stephanie Sielaff-Bowling.

IV. Approval of Agenda and Minutes: Kim entertained a motion to approve the agenda for January 31st, 2013. Jeff motioned. Kyle seconded. Josh called the question. Megan acclimated.

Kim entertained a motion to approve the minutes from December 12, 2012. Jeff motioned. Megan seconded. Kyle called the question. Jack acclimated.

V. Reports

- a. **OFO:** Contingency is \$28,842.19 and small organization start up is \$1,300.
- b. **Senate:** I had many interviews this week for the administrative assistant position.
- c. **SGA Exec:** Our first meeting is Monday at 5:15. We reallocated money for the ice rink which is now available. RHAA also split the cost of the ice rink with us. And as of right now there is no Vice-President yet.
- d. **Vice Chair:** Welcome back. We have 21 budgets to look at yet. I am hoping to make a smooth transition, with Matt gone.
- e. **Chair:** We do have a meeting on Valentine's Day. D-day is February 16th!

VI. Discussion Items:

a. **Bowling**

Under S&E we are asking for \$10 for photocopying, \$5 for postage, \$20 for duplicating, and \$1,450 for membership fees. Our membership fees pay the conference and USBC dues. The conference dues are \$750 for men and women and USBC dues are \$350 per team for a total of \$700 for men and women. Under capital we are requesting \$100 per bowling ball and we would like two balls. We would like to raffle off these new bowling balls to raise money and will use some of the proceeds to pay SUFAC back. The total committed expense \$1,485. Under Contractual we

would like \$4,050 for the Cosmic Bowling League at Willow Creek Lanes. We are asking for \$3 per bowler for the league. It is actually \$8 per person, but students will pay \$5 on their own. Total contractual is \$4,050. Under Food we are asking for \$30 for food for promotion at the Fall OrgSmorg and \$30 for the Spring OrgSmorg. The total food expense is \$60. Under Travel we are asking for eight trips to compete in bowling competitions. We have 4 conference meets throughout the year. We don't know where our conference meets are until next weekend at our last conference meet. So for these four meets I took the farthest possible place away and put that down. Trip 1 is to Minneapolis, MN. We would like 16 students to travel and we will need 4 rooms at \$95 per room for 2 nights for a total lodging expense of \$760. We also will be taking 3 motor pool vehicles to travel 610 miles. The total transportation expense is \$1,003.50. The total trip cost is \$1,763.50 and the SUFAC contribution is \$1,175.67. Trip 2 is to Platteville, WI. We will be taking 16 students and will need 4 rooms at \$95 per room for 2 nights for a total lodging expense of \$760. We will be taking 3 motor pool vehicles 480 miles roundtrip and the total transportation cost is \$828. The total trip cost is \$1,588 and the SUFAC contribution is \$1,058.67. Trip 3 is to Menominee, WI. We will again be taking 16 students and will be to stay for 2 nights. We would like 4 rooms at \$95 per room per night for a total lodging expense of \$760. We will take 3 motor pool vehicles 480 miles roundtrip for a total transportation expense of \$828. The total cost of the trip is \$1,588 and the SUFAC contribution is \$1,058.67. Trip 4 is to Eau Claire, WI. We will take 16 students and will need 4 rooms at \$95 per room for 2 nights for a total lodging expense of \$760. We will need 3 motor pool vehicles to travel 450 miles roundtrip for a total transportation cost of \$787.50. The total trip cost is \$1,547.50 and the SUFAC contribution is \$1,031.67. Trip 5 is to Oshkosh, WI. We would like to take 16 students and the group entrance registration is \$250. We will not need lodging or transportation. The total cost of the trip is \$250 and the SUFAC contribution is \$166.67. We no longer need trip 6. Trip 7 is to Madison, WI. We will take 16 students on this trip and the group entrance registration is \$270, which is \$135 per team. We will need 4 rooms at \$95 per room for 2 nights for a total lodging expense of \$760. We will also take 3 motor pool vehicles 350 miles roundtrip for a total transportation expense of \$652.50. The total trip cost is \$1,682.50 and the SUFAC contribution is \$1,121.67. Trip 8 is to South Bend, IN. We will take 16 students and the group entrance registration is \$390, which is \$195 per team. We will need 4 rooms at \$95 per room per night for 2 nights for a total lodging expense of \$760. We are using 3 motor pool vehicles to drive 650 miles roundtrip for a total transportation expense of \$1,057.50. The total trip cost is \$2,207.50 and the SUFAC contribution is \$1,471.67. Trip 9 is to Minneapolis, MN and we will take 16 students. The group entrance registration is \$250, which is \$125 per team. We will again need 4 rooms at \$95 per room for 2 nights for a total lodging expense of \$760. We will take 3 motor pool vehicles

610 miles for a total transportation cost of \$1,003.50. The total cost of the trip is \$2,013.50 and the SUFAC contribution is \$1,342.33. The total travel expense is \$8,427. Our total allocation is \$12,290.32.

Questions: Trevor asked what time the meets begin. Usually 9 am but it depends on the bowling alleys. Shawn asked if 50 is the correct number of members. That number is the competitive league and cosmic league combined. Jack asked if it is normally \$8 for cosmic bowling. Cosmic bowling for the public is \$10 so we get a deal with \$8. Heba asked if 16 students are the competitive league numbers. Yes. Heba asked how they recruit members. Org sync or contacting me or anyone else on the team. We can always have more members. Kyle asked if there are 4 trips that they don't know the destination to. Yes, the 4 conference tournaments. Shawn asked if they could participate in cosmic bowling every other week or is it popular. We could consider that. Last fall we didn't have many people at all, but it is more popular in spring. We are willing to consider that. Trevor asked if 9 am is the earliest or average start time of a meet. That's that average, we have started at 7:45 am before. Kim asked if the tournaments that are outside of the conference start Saturday morning. They are 2 days and we usually start at 9 am. Shawn asked if the non-conference tournaments have conference teams. They have some conference teams but we are playing teams from across the country. Kim asked if they have to play national fee. Yes we do.

b. WGBX

WGBX is a rock alternative station. Under S&E we are asking for \$100 for general office supplies, \$80 for photocopying, and \$220 for a phone use. We have a phone in the station because we do on-air interviews. We also would like \$25 for postage and \$400 for duplicating. The total S&E expense is \$825. Under Capital we are asking for \$1,000 for music. We need to have a hard copy of the music in the station and we need to keep getting more music to keep the music up to date. We would also like \$2,000 for the Computer Network fee and \$60 for memberships. The membership fee is for the website we stream through. We would also like \$1,700 for an I-Mac 21.5 inch: 2.9GHZ Desktop Computer. We would like a master computer to run the software efficiently. We have been having a lot of problems with our computer now. The total capital expense is \$4,760 and the total committed expense is \$5,585. Under contractual we are asking for \$2,000 each for a Fall and Spring Concert. The total contractual expense is \$4,000. Under food we are also requesting \$150 each for food at a Fall and Spring Meeting. The total food expense is \$300. We have no travel expense. Our total allocation is \$9,885.

Questions: Heba asked if it would be easier to buy new software for the current computer instead of buying a new computer. We have been wanting a new computer and a Mac is ideal for any software for the radio. The programs we used to have haven't been working at all and we really like the new software we have. We have to use the Phlash TV computer right now to edit

because we don't have the system. Shawn asked what the network fee is. We have a ton of music and software on the computers so it is probably a storage fee. Jeff said the University assesses a fee. Reed asked how many students employees/org members they have. We have 8-10 people and a few people that are interested. We reach many people through the radio, even in other states. Reed asked how many they reach per week. We don't know how many per week, but per show it ranges from 10-20. It depends on how long you have been on the air. Shawn asked how many concerts they want to have in the fall. 2-3 smaller names, hopefully.

c. WOC

Under S&E we are requesting \$100 for general office supplies and \$100 for duplicating. The total S&E expense is \$200. Under Capital we are asking for \$200 for Women of Color Books because we would like to have book discussions once or twice a semester. These books have an expected life span of 5 years. We would also like \$200 for member promotional items to give away at OrgSmorg. The total Capital expense is \$400 and the total Committed expense is \$600. Under Contractual we are asking for \$400 for films in Fall 2013 and \$400 for films in Spring 2014. The money will go towards copyright fees. We are also asking for \$500 for a DJ and decorations for the Valentine's Day Dance. We expect to have 150 students in attendance. And finally we are asking for \$3,000 to contribute to a speaker for AMSLC. The total contractual expense is \$4,300. Under Food we would like \$100 for food for the Valentine's Dance, \$100 for Film Discussion in the Fall, \$100 for Film Discussion in the Spring, \$150 for member recruitment, and \$150 for book discussion. The total food expense is \$600. Under Travel we are requesting for 14 students to attend the Wisconsin Women's Studies Conference in Madison, WI. The cost per student is \$100, so total registration is \$1,400. We will need 3 rooms at \$100 per room per night for 2 nights for a total lodging expense of \$600. We will be taking 2 motor pool vehicles to travel 300 miles for a total transportation cost of \$302. The total cost of the trip is \$2,302 and the SUFAC contribution is \$1,534.67. The total allocation for our org is \$7,034.67.

Questions:

Shawn asked where the books would be stored and who has access. We have a storage area in AIC and have key in AIC. Only the advisor or exec board would have access and members can ask to use them. Shawn asked if they need 8 copies of each book. Yes, all the copies would get used and we will ask members what books they want. Brianna asked if they could rent the books or go to the library. We would have to search for the amount of books we need. We don't know if library has that many. Shawn asked if \$3,000 was that total cost for the

AMSLC speaker. No, the speaker is \$8,000; this is just a contribution to get speaker to the conference. Other orgs would help out with that. Shawn asked what the benefit of the speaker was. AMSLC is a large conference in the UW system. She is a well-known Hispanic speaker and it would be a privilege to have her. Heba asked when the food for member recruitment would be used. At the first meeting. Shawn asked them to explain the benefit of the trip. The workshops benefit members. It is a very enriching conference. The conference talks about what type of studies are going on for women and the advancement of women and transgender.

d. SLO

Under S&E we are requesting \$30 for general supplies and \$150 for Digicopy. The total S&E expense is \$180. Under Capital we are asking for \$500 for Garden Stock such as seeds, bulbs and plants. We would like \$315 for tomato baskets and trellises, \$75 for a watering timer and \$150 for lumber for tool bin and compost bins. We have a new garden every year and we lost some plants from last year, so we need to replace those. Also, no one is here during the summer so we need a timer to water the plants. The total Capital expense is \$1,040 and the total Committed expense is \$1,220. Under Contractual we are requesting \$800 for the Fight for Your Food Film Festival. This money will be for 2-3 films. We would also like \$500 for Food Day. The total Contractual expense is \$1,300. Under Food we would like \$500 for the Food Day event. All the food will be organic and local. We fed over 200 people last fall and we want to continue to grow that number. We would like \$200 for food for Fight for Your Food Film Festival, \$100 for a Spring Recruitment Event, and \$400 for Earth Week Picnic. Earth Week is a weeklong event and there is a picnic outside that has local organic food. The total food expense is \$1,200. Under Travel we are requesting five trips. Trip 1 is to visit Growing Power in Milwaukee. We would like 15 students to go and the cost per student is \$15, the total registration is \$150. We will need 3 motor pool vehicles to travel 275 miles roundtrip for a total transportation cost of \$485.25. The total trip cost is \$635.25 and the SUFAC contribution is \$423.50. Trip 2 is a Spring Break trip to an organic farm. We will take 6 students and we will need 2 rooms for 2 nights at \$70 per room per night for a total lodging expense of \$280. We will take 1 motor pool vehicle 400 miles for a total transportation cost of \$168. The total cost of the trip is \$448 and the SUFAC contribution is \$298.67. Trip 3 is to the ACRES Conference in Minneapolis, MN. We will take 4 students and the cost per student is \$90. The total registration is \$360. We will need 2 rooms for 3 nights and the cost for the room is \$85 per night for a total lodging expense of \$510. We will need 1 motor pool vehicle to travel 550 miles and the total cost for transportation is \$223.50. The total cost of the trip is \$1,093.50 and the SUFAC contribution is \$729. Trip 4 is to an Agricultural Conference in Appleton. We will take 6 students and the cost per student is \$50 for a total registration cost of \$300. We will not need

lodging. We need 1 motor pool vehicle to travel 65 miles for a total transportation cost of \$44.05. The total cost of the trip is \$344.05 and the SUFAC contribution is \$229.37. Trip 5 is to a conference in Lacrosse, WI. We will take 4 students and the cost per student is \$195 for a total registration cost of \$780. We do not need lodging but we do need 1 motor pool vehicle to travel 400 miles for a total transportation cost of \$168. The total cost of the trip is \$948 and the total SUFAC contribution is \$632. The total travel expense is \$2,312.53 and the total org allocation is \$6,032.53.

Questions:

Shawn asked what the differences are between the conferences. Each conference has different speakers and different workshops. One conference is just students. The conferences are just more opportunities to connect and learn and bring more knowledge back to campus. Reed asked where the garden is. It is on the Student Services deck. We needed to restart our garden. Heba asked about the watering timer. It just hooks on to hose. It gets the ground wet and doesn't burn the leaves. It doesn't cost anything to install. Brianna asked why the Food Day event non-student attendance is 100. This is not just for campus. It's for the whole area. We do charge or ask for donations. Reed asked if it is on campus. Yes. Heba asked how many rooms are needed for trip 6. 1 room. Reed asked if it is included in registration. I will check to see if it's included. Shawn asked about the lumber under capital items. We will build a box with the lumber. Trevor asked if they have a compost bin. No. Heba asked if they show the same films every year. No, we show different ones. We would like to cut down on the number of films we show. We have shown 4 in the past. Heba asked if it is well attended. Yes it's well attended and students may get extra credit for going. Brianna asked if the Spring Break trip is in area, why do you need a hotel? We try to do work on the spring break trip. We don't want to have to go back and forth because we wake up early to work on a farm. Reed asked how long the trip is. Probably half of spring break.

e. Fisheries

The Fisheries Org is a subunit of American Fishery Society. Under S&E we are asking for \$100 for general supplies which is anything we need for the field to do projects. We want to raise awareness in local high schools about the fisheries. Under Capital items we are asking for \$500 for a camera because we want to take quality photos of presenters and record things and upload those to our webpage. We are also asking for \$500 for reference books. We want to build a library and continue to build on that each year. We want field guides to freshwater fishing, identifying fish, tying knots or anchors, or anything related to fisheries. The total Capital expense is \$1,000 and the total Committed expense is \$1,100. Under Contractual we are asking for 4 speakers which cost \$500 each. We would like to have speakers at each of our monthly meetings. The total contractual expense is \$2,000. Under Food we would like \$150 for food for each of the 4 speakers and we would like \$150 for fall recruitment and

\$150 for spring recruitment. The total food expense is \$900. Under Travel we are requesting 2 trips. We want to participate at the State and National Level meeting. Trip 1 is to the AFS National Meeting in Little Rock, Arkansas. We will send one student and the cost is \$40 per student. The student will stay for 5 nights and the cost for the room per night is \$120 for a total lodging expense of \$600. The student will take airfare to the conference and the cost for transportation is \$700. The total cost of the trip is \$1,340 and the SUFAC contribution is \$893.33. Trip 2 is to the AFS State Meeting and we will petition to be presenters at this meeting. We will send 5 students and the group entrance registration fee is \$10. We will need 3 rooms for 3 nights and each room costs \$120 per night for a total lodging cost of \$1,080. We will take 2 personal vehicles but would like to be reimbursed for gas. The cost per mile is \$0.49 and we will travel 420 miles for a total transportation cost of \$411.60. The total cost of the trip is \$1,501.60 and the SUFAC contribution is \$1,001.07. The total travel expense is \$1,894.40 and the total allocation for the org is \$5,894.40.

Questions:

Josh asked them to explain why 5 people need 2 vehicles for trip request 2. Some people may present at 8am and others may present at 3 pm. Those students that present early could go ahead of time and set up for presentation and later on the rest of the group could come. Trevor asked where trip 2 is. Wausau, traditionally it has been in other cities. Megan asked them to explain the need 3 rooms for 5 people in trip 2. We would like 2 people for room, which would equal 3 rooms. Kim said the SUFAC policy is to have 4 people per room. We will end up adjusting your budget. Reed asked if Wisconsin is a subunit of national org. Yes, and we are a subunit of the WI subunit. Reed asked how many chapters there are in the state. There is one in Stevens Point and one in Northern Wisconsin. Shawn asked when the national conference is. I am not sure of the date. Kyle asked if the camera could be rented from campus and where it would be stored. I am not sure of the availability of cameras on campus. It would be stored in aquatic ecology lab area. We want something that we can take at our leisure for any community outreach event that we go to. We want to take pictures and videos. Shawn said we heavily scrutinize things outside of the Midwest and cost per person per day. We want to get outside of the Midwest/great lakes regions to recruit big name fisherman through networking. We want the fishermen to present at the University while at tournament, which will help promote the University. Trevor asked about membership fees. We don't have one, but we ask students to join the Wisconsin chapter which costs \$10. Shawn asked how many reference books they want. We would like to have a wide variety of books and multiple copies of books. They would be stored in aquatic ecology lab.

f. Innovative Arts Management

Under S&E we are requesting \$100 for general supplies, \$25 for

photocopying, and \$75 for Digicopy. The total S&E expense is \$200. We have no Capital items. The total Committed expense is \$200. Under Contractual we are requesting \$200 for Andrew Taylor (or relevant speaker), \$200 for Ann Katz (or relevant speaker), \$200 for Barbra Lawton (or relevant speaker), and \$200 for Mark Newport (or relevant speaker). The total Contractual expense is \$800. Under Food we would like \$150 each for a Welcome Gathering and End of the Year Farewell. The total food expense is \$300. Under Travel we would like to take a trip to Madison to experience arts in many different forms. We would like take 25 students. We will need 7 rooms for 3 nights and the cost per room per night is \$115. The total lodging expense is \$2,415. We will take a bus down there and the total cost for transportation is \$800. The total cost for the trip is \$3,840 and the total SUFAC contribution is \$2,560. The total allocation is \$3,860.

Questions:

Shawn asked what the group registration fee is for. It is what the students will be paying. You can take that out the budget. John asked if that money meant for shows and museums and things. Yes that money is meant to go for those tickets. Reed asked what Arts Management is. It is more than just a curator. It is coordinating or directing a cultural event or festival. It's business management on a smaller scale. And it is mainly for non-profit orgs.

g. D-Day Guideline Discussion

Kim said these are the guidelines we had last year. We can add or change things. It's a time to discuss these guidelines. Shawn said we will vote on the new guidelines next week. Kyle asked why we have new guidelines for D-day. Shawn said it's a concise way to have guidelines in front of you. It is nice to have it in front of you on D-day. Kim said it's a way to change guidelines for the next year. Heba asked if these are different rules. Shawn said not really, maybe some. John said they are how we think the guidelines should be next year. These budgets are for next year and the guidelines can reflect that. The D-day documents are meant to set the segregated fee. You can say these D-day guidelines are going to be the guidelines for the next year. Reed asked where the money went that orgs didn't use. It goes back into our reserve. John said you can use the reserve to offset the segregated fee if you need to, but that can cause problems. Orgs are not allowed to spend more money than we give them. Kim said these guidelines help to be more consistent so you don't create rules halfway through D-day. Jeff said we need to consider how much we give for gas. Reed said if they don't go through that much fuel it just goes back into the reserve. John said you can't disregard state guidelines for how much you get for gas reimbursement. John talked about segregated fees. Shawn said that for travel on D-day we can add the per person per day guideline. Jeff asked if we can amend the gas rule and say that we don't

fund gas for the whole Fox Valley, not just Green Bay. Heba asked what the problem is with travel. Jeff said we fund orgs to travel but we cut athletics budget. Kyle said athletics only funds a very small portion of the students. Reed asked how travel works. Bea said John has a sheet of all the cities and the roundtrip mileage. John said they can get reimbursed for the actual cost of the gas or for how many miles they went. The board discussed the segregated fee. Trevor asked what the non-student amount is for food. Kim said when one food event costs for than \$1,000, orgs have to charge non-students for the cost of the plate.

VII. Review of Tonight's Presentations

Shawn motioned to enter committee of the whole for 15 minutes. Trevor seconded. Kyle called the question. Josh acclimated.

Entered at 7:16 pm.

The board discussed tonight's org presentations.

Shawn motioned to extend committee of the whole for 10 minutes. Megan seconded. Josh called the question. Kyle acclimated.

Committee of the whole extended at 7:31pm.

Jeff motioned to exit committee of the whole. Shawn seconded. Jeff called the question. Megan acclimated.

Exited at 7:40 pm.

VIII. Action Items

IX. Announcements: Shawn said the board should read the minutes. Shawn also said that last year for D-day we had breakfast and went over to the Mauthe Center for pizza. This year we could do lunch and have a larger dinner instead of breakfast. Shawn said he will look into prices of different food for D-day. Kim said the new office hours are posted on the door, so come visit if you need anything

X. Adjournment: Shawn motioned to adjourn the meeting. Megan seconded. Josh called the question. Kyle acclimated. Meeting adjourned at 7:50 pm.

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant