

SUFAC
Meeting Minutes for March 7, 2013

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:17 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, SGA Exec., Bea Yang-OFO, Kyle Zellner, Katie Simson, Josh Shope, Megan Leonard, Reed Heintzkill.

III. Recognition of Guests: N/A

IV. Approval of Agenda and Minutes: Kim entertained a motion to approve the agenda. Reed motioned. Kyle seconded. Megan called the question. Josh acclimated.

Kim entertained a motion to approve the minutes from February 21, 2013. Megan motioned. Kyle seconded. Josh called the question. Megan acclimated.

V. Reports

- a. **OFO:** Contingency is \$28,542.19 and small organization start up is \$1,200.
- b. **Senate:** None.
- c. **SGA Exec:** More money from the Sustainability Fund was allocated to a hydration station and art work for around the station. The ice rink will be shoveled off now.
- d. **Vice Chair:** Thanks for coming. We don't have any requests and we would like to go over the guidelines.
- e. **Chair:** I think we will have a meeting next week with a request coming in. If we haven't finished discussing the guidelines by 6:30 pm we can come back to them next week.

VI. Discussion Items:

a. **Guideline and Bi-Law Review**

Capital

Shawn said the board had a discussion about S&E because many orgs didn't provide itemized lists. Kim said we are going to make an itemized list right on the spread sheet now. Reed said the board had discussed that any particular thing over \$100 should have an itemized list. Shawn said with changing the spread sheet we will hopefully fix that. Megan asked if an itemized list is still required if S&E is over \$100 or does everyone have

to make an itemized list. Kim said it depends how we re-work the form. It might be an itemized list within itself. Shawn said we also discussed changing “t-shirts” to “clothes” in the guidelines. Kim asked if that is something the board would like to have in the regular guidelines. Reed said he thinks the D-day guidelines should match the regular guidelines.

Contractual

Kim said the board hasn’t talk about this category very much. Kim asked if anyone wants anything added or changed. Shawn said he thinks everyone is good with four events for contractual. Kyle said as long as it does not say 2-4 in the guidelines.

Honorariums

Reed said that certain groups who do have honorariums were trying to standardize their honorariums so it was more equal. He thinks that’s fine, except when that happened, they exceeded the guideline of a maximum increase of 10%. Kyle said these are guidelines but they aren’t set in stone. If we feel the need to break one, we can. Kim asked if the board was interested in freezing Honorariums. Heba said we should freeze them. Shawn said he is comfortable with the every other year rule. Megan said she likes that rule also.

Food

Shawn asked if this is something the board would like to have and itemized list right on the spread sheet for. Kim said it’s a case by case thing because not all food events need an itemized list. Shawn said it was just a suggestion. Reed asked if anything over \$200 needs an itemized list. Kyle said \$150. Kim said anything under \$200 the chair/vice chair can approve. Kim said food guideline #2 has repetition, it says the Ecumenical and Mauthe Center; we will just change it all to the Mauthe Center.

Travel

Kim said we want to standardize a way to approve Travel so it’s fairer for everyone. If we have concrete guidelines that we follow it will cut down the time spent deciding on travel on D-day. Shawn said we came up with

two ideas: \$40 per person per day or a hierarchy in which we have a list of priorities but can make exceptions. We want to be fair to everyone, so we have four steps to evaluate trips with all orgs. We would stick to all four steps with every org. If a trip is outside one of the guidelines it will be cut. Josh asked if it's outside of the Midwest, will it will be cut automatically. Shawn said yes, we are trying to keep people in the area. Reed said he doesn't think we should limit people to the Midwest if it follows the other guidelines. Megan said she agrees with Reed. Shawn said it doesn't really matter where it falls on the list. Shawn said hierarchy is a bad word, but a trip has to meet all the requirements. Josh asked if a trip meets all the requirements except the \$3500 requirement, would we drop travel down to \$3500. Shawn said yes. Kim said these trips should be vital to the org. Fewer students will be able to go if trips are outside the Midwest. Kyle said that does make sense. We are representing the student body as a whole, but if only two students can go on a trip, the trip is much more exclusive. Kim said we can always pass travel by a 2/3rds vote. Josh asked how exceptions are going to be made. Kim said like normal. Josh said but if a trip doesn't pass the four guidelines, we are going to cut it. Shawn said we aren't going to make many exceptions because it's fairer for everyone. Heba said she doesn't think this will limit the number of exceptions. If someone wants to make an exception they will make it no matter what. Kim said it's up to the board next year. The guidelines have to change because we ignored some of them on D-day. Heba said if you change the layout you're encouraging more people to follow the rules. Kim said yes, we are changing the layout and the language. Shawn said we are trying to be more fair to everyone. Kyle said this should be part of training; how the board should proceed if they want to change something. Josh said half the time we say the guidelines are laws the other half of the time we say they are guidelines. Kim said changing the maximum amount allowed for travel is a compromise. Reed said the maximum for travel should be \$3000 not \$3500. Megan said she likes the \$3500 maximum for travel.

Reed said he would like to bring a proposal to the meeting next week that he can present. Kim said she also changed the guidelines to say "We do not travel funding in Green Bay or the surrounding suburbs." Reed said we should change it to anywhere the Green Bay Metro can go to. Megan said she is fine with just keeping it to Green Bay. Kim asked if there is anything else the board wants changed. Katie asked if it's fair to limit clubs to four trips and \$40 per person per day instead of just giving each club \$3500. John asked if clubs have to reach \$3500. Katie said no. It might not be fair to cut an org down to 4 trips if they had 7 trips that cost less than \$3500. What about orgs that only had 4 trips but it costs \$3500. Shawn said it's fair for everyone if we have these guidelines. Kim said exceptions can be made for orgs like Club Volleyball who have 5 trips; that is because they pay a membership fee that covers 5 tournaments. Kyle said if it is listed it is easier to read and formatted better. Josh said he doesn't see a difference between the new guidelines and the old guidelines. Kyle said he thinks its confusing based on how Shawn and Kim presented it. They didn't change the guidelines they just formatted it differently. They said they want to be stricter next year, but it all depends on the board. Megan said she doesn't care how it looks. Heba said she doesn't have a problem with the formatting, but she is not sold on how it's ranked. Kim said she didn't number the guidelines because they are not ranked. John said he told them travel was a problem on D-day. They itemized what went wrong and why things weren't fair. John said if the board moves through the steps, the process will be fairer for the orgs. Heba said she thinks we need something more solid than just saying these are guidelines. Kyle said that is for the by-laws. Heba said but we make exceptions too often and these guidelines need to be more solid. John said these are meant to be more than guidelines. Heba said she still wants to see something more strict. Shawn asked if they should be in the by-laws. Heba said yes. Josh said the board has talked all year about making exceptions on a case-by-case basis; didn't we do that on D-day? John said

exceptions are ok but as long as they have a legitimate reason. Kyle asked what the problem is with approving the guidelines. Heba said it's giving the board a false sense of security and it won't solve the problems. She doesn't think it will help in the long run. Kyle said it is just a change in the guidelines to make it more organizationally sound. Heba said this should also be a discussion about the by-laws. She is just not sold that it will do anything. Kim asked if there was any other guidelines discussion.

Questions: N/A

VII. Action Items:

- a. Kim entertained a motion to approve the Food guideline. Megan motioned. Shawn seconded.

Questions: Kyle asked if anyone had problems with the Food guideline.

Shawn called the question. Roll call vote passed 6-0-0.

VIII. Announcements: Kim said we will have a meeting next week. Kyle said as of tomorrow (2/8) he will officially resign at his position. He said he has a lot going on right now and needs some extra time.

IX. Adjournment: Kim adjourned the meeting at 6:10 pm.

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant