

SUFAC
Meeting Minutes for February 6, 2014

I. Call to Order

SUFAC Chair Shawn Brown called the meeting to order at 5:20 pm.

II. Roll Call

- a. **Members Present:** Shawn Brown, Reed Heintzkill, John Landrum, Heba Mohammad -SGA Exec., Bea Yang-OFO, Elizabeth Smeaton, Megan Leonard, Vanya Koepke

III. Recognition of Guests:

WGBX Radio: Clint Berge, Paige McAulty

Vets4Vets: Ken Corry

Dance Team of UWGB: Megahn Daily, Kim Sobolik, Autumn Beukema

SCA: Sarah Kellom

BSU: Robert Sewell

Rocketry Team: Theo Karowski

Dietetics Club: Nicole Jandt, Janelle Schirmer

Alternate Theater: Bri Wolfe, Michael Hengels

IV. Approval of Agenda and Minutes: Shawn entertained a motion to approve the agenda. Megan motioned. Reed seconded. Reed called the question. Voice Vote. Agenda passed.

Shawn entertained a motion to approve the minutes. Reed motioned. Megan seconded. Reed called the question. Voice vote. Minutes Approved.

V. Reports

- a. **OFO:** Contingency is \$21,037.70 and small organization start up is \$908.36.
- b. **Senate:** N/A
- c. **SGA Exec:** We appointed speaker of senate and she will be approved on Monday. For SGA, we are doubling the number of people on Sunday. We are working on our typical projects. Sam Beraaten is the new speaker of the senate.
- d. **Vice Chair:** We are going to get in touch with professors and ask them to refer people for recruitment. I have a meeting with SLO, PEAC, and Dietetics for the budget items concerning Earth Week and Food Day. We are not discussing those items today. SGA suggested that we put together a presentation about seg-fees and where we are at. We will be doing that within the next few weeks.
- e. **Chair:** We will not have Ga-in here and Andrew and Joel have also resigned as well so everyone needs to be here every week. Please use the microphones so that we can hear you and have good minutes.

VI. Discussion Items:

a. Vets 4 Vets Contingency Request: Our mission is to give back to the community and provide support for veterans and their families. We are going to be doing the Special Olympics Polar Plunge and we won last year. We raised \$300 last year at the event and we are requesting \$450 this year to do it again. We have \$50-\$100 in our agency balance. We will be taking our own vehicles and we will need action within the next week.

Questions:

Reed asked if they raised funds by having people donate? We asked people but a lot of it came out of our own pocket. We got first place for best entry at the polar plunge last year. It is on Youtube.

b. Rocketry Contingency Request: At orgsmorg, we recruited 11 new students to join. The money we are asking for is for general tools so that we can start construction building for our rockets. WE are asking for \$300 for rocket kits, which is kind of high but there are other materials that come with the kit. The facility on campus asks us to bring our own tools and lock them up, hence the toolbox being included as well as the padlock. Everything stays here on campus, including the rocket.

Questions:

Vanya asked how many members they have? At the moment, we have 2 members and our first meeting will be this upcoming Wednesday. We want to meet once a week.

c. WGBX Budget: Our mission is to provide students opportunities to gain experience in the field of radio. We have about 30 members and a diverse body of students. We had about 22 people sign up yesterday at orgsmorg. We are requesting \$100 for office supplies. Under general supplies, we are requesting \$500. We want to increase our marketing and promotions, including posters and possibly the newspaper to get the word out. For the digicopy, we tend to not have access to duplicating that we would like so we are requesting that. We requested \$622 for memberships since \$22 goes to LoudCity. However, they are going out of business and I couldn't change the budget. I have talked to UW-Lacrosse who pays royalties. We are contacting them about because that option would be about \$31 a month. We have two computers for

S&E of \$805 per year. Our soundboard really isn't working as well. We can't adjust microphone anymore, it's not functional anymore. \$1500 for music supplies. It is outdated so we want to build up the music collection to gain more viewers. Under contractual, we are requesting \$1000 per semesters for concerts. Last year we requested \$2000 but we don't need that much. Under food requests, the members love having food so we are requesting \$100. Under travel, we want to take 10 of our members to a college seminar in Madison. There are guest speakers and it gives students the opportunity to learn about what radio has to offer. We are taking our own vehicles and there is a \$150 for attendance fee (\$15 per student). We don't bring in any money, we want to tap into advertising and we have been talking to fourth estate to start doing that. There is a total cost of \$7,275.

Questions:

Shawn commented that we are going to be working with Clint about the membership before D-Day.

Heba asked if the new option for the membership would be the only cost? We have to talk to them to get a firm cost. It might be based on how many listeners we have. It would be about \$30 a month to cover royalties.

Reed asked how many listeners the radio has? The number of listeners depends on the show. We get more listeners depending on whom we have on the show. We have about 50-60 listeners per show. We decided that have about 10 listeners per hour for 5 hours a day.

Reed asked why they do not have updated music since they were funded money for music last year? We went from Windows XP to Windows 7 and our broadcaster wasn't working so we did not purchase music last year.

Reed asked if they be taking your own personal vehicles? Yes.

Shawn asked if they be requesting a hotel? No, we will return from Madison the same evening. Shawn commented that lodging is included in the request, which needs to be removed. WGBX is only requesting the attendance fee, not travel or lodging.

d. Alternate Theater Request: We are a student-run organization that gives students opportunities to our state productions. We have lock-ins in University Theater to socialize. We do studio productions. We go on trips to Chicago and Minneapolis to look at professional theaters outside of GB. We have course awards dinner at the end of the year. For supplies and Expenses, we are requesting \$100 for photocopying for script copies. We are requesting \$100 for duplicating because use posters to advertise. The only capital item is the projector so that we

can watch movies for our social events. This would be \$750. We have no annual salaries requested. Under contractual there is our annual alternative theater festival, which is a selection of student work. There is also a student design show. The budget for that would cover props, lightings, fees, etc. The studio production requests would cover the same thing. For our performance workshop, the request would cover someone coming in and teaching our students. Last year, we had someone come in and teach Shakespeare techniques. We would also have someone come to teach theater techniques. We are also requesting for our Ice Cream Social for recruitment. It is open to all students. We would also have a pizza party request, which is also for recruitment. For travel, we would like to go to Chicago as well as a conference in Cincinnati to allow our members to gain experience and get connections.

Questions:

Reed asked what the organization's relationship is with the theater department on campus? We would like to reach out with students who want to get involved in productions and we give them a chance to work.

Reed asked if there is a connection to class credit? There is no connection with class. Nobody gets credit and the theater department lets us use the space for free. We either have to buy the props or borrow them. We still have to pay for everything on our own.

Elizabeth asked about the subscriptions? They are for the scripts.

Reed asked if there is a projector on campus that can be used? It would provide a lot of flexibility in terms of putting on shows so that we would not have to ask every time that we need it and go and borrow it. We can go to the IT department and borrow one but we wanted to request our own inventory.

Reed pointed out that the contractual request goes over the guideline limit so are the requests prioritized? The alternate theater festival is most important. Most things aren't always set in stone, some things end up canceled but they are all in order of priority. A lot of these things are what we would like to do but we have not always done them every year.

- e. **Dance Team Budget:** We are a group of students that come in on our free time and practice routines to show up at community events to show school spirit. We also volunteer as role models and mentors in

the community. We also get to go to nationals and compete against other universities in the Midwest and Wisconsin. This year, we get to perform at the Boys and Girls Club. We also volunteer our time at the Girls and Boys basketball games to show our school spirit. This year, we would like to promote the university more in the community. Uniforms is \$3000, \$350 for poms. For our Nationals trip, \$4623 is the total cost and we would contribute 33%. For the cost summary page, there is a typo with the request costs.

Questions:

Vanya asked how old are the current uniforms? We have uniforms that go back 10 years and we also get new uniforms new years. There are multiple ones each year. There is a lot of wear and tear, which is why we need to replace.

Reed asked if this is promotional so that SUFAC will be reimbursed? No, we keep the uniforms in the locker room. These are used at the games and are kept for several years.

Reed asked if they need new poms every year? Yes, they start to fall apart and have an odor after a year of use. We need new ones to keep up with our school spirit.

Shawn POI: We often fund uniforms expecting that we will be reimbursed.

John said that this is different and it was changed last year.

Heba asked if it is 15 members maximum? We budgeted for 15 members but we welcome everyone. Unfortunately, we had some girls drop out. We are open to all students. We have a practice team and dance team. We have a tryout for the performing team but we also have people practice to work their way up to the performing team.

Heba asked if this is a regular trip? Yes, we go every year to Minneapolis, Minnesota for our national competition.

f. Dietetics Budget: We have \$100 in S&E for fundraisers to bring funds into the agency. \$150 for Digicopy for brochures and posters to advertise events. We have done brochures for our food demonstrations. The food portion is \$150 for the fall food demonstration, which includes supplies, food, and the speaker. Last year, we had 45 attendees. Most of the cost covers the food. Under travel, there is a dietetics conference. We are asking for 15 members to attend as well as transportation costs.

Questions:

Shawn POI: SUFAC expects to be reimbursed for fundraisers.

Heba asked what ideas they have for fundraising? One is a sushi demonstration where someone teaches us how to make sushi rolls. Yogurt bar and smoothies is another option. A lot of it depends on Avian's so that we do not infringe upon them.

Shawn asked where the trips are going? This year, it is going to Wisconsin Dells. It changes each year but it is always in Wisconsin.

- g. BSU Contingency Request:** We are requesting \$300 for a performer for Black History Month. We have money in our contingency account but last semester we did not have a lot of activities and we are going to pay for a trip to Madison next month. We are requesting immediate action.

Questions:

Elizabeth asked about the contingency account? We would like to use the money for more activities. Last semester we did a lot of fundraising to alleviate the costs this semester.

Heba asked when the function is? This Monday. There was confusion.

Vanya asked how many members there are? We currently have 12-14 members.

Shawn asked if the event is already planned? Yes, and we have the funds to cover but we are requesting the money from SUFAC.

Heba asked if it is a part of Black History Month? Yes. Was it a part of the budget last year? No. Instead of having one big event, we decided to divide it to gain more support from students.

Shawn entertained a motion to make this an immediate action item. Reed motion. Megan seconded. Reed called the question. Motion passed.

- h. BSU Budget:** We partner with local schools to get minority students a positive image of what we are and what we can do for them. We are asking for \$50 for photocopying for brochures. We are asking for \$100 for Digicopy to promote our activities. This year, a lot of the posters came out of my pocket so the funds would be nice. We are asking for \$500 for a Kwanzaa speaker. Soul food dinner is another contractual item that wraps up Black History Month. We are asking for \$1000 to cover the food and \$500 for the speaker. We are also

planning to have a movie in the Christie Theater for Black History Month. We are asking \$150 per semester for recruitment and socials. This would cover light snacks. The total adds up for \$400 for food requests.

Reed commented that the Soul Food Dinner belongs under food requests. Reed also pointed out that the travel costs exceeds the guidelines.

Questions:

Heba asked about the Black Student Conference last year?

They went over last year, yes.

Heba asked about the location of the soul food dinner? The soul food dinner happens every year on campus and is open to the community.

Megan asked how they are going to get students involved in the Kwanzaa dinner since it is off campus? I still need to speak with the person in charge.

Reed asked about the food items, the first recruitment is within guidelines but how is the welcome event different from that? It is geared towards encouraging members to stay active in the organization. We team up with SASU and WOC. Our goal is for them to stay at GB the entire 4 years.

Heba asked why the cost of the conference is \$200? That is the fee. I do not know what it covers except lunch and breakfast.

Shawn pointed out that we need an itemized list for the Soul Food Dinner.

- i. **SCA Budget:** We are dedicated to bringing back historical accuracy to medieval times on campus. We are focused on medieval fencing on campus. I need to make some amendments to the budget. Under membership, it is \$30 per person for a calendar year to get discounted prices to register for events. I believe only officers can get this so I would like to amend that to be \$150 for the officers because they are most committed. The rest of the members need to pay their own individual fees. We only need \$50 insurance certificate that comes from the SCA office that covers the whole calendar year. There was confusion about the duration of the certificate. In terms of the budget, overall it has stayed the same. A new addition is materials for

medieval clothing. We would make them as a group but that would stay on campus to be shared with members. Fundraising remains the same to raise money for events. This semester, we are focusing on gorget, which is a neck guard for fencing. We want to make those so we need to estimate the number of metal sheets we need. It would last years and endure a lot of wear and tear because of the materials. There is nothing in salaries. Program 3 under contractual is a new addition to cover instructors to teach us about making chain mail. These people have been in the SCA for years and would educate us. We are estimating about 2-3 instructors per year and we are requesting funds for their gas as well as meals to compensate. We would ask people from places such as Madison or anywhere nearby in Wisconsin. We would like to plan a SCA event to fundraise and bring instructors. It invites newcomers to see what it is about. The spring event is also another way to recruit new people. SCA often changes locations so the travel requests are estimations. A lot of these happen biannually so it is not one solid date. There is also a camping event in Wisconsin (about an hour away). The farthest event is about 4 hours away in Wisconsin and we would probably stay the night at a hotel. Usually 12 students are interested in going. The cheapest hotel rate is \$55 per night.

Questions:

Elizabeth asked to repeat the priority for the traps. These were characterized by the importance of the event as well as the likelihood of being approved.

Reed commented that SUFAC generally funds up to 4 trips.

Heba asked what it means that there will be classes involved? These classes are usually set aside to educate members. Usually they bring in materials to teach people. We are involved with someone off campus who has a shop in his garage.

Heba asked how many members you have? It usually depends on the night. We usually have about 10-12 people come every Wednesday evening.

Heba asked if there is a storage space for the clothes? We generally would just keep them in a bin in our dorms that we would allow members to use to go to events. They would be unisex and open to everyone.

Reed commented that we don't generally fund uniforms for sports teams and it seems to us that this is along the same lines as a

costume. I know this would be common and shared so do you have anything to add. Not particularly.

Shawn asked if this would be reused, not kept by one member? We would sew them ourselves, which is one of the skills that we are trying to bring back to make historical distinctions in the seams, etc.

Heba asked if there is any storage space on campus to store the costumes? We do not think it is necessary and we had past problems with storage of props. They're just clothes so the officers would just bring them in.

Shawn commented that there has been trouble in the past with storing supplies in dorms.

j. D-Day Guidelines Discussion:

Reed commented that SUFAC would generally fund membership fees to become apart of National organizations. One organization wants us to pay for individual membership fees into the club. This does not seem appropriate. SHRM is an example of an organization that requests this.

Elizabeth asked if we are paying for them to get discounts? Yes, essentially. Shawn commented that there is a difference between group memberships versus individual membership fees.

Elizabeth says that this is something to think about. Vanya says that it will depend on the situation. As far as guidelines, we sometimes have to break the guidelines for exceptions. Would we consider this a normal occurrence? How can we stay neutral in breaking the guidelines for one club but not another?

Reed commented that if Han does not show up, we will only have three voting members. We started breaking guidelines last year continuously. I voted no on a lot of budgets because they broke the guidelines. A lot of times we broke the guidelines because it was the only trip but it should not always be the exception.

Heba asked if the holiday guidelines cover all parties or religious holidays? Heba is in favorite of keeping cultural holidays if they are pertinent to the organization's mission. No religious holidays allowed, only cultural holidays.

Shawn commented how last year, we did not feel it was appropriate to fund food for weekly meetings but welcome meetings food was ok.

Vanya asked why is the food guidelines set to go through the university dining service? It is a contractual thing with the events on campus. The Mauthe center is considered off campus.

Shawn wants to include farewell meetings in the food guidelines.

Heba asked what the difference is between recruitment meetings and welcome meetings? Shawn mentioned that it was ruled in the past that they are the same thing. We need to change the wording to include all three. We need to work on the verbiage.

Heba asked if we should not include uniforms under the no t-shirts guideline? This is particularly a concern for the Dance Team.

Shawn has the idea to have a maximum limit on org-smorg giveaways. Elizabeth agrees. Reed commented that CRU spends a lot of money. The S&E max amount is \$150 so I would say either \$100 or \$150 would be a good number. Elizabeth thinks \$100 is a good number. After a straw vote, \$125 is the maximum limit.

General Discussion:

Heba would like to know if there are any movie rights for the film and what is the purpose of the film for Alternate Theater?

Reed commented that there is a projector in every classroom so there is no reason to spend \$500. Vanya commented that the bulbs will not last.

Reed commented that we shouldn't penalize WGBX for their faulty budget last year.

Action Items

- k. BSU Contingency Request:** Reed commented that BSU's budget last year has already doubled their contractual limits.

Shawn entertains a motion to approve BSU's request for \$300. Vanya motions. Reed seconds.

Discussion: Elizabeth feels that it would be more appropriate to ask SUFAC for funds for future events rather than reimburse them for a speaker they already paid for. Reed commented that they would rather use the money for something else. Shawn commented that it is a valid request because we fund speakers all the time. Heba asked what other events they are funding? Kwanzaa events and Soul Food Dinner are the major events. Heba acknowledges that it is a big amount of money but it is what their mission is for and what they focus on. Heba commented that they did not know why they came to SUFAC so late. He said that he was not aware that funds could be requested. Elizabeth commented that he paid a lot out of pocket so she thinks he did not know. It Green Bay's turn to fund AMSLAC. They approved \$3000 for AMSLAC and \$5000 for two other events this year.

Elizabeth called the question. Motion passes 2-1-1.

VII. Announcements:

Shawn announced that members should talk to Reed about the food after the meeting.

Vanya likes the room.

Shawn announced that everyone will need to keep showing up.

Elizabeth asked how many meetings are left? There are two more meetings like this. D-Day is February 22nd at 9:00. There would be meetings afterwards to go over guidelines, etc.

VIII. Adjournment: Shawn entertained a motion to adjourn the meeting.

Elizabeth motioned. Vanya seconded. Reed called the question. Vanya acclimated. Meeting adjourned at 7:20 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant