

## SUFAC

### Meeting Minutes for 29 September 2011

#### I. Call to Order

SUFAC Chair Matt Balson called the meeting to order at 5:19pm.

#### II. Roll Call

a. **Members Present:** Matt Balson, Jessica Olive, John Landrum, SGA Exec., OFO, Michael Hengles, Jillian DeRidder, Lindsay Krapfl, Mick Sheuer, Kyle Zellner, Kimberly Dawson, Jeff Huebner, Todd Johnson, Shawn Brown, Josh Shope, Rebecca Ellenbecker

#### III. Recognition of Guests: Joshua T. Woof-Art Agency, Matthew J. Pickard-Art Agency, SuAnn Detampel-Budget Officer for the campus

#### IV. Approval of Agenda: Matt entertained a motion to approve the agenda. Riley motioned. Jess seconded. Mick called the question. Josh acclimated.

**V. Approval of Minutes:** Matt motioned to approve the minutes. Jess motioned. Shawn seconded. Riley objected, stating that his name was in the minutes, and not Dave's name. Jess said that would be changed for next week. Josh friendlied. Jessica accepts. Riley called the question. Jess acclimated.

#### VI. Reports

- a. **OFO:** Contingency fund is \$44,109.87, and small org startup is \$1,500.
- b. **SGA:** Senate discussed bi-laws for environmental sustainability fund, also approved some Senators.
- c. **Vice-Chair:** Our administration assistant had a death in her family. Therefore, we are recording this weeks meeting so she can type up the minutes when she returns.
- d. **Chair:** No report.

#### VII. Discussion Items

- a. **SuAnn Detampel-Budget Officer:**  
**NOTE: Disc did not record SuAnn's explanation. The disc picked up during the questions section.**

##### **Questions:**

A question was asked what budget year SUFAC will be approving. SuAnn stated that SUFAC would be approving the fiscal year for the campus, which runs from July 1st – June 30<sup>th</sup>. Whatever SUFAC approves will be starting with the fall semester, which is fall 2012 and spring 2013. John added that SUFAC would do this for other big budgets, with the exception of the Athletic Department, as their budget goes a few years out. Then, SUFAC will have a better understanding of what's coming down the road.

It is also beneficial for SUFAC as we'll be able to have more of an understanding of what's to come. SuAnn stated the most of the budgets would be starting this month. John added that SUFAC's D-Day is February 18<sup>th</sup>. Riley asked what kind of authority does the board have in changing any part of this budget? John answered that SuAnn wouldn't know this information as that isn't part of her job. John added that there is a process where you can disagree with certain items, and then you can address that to the chancellor. If the chancellor still stands on what was originally stated, he could override that because he is the chancellor of the campus. Another option he might have is to meet with the department head of whatever area it is you disagree with and start on working it out within the next couple of days and report on what was compromised. SuAnn stated that she would send an email to SUFAC regarding what was discussed within the budget, also. Jess said that if any more questions were to pop into your head, to write them down and we could send her an email.

**b. Review At-Large Application:**

I am a sophomore, with a business administration major and Spanish minor. I learned about SUFAC through OrgSmorg. I wanted to get more involved last year, but a lot of the organizations that I showed interest in either had too many members already, or never met. I thought SUFAC would be a good organization to join as you guys deal with numbers a lot and since I am a business major, it would be a good experience. From what I've seen tonight, this is what I thought SUFAC would be.

**Questions:**

Riley asked what Matt he knows about the segregated fees. Matt said that as of right now, not too much. Jess added that by the end of the year, he'd know the ins and outs of this fee. Kimberly asked a question about voting for an organization Matt is already a part of. Jess stated that there is no bi-law stating that a SUFAC board member can't vote on an issue in which he or she is a member of, but usually, members abstain from voting. Rebecca asked if Matt would abstain on a vote dealing with Athletics because he is apart of intermural? Matt said that he would most likely abstain because of what Jess just said. Jess stated as a point of information that the board will not individually vote on larger budgets like Athletics, for example. Matt added as a point of information that the Athletic Budget and Intermural Budget are two different budgets. My brother, fresh out of college, just got a job and he deals with this sort of thing on a daily basis, which made me even more interested.

Matt entertained a motion to approve the At-Large application. Riley seconded. Jillian called the question. Jess acclimated. Roll call vote passes 10-0-0. Welcome to the board Matthew!

**c. Art Agency: October 6<sup>th</sup> and 13<sup>th</sup>**

We are hoping to bring in visiting artists and their artwork. In the past we have exhibited their work through galleries and it has worked well in the past with inspiring students on campus. We're hoping to bring another artist to campus on October 6. This artist, Donald Friedlich, has done work nationally, internationally, and has had his work shown off. He will be coming from Madison. This event will benefit the art students greatly as we can not only see his work, but get another perspective. We have done extensive publicity, through posters throughout campus and talking to classes as well. Another artist would be coming to campus on the 13<sup>th</sup>.

**Questions:**

Michael asked how many people usually attend. Many professors let there are students out of class in order to participate in this gallery as well. However, we have never really counted the number of students that attend. Rebecca wanted clarification where this artist was coming from? Donald is coming from Madison. We like to have local artists speak as well. Riley asked if the attendance of the events have ever been affected since the event is held at 2:30pm, which is when many classes are in session? Within the art department, many of the classes are held later at night, so that helps with the attendance. This event is open to the campus, but we feel that those who can really benefit from the event will not be in class. Shawn asked how long these events typically last? There is usually an hour lecture, and then about an hour to two hours of demonstration from the artist. Jess asked if the organization would be providing the materials for this lecture and demonstration, and if these materials are available for the students to work with as well? The organization said that this depends upon the artist that is coming, and the materials he or she would be working with. Jess said that as a point of information, SUFAC cannot fund events where students are getting credit. Rebecca asked to see the F-50 document. Jess also stated that the \$50 would be needed soon, so she was wondering if this should be an immediate action item. Jess also noted that the board needs to have 2/3 of a vote to make this an immediate action item. Shawn asked if the board was voting on making both dates immediate action items, or just the 6<sup>th</sup>? Michael suggested voting on only the 6<sup>th</sup>.

Matt entertained a motion to make October 6<sup>th</sup>, and immediate action item. Jess motioned. Jillian seconded. Mick called the question. Lindsay acclimated. Voice vote passes. Art Agency for October 6<sup>th</sup>, will be action item A.

**d. Guideline Review**

**Committed:**

Lindsay stated that these items are material items, such as office supplies, books and other materials. The maximum is \$2,000 per organization per fiscal year. SUFAC will provide \$100 for supplies. S&E requests will be

granted automatically, if under \$100 by the chair and vice-chair unless there are any abstentions. Requests under \$200 can also be approved by the chair and vice-chair. An itemized list must be provided if over \$200 for S&E. Advertising must be posted in at least 15 different places, and at least one week prior to their first meeting. Promotional materials can include items for OrgSmorg, and will be no more than \$100. Requests must be presented three weeks prior to events. Number 10-12 will be applied to all the guidelines.

**Travel:**

Each organization will be allowed \$2,500 per fiscal year. One third of the total expenses will be paid by the organization. SUFAC funds must be distributed equally among all members going on trip. If an organization goes on a trip, the information they learn must be communicated back to those who were not able to go on the trip within a month upon their return. If the trip was taking during the summer, that information must be presented at the organization's first meeting of the next semester. Travel requests must be open to all students, and not just to those in the organization. Requests must be submitted to SUFAC five weeks in advance, and travel request forms must be completed before any further process can be made. These forms must be signed by all students who are traveling, and returned to OFO. Any trip cancellations must be process 24 hours in advance. SUFAC is allowed to review the contingency request and can lower the amount if see fit. All information and materials about trip must be presented to SUFAC and in their office one week before request. A representative must be present at SUFAC meeting to answer any questions the board may have. Jess mentioned that these are just guidelines, and we do take each request on a case-by-case basis.

No questions on committed or travel. John gave scenarios to make sure the board understands the guidelines that have been presented so far. The board discussed what was wrong with the scenario that John provided. Rebecca asked what some other examples were that have been seen in the past? Jess gave the example of BSU and how they travel to Illinois. However, because they needed a licensed driver, their advisor drove. But because the advisor wasn't replacing another student from going, SUFAC was ok with the advisor going. However, the advisor did pay for the room him/herself. Also, Jess said that just because organizations say they "have" to go on this or that trip, doesn't mean the board "has" to approve. Rebecca asked if the board could only fund partially? Jess said that there have been many cases where the board has funded partially. These usually are held for trips that are outside Wisconsin. Rebecca asked if we as a board could make suggestions if we don't approve an organizations request. Jess said that we usually don't suggest that the organization seeks funding elsewhere. They would need to figure that out on their own. Riley asked what SUFAC does to organizations that have been funded to go on

their trip and when they return, do not communicate the information they learned to others? Jess said that SUFAC generally does not micromanage this or how many posters are posted, because there are so many organizations. SUFAC bases many of these things on trust. Someone asked what happens if only one person wants to go on a trip, but was funded for more? John said that when they present their request, the organization usually doesn't know who all is going. The rest of the money they didn't use will eventually float back to SUFAC, unless asked for a reallocation.

### **Contractual:**

There is a maximum cost of \$2,000 per organization per fiscal year. Organizations are also encouraged to co-sponsor events. SUFAC money can't be used for gifts for speakers. There must be advertising for the event in at least 15 different locations. Co-sponsorship must be completed five weeks in advance with Student Life and OFO. Seg fees are not to be used for academic events. Community members/non-UWGB students must be charged for events. All funds must come back to SUFAC. All contractual events must provide a breakdown. Requests of under \$200 may be approved by the chair and vice-chair.

### **Questions:**

Rebecca asked where organizations go if SUFAC doesn't approve requests. John said that it's not SUFAC's responsibility for that. The board also discourages organizations from having an account outside of campus. However, it is ok for organizations to have accounts for back up. Jess added that as a point of information that in Wisconsin, verbal contracts are binding. SUFAC will not let organizations go into debt, and make the university look bad. Grant Winslow is our main contractual expert. Shawn clarified his thoughts on charging community members for events. Michael wondered how community members are "policed" to make sure they do get charged? Jess said that once again, it is SUFAC's trust in the organization to charge community members, and how the organization decides to do that is up to them. John stated that one exception would be Good Times Programming. Michael asked if one organization could go to another organization for money because they're short. John said that other organizations go to Good Times for co-sponsorship because they have the most money. That is why SUFAC encourages co-sponsorship. Plus, attendance usually increases then, which is the main goal. Shawn asked if these contractual guidelines were for just organizations, or big auxiliary budgets too. John stated that these guidelines are made only for student organizations. As a point of information, Jess said that the Art Agency organization wished to present last week, but because their request was given to us too late, they were told they'd be presenting the following week, which was tonight. John mentioned that the goal of SUFAC isn't to keep the money all year long. Our purpose is to allocate money for events,

trips, and other issues that organizations wish to partake in. Rebecca asked how much money is allocated to SUFAC, which will be distributed to organizations each year. Jess said that there is rough about \$44,000. That number changes weekly, which is what OFO provides for us each week. Rebecca asked what the average request is. John said that you could see the final report from last year to give you more of an idea. However, the one for tonight, this \$600 request is actually quite cheap.

**Club Sports:**

Equipment can be replaced every two years. Non-students have to pay for the registration. There is a \$2,500 maximum amount per fiscal year. Teams must store their equipment at the Kress. If it is not stored there, SUFAC must know where the equipment is being stored.

**Questions:**

Rebecca asked if intermurals fall under these guidelines or not? No, they will present an auxiliary budget. John stated that within the last 3-4 years, there have been a number of club teams that have become prominent. Rebecca asked when the Athletic budget is presented, is the money broken down for us to see? John said no, but you can certainly ask where and how much the money is going. Funding definitely varies from sport to sport.

**Food:**

There is a maximum of \$1,500 per organization per fiscal year. All food must be through A'viands. There must also be an itemized food list for anything over \$150. SUFAC encourages co-sponsorship. The organization must also meet with the Union Dining representative. Each organization can request food for their first welcome meeting up to \$150.

**Questions:**

Mick asked about perishable food items. Jess said that organizations could bring non-perishable food items as long as they are under \$150. Mick also asked how there was a Brat Fry on campus today? John said that the organization got the ok from the right people. John asked if people could bring food off campus? Yes, and SUFAC can fund this also.

**Honorariums:**

All organizations must carry out university policies and procedures. Each organization must have a purpose and bi-laws. Student organizations must carry out honorarium processes. Student organization must establish a leadership contract for an honorarium position. Honorariums cannot be reallocated. Every two years, honorariums can increase 10% but would need to be justified to SUFAC. Students with internships will not be allowed to receive honorariums.

**Questions:**

Shawn asked what the honorariums are for. Jess said that Matt and her run the meetings, hold office hours, and other duties. Jess said that we shouldn't need to deal with this issue this year. John said that this honorarium is basically just a token of gratitude.

**VIII. Action Items**

**a. Art Agency**

Matt entertained a motion to approve Art Agency for October 6<sup>th</sup>. Jillian seconded. Mick called the question. Jess motioned to enter committee of the whole for 15 minutes. Rebecca seconded. Matthew called the question. Entered at 7:04pm.

There was discussion about the time of the event. There was more discussion on the number of requests that might come in because they do not have an actual budget. There was discussion about art students who are attending and if they are or are not going to for credit for a class.

Matt entertained a motion to exit committee of the whole. Jess motioned. Kimberly called the question. Todd acclimated. Roll call vote passes 10-0-0.

**IX. Announcements:** Jess said that there is a pool party at the Kress tomorrow. John was pleased with all the questions and discussions that took place about the guidelines. It was a great place to start.

**X. Adjournment-** Matt entertained a motion to adjourn. Jessica motioned. Kyle seconded. Shawn called the question. Jillian acclimated. Exited at 7:14pm.

Respectfully submitted by:

Hope Nyenhuis

SUFAC Administrative Assistant