

SUFAC
Meeting Minutes for October 18, 2018

I. Call to order

SUFAC Chair Brianna called the meeting to order at 5:15PM.

II. Roll call

A. Members Present: Brianna Messner, Haley Marks, Will Terry, Taylor Reichow, Reese Eckenrod-Snyder, Sean Bohl, John Landrum, Lea Truttman, Taylor Gulbrand, Mark SanJuan, Grace Keller, Selena Deer

B. Members Absent: Brennan Engel (excused), George Lor (excused)

III. Recognition of guests- Amber Perez and Yorbi Lopez- OLA, Brandon Byrne- Round River Alliance, Rebecca Watkins- Sheepshead Review

IV. Approval of Agenda

A. Brianna entertained a motion to approve the agenda. Taylor motioned, Sean seconded. Voice Vote. Agenda passed.

V. Approval of Minutes

A. Brianna entertained a motion to approve the minutes from 10/11/18. Reese motioned, Taylor seconded. Voice vote. Agenda passed.

VI. Reports

A. OFO: Contingency is \$34,908.00 and org start up is \$1,440.56

B. Liason: Busy busy weekend! Family weekend, lots of activities

C. Senate: Nothing to report

D. SGA Exec: New speaker-Mark, Food day is coming up, having a blindfolded discussion relevant to voters and getting students involved in discussion

E. Vice Chair: Went to senators meeting, looking over budgets coming in

F. Chair: Lots of budgets coming in-get them in by sunday

VII. New Business

A. Introducing Speaker of the Senate-Mark

B. OLA

1. Contingency Request-Committed

a) Dia de los muertos

(1) Mini ofrendas- mini altars for day of the dead

(2) Needing more supplies

(3) Create sugar skulls for people to paint

- b) Duplicating
 - (1) Don't have a budget this year
 - (2) Would like money for duplicating posters for proper promotion
- c) Office supplies
 - (1) All of E board are new members- would like to give office supplies to be more effective leaders
- d) Latinx self care
 - (1) It would be good for OLA to serve as safe place with things to do for relaxation, mental health, relieve stress, etc.
- e) Sean asked: The guidelines provide \$100 for supplies? That's for startup fund, they are already existing so that doesn't apply.

2. Travel Request

- a) USHLI conference takes place the weekend after Feb 14- very prestigious conference
 - (1) Want to bring members to help them grow in latinx communities, build org membership
 - (2) Asking for exemption because conference is very expensive
 - (3) Only conference OLA goes to for the year, only one they ask SUFAC for money for
- b) Brianna- Do you have 12 members signed up? Not yet, waiting to budget numbers until after this meeting
- c) Selena- Are there other people who go who aren't in OLA? It's open for anyone. The email list is geared toward latinx students, but open to others as well. Conference helps people grow in their own cultural ways.
- d) Selena- Are you willing to lower amount asking for if denied? Yes, will be willing to do that
- e) Haley- As far as for toll pricing, do you have estimate numbers? We dont, we couldn't figure out how to calculate how many tolls there would be, but willing to cover with agency money
- f) Haley- Current price per person per day is \$81.44

- g) Mark- If you need to register beforehand- what is the due date of registration? Registration is \$250 and due December 8 for 10 students.
- h) Brianna- Is \$270 full price? Is that if there's less than 10 students? \$250 is for 10 students, and \$270 is also the price for after Dec 8. Didn't want to under budget.
- i) Brianna- Do you have fundraising planned out? Planning to do bake sale, looking to maybe sell mexican hot chocolate, just seeing where we are at after the meeting
- j) Will Terry- How much is it over? It's at \$3,900 and the limit is \$3,500, it's over the \$40 per person per day guideline. If they're able to get 10 people, total would drop to 70something dollars per person per day.
- k) Mark- Is fundraising where you think you are trying to get extra funds? Fundraising is our only option, been trying to think of options. Last year didn't have enough people sign up and didn't get cost covered, fundraising flopped.
- l) Lea- Are you planning to charge students? Planning on deposit of \$75 at the moment as first official deposit.
- m) Brianna- With \$270, what does that get you for the trip? All of meals included in conference. Conference food is great and it's a great networking event
- n) Not immediate action

C. Round River Alliance

1. Contingency Request- Travel

- a) Trip to Marquette MI to collab with NMU
- b) Networking opportunity- One of the professors with be showing research lab
- c) Colleagues willing to let them stay with them, so they don't have to pay for lodging
- d) SUFAC total cost \$381.71
- e) 8-10 committed participants, 12 estimated, 15 max
- f) 2 days- leave Saturday morning, back Sunday evening
- g) Within \$40 per day guideline

D. Sheepshead Review

1. Reallocation Request- Locking cabinet

- a) Sheepshead Review- journal of the arts for UWGB
 - (1) Org to teach members about publishing process and create journal each semester
 - (2) Approximately 1,000 journals distributed nationally and internationally
- b) All of supplies and journals out in open for anyone to take
- c) Journal is growing,
- d) Everyone relies on personal computer to submit online
- e) Just need place to store journal
- f) Choice of cabinet- Menards at \$300
 - (1) Deep enough and wide enough for supplies, banner
 - (2) Don't need money for office supplies
 - (3) Moving \$300 from office supplies to storage
- g) Will- Do you see yourself running out of space? How far down the road until you need a new one? We don't think we'll need one for another 10-15 years, we are printing less journals 1000 to 750
- h) Haley- Does university archives keep journals? Yes. We keep copies for the group to look at and go off of. Surplus goes into cabinet and distributing next year
- i) Haley- You would be able to look at archives, right? Yes, but you can't take it out, can't eat or drink in there
- j) Haley- Have you asked Lea for another locked cabinet from Student Life? No haven't asked for another one
- k) Haley- Currently we have a bunch of journals sitting around, should we be cutting down more or is that sufficient enough? We have multiple different locations that distribute lots. They're being utilized all over.
- l) John- If you're using what you're printing, why is there \$20,000 in SUFAC money sitting around? We have 5 boxes of one journal sitting around, and we haven't had the best organization in the past. It all depends on how the issue is received. Sometimes we

distribute and we don't have a lot of copies left. I've been figuring out distribution plan that works, still in rough stages.

- m) Haley- You've got 5 boxes of this one journal, why don't you distribute old issues to get rid of them and free up storage space. We've gone to different areas and distributed, we want to show what's recently been done
- n) Reese- Does Green Bay public library have some? Yes and so does Appleton public library. We have a sponsorship with Pulaski School District.
- o) Lea- Where is sponsorship money being put? I think the committed capital. Lea never sees that money, should be coming back to SUFAC.
- p) Grace- If we're putting everything digital as it is, why aren't we scanning into google drive instead of physical copies? We want to keep and show physical copies and to show the printing process.
- q) Reese- Back to storage, if you're going to print 750 down from 1000 and have multiple past issues, couldn't you scan old issues and look at them digitally and keep 5 copies physically? We've had the journal since 2002 and are trying to keep copies for org. We don't want to just throw away and would fundraise, but money would go back to SUFAC and we wouldn't see it.
- r) Will- Is there any way you can cut down inventory or make a plan to give us assurance, then maybe we can revisit the idea of reallocating? Yes that is what I'm working on right now. We have a distribution list.
- s) Mark- I know you're worried about money going back to SUFAC and not seeing it, but it does go back to you in a circle.
- t) Taylor- Instead of just showing fall journal, is there a way to show all of the journals to the public? Are all of the years out? Is it possible to increase that to increase storage? It's always been an idea to get more people to submit, so we'd show last years journal and we're trying to share to all and trying to show new stuff.

2. Reallocation Request- Embossed Covers

- a) Move \$485 from computer fund to capital #1 for embossed covers

- b) Want 144 pages in journal with embossed cover, will look really cool, like a high school yearbook
- c) Reese- Do you have mock up of cover? Yes not with me, has really cool looking sheep with SHR, is green.
- d) Will- How many publishing companies did you reach out to? Someone through the library did it and we got 3 bids
- e) Reese- Which company did you get to publish? I don't know company off hand.
- f) John- But you already know the cost? Yes, the company put out bids and we went with cheapest bid
- g) Will- For 750 copies, how much will it cost total? \$5,100 plus \$485
- h) Haley- Right now what is total cost to print? 128 pages - \$4985 with cheapest bid, including a memorial for Karen Dalke this year
- i) Haley- You talked earlier on cutting down copies, does this price reflect that? Yes

E. Remaining Guidelines

- 1. Club sports guidelines
- 2. Contractual services guidelines
- 3. Scholarship guidelines
- 4. Food request guidelines
- 5. John- Read through the guidelines and keep them with you during meetings

F. Big Picture- John

- 1. Org budgets spreadsheet
- 2. Seg Fee collections
- 3. Seg Fee Student Orgs

VIII. Action Items

A. Discussion Items

- 1. OLA (Immediate Action Requested)
 - a) Brianna entertain motion to enter discussion of OLA contingency request. Motion by Taylor, second by Reese. Voice vote.
Approved
 - b) \$980 in committed

- c) Call the question by Reese, Will seconded. Brianna entertained a motion to approve OLA contingency request of \$980 in full. Roll call vote: motion passed 7-0-0

IX. Announcements

- A. Haley will be better next time
- B. John had a good time

- X. Adjournment:** Brianna entertained a motion to adjourn the meeting. Motion by Sean, second by Will. Meeting adjourned at 6:55PM