

SUFAC

Meeting Minutes for 10 Dec. 2009

I. Call to Order

SUFAC Chair Lynsy Beckett called the meeting to order at 5:22 pm.

II. Roll Call

- a. **Members Present:** Lynsy Beckett, Matt Kehl, OFO, Jessica Olive, Joe Xiong, Lindy Vang, Sophie Nelson, Dominic Petroni, Jeff Watts, John Landrum, SGA Exec., Ajamou Butler, Aaron Szalewski, Tiffany Willhelm

III. Recognition of Guests — Kortney Jenks- PHD; Amanda Vandretti- PHD; Jessica Hopp- Psi Chi; Morgan and Jen- Phoenix Optimist; Jason Szmanda- WISPIRG; Kayla Willems- WISPIRG; Maureen Malone- 4E; Leah Korger- SLO Foods; Cassie Johnson- Habitat 4 Humanity; Ryan Malovich- SIFE; Zhuxin Fang- Chinese Club

IV. Reports

- a. **OFO:** Contingency is \$33, 388.42. Small org start up is \$800.00.
- b. **Senate:** no report
- c. **Vice Chair:**
- d. **Chair:** announcements at the end.

V. Approval of Agenda- Lynsy motioned to approve the agenda. Joe motioned. Sophie called the question. Matt acclimated.

VI. Approval of Minutes- Lynsy motioned to approve the minutes. Matt motioned to approve. Sophie seconded. Lynsy called the question. Matt acclimated.

VII. Discussion Items

- a. **Chinese Club Contingency:** we will hold a traditional Chinese dinner. January 12, 2010. We will teach students how to make Chinese dumplings and play games and traditional Chinese give outs. We found that Woodman's has some Chinese things and they have the best prices. Each package weighs about 3.80lbs. 4 packages would be enough. We expect 16 students to attend and our 3 advisors. We feel that small gifts are necessary so we want to have an Asian impact on campus and prepare gifts for all that attend. We would like to buy some traditional Chinese tea with leaves from the internet. 2 grams per person. There are only 50 grams per package. We will also have soda for students who don't want tea at \$8.00 for 2 cases. The total is \$40.00 for beverages. Jessica asked if the small gifts would be given only to students. For each guest. We are planning on having 20 guests. Aaron asked what the gifts are. Traditional Chinese chopsticks or some other things. We just had a general idea so we can return money if we have some left over. Matt asked if they would charge advisors. No, they will come and help us prepare. We would really like you to give us a chance! Matt asked how they will advertise. We are advertising on Facebook already and we will create posters, letters, etc.
- b. **Phoenix Optimist Contingency-** We are requesting \$742.86 for membership dues. We are a charter club from last year so we didn't have to pay membership dues. The cost for international dues is original \$21.60 per member but each member is paying \$10.00 per student. We have to pay \$5.00 to process them so that is where the \$90.00 comes from. The \$10.00 extra is not included. We have \$300 sum in our OFO account to come back to SUFAC. We have 3 non students that we paid their dues for since there were 3 and their dues are 3 times more expensive. Optimist International collects the dues to keep us running. Joe asked if they would pay the money back to SUFAC. Yes, we have \$300 sum to come back. Aaron asked what the \$1500 in the agency would go for. We adopted a family and other various projects through Optimist International. Jessica asked what they

get for their membership. A pin and a certificate. Dues collected go back to the Optimist International for scholarship things, meetings, etc. Jessica asked if the \$5.00 fee was a onetime thing. Yes, it is a onetime processing fee for new members. Jessica asked when the fees are due by. Throughout the year; they send a bill and the next one is in January or February. They charge us quarterly.

- c. **SLO Food Request-** travel request to attend a food summit in Eau Claire. Our travel dates are Jan. 20-22. Registration is \$70 per person and we currently have 4 members who would like to attend. We are going to open it up to more students and we are going to limit it to one vehicle to keep the cost down. WE have 2 rooms for 2 nights currently. We are working on helping Avians exhibit local food and they are wanting to purchase some of our food. It would be good to attend some workshops. Ajamou asked what registration included. Access to the conference and some meals. Matt asked if they could break meals off or is they included. Yes, there is no way to take them out.
- d. **Habitat 4 Humanity budget-** S&E- \$150 dollars for duplicating, postage, photocopying. Membership is \$100 so we can be a college chapter. Travel- winter trip 45 students and the spring trip is 12 students. Transportation is \$1050 for Missouri and motor pool for the spring trip. Ajamou asked if the vehicle was roundtrip. Yes, it is. Lynsy asked what sort of fundraising they do. Bake sales, Papa Murphy's cards, candy bars, etc. Matt asked if the trips were open to all students. Yes. Matt asked if there was a reason why the spring trip was so much smaller. Yes, because in the past SUFAC didn't fund it so we had to fund it ourselves so we take less students. Sophie asked if there was a reason they go to Biloxi and Jacksonville. It depends on the number of students so they can only accommodate certain numbers. Joe asked what they do there. We spend 40 hours building houses some from scratch some we just fix up. Joe asked if they spend 7 nights. Yes, it is a total of 7 nights.
- e. **WISPIRG Budget-** a statewide nonprofit political activist group. We are connected through state groups. We want to serve as an intellectual resource through professionals on the state and national level. We describe various issues and help others to get involved. Segregated funds give students the availability to mandate certain organizations. We get students to get involved on campus and through the state. An issue being discussed is textbooks in Oregon. A report was put together to get students involved and voice their opinions. Through our budget it is shown we value staff. Advocates etc who are working towards student's goals. We also believe in dues that allow access to networks such as Environment in America. Through this very powerful organization we hope to bring it to campus to get students involved. Revenue Summary: Committed- basic supplies at \$8,071. 74. We don't use food. Trips- Washington D.C once a year. We send our campus organizer to Boston 2 times a year. We send 4 students to state 4 times a year. Ajamou asked about dues. The dues go to WISPIRG at the state wide level. We get access to those certain professionals at the state level. Jessica asked why we are paying for professionals on the contractual worksheet. Those are the dues mentioned. We pay for certain directors at the state and some at the national level. These professionals are not students, they are statewide professionals. Ofo asked if they hold an office on campus. No, in Madison. OFO asked what the phone charge was for. It is for a cell phone to do phone banking, conferences, meetings, etc. Photocopying is so high to get information out to people. Matt asked why they aren't using duplicating because it gives cheaper rates. He is not aware of the why that is, WISPIRG uses Kinko's for their photocopying needs. Matt asked if Digicopy was contracted for the university. Sophie asked if they can function as a student org without having to pay the professionals thousands of dollars. No, we need these people to speak on our behalf. Ajamou asked if they do any fundraising. WISPRIRG does, but the student chapters do not because the students are focused on student activism. Matt asked the cell phones were used by students. Yes, by the campus organizer and for student purposes. Matt asked if there were ways to balance if it was being used for personal uses. No, there is no way of knowing. OFO asked if they could provide the breakdown of membership. Membership goes to the statewide for WISPIRG. Where did the number come from? That number is just an

overall due statewide divided by the 3 campuses. Matt asked if Madison and Stevens Point are collecting money for things we should be taking care of. Currently it is 50/50. Jessica asked how much contact would be with the professionals. We have statewide meetings and we get frequent updates from our statewide director with media updates etc. Matt asked where the computer maintenance was going for. It would cover our internet. It would cover costs for the laptop of the campus organizer. Joe asked how they determine which student goes on trips. We hadn't made those decisions yet, but we will give them equal opportunity. The state meetings need to be attended by the president of the board. Joe asked what the purpose was. Training and executing it throughout campus. Joe T asked if they work with other lobbying groups in the state. No, we are our own organization. OFO stated that they didn't have transportation listed. To D.C. and Boston we are taking air travel. To Chicago and Madison they are taking motorpol. Joe T asked if there was a president and vice president on campus. Yes, there are members who serve as a state chair. We would oversee what happens on campus and then we get a member of the state board as well. Ajamou asked if they found the cheapest means of transportation. Joe T asked how they determine who the president and vice president are decided. He was not sure; they hadn't run into that yet. There are strict guidelines that have to be met. For clarification for the board, there were some formatting issues for the travel. Travel 1- 2 meetings per semester at state with 4 members attending. Total of 16 students traveling per year. Trip 2- organizer training in Boston or Chicago- 8 times per year; the campus organizer attends those. It is organizer training and they bring the information to the students. All of our travel is localized to the GB chapter. Ajamou asked if they were mandatory. No, WISPIRG doesn't mandate them but we need to meet periodically to ensure quality. Trip 3- Midwest student training. Students can attend- motorpol. 2 times per year; 3 students travel. This is usually in the Twin Cities. Trip request 4- National trip. 1 student 2 times a year for 5 days on average \$600 total for the airline ticket \$300 for 2 trips. He is not aware of any registration fees; travel costs are only to be taken care of. Kayla the campus organizer stated that there are no registration costs. Trip 5- we travel to UW- LaCrosse to have a job fair to get those students involved as activists and campus organizers. We currently don't have any WISPIRG in LaCrosse we are typically getting them involved. Joe T asked Kayla about the President and V.p. We have a state and local board the local board is essentially in charge of getting a group of students together to vote on the President and Vice president. Joe asked about working with SGA. We do a lot of work with coalition work and we are interested in getting a lot more work done by working together with groups. How do you prevent splits from happening? They acknowledge the split and focus on solutions rather than the different sides of the debate. They focus on wind turbines and other solutions. OFO asked what trips were just students and which trips were campus organizer. Students will travel to state board meetings, state trainings, and LaCrosse as well as the campus organizer. The campus organizer is a paid position. Yes, they are paid through the Non- profit group. Not through the campus and they are not students. Joe T asked if they would share costs if more schools became involved. Yes, that is the goal to enhance the student voice. Matt asked if each campus had one campus organizer. That is localized to each university. The rest of the contractual items are combined for the schools for professionals. Fellow is a 2 year fellow ship program for people who work in state capitals and research various issues and hold various meetings and events for the issues. Fringe is lumped together. Matt asked if this is an all or none deal. For the most part it is all or none. But we have had schools in the past partially fund and we make do with other forms of funding that grow over time.

- f. ***Psi Chi Budget-*** contractual- \$1000 for 2 different speakers. We have 3 speakers that are willing to come but our members voted on 2 speakers. \$500 for each speaker would cover the costs to come to Green Bay. They are both previous workers with Dr. Gurung. Trips- MPA- it is in Chicago in the spring. \$747.27 SUFAC contribution. We have an annually convention held in San Diego over the summer. We will be sending 2 students to that conference. The total SUFAC is \$1,150. Food- we have one formal induction that will take place in spring. Expected attendance is 75 students. We usually have it so the inductees can bring 1 guest of their choice. With the cost of food taken from the previous

2 years we expect the dinner to be \$670. We usually charge the 1 guest \$5.00. Ajamou asked if there were other fundraising. Yes, we won a model chapter award that Green Bay won for 2009 so we won \$100. And \$100 from a speaker who spoke on campus and contributed. Ajamou asked what registration covers for the APA trip. It covers 5 workshops and covers a breakfast and lunch. The conference is held on 3 different days and gives you the opportunity to attend lunch with authors and the fee covers free books that are handed out. Matt asked if the Induction Ceremony was for 2009-2010. Yes, this would be for 2011. We have money for this spring from last year. Matt asked who can be inducted. Any UWGB student who is Psychology and Human Development major or minor. Members have to pay a national and chapter fee. They have to have a GPA of 3.0 or higher and have completed 3 human development and or psychology classes. Matt asked if the speakers were open to non psi chi members. We like to keep it to people who are interested in the major or minor. The majority are psi chi members or are working their GPA up to be in the club. Do you know any courses on campus that require attendance. None. Matt asked if they had done speakers like this before. Yes, 2 so far this semester and we have had a hard time bringing in speakers because of the H1N1 virus. Matt asked if the trips are open to students who are not involved with the org. No, only to psi chi members and they must be active.

- g. 4E Contingency-** we are asking for another IMac for editors and writers to use. The purchasing website gave us the cost and the networking fee. We are also requesting a digital camera and a cord for the computer. This will help the organization run more efficiently. Jessica asked about storage. It would be stored in the inner office of the 4E for extra precautions. The managing editor or editor in chief would be signing these out to students at some point during the day. Aaron asked if they would be able to check this out and pose more of a problem. No, this would remain in the office. Matt asked how often all of the computers would be used at one time. Every Monday, Saturday, and Sunday all day. All of our layout programs are done on Adobe In design that is licensed to 4E. We have extra programs with a license that can be uploaded to the computer. 4E budget- trip- 3 days 2 nights in Minneapolis. We are using motorpol. It is capped to 15 students in the org. we are requesting 3 vehicles for all students and 1 advisor. The max number of rooms requested is 4. We haven't had this many members in the past 15 years. We have reduced the cost because the editor in chief will take advantage of the early discount. There are no food requests. Only \$43,000 for printing. Committed- \$805 added to the computer fee. Salaries/ Honorariums- 10% increase. Revenue- flat fee of \$7000. Jessica asked what kind of subscriptions you own. Periodicals are covered under this part of ACP and also for Wisconsin Newspaper subscriptions. S&E- general supplies were increased to \$500. Photocopying is used for evaluation forms and etc. Phone lines cover the all access phones in the office. Postage is to mail out the newspaper to UW campuses. Memberships we pay for being part of the Associated Press and WNA. OFO asked how many computers are in the office. We have 4 in the main office and 1 in the exec. Office. Jessica asked why the phone is so high. We make many long distance calls nationally and we contact Associated Collegiate Press in Minneapolis. Joe asked why the cut came about for the advertising manager. That is because there pay is going to be strictly in commission. The distribution manager position has been lumped in to the ad manager. Matt asked if there are any predictions for the 4E being self sufficient. We are about \$110,000 in our reserve. In about 3 years we could be completely self sufficient. Matt asked if the current plan was working with the reserve and taking about 10% out each year or the \$7000. There is a possibility to increase that amount.
- h. Psych and Human Development budget-** Open to all students on the campus. It is important to work with other resources in the area. S&E- \$100. Contractual- speakers are done once a month but we don't request money. Jane Adams- Social Psychologist and \$1000 is for travel. Emotional speaker. John Murry- sports psychology with transportation included. Food- meet the professors night. Students can learn about research and internships. The spring event is usually bowling. Travel- San Diego. The trip is usually offered as more of an active member and we open it up and they can apply for the trip. Revenue- org contribution for trips. Ajamou asked if fundraisers were

happening in the future. We haven't in the past but this year we are planning one for the Children's Hospital which would be no benefit for us. Joe asked what the registration includes. Lodging is not included so that may not be the final figure yet. Matt asked if it was a \$150 per person or for the group. It is per person. Aaron asked if any of the speakers were required. No, but we figured he would be more popular to the student population. Matt asked if non students would be charged for events. We have not charged them because many are associated with NAMI and enjoy our organization and are interested in participating in the events.

- i. **SIFE Budget-** current programs are the money smarts events. AFCF which deals with business and non profits business ethics. We attend a training conference. We have gift wrapping at the Mall and Bay Park Square Mall. Committed- \$100 for duplicating for Money Smart week and Earth Day. Contractual- Earth day speaker to speak for students and members of the community if they want to attend. Money Smart kick off week guest speakers. \$500. We get about 150 students and 30 non students. Money Smart kickoff is held here and we promote other events around the community. Food- board of advisors. Program 1- \$150; 3- \$300 for all the people that attend. Programs 4&5- \$150 for students that are interested in the club. Spring social discusses regional and try to get more members. Travel- regional's for 12 students 2 nights. 2 Motorpol. 6 hotel rooms are \$130 per night at a discounted rate. No registration. Leadership seminar in Chicago – 1 day; 1 motorpol for 6 students; no registration. Aaron asked if they can order simpler things to spend less money. Yes, they are just trying to stay in the \$300 budget. Jessica asked if it was free. Yes, to both students and community members. Matt asked why they chose 6 rooms for the Minneapolis trip. It is typically 4 people to a room and sometimes they charge extra for a cot or additional members.

Matt motioned to take a 10 minute recess. Joe seconded. Matt called the question. Matt acclimated. Joe motioned to reconvene. Matt seconded. Joe called the question. Matt acclimated.

j. **SGA Contingency**

UPass-Pass- u can ride any Green Bay bus for free by showing the student I'd. It has been going on for a while and has been funded for a couple years. When gas prices were at their high prices we were having 2 or 3 thousand riders per month. After gas went down it decreased as well. Now that the routes are changing the numbers have increased to about 3 thousand per month also. Many other schools are looking at this. Ajamou asked how they determine how many students use the bus. The metro system keeps track of that and how many use each route. Matt asked how much this cost us in the past. He thought it was \$30,000. Matt believed it was \$17,500 and parking was contributing the other amount. In the contract they are also building additional bus shelters on campus. Matt asked how much it is for a normal bus pass. It is about \$30 per month. Joe asked how many students use the bus per month. About 2-3 thousand per month. The official numbers will be emailed to Lynsy. Matt asked if faculty and staff were taking advantage of this. Yes, because other orgs on campus were helping with costs. Joe asked if this is renewed every year. Yes, we have plans where we could do a 5 year request or have it taken automatically through parking. Lynsy stated that we will decide how we will want to deal with this after D-Day. Matt asked if anything was happening with the U Pass being combined with St. Norbert's and NWTC. They are talking.

Nature Wise- last year we had a contract with WPS through renewable energy. Senate felt this didn't impact us directly so we changed it to deal with green projects that directly dealt with us. Eventually down the road a sustainability fee may be issued. But this year we would take the money we had already planned for and do green projects here that may directly impact us. We are looking into getting a wind turbine on campus for just under \$100,000 which would take care of a few academic buildings on campus. We don't have a huge list of ideas right now because we want to have money first for students to put towards green projects. Matt asked who would decide what projects would be done. We would have a board similar to the SUFAC board where we could hear and approve tasks. They wouldn't directly charge students for green projects but with this \$17,500 they would in essence be paying for them. Matt stated that it sounds like they are asking for a

certain amount of money that SUFAC doesn't know what they would pay for or would really have a say in what should be done with it. Joe stated that money that isn't used could potentially come back to SUFAC and he doesn't see a problem with it. We want to bring the Eco-U back.

Payroll- SUFAC is currently behind on the timeline. We are asking for additional funds for 60 hours of work. 30 hours for during break and more hours during D-day week. Lynsy asked if this could be an immediate action item so we can know before winter break.

VIII. Action Items

- a. University Union-** Lynsy entertained a motion to approve the request for the HVAC unit. Joe seconded. We have the money to pay for this and the union does need this. Matt called the question. Roll call vote 8-0-1 passed.
- b. SAGA-** Lynsy entertained a motion to approve. Matt motioned to approve. Sophie seconded. Matt stated that he had no problem. Transportation is \$409.68. Total is \$2,320.68. 1/3 is \$773.56. SUFAC is \$1,547.12. Joe motioned to friendly the new total. Matt accepted. Sophie called the question. Roll call vote 6-0-3.
- c. CRU-** Lynsy entertained a motion to approve. Sophie motioned to approve. The total expenses are \$9824- \$6000 club contribution equals SUFAC \$2,954.00. if the amount was approved you would be approving the reallocation. The NEW total expense would be \$4,422.00 for SUFAC. \$3,552.50. Matt seconded. Aaron called the question. roll call vote 6-0-3.
- d. 4E-** Sophie motioned to approve. Lynsy called the question. Roll call vote 6-0-3.
- e. GTP-** matt motioned to approve. Matt called the question. Roll call vote 6-0-3.

Sophie motioned to make SLO Foods and SGA Payroll action items. Matt seconded. Sophie called the question. Voice Vote passed.

- f. SLO Food-** Matt motioned to approve. Jeff seconded. Joe called the question. Roll call vote 9-0-0.
- g. SGA Payroll Request-** matt entertained a motion to approve SGA . Jeff motioned. Sophie seconded. Roll call vote- 8-0-0.

IX. Review of the Requests

- **WISPIRG-** We will contact other SUFAC's at Steven's Point and Madison to discuss WISPIRG. Jeff asked why we have to pay 1/3 since we are the smallest campus. Matt dislikes this budget because it is unfair and he questions if it is actually benefiting the students for how much it costs. It has been stated that people in Madison don't want to hear from lobbyists, they want to hear from the students. How their issues are selected that they wanted to take on? OFO would like a further break down of numbers. Matt stated that it is a matter of who makes the budget anyone can make the budget as long as they use our forms to keep everyone up to date. Matt is curious if this is an outside organization who is going through students. We have to make sure we look at the finances not at what their purpose is and what they are trying to do. The board should be aware that we saw other orgs with outside budget forms. Give us more detail! Why did they choose UWGB to come and form an org.

X. Announcements- Thanks to Matt for all his help. Have a safe break!

XI. Adjournment- Lynsy motioned to adjourn. Jessica seconded. Sophie called the question. Matt acclimated. Adjourn at 8:59.

Respectfully submitted by:
Amanda Hart

SUFAC Administrative Assistant