

SUFAC
Meeting Minutes for February 14, 2013,

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:18 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, SGA Exec., Bea Yang-OFO, Jeff Huebner, Kyle Zellner, Trevor Fuller, Katie Simson, Joshua Shope, Megan Leonard, Jack Mellberg, Reed Heintzkill, Brianna Mollberg.

III. Recognition of Guests: Emily Vogels-Psi Chi, Molly Swenty-Psi Chi, Ciera Bianchi-SHRM, Cristian Anderson-Art Agency, Christi Jorgensen-Art Agency, Ryan Meyer-Phlash TV, Jonathan Buss-Gamers' Club, Logan Witthahn-Gamers' Club, Taryn Oleson-Ballroom Dance Club, Sarah Killom-SCA, Megan Marr-SCA, Paul Miller-SCA.

IV. Approval of Agenda and Minutes: Kim entertained a motion to approve the agenda for February 14, 2013. Jeff motioned. Kyle seconded. Jack called the question. Shawn acclimated.

Kim entertained a motion to approve the minutes from February 7, 2013. Jeff motioned. Megan seconded. Jack called the question. Katie acclimated.

V. Reports

- a. **OFO:** Contingency is \$28,842.19 and small organization start up is \$1,300.
- b. **Senate:** We had our first meeting this past Monday and it went well and we are looking into funding for child care.
- c. **SGA Exec:** SUFAC will be involved in the discussion about money for childcare. Snow removal for the ice rink is \$75.
- d. **Vice Chair:** Thank you for coming on Valentine's Day and these are the last of the budgets that will be presented to us.
- e. **Chair:** Thanks for coming and we will see you at 8:30-8:45 on Saturday. Plan to be here all day. We will send an email about D-day.

VI. Discussion Items:

a. **SHRM**

Under S&E we are asking for \$1,500 for memberships. This membership is a national membership for active members. This membership is good for both semesters. The total S&E expense is \$1,500. Under Capital items we are asking for \$80 for the Student Assurance of Learning Assessment Guide, \$60 for SHRM Pins, and \$50 for Recruitment Supplies. The total Capital expense is \$190 and the total Committed expense is \$1,690. Under

Contractual we would like \$100 for a Key Note Speaker and \$100 for other speakers. The total Contractual expense is \$200. Under Food we would like \$50 for a recruitment event. Under Travel we are asking for two trips. Trip 1 is a Team Building Workshop in Kohler, WI. We would like 10 students to attend and the group registration cost is \$1,500. We do not need lodging. We will be taking 2 personal vehicles to travel 120 miles round trip and the cost per mile per vehicle is \$0.35 for a total transportation cost of \$84. The total trip cost is \$1,584 and the SUFAC contribution is \$1,056. Trip 2 is to the HR Games/SHRM Conference. We would like 10 students to go and the group registration cost is \$500. We will need 2 rooms for 1 night and the cost per room per night is \$150 for a total lodging expense of \$300. We will take 2 personal vehicles 140 miles round trip and the cost per mile per vehicle is \$0.35 for a total transportation cost of \$98. The total cost of the trip is \$898 and the SUFAC contribution is \$598.67. The total Travel expense is \$1,654.67 and the total allocation is \$3,544.67.

Questions: Shawn asked if trip 1 is a one-day event. Yes. Reed asked if the group registration cost is for the group regardless of how many people go. No, it's a per person cost. The cost is \$150 per person. Shawn asked why is trip 1 is vital to their org. The main purpose of HR is to team build. You need to work well with others. The interns at Schrieber go there and everyone who goes there says it develops team building skills which is vital to what we do. Shawn asked where trip 2 is. Oshkosh. Heba asked if members get to keep the pins. They will be reused by the org.

b. Psi Chi

Under S&E we are asking for \$20 for general supplies, \$20 for photocopying, \$10 for postage to send in the membership form, and \$50 for duplicating. The total S&E expense is \$100. We have no capital items. The total Committed expense is \$100. Under Contractual we are requesting \$500 for Speaker: Dr. Leslie Moore, \$500 for Speaker: Dr. Christopher Cutter, and \$500 for Speaker: Steven Spingola. The total Contractual expense is \$1,500. Under Food we would like \$670 for our Spring Induction Ceremony and we are expecting \$20 in revenue. The total Food expense is \$670. Under Travel we have two trips. Trip 1 is to the Midwestern Psychological Association. We would like to take 4 students and the cost per student is \$20 for a total registration expense of \$80. We will need 2 rooms for 2 nights and the cost per room per night is \$219 for a total lodging expense of \$876. We will need 1 motor pool vehicle to travel 414 miles round trip for a total transportation expense of \$225.60. The total cost of the trip is \$1,181.60 and the SUFAC contribution is \$787.73. This year, 12 students wanted to go on the trip,

but we are only requesting enough money for 4. Trip 2 is to the American Psychological Association (APA) Conference. This is a national conference. We would like 2 students to attend and the cost per student is \$80 for total registration cost of \$160. We will need 1 room for 3 nights and the cost per room per night is \$250 for a total lodging expense of \$750. We will need 2 airplane tickets and the cost per ticket is \$360 for a total transportation cost of \$720. The total cost of the trip is \$1,630 and the SUFAC contribution is \$1,086.67. The total Travel expense is \$1,874.40 and the total allocation is \$4,124.40

Questions: Trevor asked them for a timeline of trip 2. This is a national conference and it is a highly recognized conference. We do seek grant money to go to this. The people who go get to see very renowned speakers and they can meet grad schools and network. Heba asked how they choose people to go on trip 1 if 12 people showed interest but only budgeted for 4 to go. Members who do not attend enough meetings can't go and 12 people can go but members know they will have to pay a more. Shawn asked if they have had these speakers before. Yes, we had Leslie Moore and she expressed interest in coming back.

c. Gamers

We are an org that organizes events to play board games and role-playing games. Under S&E we would like \$50 for general supplies and \$150 for Digicopy. The total S&E expense is \$200. Under Capital items we are asking for \$200 for new board games during our weekly meetings and everything we purchase is stored in the org suite. We would like \$250 for prizes for Chaoticon, of which all will come back to SUFAC through the use of a raffle, and \$50 for an OrgSmorg Raffle Prize. The total Capital expense is \$250 and the total Committed expense is \$450. Under Contractual we are asking for \$1,000 for a Chaoticon Guest of Honor. The total Contractual expense is \$1,000. Under Travel we are requesting to go to Gen Con Indy. It is one of the world's largest gaming conventions. We would like 10 people to attend and the cost per student is \$75 for a total registration cost of \$750. We will need 4 rooms for 3 nights and the cost per room per night is \$137.50 for a total lodging expense of \$1,650. We will be taking one bus, which will cost \$1,250. The total cost of the trip is \$3,650 and the SUFAC expense is \$2,433.33. The total travel expense is \$2,433.33 and the org allocation is \$3,883.33.

Questions: Jack asked what the normal attendance is for Chaoticon. It is 300-500 with a weekend cost of \$20 and a day pass is about \$5. Shawn asked how many games they currently have. 20-25 games, but 3 to 4 will be phased out due to broken or lost pieces. We ask members what games they want and look at what the stores in the area have. Jack asked where Gen Con is. Indianapolis.

d. SCA

We are an org that researches and recreates various skills of the pre-17th century world. Under S&E we are requesting \$50 for photocopying, \$50 for duplicating, and \$175 for memberships. Memberships are for the 5 officers to be members of the worldwide SCA and to get subscriptions. The total S&E cost is \$275. Under Capital items we are requesting \$1,000 for materials for medieval clothing and \$500 for Seroogy's Fundraising, but we will pay SUFAC back the money that they loaned us. The total Capital expense is \$1,000 and the total Committed expense is \$1,275. Under Contractual we are asking for \$400 for hosting an SCA event, which is a medieval-themed event. We would like \$50 for insurance for SCA fencing. The total contractual expense is \$450. Under Food we would like \$100 for an SCA event, \$150 for a Fall Moot, which is a recruiting/welcome back get together, and \$150 for a Spring Moot. The total food expense is \$400. Under Travel we are requesting four trips. Trip 1 is to Boar's Head. We would like to take 15 students and the cost per student is \$15 for a total registration cost of \$225. We will not need lodging. We will need 3 motor pool vehicles to travel 240 miles round trip and the total transportation cost is \$319.20. The total cost of the trip is \$544.20 and the SUFAC contribution is \$362.80. Trip 2 is to the Haire Affaire SCA Event Trip. We would like 15 students to attend and the cost per student is \$15 for a total registration of \$225. We do not need lodging. We will need 3 motor pool vehicles to travel 204 miles round trip for a total transportation cost of \$280.32. The total cost of the trip is \$505.32 and the SUFAC contribution is \$336.88. Trip 3 and 4 are SCA events that are not determined yet. SCA events are not planned more than a year in advance. We would like to 15 students to attend trip 3 and the cost per student is \$15 for a total registration cost of \$225. We do not need lodging. We will need 3 motor pool vehicles to travel 300 miles round trip and the total cost of transportation is \$384. The total cost of the trip is \$609 and the SUFAC contribution is \$406. We would like 12 students to attend trip 4 and the cost per student is \$20 for a total registration cost of \$240. We will need 3 rooms for 2 nights and the cost per room per night is \$100 for a total lodging expense of \$600. We will need 2 motor pool vehicles to travel 800 miles round trip and the total transportation cost is \$696. The total cost of the trip is \$1,536 and the SUFAC contribution is \$1,024. The total Travel expense is \$2,129.68 and the total allocation is \$3,854.68

Questions: Heba asked how many members they have. Currently we have 12-15. Shawn asked how much clothing \$1000 can buy. I don't think we have actually used that much money but it depends on how much the material costs. Trevor asked where the fabric is stored. It is kept with the officers; there is not a specific location to store it. Brianna asked if the trips are the same and are they annual. A lot of events are annually but all events are different. It depends on who is hosting the event. Different people specialize in different aspects, so the event may focus

on the different aspects of medieval life and each event has different classes. Kyle said they will go on 4 trips, they just don't have the location for two of them? Yes, it depends on who volunteers to have an event. Shawn asked if any trips go outside the Midwest. Yes, the reason we would go outside the Midwest would be because it would be a large event and we can't control where they are going to be. It depends who is hosting it.

e. Art Agency Contractual Request

Steven Woodward, a local artist, will be coming in and giving a presentation and two day demonstration on wood bending, coinciding with Alison Stehlik's sculpture class, but open to all students. We will advertise the event through posters as well as posts on UWGB related Facebook pages. Of the current agency balance, at least \$200 of the balance will be designated to George Ferrandi, another visiting artist. The contractual funds that Art Agency has, \$2000, will also be used to bring in George Ferrandi from New York. Out of the remaining \$450, Art Agency wants to go on a group field trip to an outsider art sculpture in Sauk County, WI. We are requesting \$1000 to bring in Steven Woodward. Of that \$1000, \$200 will be for the speaking engagement and \$400 each demonstration day.

Questions: Shawn asked if this speaker is only for one class. Yes, it coincides with a class but anyone can come. We do expect more students to have interest in this who are not in the class. It will be advertised and more students can watch. We have \$650 in agency balance, \$200 will be reserved for visiting artist that is coming from NY, we will use some of the other money for a trip we are going to plan for at the end of the semester.

f. Art Agency

Under S&E we are asking for \$50 for photocopying and \$100 for duplicating. The total S&E expense is \$150. We have no capital items and the total Committed expense is \$150. Under Contractual we are requesting \$1,000 for a visiting artist and \$1,000 for another visiting artist. We do not know yet whom we will bring in but will talk to professors about that and other students. We would like one artist per semester. The total Contractual expense \$2,000. Under Travel we are asking for three trips. Trip 1 is to Minneapolis, MN to visit galleries and museums. We would like 14 students to attend and the group registration cost of \$392. We will need 7 rooms for 1 night and the cost per room per night is \$125 for a total lodging expense of \$875. We will need 2 motor pool vehicles to travel 570 miles round trip for a total transportation cost of \$559. The total cost of the trip is \$1,826 and the SUFAC contribution is \$1,217.33. Trip 2 is to the J.M. Kohler Arts Center in Sheboygan, WI. This will be a day trip and we would like 21 students to attend. We will not need money for registration or lodging. We will need three vans to travel 140 miles round trip for a total transportation expense of \$327. The total cost of the trip is

\$327 and the SUFAC contribution is \$218. Trip 3 is to Milwaukee, WI where we will visit the Milwaukee Art Museum and other galleries. We would like 21 students to attend and the group registration expense is \$252. We will not need lodging. We will need 3 motor pool vehicles to travel 236 miles round trip for a total transportation cost of \$307.80. The total cost of the trip is \$559.80 and the SUFAC contribution is \$373.20. The total travel expense is \$1,808.53 and the total allocation is \$3,958.53.

Questions: Kim said that we do not allow the segregated fees to be used towards academic purposes. The amount of students that will attend exceeds the amount of students in the class. Jack said for trip 1 we have 4 people per room policy, can we drop that down to 4 rooms? Yes. Shawn asked if they have any ideas of who the visiting artists will be. Not yet, but something usually happens during the semester that gives us an idea of who to bring in the next year.

g. ENACTUS

Under S&E we are requesting \$250 for duplicating. The total S&E expense is \$250. We have no capital items and the total Committed expense is \$250. Under contractual we are requesting \$500 for Eco Rush Week Speakers and \$500 for a Food Day Speaker. We will be collaborating with other orgs to bring in the speakers. The total Contractual expense is \$1,000. Under Food we are requesting \$150 for Fall Social, \$150 for Spring social, \$500 for Food Day, and \$400 for the Earth Week Event. The total Food expense is \$1,200. Under Travel we are asking for two trips. Trip 1 is to Minneapolis for the Regional Competition. We would like 12 students to go and there is no registration cost. We will need 4 rooms for 2 nights and the cost per room per night is \$130 for a total lodging expense of \$1,040. We will also take 2 motor pool vehicles to travel \$560 miles round trip for a total transportation cost of \$579.20. The total trip expense is \$1,619.20 and the SUFAC contribution is \$1,079.47. Trip 2 is a day trip in Chicago, IL for a leadership seminar. We would like 6 students to attend and we will not need registration or lodging. We will need 1 motor pool vehicle to travel 420 miles round trip for a total transportation expense of \$192.20. The total cost of the trip is \$192.20 and the SUFAC contribution is \$128.13. The total Travel expense is \$1,207.60 and the total allocation is \$3,657.60.

Questions: Brianna asked how many members they have. We have people that aren't everyday members but 10-15 members usually. We will be going into classes soon to recruit more members. Shawn asked them to give more detail about trip 2. It is leadership training and to help make ENACTUS a better org at the school. Kyle asked where the fall socials are. We just had a spring pizza party. This one was on campus. Heba asked about the name change. It was a national rebranding. It is an acronym.

h. Phlash TV

Under S&E we would like \$1,075 for general office supplies, \$25 for postage to send in DVD's to the WBA, \$550 for duplicating, \$1,700 for subscriptions which is for a closed captioning service, \$175 for memberships for College Broadcasters, and \$3,415 for computer maintenance fees. The total S&E cost is \$6,940. Under Capital items we would like \$5,900 for New Studio Setup. We have been using the Kress's studio for a few semesters, but we can no longer use it. We do have some equipment of our own but there are things that we will need. And we would like \$2,950 for a new computer editing station. The total Capital expense is \$8,850 and the total committed expense is \$15,790. Salaries and honorariums did not increase and stayed the same as last year for a total expense of \$4,010. Under Contractual we would like \$500 for Season Finale Live Entertainment for a total contractual expense of \$500. Under Food we would like \$150 for the Phlash TV Premiere Week Launch Party in the fall and \$150 for another launch party in the spring. The total food expense is \$300. Under Travel we would like to go to the Wisconsin Broadcasters Association Seminar. We would like to take 25 students and the cost per student is \$15 for a total registration cost of \$375. We will need 7 rooms for 1 night and the cost per room per night is \$120 for a total lodging expense of \$840. We will need 3 motor pool vehicles to travel 350 miles round trip for a total transportation expense of \$508.50. The total cost of the trip is \$1,723.50 and the SUFAC contribution is \$1,149. The total Travel expense is \$1,149 and the total allocation is \$21,749.

Questions: Jack asked where the seminar is. It is in Middleton, WI. Reed asked where the new studio would be. We are still looking for a new location, possibly in the union. We do have backup ideas such as in the basement of apartment 3312. Reed asked if they would need to pay rent. I don't think so but I'm not sure. Jack asked if they could get old equipment if Athletics got new equipment. We thought so but they do off campus interviews which they would probably use the old equipment for. Reed asked where Phlash TV plays and asked about viewership. It's a closed circuit, so it only plays on campus. We do news and sports show entertainment. And I don't know viewership but it's always on around campus. Shawn asked if they have anything like the computer editing station they asked for under capital items. Yes we do, we budgeted for that in case we get the studio and its something we would like in the studio. It is to do live editing, which is how most news stations do it now. Kim asked if they came to the union would they have a program to edit. Yes. We have a computer that edits. Kim asked if they have looked into Reslife. Our advisor was going to try and meet with Reslife and try and move our studio back to where we started. Jack said the apartment basements flood on occasion. Yes, we could also take the equipment back to the office every night or we would find ways to put things on shelves or tables and keep it off the floor. Trevor asked why they moved into the Kress. It

was convenient and there was nicer equipment. Reed asked how many active student members they have. 20-25 students; we have the business side that will promote and tell people about Phlash TV and we have the production side. Shawn asked if they typically have 3 computers. In the past we had 2 but now we would like to have 3. One is to keep in the studio. The Kress used to pay for our storage on the network but now we have to cover the costs.

i. Ballroom

We have about 57-60 members enlisted in the club and we have about 25-30 active members. We have a nationally certified dance instructor and we get professional grade lessons. We do not need any S&E or capital, so we have no committed expenses. Under Contractual we would like \$2,000 for Payment of our Instructor, \$2,000 to attend the Wisconsin State Ballroom Competition and \$400 for The Ball. The Wisconsin State Competition is where students can compete and get critiqued and it allows students to teach others. We do not ask for travel to go there. It costs \$50 just to get your name on the list and then its \$15 per dance per couple. We will team up with other orgs on campus for The Ball and this event is to raise money for a medical condition. We will bring the music for the event. The total Contractual expense is \$4,400. Under Food we would like \$150 for The Ball. The total food expense is \$150. The total allocation is \$4,300. Also, we have students pay \$10 per semester which we will give back to SUFAC.

Questions: Shawn asked where the competition is. It is in Milwaukee. Shawn asked if \$2000 is just for the entrance fee. It is for entrance and to participate in the competition. It pays for the “per dance per couple” cost.

Kim entertained motion for a recess for 10 minutes. Jeff motioned. Shawn seconded. Kyle called the question. Megan acclimated.
Recess began at 6:53 pm.
Recess ended at 7:00 pm.

j. D-Day Guideline Discussion

Kim said Shawn edited the list and she asked if they missed or forgot anything that wanted to be added.

Questions: Reed asked what hierarchy decreasing for each position means. Kim said the President gets the most and it decreases from there.

VII. Action Items

a. D-Day Guideline Approval

Kim entertained a motion to approve the D-day guidelines. Jeff motioned. Kyle seconded. Jeff called the question.

Roll call vote passes 10-0-0.

Questions: Reed asked why groups can't come in on contingency for travel requests that were denied. Kim said if they get denied in the previous year an org cannot come back the next year with a request for the same trip because there must have been a reason they were denied.

VIII. Review on Tonight's Presentations

SHRM- Reed said the team building workshop was too expensive. John said you can't favor or not favor based on group size. Reed said he was looking at how much this was affecting the student body.

Psi Chi- Heba said they said if someone brings more than two guests they get charged, but can they bring non-students for no charge if they only bring two guests? Kim said that on Saturday the board can decide whether to fund them or not or maybe not give them the full amount. Kyle said he was confused that 12 people wanted to go on the trip but they only made it for 4. Kim said they made the budget before they knew how many people wanted to go. Kyle asked if more are interested, do we give more money? Shawn said we give them money for 4 people because that is what they requested.

Gamers- No discussion.

SCA- Jack said he is questioning the two maybe travel events because they don't know where they are yet. Heba asked if the board can find out why they don't have a storage space. Kyle said he would prefer that they have a storage space.

Art Agency- Jack said when he was explaining about the visiting artist, I didn't like that he explained how the artist was coming to the class. Kyle said he feels like it supplements an academic program.

ENACTUS- Brianna asked if we know how many people are contributing to Food Day. Jeff said yes, there are 4 other orgs: PEAC, SLO, Dietetics, and ENACTUS.

Phlash TV- Heba asked if there is a way we can request info from the Kress itself and check if they have storage. John said they have very little storage space and you can ask the Kress but they will say that this wasn't their decision it was the decision of the Horizon League.

Ballroom- No discussion.

IX. Announcements: Kim said that on Saturday we will go through a lot of budgets and we must have some form of confidentiality. You can't tell anyone about who got what and what they got funded until after the final emails are sent out to the

orgs and the segregated fee is set. Please remember to be fair and view-point neutral. Shawn said the food on Saturday will be in here at 8:30 am.

- X. Adjournment:** Kim entertained a motion to adjourn the meeting. Jeff motioned. Kyle seconded. Shawn called the question. Megan acclimated. Meeting adjourned at 7:32 pm.

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant