

SUFAC  
Meeting Minutes for October 3<sup>rd</sup>, 2013

**I. Call to Order**

SUFAC Chair Kim Dawson called the meeting to order at 5:17 pm.

**II. Roll Call**

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, Reed Heintzkill, Megan Leonard, Heba-SGA Exec., Bea Yang-OFO

**III. Recognition of Guests:**

**SUFAC Applicant:** Gain Bae, Penghan Yi, Vanya Koepke, Andrew Lindstrom, Elizabeth Smeaten, Joel Taipale

**Equestrian Team of UWGB:** Laura Johnson

**IV. Approval of Agenda and Minutes:** Kim entertained a motion to approve the agenda. Shawn motioned. Reed seconded. Shawn called the question. Reed acclimated.

Kim entertained a motion to approve the minutes. Shawn motioned. Reed seconded. Shawn called the question. Reed acclimated.

**V. Reports**

- a. **OFO:** Contingency is \$27,238.21 and small organization start up is \$1,347.00.
- b. **Senate:** N/A
- c. **SGA Exec:** N/A
- d. **Vice Chair:** Thank you all for coming and for your interest. We will need to go over the guidelines.
- e. **Chair:** Thank you for being here. If there are any questions over the guidelines, please come to office hours.

**VI. Discussion Items:**

- a. **Equestrian Team Contingency Request:** The Equestrian Team would like to request \$250 to pay for the membership fee to register the team. There is an individual \$30 fee for each member that is not included in the request and will be paid by the members.

**Questions:** Shawn asked, how many shows does the team do? This year, there are 5 planned shows and there will be more in the upcoming Spring. The first show is expected to be at the end of October or first week of November.

Reed asked, when did the team start? They started last winter.

Shawn asked, is the fee essential? The fee is necessary to register the team.

There are 30 interested students signed up, which will be narrowed down to 8

members for the show team according to the national rules. The plan is to expand next year.

Vanya wanted to know more about the team. It is an organization that anyone can join, even without owning a horse or having previous riding experience. The goal is to expand members' knowledge of horses and give students the opportunity to ride. There will also be educational events and competitions for more participation.

Joel asked, what are the expectations for the number of members? It is expected that the number of members will drop because that is what happened last year. The advisor and the team will come to a final agreement who will be selected to compete.

Reed asked, what is the deadline for membership fee? The end of October is preferred so that the team can have their first show at that time.

**Discussion:**

Reed would like to know if they have more committed members since the expectation is to have 8 members on the team. Kim will email Laura and ask for a membership list.

**b. At Large Member Applications**

**Vanya Koepke:** Vanya is a junior with a double major in political science and public administration. He has previous experience in Student Government committees at another college. He would like to continue this interest by being part of SUFAC.

**Questions:** Shawn asked what type of experience he had at prior college. It involved allocating specific funds to clubs on campus. He was a student government representative that would vote on requests.

Reed asked if the school was in the UW-system? Yes.

Shawn asked about his availability on Thursdays for meetings. He is available every Thursday.

Shawn asked, would you have any apprehension in voicing your opinion against others? He has no objection in voicing his opinion but he is also aware of voicing the student body as a representative so he tends to embrace opposition. Reed commented that it is important to keep a neutral point of view.

**Joel Taipale:** Joel is a junior that transferred from UW-Manitowoc with an intended major in communications. His biggest strength is the ability to observe different opinions in the 3<sup>rd</sup> person point of view and recognizing other objectives while staying neutral.

**Questions:** Shawn asked what prior experience he has that helps in decisions? He has a background in theater as a stage manager that oversaw the attacks and organized the schedules. During performances, he would make fast decisions whenever there was an obstacle.

Shawn asked, if you needed to create a common solution between opposing parties what would you do? He would make sure that there is an understanding of both views to decide what solution would best benefit both parties. Kim asked if everyone was free on Thursdays for the meetings? Everyone agreed they are free.

**Elizabeth Smeaten:** Elizabeth is a communications major with an emphasis in organizational communication. She was here last week observing the meeting with her communications class. She has experience in previous organizations so she can recognize what organizations need from SUFAC and she has been trained in public address classes to debate so that she can voice her opinions. She is also learning in class how to ask proper questions.

**Questions:** Shawn asked what prior experience she has to help in decision-making? She also currently works in the archives so she makes decisions daily on how to train new members and new projects.

**Penghan Yi (Han):** Han is a sophomore and biology major. The Vice President of Korean Club that just started this year. His weakness is public speaking because he is a quiet person. His strengths are in organization because of his prior experience as a teacher's assistant.

**Questions:** Shawn asked if he would have trouble voicing opinion? He would like to improve on this skill but he would have no problem voicing any strong opinions. Shawn asked what he knows about SUFAC. He explained that he was recommended to the organization and he views it as very important organization.

**Gain Bae:** Gain is a sophomore majoring in business from South Korea with an intended emphasis on marketing. She would like to get more experience in this field after having started the Korean Club this year. She would like to know more about the system here at UWGB as well as more about where the segregated fees go because of her interest in the structure of the budget and how the money is managed.

**Questions:** Shawn asked what prior experiences would help in decision-making? She has experience from previous years of school and communication skills that would help. She developed a way to make decisions for others through listening.

Shawn motioned to package all at large members. Reed seconded. Shawn called the question. Reed acclimated. Motion passed 2-0-0.

Shawn motioned to approve the package. Reed seconded. Shawn called the question. Reed acclimated. Motion passed 2-0-0.

### **c. Guideline Review**

SUFAC is a branch of student government with its own rules. SUFAC is lacking student senators at the moment. At large members are part of the decision-making. There are also non-voting members including OFO (Bea), Student Government (Heba), and Resource liaison (John) who works in student life. Three unexcused absences are permitted throughout the academic year. It is encouraged to e-mail SUFAC in advance if

someone cannot come to the meeting. Shawn said that it is important to come to meetings to hear the budget presentations in order to vote on the requests.

Chair and Vice-chair share responsibilities. Chair's responsibilities include communication with large auxiliaries, setting up meetings, training new members, and conducting the meetings. She attempts to remain neutral, which is why she doesn't ask very many questions during discussion. Vice chair prepares the agendas and sends out the emails to all the members weekly. SUFAC funds auxiliaries, which are non-academic organizations that fund students, including the Union, the Kress center, the athletic department, and a small portion of the Dean of Student's office. About 94% budget goes to the auxiliaries. The rest goes to student organizations, which takes a large portion of the discussion time in the meetings. In late October, organizations must come to a budget-training meeting to submit their budget. SUFAC releases a blank Excel document that they can fill in with numbers that they want to request and they submit it by November 14<sup>th</sup>. The dates for budget presentations are assigned and the organizations will come in to explain their budgets. On February 22<sup>nd</sup>, SUFAC will go through every request and vote. Attendance on this day is mandatory for all members. There is a budget allowed for requests submitted throughout the year and there are guidelines to fairly approve these individual requests.

**Food requests:** The maximum amount granted is \$1500 for food items. Any food funded by SUFAC must go through university food service. The food cannot be used to provide for staff or faculty; the segregated fees are for students. There must be an itemized list for any request over \$150. All events must be advertised in 15 different areas around campus. \$150 maximum per semester for welcoming or recruitment meetings. Non-GB students and community members must be charged on a monetary value per plate. Requests under \$200 can be approved by the Chair and Vice Chair without being presented. Each organization has an agency fund that is accumulated by club revenues.

**Club sports requests:** These are organizations that are not apart of the athletic department, such as Bowling Club and Volleyball league. The capital items requested are usually more expensive and have a shorter lifespan so the organization is asked to pay for a portion of the requests and SUFAC will pay the rest. John encouraged the new members to read the guidelines and ask questions during the meetings. SUFAC does not fund uniforms unless it is being used for a fundraiser, which SUFAC will loan the money expecting the money to be paid back at the end of the fiscal year. Equipment will be eligible for replacement every two years. Community members and non-GB members must be charged the full amount for their participation (registration, travel, etc.). Teams will not be funded that aren't at least 2/3 UWGB students. The club sport must stay in communication with the Kress Center to guarantee that there is the necessary storage on the items and SUFAC must be informed where the items are being stored.

**Committed funds requests:** Capital items must last more than a year. There is a maximum \$2000 allowed per organization per academic year. SUFAC will fund fundraisers, including OrgSmorg, with the expectation the money will be paid back and the remaining revenue will be placed in the club's account. Banners are not funded because it is not fiscally responsible. If the organization is only asking for \$100, an itemized list isn't requested and the loan will be granted because every organization has \$100 in supplies allowed. If there is no itemized list provided with the budget, the request will be cut down. No organization can be exclusionary; it must be open to all students. Organizations will ask for technology but unless it is vital and cannot be accessed at the campus library, the request is likely not to be approved.

**Travel requests:** The maximum amount requested has been increased to \$3500 because travel is such a large expense, which is why the organization is expected to contribute 1/3 of the total cost. Food will not be funded during the trips. Travel will not be funded for non-GB students. Travel is limited to within the Midwest and the maximum is 4 trips per year. There is a maximum cost of \$40 per person per day for travel. SUFAC funds must be distributed equally between all the students on the trip. It is expected that club members that went on the trip will share their experiences at a meeting with other members within a month of returning from the trip. SUFAC will not fund transportation within Brown County. SUFAC will not hear a request that was denied by a previous board. At the moment, it is preferred that organizations present to SUFAC at least 5 weeks in advance. A request can be voted on as an immediate action item, which will be voted on after the presentation if there is an impending deadline to be met.

**Contractual guidelines:** The maximum amount that can be requested is \$2000. SUFAC funds cannot be used to buy honorarium or gifts to speakers or performers. Segregated fees are not to be used for academic purposes or in classes. Non-GB students must be charged for participation in these events if over the cost is over \$1000.

## **VII. Action Items**

- a. **Green Fire Drumline Contingency Request:** New members will be asked to abstain from the vote. The organization explained the type of drums in the request was selected because the online marketplace is at lower cost than buying directly from Yamaha. Yamaha was selected because it is of higher quality. There are 6 total members in the organization and they have 6 drums at the moment.

Megan motions to approve in full the Drumline request. Shawn seconds.

**Discussion:** Kim reviewed that they are asking for 3 drums and they have 6 preexisting drums given to them from pep-band as well as 2 drums donated by a high school. Shawn explained that it is unnecessary to grant more drums when they have more drums than members and it is too closely related to pep-band.

Kim POI: According to their Captain Evan Ash, the pep-band is funded by the athletic department. Megan suggested that they should come back when they have more members and resubmit a request. Shawn asked if we would be comfortable supplying drums if they gained new members? Reed said that since SUFAC funds athletics and pep-band, the Drumline would be a good addition but there are still grey areas. Heba questioned whether they are receiving 2 drums or 4 drums from the high school. They are receiving 2 drums.

Shawn called the question. Roll call vote. Failed 0-3-4.

**VIII. Announcements:**

Kim announced that there are other committees to be involved in for anyone interested.

Megan also announced that RHA is looking for new members for any students living on campus.

**IX. Adjournment:** Kim entertained a motion to adjourn the meeting. Megan motioned. Reed seconded. Shawn called the question. Reed acclimated. Meeting adjourned at 6:55 pm.

Respectfully submitted by:  
Sarah Batten  
SUFAC Administrative Assistant