

**SUFAC Minutes
February 18, 2016**

I. Call to Order

SUFAC Chair Eric Kissinger called the meeting to order at 5:17 pm.

II. Roll Call

- a. **Members Present:** Eric Kissinger, Allison LeMahieu, John Landrum, Lea Truttmann (OFO), Milton Byers, Erica Kuehn, Noelle Poppe, Samuel Welhouse, Reed Heintzkill, Hannah Stepp, Janae Due, Gretchen Klefstad, Nik Austin, Thomas Gentilini, Penghan Yi
- b. **Absent:** Nathan Rousseau (excused)

III. Recognition of Guests:

- **Women's Club Volleyball:** Did not sign-in on gallery sheet
- **SHRM:** Sam Bissing
- **Alternate Theater:** Kevin Asp (Full name was illegible on gallery sheet)
- **Anime Club:** Jacob R. Huempfer
- **Computer Science Club:** Jacob R. Huempfer, Dylan Burk, Tom Risaeyer
- **Pep Band:** Theresa Vollmer
- **Psi Chi:** Chad Osteen, Sarah Miller
- **SCA:** Charles Poulter
- **Student Finance Association:** Ben Lindberg, Brittany Behrens
- **PRSSA:** Karli Peterson, Taylor Thomson, Sarah Alexander, Sandre Graybell

IV. Approval of Agenda: Eric entertained a motion to approve the agenda. Reed Motioned. Milton Seconded. Voice Vote. Agenda passed.

Eric entertained a motion to approve the minutes from February 11th, 2016. Samuel Motioned. Erica Seconded. Voice Vote. Agendas passed.

V. Reports

- a. **OFO:** Committed funds amounts to \$24,358.45 and org start up is \$1336.32.
- b. **Liaison:** GB Nites on Friday with a Star Wars theme. We have cave camping trips. Soul Food Dinner on Saturday. Dallas Clayton will be on campus on Monday, he is compared to Dr. Seuss.
- c. **Senate:** Senate meeting on Monday. UPass discussion and free speech discussion. There is also a compost resolution.
- d. **SGA Exec:** Childcare survey was e-mailed today. We are looking to have a plan for the end of this year. WE have \$40,000 raised through seg-fees. The chancellor will see the plan this week. The business plan is to build a building in the future but we do not have the funds right now. Our short-term situation is to team up with the YMCA. This will be in effect by the end of the year. UPass is the free bus system we have on campus. After talking to Public safety, they do not plan to fund their half next year. We

are looking to half the students pay for a portion while SGA funds the rest or we will have to pay the full \$11,000. There have been some fraud issues. We understand that there are many students that rely on this system. Student government elections are coming up. The tenured professors only need a review every 5 years and this will be changing to every other year. There have been concerns about that. The Kress is hosting the intramural state championships this year for basketball.

- e. **Vice Chair:** We have updates about Dance Team. Eric reserved the room at the Mauthe for D-Day.
- f. **Chair:** I'm working with the sustainability chair about the by-laws regarding the compost resolution.

VI. New Business Items

a. PRSSA Committed Request

PRSSA is the Public Relations Student Society of America. We recently received the Star Chapter award. We are keeping up with national initiatives and we got national as well as regionally recognized for this award. We want to display it in the communications department.

Our conference is on April 9th. The purpose of the lanyards is for the nametags for each attendee. We found that the minimum quantity we can get is 150. The cost per item is \$1.19. The cost includes the shipping and sales tax.

Questions/Comments:

- Eric commented that we allow \$125 per semester so the board would need to break the rule to apply the guideline all at once.
- Reed asked if this a regional conference?
 - Yes, it includes several states in the Midwest and it is being held here in Green Bay.
- Reed asked who is paying for the chapter?
 - We are with our corporate sponsors. We need paper flyers and we need to fly in and accommodate a national advisor. All of the other costs are sponsored except for this item. There is a national chapter and regional chapters within that. We are only school in this region that is running one of these conferences. Cincinnati is the next closest one.
- Eric asked about where they are placing the reward. There are blank walls in the Mac C wing and we would also be placing future awards there.

b. PRSSA Travel Request

There is a conference in Detroit and it is about rebuilding the city. We have 10 members interested in going. The members are paying for their

own registration. We will need 3 rooms for 2 nights. We had planned motor pool but it is expensive so we would prefer to be reimbursed for gas, which was calculated as being a smaller cost than motor pool. Lunch is included in the registration. The whole day is 8am to 4:30pm. We would use the rest of the day to travel around the city or network with other chapters. We want to gain some insight with the regional committee there since we are hosting our own regional conference. It's a two-day conference but since it is a long drive, this would be a 3-day trip. It's about a 1000 miles round trip.

Questions/Comments:

- Eric commented that the org contribution was 30% so it was readjusted to 34%.
- Nik asked if they would prefer to use their own cars? Yes, it would bring down the cost per student because it is the cheaper option and a lot of us are authorized drivers.

VII. Student Org Budget Hearings

a. Women's Club Volleyball

This is the first time that we have sat down as a club, which is why it is higher. We have a varsity and JV team. We want new volleyballs since we have to re-inflate our balls at most of our practices. Each year, our game dates vary. We don't get to dictate how many we go to so we put in as many as we can. This is the first year we had one here, which reduced our fees. For the past 3 years, every player has put \$30 in each time to reduce the SUFAC contribution. This number can reduce depending on the leadership. We play Saturdays and drive back the same day. The six games include our state and nationals tournaments. We do fundraisers to alleviate the costs. Last year was the first year that we went to nationals. We have done two fundraisers so far this year.

Questions/Comments:

- Allison commented that this travel section in this budget had to be changed, which lowered the cost. The numbers will be provided on D-Day.
- Reed commented that the capital items can only be replaced every two years and it needs to be adjusted to be a 1/3 contribution.
- Milton asked if they requested new balls last year?
 - No, this is the first year.
- Eric commented that the travel is over the guidelines so he asked for justification.
 - We are a competitive team. We took third in state and we took 18th out of 275 teams in nationals. We have new tryouts each year and we have the capacity of 22 people for each team. We would like to take both teams to these tournaments. They are trying to fundraise

out of pocket since it is \$2500 to go to nationals. We would like to practice more but we make due with the gym time that we have.

- Milton asked about how they choose the matches?
 - Right before winter break, all the teams have a conference call so we list our gym availability. It depends how the conference put you into a tournament, they decide.
 - We reallocated the funds from our home tournament to our state tournament for this year.
 - We did a fundraiser with the packers to raise money for our tournament this year.
- Nik asked them to prioritize the trips.
 - The play dates are required for us to rank for state and nationals. We don't get to decide the dates until December.

b. SHRM

Our general supplies are for org-smorg posters and general-purpose items. Under capital, we are requesting graduation cords. We have six speakers that come in and we get them gifts from the campus store. We are holding a half-day conference each academic year. We would like to give these speakers a promotional item as well to express our gratitude. We are expecting 50-60 people to show up to the half-day conference so we are requesting light refreshments for breakfast. We will drive down to Manitowoc and staying there for two nights. Most people are willing to go back and forth rather than requesting lodging since it isn't far away this year.

Questions/Comments:

- Eric asked if the organization would be willing to raise their org contribution to fit guidelines?
 - Yes.
- Reed asked if the graduation cords would be considered under apparel?
 - The school doesn't have anything for our organization so they have to be purchased from the chapter.

c. Alternate Theatre

We don't have any capital items but we do have S&E. We are planning social events so we need streamers and other decorations. The \$200 is an estimate but we are willing to reduce that value. We use the photocopying for stage manager scripts for our studio productions. Duplicating is for the posters for our studio productions. Our subscriptions are for purchasing scripts.

We used to separate our studio production budget but we decided to make it all into one this year so that the directors have access to one fund. A lot of the money was used for costumes and supplies for the set. Our budget for workshops includes bringing in instructors. We would like to have one trip per semester.

We typically take a day trip to the Milwaukee or Madison area. The overnight trip is the most successful one that we have had. This year has been very successful for us in getting interested students for our trips.

Questions/Comments:

- Allison commented that there were issues with the travel costs but it was recalculated.
- Allison asked about the departmental awards/scholarships and whether they were asked to sponsor it by the department?
 - It's an end of the year event that we used to hold at the Mauthe that we invite professors to.
- Han asked if they earn credit for the trips?
 - No, it's just for fun.

d. Anime Club

The club is a place for those interested in anime to share their experiences. The Cosplay showcase is a move for anime club to do more than passive watching anime together. The other capital item is the anime DVDs to add to our collection. A lot of our collection is over a decade old so we would like to continue to add to our collection. We choose them as a club. We would like to focus on advertising to recruit more members. We do one trip in the fall and the spring. One is a 3-day event in Wisconsin Dells. We are asking for funds for the registration, lodging, and transportation. We will pay for our own food and other expenses. The other convention falls on the same day as move-out day. We reallocated our funds to Anime Milwaukee during spring break this year. We have decided that this is the convention we would like to go to next year as well. We are asking for the same expenses to be covered by SUFAC as the previous convention. We have decreased the amount of money needed in our budget by \$260 with the addition of two more items.

Questions/Comments:

- Eric commented that we do not take previous years in account. Eric asked for more detail about the Cosplay showcase.
 - People on campus like to dress up as anime characters so the showcase will be a time and location for people to show their skills to the campus and community. It usually a contest at other conventions based on the costume and skit. We don't want to make it competitive this year but more of a showcase of abilities. We may look into bringing in local Cosplay experts to improve people's costumes.
- Hannah asked if it would be more efficient to do a Netflix subscription instead of buying DVDs?

- We were told that we aren't able to do that. We vote upon what shows we want to watch every semester, which would be more difficult with the higher selection offered by a subscription service.
- Milton offered the explanation that there would be no control over who could access the account.
- Eric asked how they store their DVDs?
 - They are locked in the union.
- Milton asked how long the meetings are?
 - 5pm-10pm every Thursday
- Samuel asked how many members they have?
 - 20-30 members. Membership fluctuates depending on the day and the anime chosen.

e. Computer Science Club

We allocated money for food instead of reallocating funds to save paperwork. The computer building for our club is for the hardware and software components of our club. The computer science department is lacking in terms of hardware on campus. We would like to install more than one operating system on. Students don't have permission to do much in terms of installing programs on the computers. We would like the ability to look deeper into the operating system and its functions. The machine would be small enough to fit in the drawers and we have possible permanent storage space in the union that we are working on.

Questions/Comments:

- Eric asked if they have permission from CIT about networking issues?
 - It would be no security risk to have a Wi-Fi adaptor to connect to the server. If we used an Ethernet cord, it would not be doing anything past what the cords do in housing.
- Milton asked who would have access to the computer?
 - It will be in the lockbox so the members will need to have permission to gain access. This also includes people in the department and we would like have one of us present to supervise its use at all times.
- Reed asked about the inventory, SUFAC has purchased raspberry pie in the past. What has happened to the hardware that we have purchased in the past?
 - Our funds from last year were put towards building the drone, which we are in the process of doing.
- Nik asked if they are requesting the parts and building it themselves?
 - Yes.

f. Pep Band

This is the first time that we are requesting funds for this organization even though we have been around for a while. We are at

every basketball and football games. We are requesting funds for a marching baritone. We have no designated instruments so students bring in their own or we borrow them from the music department, which we do not operate out of. Athletics give us money only for traveling to the NCAA tournament. We do not want to put more strain on the music department. Marching baritone is an instrument that fits the band style and is loud. The French horn and other instruments do not fit marching band music, which is why the baritone would be an option for them. We would like to expand opportunities for more members to play. Renting instruments is approximately \$80/month while it is free from the music department but they are often not available due to damage from traveling. We are requesting food for social gatherings and recruitment purposes. We are a very evolved group. We promote a fun, friendly-based atmosphere and we have a lot of returning members.

Questions/Comments:

- Milton asked how many people are in pep band?
 - About 60 people but it depends on the game. Only the lead drummer and lead trumpet positions are required to be there but the rest are left to our members to decide. We want to use recruiting parties to help freshmen with learning our traditions and stick around. We usually have about 30 people at a game.
- Hannah asked if members bring their own instruments?
 - Most members bring their own instruments. Most students do not own larger instruments since they are harder to purchase than smaller instruments. These instruments would be in locked storage. We usually borrow sousaphones and saxophones from the music department.
- Hannah asked if they received academic credit for playing?
 - It is usually only a few members that sign-up for credit. We keep the option there. Our advisor is a music professor.
- Hannah asked how often they practice?
 - We practice on Fridays for two hours every week.
- Hannah asked if students are required to be at the games?
 - No, not unless they are receiving academic credit. We are a flexible organization and we encourage academics to come first.
- Reed asked if there are other sources of funding from Athletics other than traveling to tournaments?
 - No. We go through the bookstore to get a discounted price on our T-shirt uniforms because we need to all be matching at games.
- Hannah asked if some of the students receive salaries?
 - The lead trumpet and lead drummer. They audition for those positions in front of the professors. These are essential positions in the band. We do auditions through the music department and they are committed members to the band. We have no control over the

salaries; the music department decides who is selected for these positions. They are required to attend every game.

- Reed asked if they requested funding for the instrument from the athletics department?
 - No, we didn't feel like we would be funded by Athletics. We came to SUFAC because we function as a student organization separate from the music department. People really look forward to going to the spring travel trips so we really want to provide that to them.
- Eric asked where the capital items would be stored and will all members have access to it outside of the class?
 - Only experienced players will be allowed to use the instruments. They will be stored in our pep band storage lockers in Studio Arts. We are an open student organization but we are music-minded people. The instruments will not be lent out to anyone outside of the organization.
- Hannah asked if the practices are mandatory?
 - We recruit right away at the beginning of the semester during rehearsals. If they don't come to practice, they usually do not participate in pep band anymore.

g. Psi Chi

The travel justification is our biggest change in the budget. We used to have around 20 people going and now it has doubled to 40 people. This means that more people were accepted and students that are doing research with their professors can present their work. There are also people that go for general interest to understand aspects of research and network, especially for those interested in graduate school. We removed our registration costs. Everyone who goes must pay a \$25 fee to hold these individuals accountable. The speaker events are left vague because we don't know whom we are going to bring in yet. The cost is just to have them there, their plane flight, taking them to eat, and lodging. The poster tubes are used to transport posters safely to the conferences for students to present their research. The engraved plaque is a remembrance that we do.

Questions/Comments:

- Milton asked if they only want poster tubes and not posters?
 - Yes.
- Allison asked what the food aspect of the speaker request was?
 - We take the speaker out to dinner.

h. SCA

We do medieval reenactments. We focus on craft making and fencing. Our group is doing a lot more craft projects. The things that we

do are dependent on what the students are interested in. For example, we requested metal and leather for this semester but it was reallocated since we aren't working with those materials. We also need to update some our fencing gear as well as more of it since our group is growing. For travel, we are making sure to stay inside of the Midwest but it is difficult to determine the location sometimes. We don't own the equipment but it belongs to our local chapter.

Questions/Comments:

- N/A

i. Student Finance Association

Our budget has not changed much but our membership has doubled since last year. We partner with Career services and other student orgs for a lot of our events. Our contractual items are the same.

Questions/Comments:

- Eric asked if the investment competition is open to all students?
 - Yes.

VIII. Discussion Items

a. Presented Budgets

Eric entertained a motion to enter committee of the whole. Milton motioned. Reed seconded.

There was concern over the travel request for Club Volleyball because it was over guidelines. There was debate whether nationals should be funded since it is not in the Midwest. Some people considered that it was close to the boundaries. The board favored cutting the trip to nationals. There was debate over the bowling club being approved for their Nationals trip. The differences mentioned were that Bowling Club was within the Midwest and their individual trips were within guidelines. The volleyball request seemed reasonable to the board since they currently have to waste time refilling the balls and this is the first time that they are requesting these capital items.

There was question over the location of the Anime Club's location for the showcase. The budget states that they are requesting funding for renting a space. If the event is on campus, they do not need funding.

There was question over whether there were cuts made from the Athletic department for the Pep Band.

There was question over whether graduation cords are apparel. The board seemed in favor of this item.

b. Dance Team Budget

Allison explained the responses from Dance Team over the concerns that the board had after their presentation. They agreed to cover the 1/3 cost since they are a club sport. Another issue was that capital items are only approved every two years, which applies to the poms that were approved last year. According to the org, due to the wear and tear of the poms, these items need to be replaced every year because they participate in a large numbers of games every year. They understand that they are required to be paid back for the uniforms so they are asking for it to be funded with the intent of reimbursing SUFAC. Reed suggested moving the poms to the supplies column so that it can be funded every year. The board was in favor of this idea.

IX. Action Items

a. PRSSA Requests

Allison commented that she did not consider the lanyards as promotional items. Reed commented that it should be a promotional item because they could potentially use stickers instead. The board favors breaking the guideline to combine the promotional limit per semester as one lump sum.

Eric entertained a motion to package the requests. Reed motioned. Samuel seconded. Voice vote. Motion passed.

Eric entertained a motion to approve the requests. Milton motioned. Samuel seconded. Roll Call vote. Motioned passed 11-0-0.

X. Announcements

XI. Adjournment: Eric entertained a motion to adjourn the meeting. Reed motioned. Nathan seconded. Meeting adjourned at 7:52pm.

Respectfully submitted by:
Sarah Batten
SUFAC Administrative Assistant