SUFAC

Meeting Minutes for October 9, 2014

# Call to Order

SUFAC Chair Reed Heintzkill called the meeting to order at 5:20 pm.

1. **Roll Call**
   1. **Members Present:** Reed Heintzkill, John Landrum, Bea Yang-OFO, Milton Byers, Nikolas Austin, Kaitlin Skroch, Erica Kuehn, Eric Kissinger, Trevor Matson, Nicholas Toyne, Bryan Boeck
2. **Recognition of Guests:**
3. **Approval of Agenda and Minutes:** Reed entertained a motion to approve the agenda. Trevor motioned. Eric seconded. Voice Vote. Agenda passed.

Reed entertained a motion to approve the minutes from the last meeting of last year. Nick T. motioned. Trevor seconded. Voice Vote. Agenda passed.

1. **Reports**
   1. **OFO:** Contingency is $32,596.05 and small organization start up is $1500.
   2. **Liaison:** N/A
   3. **Senate:** N/A
   4. **SGA Exec:** N/A
   5. **Vice Chair:** N/A
   6. **Chair:** Ultimate Frisbee had a trip allocation that I approved, they are going somewhere in Wisconsin instead of Chicago. Fourth Estate send a reallocation request where they have a situation where someone is in one paid position but has other responsibilities so they want to redistribute the honorariums. This was not approved. The auxiliary line-up will be sent in the next e-mail. This should be a quick meeting.
2. **Discussion Items:** 
   1. **Vice Chair Position/Installation of AIC Rep**

Reed explained how we regret to see Kaitlin step down as Vice Chair but we are glad to still have her on the board as the AIC representative. So far, I have one application for Vice Chair but I will keep it open a little longer before making a final decision.

* 1. **Examining Contingency Requests (John)**

Different contingency requests will fall into various categories of rules to follow that we will examine according to those specific guidelines. For example, the SFA request follows the contractual services guidelines. It is not for us to decide what requests are frivolous because it means something to the group presenting. We need to pay attention to whether the requests exceed the limits of the guidelines and we can ask them why we should make an exception in this case. Please pay attention during the presentations so that questions will not be asked twice. We do not want to waste time or irritate the presenters by making them repeat the same thing again. As the year goes on, these meetings will get longer and end later so time will become even more precious.

Some organizations present requests that are asking for money for an event or activity that is in the near future. There are additional steps that need to be followed, including paperwork and payments so that the board can say is not reasonable to rush the process and the request is too close to the deadline to be approved.

There are gray areas where academic involvement is in question. SUFAC can promote academic achievement and development but the board cannot fund a class activity. The SUFAC Chair and Vice Chair can approve requests under $200 but sometimes they will be brought to the board to make sure that it gains the overall approval, especially if there are questionable areas. Reed explained the concept of an agency account, which is basically the savings of the student organization. They can put all the money from their fundraising, etc. in their account to save for future events. SUFAC can ask what they plan on using this money for and why SUFAC should contribute the money when they already have the money in their account. They could use the money for the request if they have no other plans for it.

A representative must present the request because it is not fair to the board since they will not be able to ask questions. John recommended having the guidelines out during the presentation to prepare questions. It’s important not to make exceptions for every request because the guidelines exist for a reason and if everything is approved then that can result in the segregated fee skyrocketing at the end of the year.

Segregated fees cannot be used to fund for non-UWGB students, staff, or faculty. However, there can be community members that join student organizations. Bea keeps an eye on these situations where, for example, non-UWGB students are a part of the transportation costs of a request. We need to be alert for these kinds of things because it will save time later.

Requests that are over the $40 per person per day guideline should be scrutinized and are often approved by lowering the cost to fit the guideline. This ensures that all the student organizations are treated equally.

It was decided that no transportation would be funded if it stays within Brown County. However, there are exceptions in certain situations. For example, the International Club students generally do not have driver’s licenses so the request would be their only mode of transportation for a trip.

1. **Action Items**
   1. **WOC Reallocation Request**

Reed entertained a motion to approve the WOC request. Trevor motioned. Bryan seconded.

**Discussion:**

Reed said that it sounds like a worthwhile cause but according to the costs, it benefits few people. We could also look at it from the perspective of the situation of bringing in a speaker.

Nick T. called the question. Voice vote. Motion passed 7-0-1.

* 1. **Healthy Fork Contingency Budget**

Reed entertained a motion to approve the Healthy Fork budget. Eric motioned. Nick T. seconded.

**Discussion:**

Reed suggested going through the budget. For S&E and capital items, Reed asked if the items seem necessary and fit the guidelines? Trevor said that he believes what they’re referring to for gloves are latex so $50 seems high. Reed commented that they would probably need multiple sizes so several boxes. Nik A. commented that the main issue seemed to be that they technically do not have permission to operate in certain parts of the campus without the proper waivers. Trevor said that they plan on continuing to operate the Mauthe Center. Nick T. said that he remembers Nate saying that he and Alex are getting certified. Reed also commented that Nate works as a chef for Aviand’s. Trevor clarified that if all else fails and they do not get the waivers approved then they can continue operating at the Mauthe Center. Nick T. asked why they listed a mandolin? Reed commented that it is a slicing device not an instrument.

Trevor said that he asked if this is the cheapest budget they can spend to get what they need and Nate said that it is the bare minimum. Trevor said that he plans on having 20 people but only 2 copies of many of the kitchen tools.

Bryan asked if they have decided where they are going to store their equipment? John said that they will store it in a place acceptable to the university otherwise they will not be able to have things such as knives on campus. The storage issue will be decided before Bea continues with the budget process. John and Trevor both agreed that the locking storage drawers would not be acceptable for knives. Nik A. asked about whether students can store their items in their personal space: apartments, dorms, etc. Reed said that in the past, this was a problem because these are intended for group benefits not personal use.

Bryan asked about insurance issues when it comes to dangerous instruments such as knives? John said that he attended the meeting with the risk management department and this issue has been worked out and it is not a problem.

Trevor asked if they are going to charge a door fee for non-student attendants? Reed said that it seemed like the event was focusing on student participation and not the community. Reed said that they are right at the maximum for food requests. They gave us an itemized list. Reed does not feel that we need to be worried about non-student participation since they are focusing on advertising these events to students on campus.

Reed commented that the board should think about whether or not this event is beneficial to the student body and to the campus community. Overall, if it is reasonable to fund.

Eric called the question. Voice vote. Motion passed 8-0-0.

1. **Announcements:**
   1. Reed announced that the chancellor is going to be at the next meeting to present to us. We will also have more training on Robert’s Rules.
   2. All the auxiliary presentations have been lined up. For example, after the chancellor next week, Health and Counseling is on the 23rd. These presentations will be continuing until Thanksgiving break.
   3. Reed will be representing student government this Saturday at the conference. If anyone is interested in going, there are three open seats. I will be driving up at 7:30AM and should be back around noon. It gives you the overview of student government on statewide basis.
2. **Adjournment:** Reed entertained a motion to adjourn the meeting. Trevor motioned. Eric seconded. Meeting adjourned at 6:33 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant