SUFAC

Meeting Minutes for February 19, 2015

# Call to Order

SUFAC Chair Reed Heintzkill called the meeting to order at 5:17pm.

1. **Roll Call**
   1. **Members Present:** Reed Heintzkill, Eric Kissinger, John Landrum, Lea Truttman (OFO), Nikolas Austin, Allison LeMahieu, Milton Byers, Sami Dannhauser, Marc Minani, Penghan Yi, Jessica Murphy, Erica Kuehn, Nicholas Toyne, Nate Rousseau
2. **Recognition of Guests:**

**Alternate Theater:** Morgen Clarey, Bri Wolfe

**Psi Chi:** Olyvia Kucitta, Chad Osteen

**Sigma Tau Delta:** Emma Kuhn

**Students WEA:** Adam Meyer, Josh Ziegelbauer

**SFA:** Ben Lindberg, Kendra Rottier

**Social Work:** Angela Hanson

**ASA:** Jennifer Pederson

**SHRM:**

**Ultimate Frisbee:**

**PRSSA:** Taylor Thomson, William Canzoneri

1. **Approval of Agenda and Minutes:** Reed entertained a motion to approve the agenda. Nick T. motioned. Allison seconded. Voice Vote. Agenda passed.

Reed entertained a motion to approve the minutes from the 2/12 meetings. Jessica motioned. Han seconded. Voice Vote. Agenda passed.

1. **Reports**
   1. **OFO:**  Commited funds amounts to $31,979.27 and org start is $1,499.04
   2. **Liaison:** N/A
   3. **Senate:** N/a
   4. **SGA Exec:** N/a
   5. **Vice Chair:** We approved $30 addition to last week’s Fisheries Request because of a set-up fee that they were unaware of.
   6. **Chair:** We have been scrambling to get everything together for D-Day.
2. **New Business:**
   1. **PRSSA Travel Contingency**

We are asking for funds for a conference at the end of March (20-21st). The conference is two days and one night in Chicago. All chapters of PRSSA are welcome to go and we want all 8 of our members to go. This gives our members the opportunity to tour different business and network with other PR departments. We will get perspectives of how other chapters run their PR chapters so that we can grow as a chapter at UWGB.

Reed commented that it looks to be about $22 per person per day. They are not asking for transportation because each member is taking their own mode of transportation and not everyone is staying there so we don’t need hotel for everyone.

1. **Student Org Budget Hearings:** 
   1. **Alternate Theater:**

Alternate theater is a theater organization that supports different workshops and trips. We work closely with the theater department but we are not directly connected to them. We promote events with them and workshops. For contractual, we have a $1500 studio performance request for student performers. We also have a workshop for technicians and designers to show different methods of stage designing, lighting etc. We have welcome meetings at the beginning of each semester. During the fall, we want to travel to Milwaukee or Madison. In the spring, we usually travel to Chicago.

**Questions:**

Reed POI: the t-shirt request is categorized as a fundraiser where the funds will be coming back to SUFAC.

Reed asked about the affiliation with the theater department. It is the only theater related organization on campus but we are not directly affiliated. There are students that are not theater majors that participate at the meetings. The productions that they participate in are not directly related to school productions.

* 1. **Psi Chi:**

We are an international honor society for human development and psychology students that are invited to join. They pay $70 dues and are formally inducted. We are asking for funds for general supplies, including postage because we often have to send induction certificates to students. We also have a poster budget to help students that are presenting their research at the national conference. We brought two speakers this year and we are hoping to do the same next year. The food is for our induction ceremony for about 150 people, including students and parents. We usually do a buffet style menu. Usually about 20 students get their research accepted into the association conference so we want to offer funds to allow these students to go to the conference. It is usually a 2 day event.

**Questions:**

Reed asked about the tickets for induction? They usually allow each student two tickets and they have to pay $5 for additional tickets. The expected attendance is 50 students and 100 nonstudents. Reed commented that we should probably not expect a full $1000 in revenue for this event. Reed suggested changing revenue for $100.

Nate asked about the travel section where it lists 1 plane ticket. Reed replied that the spreadsheet would be fixed for D-day.

Nik A. asked if they would be able to accommodate to having the students pay for their parents? They responded that since it is a formal induction event, it is customary that their parents be invited so they are asking for an exception. Reed commented that the guidelines are being reviewed and in the past, the exception has been made.

Reed asked if they have an agency balance that could help with the food? They do fundraisers with Seroogy’s and they also sell honor cords.

* 1. **Sigma Tau Delta:**

This is an English honor society on campus and we promote English literature as well as writing programs. We are asking for $100 in committed funds for copying for our promotional events as well as invitations to our induction ceremony. Under contractual, we usually do a movie night each semester. Professors usually come in and discuss the themes of the movie with the students. We also are asking for funds for snacks. The UWP conference is focused on students, writer, publishers, and teachers. It is important because we can improve our writing skills professionally through workshops and lectures. We are able to represent UWGB and network at the largest literary conference in the country.

Nick T. POC: There is a misplaced decimal place in the spreadsheet.

**Questions:**

Allison commented that the conference is over the guidelines for per person per day and it is also outside of the guidelines for the location. They commented that they were approved last year for the conference in Seattle. This year it is in Minneapolis.

Reed asked if there are other conferences they could go to? No. If more than 10 members wanted to go, we would probably do an application process to decide who goes.

Milton asked for further explanation of the conference? The conference allows students to get their names out their to publishing companies across the country. We can set up meetings with these people to potentially apply Milton asked for further explanation of the conference?

or a job for these companies in the future. It is also like a giant book fair in addition to a great opportunity for networking?

* 1. **Students WEA:**

We are asking for a total of $1800 in committed expenses. $1400 is for promotional materials as well as invitations and postage. We are asking for $200 in giveaway items. We are also hoping to build a general library for our organization. We would like digital cameras to record our meetings. Disregard the funds for the tablecloth. We would also like food and snacks at our meetings. We would like pizza at our introductory meetings to promote the org to potential members as well as food during our guest speaker meetings. The certification program is for one person to be certified as an instructor so that they can come back and teach us as well. This program is crisis management training, which prepares us for different emergency situations such as shooters on campus and violent students in the classroom.

**Questions:**

Allison asked if everyone has access to this opportunity? The one certified professor could certify every education student at UWGB. Allison asked if a professor would be sent down to this program to be certified? Yes, not a student. John commented that SUFAC generally does not use funds to send non-students on travel events. Reed explained that this sounds more like a situation that the department funds and not student segregated fees.

Their rationale for this certification would be to give students the advantage in interviews since this is a mandatory requirement for education students. We would like to do this for ourselves as future teachers. We are choosing a professor because they are likely to be on campus longer than students on the board to certify more future students.

Milton asked what the difference would be to bring in an instructor to teach the group as opposed to sending one person down? It would be more beneficial to be able to teach future education students instead of just doing a one-time training session for a limited number of students.

Reed commented that it is against statutes to spend segregated fees on travel expenses for professors.

Nik A. asked about the storage and handling of the educational materials (books, etc.)? We will keep these in our office so that we can lend them out. We will build up a small library that students can come to us for and use for research purposes.

Reed asked if they have a list of books that they would be buying? They do not currently have a list but the current president probably does so we can send that before D-Day.

John asked what is special about the books? These materials are from various speakers and teachers that are not available in the Cofrin library. John asked if they are textbooks? Some are textbooks and others are books written by teachers.

* 1. **SCA:**

Our group recreated medieval history today. Everything in our budget helps us to interact on our own group level and on a national level. Normally, we make and wear medieval style clothing at events. We want to buy fabric to use as a group. It is essential that you are in proper clothing at events. The Seroogy’s fundraiser would help to fundraise for our group.

We have to wear neck protection when we are fencing on the field. We want to buy the metal to make neck gear for our members to use.

This year, we would like to promote another SCA event on campus to get more people involved and to improve group interaction. We also must have insurance waivers to be considered safe to fence on campus. We do the combat fencing as well as sewing and dancing so we are trying to bring people to campus to teach us about the history as well as the skills for these activities. We are asking for money to pay for these instructors’ time and transportation. We also want to host an event to make food to compare medieval cuisine to modern food. The fall and spring moot covers the cost of pizza at our events to promote our club on campus.

The Boar’s Head is a large SCA event in our area so we are asking for funds for travel expenses. The crown tournament is where our King and Queen decide their successors in our kingdom. It helps us stay connected in the tournament and know who is the upcoming royalty. The coronation event is also where the King and Queen ascend to the throne to allow members to learn more about this historical process and interact with members within the org.

**Questions:**

Milton asked where the clothing would be stored? All the clothing and equipment will be stored for general use and not given out to individual members. Milton asked if the fund for the speaker is a fee or a gift? It is a fee.

* 1. **SFA:**

SFA is an association for finance students that focus on networking and business opportunities in the professional world. We also participate in activities to get students interested in finance. We have the investment competition each year. We currently have about 24 students participating right now. This request covers about 30 students participating in this trading event.

**Questions:**

Reed commented that this investment competition is one of the first things we discussed this year. It is for an online virtual stock market. It has been a success for us this year using this new program. It is running smoothly compared to the free program the year before because it had a lot of problems.

Milton asked if these memberships are used long-term? No, they are used one-time for the competition and cannot be accessed after the competition is closed. Students cannot use it for their own profit.

* 1. **Social Work:**

This is the first year that we are requesting anything. The bulk of our request is for an annual banquet.

We would like to recognize the volunteers at various social work agencies in the area that take the time to train students so we would like to pay for their meal. An alternate plan could be to fund the meals for the juniors and seniors that are being recognized at this banquet, we could fundraise for the volunteers’ meals. Reed commented that SUFAC generally funds 2/3 the cost of travel trips. We also wanted to open up our network to people not just in social work programs but also other people that are interested in helping the general population in need.

**Questions:**

Nik A. asked about the contractual item for showing a film? We have not chosen the film but we want to show this film about what social work is and the values to gain interest in the club and the program. This is also another way to help open up the organization to people outside of the social work program.

Milton asked if film showings generally cost more than $150? Reed commented that if it did, they could come back with another request.

Reed commented that we are not able to directly fund charitable donations using seg fees so we encourage the student org to use their agency balance.

Milton asked about the service project under the itemized list for $50? We did it previously for Christmas so we wanted to choose where we donate these items.

* 1. **ASA:**

The duplicating is supposed to be $70 so the total is $100 for S&E, which is for invitations to our luncheons as well as notifications to students. We usually have a speaker come in during our CPA luncheon, such as a CFO or partner in a firm to discuss their career and how they got there today as well as suggestions to students. Our luncheon has an estimated 40 students and 20 nonstudents attending. The funding for food would only be for students and not for faculty or professors. We have a fall and spring social every semester, which is usually a bowling event. They usually get to bowl with accounting professionals in the area. We advertise to all students on campus.

**Questions:**

Milton asked if the speaker is charging a fee or is that a gift that ASA is giving him/her? That is the average fee that professionals charge for speaking on campus. Last year, we found someone local who didn’t charge but some professionals will charge a traveling fee if they are from outside of the area.

* 1. **SHRM:**

Our goal is to connect students with local business professionals to highlight the career and networking. We are requesting graduation cords for our members. The cords are not memberships. There is an additional charge for active members and the cords are given to the individuals at graduation.

We are requesting snacks for recruitment events to promote the org and encourage new members.

* 1. **Ultimate Frisbee**

We are asking for funding for the three fall tournaments we go to. We have the disc sale that went well this year; we sold over 30 Frisbees. We got all of our money back for that fundraiser. There was an irresponsible captain overseeing the jersey sale last year but it ultimately got paid for in the end despite the trouble. Reed POI: the two capital items are categorized as fundraisers so SUFAC will get the funds back.

1. **Discussion Items**
2. **Discuss Presented SO Budgets**

Reed discussed how the SHRM budget was straightforward but they were flagged to come in but they put the graduation cords under memberships instead of capital items. We cannot fund individual memberships. They are not asking for the money as a fundraiser, they want the cords to be fully funded.

Nik A. asked if cords count as apparel? That is something that would need to be discussed.

For alternate theater, there is concern over the connection with the theater department. This is similar to the SFA association with the business/accounting department. However, their productions are a collaboration of student effort and skill that is beneficial to the campus community.

The revenue for Psi Chi will be fixed.

Sending a professor to be certified is a major issue for Student WEA that goes against SUFAC guidelines. We can still tell them that they can come to us with a contingency request and we are open to considering funding them in that way. There is also a problem with funding a digital camera because it does not seem essential to the function of the org. There was question about whether they could ask the library to get the books that they need. Marc commented that these books may not be at the Cofrin Library but they could be rented from other libraries in the UW-system.

Allison asked if the budget is rejected if the student org does not present? Reed replied that it is in our guidelines that it must be presented but it is up to the board to consider the budget, specifically SCA that did not present tonight.

Sigma Tau Delta has the issue of the travel request being outside the guidelines for location.

There is a gray area about what is considered apparel and what isn’t. The fabric for SCA and the cords for SHRM could be turned into apparel but they are not actually apparel.

1. **Discuss D-Day Guidelines**
2. **Action Items**
   1. **PRSSA Travel Contingency**

Reed entertained a motion to approve PRSSA travel request. Han motioned. Marc seconded. Motion passed.

Nick T. motioned to approve the PRSSA travel request. Allison seconded. Roll call vote. Motion passes 11-0-0.

1. **Vote on D-Day Guidelines**

Reed entertained a motion to approve D-Day guidelines. Han motioned. Allison seconded. Motion passed. Roll call vote. Motion passes 9-2-0.

1. **Announcements**

D-Day starts at 9:00AM this Saturday. Food will be here at 8:30AM. We will break at noon for lunch. The Glass Nickel Pizza will be delivered at the Mauthe Center. Be prepared for a long day.

We will have meetings every other week after D-Day if there is business to attend to.

1. **Adjournment:** Reed entertained a motion to adjourn the meeting. Eric motioned. Han seconded. Meeting adjourned at 7:29pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant