

SUFAC

Meeting Minutes for December 14th, 2006

I. Call to Order

SUFAC Secretary Matthew Winden called the meeting to order at 5:03 P.M.

II. Roll Call

- a. **Members Present:** Joe Tyrrell, Anton Williams, Ron Ronnenberg, Chrissy Aurit, Jamie Carbo, Matthew Winden, OFO Representative, Crystal Jushka, Ryan Wegner

III. Recognition of Guests

International Club- Alecia Waupoose, Paul Alulema, Kwok Fung Kwan, Shiyanke Goonetilleke, Habitat for Humanity- Jenni Hebbe, Lauren Lindloff, Nicole Dashur, Julie Flenz, Sarah Beckman, MENC, Jazz Society- Bethy Daharsh, Nick Boreen, Good Times Programming – Molly Weber, David Dybdahl, Matt Stiltjes, Jackie Johannes, Ashley Prest, Jenni Turner, Jamie Froh, Beth Klemme, IVCF – Krista Van Haren, Steven Brown, German Club – Jeremy Schulthess

IV. Approval of Agenda

Anton made a motion to approve the agenda. Chrissy seconded. Anton called the question. Chrissy called acclamation. Agenda is approved.

V. Approval of Minutes

Chrissy moved to approve the minutes. Joe seconded. Chrissy called the question. Anton called acclamation. Minutes are approved.

VI. Reports

- a. **OFO:** No new allocations last week so the budget remains at \$18,591.56 with the start-up Org budget at \$700.
- b. **Senate:** No report.
- c. **Assistant Secretary:** Make sure you keep your questions very concise and to the point, make sure you are listening and if you miss something, we can fill you in or you can ask another board member, but don't ask the same question again.
- d. **Secretary:** No report.

VII. Discussion Items

- a. **CMENC & Jazz Society-** CMENC and Jazz Society presented a contingency request together for the unexpected expense of the freshman breakfast held at the beginning of the year. CMENC explained that the Music Department requested help to fund it, and that in the past they usually covered the cost but this year they did not. CMENC said it was looked at as a recruiting opportunity, with speeches given and information handed out about CMENC and Jazz Society. CMENC presented a contingency request for an unexpected expense, a freshman breakfast at the beginning of the year, asked by the music department to help fund it, goes along with jazz society request, did not originally plan to fund it, gave speeches and sought out members and look at it as a recruiting opportunity. Joe asked if CMENC looked for funds anywhere else. CMENC said it came up a week ago and is usually paid for by the Music Department but they were unable to this year so that is why CMENC is in front of SUFAC today. Ryan asked about the agency balance and if it was allocated to another project. CMENC said it is working on bringing a guest artist, and will probably have to dip into that to cover the cost. Chrissy asked how much the music department contributed. CMENC said it did not contribute any, but usually pays for the whole thing. CMENC further explained that unfortunately there is a new rule in the department on what they can use their funds towards, and in order for them to pay for it, the event has to be at least 4 hours long and the event was only 1 hour. CMENC said it did not know this till after the event took place. Chrissy asked if the event was advertised on campus and open to all students. CMENC said an email was sent out to all the music people but anyone could have come, not close knit, just

anybody who shows. Chrissy asked if the freshman attending were current students or coming next year. CMENC said they currently attend the university. Chrissy asked if the email was the only advertisement. CMENC said classroom announcements along with the members going around and talking to people about the event. Voting will take place on this item after break.

VIII. Budget Presentations

a. *Good Times Programming-* GTP presented a budget with a total of \$154,081.27. GTP said it was requesting more than last year, mostly because it included a major event in the special contractual events and they added \$25,000 for the special Kress Events Center celebration on Dec 3rd-8th of 2007, but, after more discussion and meetings, GTP is now planning to take it out of the budget and re-request it during the first few weeks next fall with student life. GTP passed out a student survey to show how they would decide on the major event planned. GTP said that was the largest change, but they did cut back on items and starred figures that haven't changed and double starred items that have lessened. Chrissy asked how many programs were put on last year and how many were planned for this year. GTP said there was a list, with a fall review of 2006, with all the acts and attendance or estimated attendance for the acts. GTP said for Spring it looks a little lighter with spring break and other considerations. Ryan asked for the National Tennessee event if it has been done before. GTP said yes. Ryan asked on that concert, how would you gain more knowledge by sending someone to the same event. GTP said the rep that went last year will not be attending this year, and its in the job requirements to attend. GTP said the representative gains an in depth knowledge of concert markets that handle talents, and will learn more about venues and security. Ryan asked if GTP feels knowledgeable enough to pass the info on to the successor without attending. GTP said yes, but there is so much more gained from being there in person and seeing all the other venues. GTP added networking skills are gained via this conference and are used for years to come in planning future bookings. Chrissy asked what is the significance of going to NACA. GTP said basically, it is a conference with a series of developmental workshops for cultivating relationships, innovating ideas, showcases that are there where you get to see 20 minutes of different acts, from comedians, bands to lecturers. GTP added there is a marketplace where you can talk one on one with an artist and an agent to find out more about acts. GTP said the greatest part is creating booking opportunities, if you can get them in a joint collaboration with other universities, it reduces the rate that GTP pays extremely, and the amount saved by the university by going to NACA, is a reason why SUFAC in the past and hopefully this year doesn't make GTP pay a 1/3rd of the travel cost. Chrissy asked so the amount of programming you get through NACA saves \$5900 at least. GTP said yes, and in atleast one area of their programming, GTP saved \$4000. Ryan asked why is the Wilderness First Aid essential. GTP said every year they do a boundary water trip and you need someone that is certified in the wilderness first aid to lead that. Ryan asked if the experience can only be in Illinois. GTP said it was an example put down. Ryan asked if there is a local area. GTP said yes but it depends on the coordinator's schedule. Ryan asked if a student will be going instead of an advisor. GTP said yes. Ryan followed up if the boundary water falls on even or odd years. GTP said they are doing one this summer and it happens every year. Ryan asked regarding the NACA events if they are required to stay in a hotel NACA designated. GTP said they give a suggested hotel. Ryan asked why more rooms were reserved for the St Paul trip than the St Louis trip. GTP said they reserve 3 rooms, but it all really depends on the sex of the board. GTP said it doesn't know how many males and females go and only males can room with males and vice versa. GTP said for example, this year, 2 males and 6 females went and having 6 females in one room is ridiculous. Chrissy asked if the partners in programming has gone up. GTP said it is \$3,000 and it stayed the same. Chrissy asked if the honorariums increased. GTP said yes, with responsibilities grown with not being apart of SGA and added it is explained in the appendix. Ryan asked how does GTP pay for the 1/3rd contribution and the other sources of revenue. GTP said the 1/3rd travel justification was a precedent set up by SUFAC and that the travel is for the good of the entire university. Voting will take place on this item in February.

b. *Habitat for Humanity-* Habitat for Humanity presented their budget for a total of \$15,874.33. Habitat explained there was a membership fee of \$100 and they did not realize they are going to have to pay that this year. Habitat explained their travel requests and last year they had 12 members of the Org go on a trip to Florida and instead this year 45 people are being sent to Mississippi to help with hurricane relief. Habitat explained it will be \$15 for each person to go to Habitat International, and they have to pay the area they will visit an affiliate fee. Habitat said it was also asking for money for the trip for a bus and the estimate for the bus is round trip but fundraising for this will take place. Chrissy asked what the \$15 per person was going towards. Habitat said it goes to Habitat International. Chrissy asked if that includes food or housing. Habitat said it just goes to Habitat International, but doesn't effect the students directly. Chrissy said there was also a fee for an affiliate fee and asked if that is budgeted for. Habitat said it is budgeted for. Chrissy asked what that includes. Habitat said it is for lunches and housing. Chrissy asked what the membership fee includes. Habitat said they was not sure, but it is now mandatory as an annual fee. Chrissy asked if you have to be a member to go on the trip. Habitat said it prefers to take its own members but its open to the whole school. Chrissy asked how many members Habitat has. Habitat said with the board, 45 members approximately. Crystal asked if the trips are advertised to the whole school. Habitat said it was advertised through word of mouth at Orgsmorg and that the 45 spots did fill up through Orgsmorg. Habitat added in years past, they did not have enough to go on the whole trip from Orgsmorg so it was opened up to the whole school. Voting will take place in February.

c. *International Club-* International Club presented a budget for a total of \$8,620.93 and said the budget is based on last year's budget. IC said the events that are done each year with two out of state trips and 1 in state trip that are advertised to every student. Chrissy asked if there was a reason new decorations are bought each year. International club said some decorations need to be bought again like balloons or candles. Chrissy asked how many people attend international dinner in the past. International Club said anywhere from 200-300. Chrissy asked how much the international dinner is charged. International club said the faculty is charged more, but students are charged \$10 less than the faculty. Chrissy asked how they advertise that. International Club said banners, posters, and campus life email. Ryan asked regarding the International dinner if students are charged \$17. International Club said yes. Ryan asked what are faculty or non-students charged. International club said approx \$25 or so. Chrissy asked why there is a DJ. International club said the international dinner is to show about culture around the world, with the DJ, the international students perform and dance. Chrissy asked if the Washington D.C. trip has been taken in the past. International club said yes, usually during spring break. Chrissy asked how many students went. International Club said 16 students went last year. Voting will take place on this item on February.

d. *Intertribal Student Council-* Intertribal Student Council presented a budget for a total of \$23,496.91. ISC explained the S & E were general supplies, phone copies and postage. ISC said the total contractual expenses are \$15,306.24, which includes the drums for the Pow-Wow, the master of ceremonies, an arena director and head dancers, as well as operations for the place it is held. ISC explained the total food expense is \$3,500 which consists of the feast during the Pow-Wow, which is a ceremonial meal. ISC said the total travel expense is \$4,389.67 for a trip to open insights in other cultures and other events. ISC explained one new thing not on last year is a multicultural student leadership conference, which is the same conference at a different location and it is a beneficial conference for all students and whoever can pay the set registration fee. ISC explained it is budgeting for a trip to Washington DC. Chrissy asked if last year's Pow-Wow was planned around construction and how is that changing now. ISC said last year it was sectioned off. ISC said it is scheduling a meeting to talk about the flooring and possibly having the event outside. Chrissy asked if they are anticipating any increase in cost due to Kress Events Center. ISC said that would come in with the meeting they are planning. Chrissy said there has been talk about not holding the Pow-Wow on campus and if they have thought about that. ISC said it was an option and that everyone looks forward to the event, including the chancellor, and that they want to keep it on campus, but construction this year is the main issue. Crystal asked if the native heritage

speakers could be talked about more. ISC said those speakers were chosen to happen throughout the year, some people in the org do not like the stigma of November being Native American month and would like it to be an all year round awareness. ISC said they are just trying to get more events going that students can get involved in. ISC explained that it has been established since 1972, and is one of the oldest orgs on campus but there is not much awareness of it other than the Pow-Wow, so they are hoping speakers will help with that. Chrissy asked if they have had speakers on campus in the past and how many students did it draw. ISC said it depends if they have a presentation or a performance. ISC explained last year they had a speaker who did flutes and drums from the Menominee nation, along with a Dream catcher workshop. ISC explained the attendance was above 50 people but did not exceed 100. Voting will take place on this item in February.

e. *Intervarsity Christian Fellowship-* IVCF presented a budget for a total of \$12,328 and explained the increases were due to prices increasing such as cost per mileage. Chrissy said there are books kept in Ecumenical Center and asked how many are there. IVCF said perhaps 40 to 50 books. Chrissy asked about how often do they get used. IVCF said right now, bible study guides were used by bible study leaders and that some books not used as often, but they are planning a better system for students to check that out. Chrissy asked how many students attend the swing dance. IVCF said about 50-75 students attended in the past, usually partnered with the Ballroom Dance Club, so more attend. Ryan asked regarding the food requests for September for 30 pizzas, how many attended that event. IVCF said approx. 120. Ryan asked how many current and active members IVCF has. IVCF said 45-50 that come regularly. Chrissy asked if a band was brought in the past. IVCF said it is something that they will try, not quite sure how that will work, may still be able to utilize that money yet. IVCF explained this year was the only time they had extra money to book a band and they are unfamiliar with the process. Chrissy asked if IVCF is planning to promote off campus or mostly students. IVCF said mostly students, perhaps advertise at local churches but would like primarily student attendance. Chrissy asked if admission would be charged to non-students. IVCF said perhaps a minimal charge of \$3 per person. Ryan asked what is the registration fee covering for the Cedar trip. IVCF said housing, meals except 2 meals, so everything except transportation. Chrissy asked about the delivery fee for the Ecumenical Center and if they have checked into bringing the food there itself. IVCF said for the pizzas, they did do it this year but it was pretty crazy, it's a lot of food and getting it in a timely fashion is disorganized and it is much more convenient to have it delivered by Sodexo. Voting will take place on this item in February.

f. *Fourth Estate-* Fourth Estate apologized for not showing up last week. Fourth Estate presented a budget for a total of \$31,655.20. Fourth Estate explained in general, supplies went down \$800 with no need for photography equipment. Fourth Estate explained last year the extra \$800 was for a tripod. Fourth Estate said one thing that went up was the cost for an Apple computer and explained Fourth Estate currently does not have enough for workspace needs, especially on Mondays. Fourth Estate said they have 15 members on senior staff with only five computers and they need it to be 6, so that is why there is an expense item for \$1,800. Fourth Estate said the salaries and honorariums remained the same and that they were increased last year. Fourth Estate said the biggest jump was on printing costs and that last year there was a mistake on whether it would be delivered, so Fourth Estate was under cut by the old Editor in Chief and that printing went up by \$19,000 and if you look at two years ago, when it was done correctly, its about the same. FE explained the travel costs for the Minneapolis trip are about the same and that it went up by only \$340 due to an extra vehicle needed. FE explained that the travel justification stayed the same, with the biggest increase in contractual due to the printing costs. FE further added with the revenue, it cannot be depended on because it comes in after the semester. Ryan asked if FE planned to have any additional revenue besides the \$27,000. FE said on average that is what they receive in revenue, but hopefully this year it may increase by a bit more. Chrissy asked where FE got the price for the Apple computer. FE said it was from the business manager at whatever whole saler information he looked up through the book that has to be used. Chrissy asked whether the computers used now are leased or purchased. FE said they pay upkeep every year so it is leased. Chrissy asked why is this computer different and if it could be leased. FE said they

aren't sure if it's a purchase or a lease, but just need another computer for the office, and are using university policy regarding this because it is essential to have. FE further explained that Mondays come and often find 3 or 4 people waiting to use each computer for designing and FE specifics that have to be used in that office. Chrissy asked how the honorariums changed since last year. FE said they have stayed exactly the same. Ryan asked if any two positions are done by 1 person. FE said not this year. FE said if 1 person takes 2 positions, they are doing two positions worth, so are getting paid for that. Chrissy wanted the overlap between the class and the org explained. FE said there are two classes offered for the paper, offered for credit, as soon as they sign up as writers for FE. FE explained writers themselves don't get any funding for that, but they sign up for the class and have to write a minimum of 13 stories, one for each issue and added that the grading policy and syllabus are already set. FE added that you can be apart of the org and do not have to take the classes which is true for most of senior staff. Ngosong asked if the students get graded. FE said yes, if they are in the class, doing what is outlined in the syllabus, if they fail the class, they can still be a member of the org. Ryan asked about the jobs of the new layout editor. FE said they are in charge of the design, will be laying out each section with exclusion of 4play or Off the wall, and are responsible for what the front page looks like. FE explained the other 18 pages are designed by the layout editor and they are in charge of new mastheads, in charge of laying out any pictures and said it was a very detailed job, so it pays well. Chrissy asked how many other people who are in the class get honorariums. FE said the Distribution Manager is now, the Sports Editor is, Entertainment Editor, and Opinion Editor. Ngosong asked how it is decided who gets honorariums. FE said at the end of the year there is a secret ballot, with a yes or no for honorariums, and the advisor tallies up ballots. FE said if anyone receives a majority of a no they don't receive their honorarium, but this year they explained they made an exception because the layout editor for the first semester didn't do as much as they thought, so that person received a little less than set stipend, but other than that, never had a problem. Chrissy asked what subscriptions go to. FE said basically go towards wired service, used to be KRT, now MCT, because if the newspaper needs graphics, any pictures, they can't just take them off line, so they subscribe to KRT so they wont get sued for copyright infringement. Also, FE explained if a writer can't do a story, they can take an MCT story and use that instead. FE said there was another subscription, the Associated Collegiate Press, and they have to be a member in order to attend the conference and if a law suit comes up, the campus lawyers and ACP helps also. Chrissy asked how the photography equipment is stored. FE said it is kept in a locked safe and 5 people know it now. FE said if anyone needs to use it, they cab contact someone who knows and added they take very good care of their equipment. Ryan asked about the Distribution Manger's duties. FE said it is hoping to expand to do stuff off campus, but right now, he drops papers in all the bins, or any inserts, basically delivers the paper, but next year FE wants to go off campus, like the Brown County Library or the BP gas station. Ryan asked if he is a glorified paperboy. FE said its demeaning to call him that and added that he does more than that. FE said he comes in at 6am every Thursday, to take care of the papers, the palettes, so students can have it for 8am classes. Ryan asked how many extra papers FE had per week. FE said specifically had extra papers of about 750, and one thing they want to do is make sure the papers get put into the bins and refilled as many times as possible. FE said next year when they change the constitution, they want to write it into the distribution manager's job description. FE added the extras are left in the office. Ngosong asked if the paper is recycled then. FE said yes, right now its in the office and if its not used or picked up, they are recycled. Ryan asked if they considered cutting down circulation. FE said they can't do it this year, but next year, instead of cutting, they want increase distribution areas. Voting will take place on this item in February.

g. German Club- German Club presented a pretty straight forward budget that consisted of the traditional Christmas market trip, a trip to Chicago done every year. German Club added that they had 27 people sign up this year and it is always a fun event. Ryan asked when and where in Chicago is this. German Club said it runs from Thanksgiving till Christmas Eve, located downtown and they stay at a hotel at the airport, where they can get a shuttle to the airport then take the train to downtown to come out at the Christmas market. Chrissy asked how it is advertised. German Club said it puts out flyers, generally, other years put out

campus life emails, banners, to best fulfill SUFAC requirements. Ngosong asked what do they intend to bring back to the UWGB community from the trip. German Club said WI has about 50% of population of German heritage and they intend to bring back a bit of traditional culture from earlier times of the US and abroad. Voting will take place on this item in February.

IX. Action Items

a. *SGA Reallocation Request-* Chrissy made a motion to reapprove in full. Ngosong seconded. Chrissy wanted to say that they made good justifications for the positions they are asking for and the honorariums seem justified with the appeal. Chrissy clarified it does not include the \$800 bonus, but the other amounts for the honorariums. Motion reallocated and passed 3-2-1.

b. *Campus Crusade for Christ-* Chrissy moved to approve in full. Jamie seconded. Chrissy asked if anybody got the number of CDs they asked for. Anton said they asked for 600. Chrissy said she thought 600 was excessive considering the size of the student body. Chrissy said that number was a huge number to give away given the specific genre. Chrissy called the question. Motion passes 4-2-0.

X. Announcements

Matt would like more questions to be asked, if you don't you can't talk about it on D-Day, so don't be afraid to ask those questions. Other than that, have a great break. Enjoy it. Come back strong after.

XI. Adjournment

Chrissy made a motion to adjourn. Joe seconded. Chrissy called the question. Meetin adjourned at 6:35 P.M.

Respectfully Submitted by,

Joy Hanneman
SUFAC Administrative Assistant