

SUFAC

Meeting Minutes for September 28, 2006

I. Call to Order

SUFAC Secretary Matthew Winden started the meeting at 5:03 P.M.

II. Roll Call

- a. **Members Present:** Chrissy Aurit, Pha Thao, Tyler Vorpagel, Matthew Winden

III. Recognition of Guests

IV. Approval of Agenda

Chrissy moved to approve agenda. Seconded by Tyler. Chrissy called the question. Tyler called acclamation. Motion passed. Agenda is approved.

V. Approval of Minutes

Tyler moved to approve. Chrissy seconded. Tyler called the question. Chrissy called acclamation. Motion passed. Minutes are approved.

VI. Reports

- a. **OFO:** The Org Start up fund is at \$1,000 dollars. The contingency balance is at \$30,000 dollars.
- b. **Senate:** 10 new senators were formed and replaced into various committees. Hopefully some will join SUFAC.
- c. **Assistant Secretary:** Hello, I'm Chrissy Aurit, the Assistant Secretary for SUFAC. I was on SUFAC last year and if you have any questions or concerns, feel free to ask me.
- d. **Secretary:** Hello everybody, I'm Matt Winden, Secretary this year. I would like you all to notice in the binders we have new and old by laws, along with a new and old constitution. If you have any questions about the changes, we can address them at the next meeting.

VII. Information Items

There was an informal meeting last week, which addressed the guidelines, rules for requests, all of which are also on the website.

VIII. Discussion Items

- a. ***At Large Applicants-*** Matt presented Anton Williams and Ryan Wegner. Anton is a freshman at UWGB and would like to join the board, thinking it will be a great way to see how SUFAC is run. Anton has worked for 10 years with a political science background and the last four for a non-profit multimillion-dollar organization in Green Bay called the United Amerindian Center. Ryan is a junior at UWGB, studying Actuarial Science and Finance with a current internship at Scottsfield Finance. Ryan wants to make sure that funds are disbursed correctly and that the student body is represented. Chrissy asks if either have any other commitments that will get in the way of meetings. Ryan comes straight from work and leaves early to ensure he attends. Anton has no conflict with the schedule whatsoever. Tyler moved to make Ryan and Anton immediate action items. Chrissy seconded. No call to question. Chrissy called acclamation. Tyler moved to approve Anton as a SUFAC At Large member. Voting took place immediately. Motion passed 3-0-0. Tyler moved to approve Ryan Wegner. Motion passed 3-0-0.
- b. ***SGA Committed Request-*** SGA came forth with a request for Leaderfest this Saturday and asks for \$1,000 to donate to David Coleman and Peter Brooks. Tyler asked if Leaderfest is well attended. Last year there was an attendance of 120-140. As of Monday, 90 were signed up for this year's Leaderfest. SGA predicted by the end of the week,

between 100-140 registered attendants. Tyler asked who Leaderfest is for. SGA said it is available for every student. At large members, RA's, Ambassadors and Student Government are predominately present, but all students are welcome to attend. Chrissy asked who David Coleman is. SGA said he is the real "Hitch" from the movie of the same name, also referred to as the dating doctor. Making relationships matter is the subject of his speech this year. Ryan asked if there is a cross comparison, with Michael Moore of last year and this year. SGA says Moore went up to 3700\$, and David Coleman is cheaper to book. Michael Moore is 500\$ more this year than last. Coleman is one of the cheaper speakers available. Chrissy asked how they are able to advertise so students know what and where Leaderfest is. SGA said posters have been made, campus emails sent out and a bulletin posted on the student life website. Chrissy wanted Hitch explained for those who do not know. SGA said it starred Will Smith, based off David Coleman, the "dating doctor". Matt asked if there were any other questions. Tyler moved to make Immediate Action item A. Seconded by Anton. Called to question by Tyler. Acclamation by Chrissy. SGA Committed Request became Action Item A and was voted on later in the meeting.

- c. ***Study Abroad Alumni Club-*** SAAC requested \$81 for a welcome back reception next week and requested it be voted on later in the meeting. SAAC said last semester they had a reception and requested money from SUFAC for food that helped to bring in more attendants of the event and it was very successful. Chrissy asked if it is open to all students. SAAC said that yes, it is and an email was sent out through campus life to announce it, along with emails to any students that traveled abroad last year. SAAC also created posters and have displayed them throughout campus. Tyler asked if SAAC's current balance of \$50.07 is currently earmarked for anything. SAAC says no that it is not. Chrissy asks how many students attended last year. SAAC said 15-20 attended last year but believes a better outcome this semester since more people have applied. Pha asks if the posters advertised free food for all UWGB students. SAAC says yes. Tyler asked when the reception will be. SAAC said Tuesday evening. Tyler moved to make SAAC Action Item B. Chrissy seconded. No discussion. Tyler called to question. Chrissy called acclamation. SAAC became Action Item B and was voted on later in the meeting.
- d. ***Creative Campus Television-*** CCTV requested \$9,630 dollars to provide CCTV with the basic tools necessary to help fulfill its mission to provide students with hands-on experience developing and producing television programs that will be broadcasted on Channel 20. CCTV started with payment for studio time. CCTV believes it's necessary so that they have access to a professional studio to produce all of the segments of the planned programs. CCTV explained they use the studio located in IS 1050 which is located on campus but is rented by another organization, so to utilize this space they must pay a fee. The fee is for the use of the space, equipment and electricity consumption. CCTV also requested money for materials that will allow them to produce and shoot segments in the field as well as live event coverage. The shoulder mount camcorder is requested because as CCTV grows they can no longer utilize the equipment of Channel 20, because Channel 20 is growing also, the time to share the equipment is no longer there. The shoulder mount will also make field filming possible. In addition to the shoulder mount, they also requested a tripod, which will increase the professionalism and quality of the filming by steadying the picture. CCTV also brought up the need for wireless microphones. While in the field, they could use the microphone located on the camcorder but that microphone picks up buzzing and background noise that decreases the quality of the production immensely and also limits the length the subject speaking can be away from the camera. DV tapes and DVDs would be used for archival purposes. Miscellaneous cables would be used for things such as the camcorder, so it would not have to run off battery or if the battery would run out the filming could continue. A power strip was also requested so the cables and equipment would be grounded and headphones for the person operating the camera to make sure audio was correct. CCTV stressed the importance of receiving an external 500GB hard drive in order to archive footage in addition to DVDs. DVDs are not a viable way to archive their footage for long periods of time, if a DVD were scratched, broken or dropped, the footage on that disk is

irretrievable. CCTV explained that a 500GB external hard drive for the most part cannot be compromised and that particular size would hold approximately 100-hour long shows or numerous 20-minute shows. CCTV also stressed the importance of the Video Recording Hard Drive. When attached to the camcorder, it records straight to the hard drive and so can be put on the computer for editing right away. Without this, CCTV explained they have to replay the entire footage they captured, in real time, on a community computer located in the community center. If CCTV recorded an hour of footage, without the hard drive CCTV would have to take another hour to replay it back onto the computer, which also ties up the computer for other UWGB students. CCTV then brought up funds for duplicating and miscellaneous office supplies, general items they would need as a student org. CCTV requested money for set materials to build for their programs, materials included nails, hammers, wood, general items of that nature. The funds for the Wisconsin Broadcaster Award would go for submitting entries for each category. It costs \$15 to enter and \$5 per entry per category. Last year CCTV submitted entries and took home 2nd and two 3rd placed entries. Stage make-up, props and costuming fees would go for making the programs more professional and of a higher quality. Next item is the formal studio training equipment. In order for CCTV to use the equipment located in IS 1050, they must be trained in its usage and this fee covers the cost of the training. Tyler began questioning by asking why CCTV must pay rent to use a room located on campus. CCTV explained that the room is rented by ETP executive director Dean Thompson. The space belongs to the university but all equipment therein is property of ETP. Tyler asked what kinds of things were filmed by ETP in the space. CCTV explained that ETP produces a program entitled "Teen Connection" which is produced once a month and broadcasted on Wisconsin Public Television. It also has won numerous national awards. Chrissy asked what kind of equipment is available in IS 1050. CCTV explained they have large studio quality cameras anchored to the room, teleprompters which are run through another machine in another room, a full overhead lighting system, a switcher between camera feeds, soundboards to keep track of microphones and other miscellaneous items needed to run cameras and equipment. Ryan asked what resources they have used or if they have produced any revenue. CCTV said they had a small fundraiser for Union Cheap Seats, setting up a concession at Nacho Libre, which is still being calculated. They have no active budget, CCTV was late in handing in a budget and was rejected last year. Tyler asked how many DV tapes and DVDs they could buy with the funds they requested. CCTV explained that DV tapes are \$4 apiece and they are able to record 1 hour on each tape. CCTV also explained that for \$50-65 they can get 100 blank DVDs. CCTV projected they will be able to get 10 blank DV tapes and 100 blank DVDs. Chrissy asked how many shows they produced last year and how many they plan to do this year. Last year, CCTV said they were strictly in charge of Phoenix Connection, "In the Know" a daytime talk show with Drew and Kelly, a sports show "On the Ball", which they are working with the men's basketball team to have all access to preseason coverage and exhibition games, along with a movie and entertainment show entitled "On the Reel." CCTV stated they won an award for "On the Reel" last year. They produce these three shows every week, airing new episodes the following week. Chrissy asked as an off campus student, how could she view these shows. CCTV believes that they will be in the union and the Kress Center and that they are currently in works with a deal for Time Warner and that CCTV may be broadcasted off campus on this cable provider's public access channel. Chrissy asked if they do get the equipment, how would they store it and keep it secure. CCTV said there is a small studio in apartment building 3312 that has a locked basement where Channel 20 stores their equipment and that CCTV would also be able to keep their equipment there. Chrissy asked how many current active members there are. CCTV said approximately 30 not including any members recruited at OrgSmorg. Chrissy asked if any of the members get internship or class credit. CCTV said no, but eventually they would like to have a stipend for leaders of CCTV and they would like to work with Tim Meyer to make academic internship possible. Tyler asked how they paid for entries last year. CCTV said that a member last year paid for the fees, approximately \$160 out of pocket. Ryan asked how

many members would attend the formal training. CCTV said the training session will be 1-1 and a half hours long and they would like to have as many members as possible present so the maximum amount of people can use the equipment. Chrissy asked where they got the prices for the camera and DVDs. CCTV said they went through a state contract vendor called Full Compass. Tyler asked if CCTV has asked another theatre group or org if they had any old set materials they could utilize. CCTV explained that it would be impossible to borrow, because any set design element they would have to keep in order to retain continuity for their programs. Chrissy asked if there is a cheaper alternative in the catalogue or if what they have requested is absolutely necessary. CCTV explained that their advisor said they had to go through the state contractor to get the items and the camcorder they requested was the cheapest while still retaining the bare minimum of quality necessary. Chrissy asked what the life of the camera would be. CCTV estimated 5-10 years with five being the minimum with very poor handling, but perhaps as long as 15-20 years. Tyler asked what the current video recording technology is like and if there is any chance the camera could become obsolete, will CCTV be able to adapt to a newer format. CCTV said in general the format does not change and the one currently in use has been for the past 20 years. Any drastic changes are not foreseeable or likely. Anton asked how much better in terms of quality is the camcorder they are requesting in comparison to the one they are using. CCTV explained they are using a VHS camcorder and with this camcorder, the professional quality they are trying to attain is not there. The new one has clearer audio and picture. CCTV also added the cameras they are using now are not mobile, while the one they want would be, allowing for field segments. Chrissy asked if there is a less expensive camera available that would still fit their needs. CCTV replied that the one they requested is that camera. Pha asked how many shows they are planning to make. CCTV plans to make the same three they are making every week but they are currently exploring ideas for a new show, such as a spoof on NBC's "The Office", which was actually a non-CCTV member's idea. Tyler asked if someone requested they tape a meeting or footage for orientation, whether they would assist. CCTV explained that it was more the domain of Channel 20 than theirs and that they want to concentrate on their entertainment shows. Pha asked if any other storage is available than the 500GB external hard drive or the blank DVDs. CCTV said they could use space on the server, but it would tie up too much communal space. Anton asked if DV tapes are available for storage. CCTV said they could not be used for storage because they are smaller and the formats differ. Ryan asked in regard to the video hard drive, whether they could produce their shows without it. CCTV said explained again that the time used to upload the footage would be real time and that three hours of footage would take three hours just to upload, which does not include editing time. CCTV further explained they are doing this on a community computer and that it would take more time away for other students to use the computer. Matt asked if there were any other questions. No other questions. Voting will take place on this item next week.

- e. **Bowling Club-** The Bowling Club budgeted for 90 people instead of 96 and at OrgSmorg, all spots were filled up and even other teams beyond those that applied wanted to join the league. Next year, the Bowling Club is requesting 306\$ to cover the league, 9 weeks in the fall and 8 weeks in the spring. The Last week each of those semesters there is one night free and so no charge. The Bowling Club is also asking so the extra number of students will not have to pay 8\$ a week while most pay 5\$. The Bowling Club also would like reallocation determined for the Hawthorne Invitational and the Leatherneck Classic. The Bowling Club is not sure they cannot make the Hawthorne Invitational, but there might not be enough teams signed up for the tournaments. In that case, they would like to reallocate those funds into the Perdue Boilermaker Classic, which was explained as the same tournament but at a different place. The other Leatherneck classic and conference meet during the same week as the Perdue Boilermaker. If they attend the Perdue Boilermaker, they would like to take Leatherneck funds and move those to a new tournament at Madison, the War hawk Open. The Warhawk Open was explained as a 1st year tournament and with enough entries to keep the tournament active, the Bowling Club explained there is good incentive that UWGB

will place and move up in point rankings and cash prices that could be used in the budget. Chrissy asked how teams were decided. The Bowling Club explained it was first come first serve basis and that the first team that showed up and signed their names could participate as a team. Some who signed up as individuals or parts of teams were merged to create a team. Chrissy followed with a question on how it was advertised. The Bowling Club explained it was filled up through Org Smorg so no additional advertisements were necessary. Tyler asked if the Bowling Club was successful in maxing the capacity of the bowling hall when they had league nights. The Bowling Club replied that they were successful. Tyler asked if the agency balance of 142.15\$ was currently used for anything. The Bowling Club responded it is used for one tournament throughout the year. Chrissy asked if there are any fundraisers or anything of that nature set up. The Bowling Club said no but they might look into a 50/50 raffle at Ashwaubenon lanes, with 60 lanes and 5 people for a lane, it would be a few hundred dollars fundraised. Voting will take place on this item next week

- f. *Bowling Club Reallocation-*** The Bowling Club also wants re-allocated funds from the Moline, IL Leatherneck Classic trip to the McKendree College Baker Tournament in Lebanon, IL for the amount of \$878.93. The request is asked due to a conference meet being scheduled at the same time. They also want the funds for the Hawthorne Invitational trip in Vernon Hills, IL reallocated to the Warhawk Open in Madison, WI for the amount of \$615.20 due to reduced competition and the edge to gain in the National Points List.
- g. *Circle K-*** Circle K requested reallocation of \$2400.08 for a trip to Boston, MA on August 11th-16th of last year. Circle K was originally given \$1080 for lodging and \$1210.08 for airfare and they wish to change the label of lodging to registration and change the amount needed from \$1280 to \$800. Circle K was under the impression they could pay separately and show receipts for the lodging costs but instead it was done as an umbrella payment and the costs were labeled as registration instead of lodging. OFO was not able to accept their receipts with this label and that is the main reason for the reallocation request. Voting will take place on this item next week.
- h. *Fourth Estate-*** Fourth Estate wanted to be allowed to tap into their reserves of \$110,000. Fourth Estate would be taking \$26,000 out due to a mathematical error when calculating printing costs for the newspaper. Chrissy asked if cost for printing this year is comparable to last year. Fourth Estate says yes it is comparable but last year it was estimated that it would cost \$40,000 less than it would and the mistake was not caught. Fourth Estate also stated the people responsible for this mistake have since graduated. Chrissy asked why the reserve is so high. Fourth Estate said it is revenue generated from advertisements in the newspaper, which is put directly into their reserves. Matt pointed out that the budget is included in the \$110,000. Voting will take place on this next week.

IX. Action Items

- a.** Chrissy moved to approve SGA in full. Tyler seconded. Tyler believes that Leaderfest is a program that is very successful and has been successful in the past, along with the fact that it has been done for awhile, so it is necessary. Chrissy agreed and believes it is well attended and students benefit from attending. Tyler also thinks it is very well advertised. Tyler called to question. No question called. No objections. Item passed 5-0-0.
- b.** Tyler moved to approve SAAC in full. Chrissy seconded. Tyler spoke to motion. Tyler thinks its been done in the past and it's a good way for students to find out about studying abroad and a good experience overall. Chrissy said last year when it was approved, SUFAC would try to fund one food item per introductory meeting per semester and so there is a past precedent. Tyler called to question. No objections called to question. Motion passed, 5-0-0.

X. Announcements

Matt believed it was a good meeting for the first time and states that next week, Chrissy will be leading the meeting as he won't be here. The following week there will be no meeting as

neither Ron nor Matt will be in attendance. Meetings will resume the week after that starting with auxiliary budgets.

XI. Adjournment

Motion to adjourn by Tyler. Chrissy seconded. Ryan called to question. No objections. Meeting adjourned. 6:45P.M.

Respectfully Submitted by,

Joy Hanneman
SUFAC Administrative Assistant