

SUFAC
Meeting Minutes for February 7, 2013,

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:19pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, SGA Exec., Bea Yang-OFO, Jeff Huebner, Kyle Zellner, Trevor Fuller, Katie Simson, Joshua Shope, Megan Leonard, Brianna Mollberg, Jack Mellberg.

III. Recognition of Guests: Michael Hengels-Alternate Theatre, Mackenzie Allen-Intervarsity, Amber Bennett-French, Adam Meyer-French, Jacob Abegglen-Intervarsity, Casey Gallenberger-Intervarsity, Adam ???, Emily Martin-Fourth Estate, Michaela Paukner-Fourth Estate, Danielle Washington-OLA, Brittany Molina-OLA, Grace Vecchie-OLA, Abbie Hartung-Newman, Billy Lobner-Newman, Jessica Shimon-OrgNet.

IV. Approval of Agenda and Minutes: Kim entertained a motion to approve the agenda for February 7, 2013. Jeff motioned. Kyle seconded. Megan called the question. Shawn acclimated.

Kim entertained a motion to approve the minutes from December 5, 2012. Kyle motioned. Shawn seconded. Jack called the question. Shawn acclimated.

Kim entertained a motion to approve the minutes from January 31, 2013. Trevor motioned. Shawn seconded. Megan called the question. Jack acclimated.

V. Reports

- a. **OFO:** Contingency is \$28,842.19 and small organization start up is \$1,300.
- b. **Senate:** I hired an administrative assistant named Ashley and she seems great so far. Our first meeting is this Monday.
- c. **SGA Exec:** We had a lot of childcare talk this week. And I am not picking a VP as of right now.
- d. **Vice Chair:** Thanks for braving the weather. We still have 14 budgets to go through. We will discuss D-day guidelines later.
- e. **Chair:** None.

VI. Discussion Items:

- a. **OrgNet**
OrgNet is in charge of all of the banner room supplies. We are also in charge of the computers on the org suite. Under S&E I am asking for \$786.62 for general supplies, \$40 for photocopying, and \$3,220 for computer maintenance fees. I have no capital items. The total S&E and

Committed expense is \$4,046.62. The total allocation for the org is \$4,046.62.

Questions: Jack asked how many computers are in the org suite. There are four. Shawn asked if they go through all the materials they buy. Yes we do, but we do not buy it all at one time. I order paper throughout the year. Heba asked if an org wants something specific, is there a process to order through them. Yes there is.

b. Alternate Theater

We are the theater group on campus that is open to all students. The group has grown this year and we gained a lot of freshman this year. We present our own plays and promoter theater on campus. Under S&E we are asking for \$100 for photocopying, \$100 for duplicating, and \$50 for subscriptions, which is for our script library. The total S&E expense is \$250. Under Capital we are asking for \$450 for 4-LED Flood Lights. The total capital expense is \$450 and the total committed expense is \$700. Under Contractual we are asking for \$1,000 for the Alternate Theater Theater Festival. We would like \$1,000 for Studio Production, which is meant to fund fees for our student-directed Studio Productions. We are requesting \$500 for a Performance Workshop and \$500 for a Technical Workshop and we would also like \$250 for a Rocky Horror Picture Show Showing. Finally we would like \$1,250 for a Professional Outside Show to come to the University. The total Contractual expense is \$4,500. Under Food we would like \$150 for an Ice Cream Social Fall Recruitment and \$150 for a Spring Pizza Party Recruitment. The total food expense is \$300. Under Travel we are requesting two trips. Trip 1 is to the Steppenwolf Theatre in Chicago. We would like 20 students to travel and the cost per student is \$50. The total registration cost is \$1,000. We would like 5 rooms for 1 night at a cost of \$70 per room per night for a total lodging expense of \$350. We do not need any motor pool. The total cost of the trip is \$1,350 and the SUFAC contribution is \$900. Trip 2 is to the Guthrie Theatre in Minneapolis. We would like to take 20 students and the cost per student is \$20 so the total registration cost is \$400. We need 5 rooms for 1 night and the cost per room per night is \$124 for a total lodging expense of \$620. We do not need motor pool. The total cost of the trip is \$1,020 and the SUFAC contribution is \$680. The total travel expense is \$1,580 and the total allocation is \$6,680.

Questions: Shawn asked if they only needed registration for trips. Yes. Kim said that we have lodging in our budgets; do you want to keep that? Yes. Jack asked if the money needed for Rocky Horror Picture Show is for the costs of obtaining the rights to the movie. Yes. Shawn asked if they think that event will be better attended next year. Yes, if we advertise more and if it is at another location. This event can possibly get out of hand but we are going to try and minimize that. Katie asked if the studio productions are free. Yes, they are free to students and non-students. Shawn asked if they have anything similar to the floodlights the

requested. We have 3 mini incandescent lights. We were able to borrow lights from the theater department for our shows last year. If there is a play or show going on then we cant borrow those lights and if we want to have something in the union we couldn't borrow the lights either. Shawn asked if borrowing lights has been an issue in the past. Not this past year, but this year there might be. Shawn asked where the lights would be stored. With the booth in Theater Hall. Shawn asked if the Alternate Theatre Theatre Festival was successful last year. Yes, we performed 2 nights and we had about 120 attendees. We had 17 actors and 7 different play writes. Once it becomes annual I think more people will start to attend. This year we barely spent anything on it because we were able to borrow the things we needed. We also may want to pay the play writers for their work. Shawn asked if other orgs bring in professional outside shows. One org did and a women's org is bringing one in this semester. Shawn asked if they could co-sponsor with another org. We could possibly do this. The ability to bring a show onto campus would be good.

c. OLA

Under S&E we are asking for \$100 for general supplies, \$100 for photocopying, and \$100 for duplicating. The total S&E expense is \$300. Under Capital items we would like \$200 for member promotional items. The total Committed expense is \$500. Under Contractual we are requesting \$500 for our Cinco De May Celebration for the activities students will participate in. We would like \$3,000 for an AMSLC Keynote Speaker; we would like to collaborate with other orgs for this speaker. And we would like \$500 for the rights to show Latino Films. The total Contractual expense is \$4,000. Under Food we would like \$300 for food for the Cinco De Mayo Celebration, \$100 for our first meeting, \$150 for a cooking demonstration, and \$100 for a film discussion. The total food expense is \$650. Under Travel we are requesting to go to the United States Hispanic Leadership Institute. We would like to take 21 students and the cost per student is \$140 for a total registration expense of \$2,940. We would like 6 rooms for 3 nights and the cost per room per night is \$140 for a total lodging expense of \$2,520. We also need 3 motor pool vehicles to travel 450 miles round trip for a total transportation cost of \$706.50. The total cost of the trip is \$6,166.50 and the SUFAC contribution is \$4,111. The total cost for travel is \$4,111 and the total allocation is \$9,261.

Questions: Trevor asked where they are going to store the member promotional items. We store everything in the AIC storage closet. Heba asked how the member promotional items are going to be used. They will be showcased. We bring things out during OrgSmorg and during Cinco de Mayo week. Brianna asked if they are collaborating on the AMSLC speaker. The conference is for the entire UW System and our school is hosting it. We are contributing to one speaker but there will be many speakers there. Kyle asked where the trip is when it is taking place. Next year we are unsure of the date. This year it's in February in Chicago. Shawn asked them to justify why the trip is important. We take the trip

annually. It's a great opportunity for members to work with peers but it is also a professional conference. We can network and learn from outside sources. Shawn asked what the cost per student is for. It's the registration. We do fundraisers to help lower the costs on our students such as a tamale fundraiser.

d. French

Our club is meant to educate students and the outside community about French culture. Under S&E we are asking for \$10 for general supplies, \$30 for photocopying, and \$60 for duplicating. The total S&E is \$100. We have no capital items. The total Committed expense is \$100. Under Contractual we are asking for \$1,500 for La Vie en Rose which is a jazz band and \$1,500 for Victoria Vox: Boombox Séance with Aaron English; we try to bring her every year. We would like \$1,750 for Dr. Zog Zydeco Band and \$1,275 for Cecile Savage Trio. The total Contractual expense is \$6,025. Under Food we would like \$69.80 for food for La Vie en Rose, \$69.80 for Victoria Vox, \$87 for Dr. Zog Zydeco, and \$69.80 for food for Cecile Savage. The total food expense is \$296.40. We have no travel and our total allocation is \$5,021.40.

Questions: Brianna asked them to justify why the speakers and performers are all jazz groups. Jazz is typically what we would bring in and what is popular with the French. We want to stick with that but bring life and a little difference to it. Heba asked if the Dr. Zog Zydeco Band came last year. No, not this group. A different group didn't show up last year. Shawn asked if the events are well attended. It depends. Victoria Vox is well attended. We are hoping that if we advertise enough the attendance will be good. Victoria Vox brings life and pop and a younger feel when she comes. Trevor asked if Cecil Savage came last year. Yes. It was her first time. It wasn't as well attended as we would have hoped but she was a very good performer and we wanted to bring her back again. Shawn asked if they are charging students. Yes we charge students \$2 and non-students \$5. We have also been fundraising to offset costs of performers.

e. Intersivity

We are a Christian fellowship org on campus. Under S&E we are requesting \$30 for general supplies, \$40 for photocopying, \$5 for postage, \$50 for duplicating, and \$109 for memberships. The membership fee is for the CCLI license to project the music onto a powerpoint screen. We have no capital items. The total S&E and Committed expense is \$234. We have no contractual items. Under Food we would like \$150 for a Fall Semester Pizza Party and \$150 for a Spring Recruitment Ice Cream Social. The total food expense is \$300. Under Travel we have three trips. Trip 1 is to a Fall Conference in Green Lake, WI. We would like to take 25 students and the cost per student is \$125 for a total registration cost of \$3,125. Lodging is included. We will take 3 personal vehicles to travel 180 miles roundtrip and the cost per mile per vehicle is \$0.37 for a total transportation cost of \$199.80. The total cost of the trip is \$3,324.80 and the SUFAC

contribution is \$1,662.40. Trip 2 is to Chapter Focus Week in Cedarville, MI. We would like to take 15 students and the cost per student is \$358 for a total registration cost of \$5,370. Lodging is included. We take 4 personal vehicles 600 miles roundtrip and the cost per mile per vehicle is \$0.37 for a total transportation cost of \$888. The total cost of the trip is \$6,258 and the SUFAC contribution is \$1,877.40. Trip 3 is to the Milwaukee Urban Project in Milwaukee in Milwaukee, WI. We would like to take 8 people and the cost per student is \$220 for a total registration cost of \$1,760. We do not need lodging or transportation. The total for the trip is \$1,760 and the SUFAC contribution is \$880. The total travel expense is \$4,419.80 and the total org allocation is \$4,953.80.

Questions: Heba asked them to explain why the number of attendees on each trip is so different. Each trip has a different emphasis. Trip 2 is more focused on leadership training and the Milwaukee Urban Project is during spring break, so not as many students will go on that one. Shawn asked if trip 2 is open to everyone. Yes. Heba asked them to explain what the org does because there are other faith based orgs on campus. We are focused on small group bible studies and building community. We organize things different; we have co-ed bible studies, we are more small group based. Shawn asked if the cost per student on the trips includes lodging. Yes. Brianna asked how the Milwaukee trip is relating to their faith. Milwaukee is the most segregated city and it is about how that has impacted Milwaukee. There is a lot of history and you spend time with non-profit orgs and meet people and understand the issues that are going on there.

f. Newman

We are a Catholic org on campus. Under S&E we are asking for \$100 for duplicating. We have no capital items. The total S&E and Committed expense is \$100. Under contractual items we would like \$900 for a musician or band, \$700 for a guest speaker, and \$600 for a Day Seminar. The total Contractual expense is \$2,200. Under Food we are requesting \$94.37 for food for Fall Recruitment, \$130.23 for the Day Seminar, \$92.43 for the musician or band, and \$59.43 for a guest speaker. The total food expense is \$376.46. Under Travel we would like 2 trips. Trip 1 is to Camp Tekawitha in Shawano. We would like 25 students to attend and the cost per student is \$45 for a total registration cost of \$1,125. Lodging is included. We are going to take 5 personal vehicles to travel 94 miles roundtrip and the cost per mile per vehicle is \$0.35 for a total transportation cost of \$164.50. The total cost of the trip is \$1,289.50 and the total SUFAC contribution is \$859.67. Trip 2 is also to Camp Tekawitha in Shawano. We would like 25 students to attend and the cost per student is \$45 for a total registration cost of \$1,125. Lodging is included. We are taking 5 personal vehicles to travel 94 miles roundtrip and the cost per mile per vehicle is \$0.35 for a total transportation cost of \$164.50. The total cost of the trip is \$1,289.50 and the SUFAC

contribution is \$859.57. The total cost for travel is \$1,719.33 and the total allocation is \$4,395.79.

Questions: Trevor asked if they have any idea of who they are bringing in for a speaker. We want to bring in someone that had a near death experience. We think other students on campus would also want to hear about this, not just members of our org. Heba asked if they want two separate trips. We have done another retreat in the past but this one was very successful. Shawn asked what the benefit of going to the same place twice is. The trips are spread apart and we interact with different students. There is a different focus for the fall and spring retreat. They also have different speakers. Shawn asked if they usually bring in a musician or band. We try to do one at least once a year. We did do one last year but it wasn't part of our budget. Shawn asked if it was well attended. For how small of an org we are it was better attended than we thought it would be. Katie asked why the day seminars attendance is so low. We don't know how much support there will be for the seminar but we are hoping there will be support.

g. Fourth Estate

We are the student newspaper. Under S&E we are requesting \$750 for general office supplies, \$550 for the office phone, so advertisers can get in contact with us, \$650 for postage, \$300 for duplicating, \$1,300 for subscriptions to cover our subscription to MTC, which is for publishing photos, \$500 for memberships, and \$4,025 for computer maintenance fees. The total S&E expense is \$8,075. Under Capital items we are asking for \$1,372 for 2 computers and programs to go with those computers, \$50 for writer incentives, \$112.50 for WNA Foundation Better Newspaper Contest and \$110 for the Associated Style Book. We would also like \$600 for a video camera and \$500 for a camera lens. The total Capital expense is \$2,744.50 and the total Committed expense is \$10,819.50. Under Salaries and Honorariums we are requesting an 11.24% increase in the 4Pay and Off the Wall Editor so this person has a stipend of \$297/semester. We would like to increase the Layout editor's stipend by 37.5% for a new stipend of \$330/ semester and we are increasing the Photography editor's stipend by 11.11% for a new stipend of \$330/semester. The Ad Commission stipend is decreasing by 6.25% to bring the new stipend amount down to \$750. Under contractual we are requesting \$43,000 for Newspaper production, \$1,000 for a Journalist speaker, and \$300 for Facebook ads. The total contractual expense is \$44,300. Under Food we are asking for \$150 for Recruitment Meeting/ Media Palooza in the Fall and \$150 for the same event in the Spring. We would also like \$100 each for food at the end of semester meeting in the fall and spring. The total food expense is \$500. Under Travel, trip 1 is to the ACP College Newspaper Conference in Minnesota. We would like 15 students to attend and the cost per students is \$100 for a total registration cost of \$1,500. We will need 4 rooms for 2 nights and the cost per room

per night is \$120 for a total lodging expense of \$960. We will need 3 motor pool vehicles to travel 600 miles roundtrip for a total transportation cost of \$726. The total cost of the trip is \$3,186 and the SUFAC contribution is \$2,124. Trip 2 is to the National College Media Convention in Chicago. We would like 15 students to go and the cost per student is \$90 for a total registration cost of \$1,350. We will need 4 rooms for 2 nights and the cost per room per night is \$200 for a total lodging expense of \$1,600. We will need 3 motor pool vehicles to travel 300 miles for a total transportation expense of \$393. The total cost of the trip is \$3,343 and the SUFAC contribution is \$2,228.67. The total cost for travel is \$4,352.67 and the total allocation is \$43,054.17

Questions: Kim asked them to talk about revenue for advertising. In the past we worked with agencies that put us with advertisers. We stopped with that are now with other agencies. We also want businesses that students are interested in. We are giving discounts for off campus businesses to advertise. Heba asked how many do copies of the newspaper they print per week. 2500. Heba asked if they keep track of readership. It's hard to track because the papers are in so many places. It's very successful in Wood Hall. We try to put more papers where it's more successful. Shawn said 4 people per room is the policy, so we are going to decrease the number of rooms from 6 to 4. Ok we are fine with that. Heba asked if there is a reason they specifically want five Associated Style Books. We stuck with that from past years and we have 10 editors so it's about 2 per book. Heba asked if they want a new camera and new lens as well. We want a video camera and the lens is to update the 3 older cameras we have. Trevor asked if the camera lens is compatible with older cameras. I haven't made sure it fit each one but I want it to fit 2 at the minimum. Trevor asked how old the cameras are. One is from 2000 but the others I am not sure. Shawn said we have a max increase of 10% per position for honorariums and asked them to justify their increases. The Layout editor increase is because this person is in the office for 13 hours on Monday and they do a 2 page spread each week. We didn't feel it was fair give them less money when they do just as much work. The 4play and off the wall increase is because the content is self generated which is hard work. The Photographing increase is because the editor has to go off campus most often. They arrange schedules around specific events so we felt it was fair to have them get equal pay to other editors. Heba asked what they do with old copies. We recycle them but save a few if we want them. Kyle asked if they received hard covers from the publisher. Yes, we will get them this year. Kyle said the library rents out video cameras, so why do they need their own camera? Most of the time the cameras are checked out. It's important that we have our own equipment for cases where we need to have a camera present. Heba asked what the class is that they talked about. It's the same as the org where students write the articles that are in the paper. Each week they are supposed to come to the office and help edit.

We left out the NCAA Women's Basketball Tournament. We do send a sports editor and another editor. So who do we go through to get money for them to go?

Kyle said that basketball tournaments are a maybe and we don't fund those so you can come in on contingency request. Kim said you would set it up through travel in your budget. Shawn asked them to explain the difference between their two trips. They are put on by two different organizations. The conferences have two different sets of speakers and perspectives on the changing journalism field. The one in Chicago is national, so we could get national recognition. Brianna asked about the speaker. We would want to bring someone in the from the journalism field. Heba asked how long students have been helping with editing. It's the way its always been done. Trevor asked if they offer articles online. Yes, every article that's in the paper is on our website. Shawn asked if they have ever brought in a speaker before. No we haven't, we are not sure how much it would cost. Shawn asked if they know who they want to bring in. Ideally Lisa Ling, but I don't know if we can get her. Trevor asked if the trips are geared towards improving paper, is it open to everyone? Everyone in the org or class can go. Kyle asked how many computers are under the maintenance fee and are the new ones replacing old ones. They would be in addition to; we have 5 computers and 10 editors and not everyone can use a computer at the same time. Kim asked if they included the 2 extra computers into the maintenance fee since you are asking for 2 more. I am not sure if it was factored in.

h. D-Day Guideline Discussion

Questions: Kim asked if anyone can think of anything to add or change. Shawn asked about the per person per day and what amount the board wants. Is \$40 a good amount to have per person per day? Kyle said he is good with that amount. Jeff said he would like orgs to pay more of the total amount if the amount is over \$40 per person per day. Kim said we can only pay up to \$40 per day then orgs pay more than that. Jack said some conferences are more expensive and orgs can't help that. Shawn said if orgs go over, then it can be on a case by case basis. Josh said our contribution should be \$40 but orgs pay anything over that, but it is a case by case basis. Shawn said we should make it \$40 per day then go on a case by case basis.

Kyle motioned to enter committee of the whole for 20 minutes. Josh seconded. Jack called the question. Kyle acclimated.

Entered at 7:03 pm.

The board discussed D-Day guidelines.

Kim entertained a motion to extend committee of the whole for 20 minutes. Kyle motioned. Megan seconded. Jack called the question. Josh acclimated.

Extended at 7:23 pm.

Trevor motioned to extend committee of the whole for 15 minutes. Heba seconded. Shawn called the question. Jeff acclimated.

Extended at 7:43 pm.

Heba motioned to extend committee of the whole for 15 minutes. Megan seconded. Jeff called the question. Kyle acclimated.

Extended at 7:58 pm.

Kyle motioned to exit committee of the whole. Shawn seconded. Josh called the question. Trevor acclimated.

Exited at 8:04 pm.

VII. Action Items

VIII. Review on Tonight's Presentations

Orgnet

Kim asked if anyone has question for OrgNet? No.

Alternate Theater

Trevor said he has a problem with lighting. I am wondering if it is necessary. Kyle said he believes they asked for floodlights last year and we said no. They are able to borrow lights. Heba asked if they can pay the play writers for their work. John said students get paid all the time if you let that happen. Kim said it will be up to the board on D-day if they will allow it or not. Jeff said they also included lighting in contractual, so ask them specifically what they need. Brianna said to ask them why they are asking for a makeup workshop.

OLA

Heba asked if anyone got any info about AMSLC. Jeff said there are four orgs requesting \$10,000, BSU, Intertribal, OLA, and WOC. Jeff said to ask OLA if they are co-sponsoring the speaker. John said this is an event that an office decided they wanted to bring to campus. They went and got orgs to ask SUFAC for money to bring in speakers. Kyle said to ask them what the expected non-student attendance is and how much they are charging. Heba asked if non-students are non UWGB students or non UW students. Kim said students are students that go to GB.

French

Brianna said all four speakers/musicians are very similar in style, so I think we need to cut back on the speakers. Jeff said the presenter said she wanted to get new people because they have seen these performers before, yet she is bringing

some of the same people back. Trevor said that only Victoria and Cecil have come here before; the other two are new people. Katie asked if they are supposed to be charging students. Kim said they can but we would get the revenue back, up to what we gave them.

Intervarsity

Kyle said we need an itemized list. Heba asked if the memberships are for the use of songs. Kim said yes.

Newman

Jeff said to ask them to justify why they are going to the same camp in the same year twice, he wants in depth details. Katie said the camp is different each time they go. Shawn said they have different speakers at each camp and it has a different focus.

Fourth Estate

Heba asked if someone could explain the class. John said some students get credit for the class and work for the newspaper. Trevor said most other Universities have papers that are self-funded, but there is a larger advertising base. Brianna said she wanted more explanation about why they pass it out to businesses and the outside community. John said it probably costs them the same amount of money to produce 8000 copies as it does to make 2000. They have a bunch of extra copies and they want to generate more sales and they give the papers out to these businesses. Heba said she is not sure about their conferences; only people in the org or class can go. What if someone else wants to go? Trevor asked if any students that are enrolled in the class are collecting an honorarium. Can we check into that? Heba asked if the Fourth Estate was saving to become self-sufficient. John said yes. Heba asked if any SUFAC has thought about not funding Fourth Estate. John said I'm not aware of it coming up in the past. Heba said she don't think it achieves its mission and asked if other orgs can print the paper. Jeff said it makes sense since they put everything online. It goes along with our mission of being an eco-friendly University. Kyle said we can't differentiate groups of similar background according to law. Brianna said this specific group is really about the work experience that they can get from being in the group. This is a very exclusive group. Kyle said I believe anyone can submit an article. Jeff said to ask them if athletics can provide pictures to them from athletic events. Jeff also said to ask them if they can collaborate with Phlash TV for the video camera.

IX. Announcements: Shawn said he ordered some muffins and juice for breakfast. It will be here at 8:30 am. We are starting at 9! Lunch is at noon and we reserved the Mauthe Center. I will get pizzas for lunch. At 5 o'clock we will have a small dinner.

X. Adjournment: Kim entertained a motion to adjourn the meeting. Meeting adjourned at 8:39 pm. Kyle motioned. Jeff seconded. Shawn called the question. Trevor acclimated.

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant