SUFAC Meeting Minutes

October 7, 2021 5:15pm

1965 Room, UWGB

1. Call to Order
2. Roll Call
3. Recognition of Guests
   1. Tanisha VandenLangenberg
   2. Kate- secretary for Circle K
4. Approval of Agenda
   1. So moved: Riley
   2. Seconded: Ted
   3. Passes
5. Approval of Minutes
   1. So moved: Ted
   2. Seconded: Aiden
   3. Motion to amend minutes to spell Aiden’s name right
      1. So moved: Riley
      2. Seconded: Aiden
      3. Motion passes
6. Reports
   1. Liaison: The Committed Contingency $33,335.30 the Org Start-up fund is at $1475.23. Tonight, sigma tau delta poetry slam. This weekend is parent and family weekend. Friday at 7:00, the hypnotist Jim Wand will be at the Weidner center. The movie Selena is showing. All programs going on Saturday for family weekend most of them require tickets. Monday Indigenous people celebration from 11-2. Wednesday Mr. Phoenix is being put on by Zeta Omega Tau from 7-9pm in the Phoenix rooms.
   2. Senate:
   3. SGA Exec: Two big projects we are working on is the final push for the 70 for 70 campaign to get students vaccinated or report their vaccination. It is a process of getting them to submit it. Starting next week, we are starting tables for recruitment in the union and the garden café.
   4. Vice Chair: This week we have been dealing with budget training but there are some that didn’t make so we have been doing that in office hours to make sure everyone is trained. We have our first three budgets in already.
   5. Chair: We approved org startups for Circle K and United Student Ethnic Alliance. Contingency for Circle K pumpkin event has been approved. Review budgets that have came to us. Next week I am attending a freshman seminar class to promote student government and SUFAC. Setting up a meeting with Matt to talk about fine points for food waivers.
7. New Business
   1. Circle K Contingency
      1. Kate: This is a district membership awareness conference open to Circle K board members. This trip is important because it will help our bored interact with other members and help recruit new members and maintain members in those organization. It is Saturday, October 16th at Camp Wawbeek in Wisconsin dells. President and Vice President are attending. Gas comes out to $150.60 which comes out to .54 cents a mile we will contribute 50.86 which is 1/3 the amount.
         1. Riley: This is like .70 cents over the $50 per person per day so if its alright we are going to put the $1.76 back into your contribution.
         2. Tristan: The reason you are requesting this on contingency is because you are a new org correct? As an org you are currently in violation of the five weeks in advance, but you were not able to request this earlier because you were not existing before 5 weeks is that correct?
            1. Kate: Yes
   2. At-Large Member
      1. Interviews
         1. Tanisha: I am a sophomore I am majoring in psych and hopefully double majoring in social work
      2. Discussion
         1. Q&A
            1. R: what is your greatest strength and greatest weakness

My strengths is being level headed and I don’t get upset very easily and I am very mellow it allows me to think clearly in situations.

My weakness is probably organization just with trying to get organized and in the groove with school and Im working on that right now by making schedules

* + - * 1. T: what experiences do you have that prepares you for the work you’ll do for SUFAC

I have some leadership experience. In my jobs I have been the person that people go to and the seasonal hiring ambassador for my job people so go to me for issues. In high school I was a secretary for one of the organizations so that gives me experience with money

* + - * 1. Trist: Can you commit to regular meetings at this time every Thursday?

Yes

* + - 1. Closed Discussion
         1. Aiden: Looks good to me.
         2. Riley: She also seems interested in what we do, and I enjoy it when people are interested in what SUFAC does and want to come here every week.
    1. Approval
       1. Motion to add Tanisha VandenLangenberg as at large member for SUFAC.
          1. So Moved: Riley
          2. Seconded: Zach
          3. Motion passes 7-0-0
  1. Guideline Review – Riley
     1. Club Sports
        1. There are a number of orgs where their primary purpose is playing sports
        2. Club sports are student organization that participates in athletic competition in a regional or national level
        3. They high value capital items with short shelf life.
           1. Must pay 1/3 of the cost of all capital items. For example, soccer uses goals and they regularly ask us for new ones and that is why this rule exists.
        4. Uniforms being sold as fundraisers may be funded. Money collected from purchased uniforms must be returned to SUFAC up until allocated amount.
           1. This is a way club sports raise money. They request money from us, and they use that to buy apparel and then they sell it at a profit, and they keep the profit as agency money.
           2. Footwear does not count as part of the uniform and will not be funded.
        5. Equipment will be eligible for replacement every 2 years.
        6. Community members must be charged the full amount for their participation
           1. This included travel cost, registration into events, and fees including the Kress center. A non-student is responsible for addition cost. SUFAC will not fund if the org if it is not 2/3 students.
           2. We won’t fund their participation.
        7. Club sports are limited to 10 trips in a fiscal year.
        8. All committed requests must be submitted to the director of operations and program coordinator at the Kress to make sure the items are reasonable feasible and storage available. SUFAC needs to have confirmation email, or the request needs to be signed by Kress officials.
           1. Storage is very scarce on campus.
        9. If Items are not stored at Kress, bord members must have knowledge where they are stored.
           1. Will be asked at presentation where their items with be stored.
        10. SUFAC Reserves the right to review the agency account and promote its use and reduce the request.
            1. We can ask them to use part of their agency for part of their request.
        11. All physical or digital material must be submitted to SUFAC one week before the presentation.
        12. Representative must be present to answer questions.
            1. A SUFAC member cannot be the sole representative.
        13. Requests must be presented five weeks prior to a scheduled event.
            1. Exceptions will come on a case-by-case basis.
        14. Any money to SUFAC must be repaid in two weeks of purchase.
            1. A hold may be placed after two weeks.
        15. Questions
            1. Ted: The amount they requested is more than what would actually cost them to drive there and back?
            2. Tristan: Whatever they don’t spend comes back to us.
            3. John: That is why it is higher that what gas is because it also covers the wear and tear of the vehicle.
            4. John: Most orgs will chose to reimburse themselves for gas because they are paying 1/3 of all the cost. If they don’t chose that route we are building calculations based on the mileage. Most will take the cheapest way out which is just the gas.
     2. Committed
        1. Committed items are material items used by the organization.
           1. These can be office supplies, books, promotional items, or other physical items that foster one or more the following services.

Educational development, promote membership, further the goals, provide services to the organization or the student body.

* + - 1. To equitably distribute funds a maximum of $2000 is available to each org for a fiscal year for committed funds.
         1. Most categories have a maximum of funds that can be allocated.
      2. SUFAC will provide to new orgs $100 for supplies in their initial requests to start their org.
         1. Included in their org start up fund is that $100 plus $150 for food each semester.
      3. SUFAC will approve upfront funds for materials being sold as fundraisers
         1. Wearable or clothing items will automatically be considered fundraiser allocations.

Money will be returned in two weeks from final bill being sent out.

* + - 1. Funds can not be used to purchase flags, posters larger than 11x17, media equipment, cords, sashes, unless it can be justified as critical.
      2. Effective October 1st, 2021, banners used to promote are allowed to be purchased through the university union.
         1. Orgs registered for the 2021-2022 year can purchase two banners
         2. In following years orgs can purchase one banner every other year.
         3. New orgs registered after the 2021-2022 year may purchase two banners in their first year of operation.
      3. Requests for $100 or less will be approved automatically unless there is an objection from a member.
      4. Requests under $200 can be approved by the chair and vice chair.
      5. Requests over $1000 must provide an itemized list.
         1. Get clarification on what orgs are spending.
      6. Ads must be located in at least 15 areas and must be posted 1 week before their first meeting.
         1. There is no way of actually enforcing but we want them to promote themselves.
      7. Promotional materials will be limited to a max of $250 per semester.
      8. All fundraising requests will be approved by chair and vice chair and will be brought to board on their discretion.
         1. Fundraising requests is basically us just loaning them money for the time being.
      9. Requests must be presented 3 weeks prior to scheduled event.
         1. Ample time to plan everything.
         2. Exceptions will be taken on a case-by-case basis.
      10. Questions
          1. Tanisha: For printing cost, if they wanted copies for anything would that be given to them on their student org account or are we reimbursing them for using their own money?

John: In the form’s sections on the org portal there is a Digicopy request form. If they are going to make more than 25 copies, please use the Digicopy request form. If they have money in their agency they can use the copier in the student engagement center and they have a code they can put in and use so that way we can tract what they are spending. Do the coping at the student engagement center or through Digicopy

* + - * 1. How do we know how much money we have in our org start-up fund?

None of those budgets are live but you can stop by and see me, Tina, or Lea to get you that information.

* + 1. Contractual
       1. Involves things like speakers and outside people and paying them. Lectures performs, demonstrations that foster one of the following purposes
          1. Education development, promote membership, further the goals, and provide services to the org
       2. To equitably distribute funds a max of $3,500 is available to each org per fiscal year
       3. Orgs are encourages to co-sponsor events.
          1. Example is Food Day that existed in the past that involved 3 or four orgs.
       4. Funds can not be used to provide gifts to guests.
          1. Gifts under $25 from the bookstore can be purchased if the guest isn’t paid.
       5. SUFAC will not pay for photography fees.
       6. SUFAC cannot be used to pay for UWGB speakers, and we cannot fund students and gifts cannot be purchased for them.
       7. Ads should be posted in 15 areas a week or more before the evens
       8. All contracts must be completed.
          1. It’s legal use for John. Contracts are hard to arrange but it’s to make sure everything is in order to be paid.
       9. Segregated fees are not to be used for academic courses or classes.
          1. That is what your tuition bill is for.
       10. All contractual events that involve co-sponsors must prove breakdown of cost for events
           1. Similar to the fact that we request an itemized list to have knowledge of what they will spend their money
       11. Request under $200 can be approved by chair and vice and can be brought to the board on their discretion
       12. Five weeks minimum for requests.

1. Discussion
   1. Circle K Contingency
      1. Tanisha: Were giving them $100 to get gas and they don’t use it do they come back with receipts to show how much they used and if they give it back.
         1. Any money we give them that they don’t spend that has been allocated to them has to be returned to the SUFAC reserves.
         2. Ted: so, they give 1/3 $50 and SUFAC give $150, do they present receipts? How does the money get from the reserves to them? Do they pay out of pocket and then provide receipts?
            1. John: Provide receipts. Whatever they spend they spend and then SUFAC can reimburse them up to 2/3.
            2. Tristan: If an orgs expenditures exceed what we allocated, they have to provide the rest of the funds.
            3. John: In some org trips the org will not want to break SUFACs rules so they will voluntarily pay more so SUFAC doesn’t flip from the 2/3 to the 1/3 rule. I
            4. Riley: I did that for them earlier. I adjusted their budget to the per person per day rule to fit our guidelines.
         3. Tristan: If we pass this it will require a 2/3 majority vote.
2. Action Items
   1. Circle K Contingency
      1. Motion to approve the circle k budget request in full for $100.
      2. So Moved: Riley
      3. Seconded: Ted
      4. Motion passes 7-0-1
3. Announcements
   1. We got some SUFAC funds for a pumpkin carving event October 19th in the MAC c wing in 303. There are free pumpkins for the first 20 students. A good opportunity to learn about Circle K.
4. Adjournment
   1. Motion to adjourn the meeting.
      1. So moved: Ted
      2. Seconded: Riley