SUFAC Meeting Minutes

September 30th, 2021 5:15pm

1965 Room, UWGB

1. Call to Order
2. Roll Call
3. Recognition of Guests
	1. Eliza
	2. Issac
4. Approval of Agenda
	1. Motion to approve agenda
		1. So: moved Riley
		2. Second: Aiden
5. Approval of Minutes
	1. Motion to approve minutes
		1. So moved: Riley
		2. Second: Zach
6. Reports
	1. Liaison: Contingency is at $3335.20, and org start up is at 1,475.23. Installation was today on campus. The president was here. Tomorrow is a day of service in honor of is installation. You can still sign up at CUEGB. Cheap seats is hitman’s body guard. Next Friday kicks off family week and the hypnotist Jim Wand is doing a show at the Weidner center.
	2. Senate:
	3. SGA Exec: On Monday we had Captain Decker at the senate meeting to talk about parking and possible solutions. On Wednesday I went with Dr. John Shelton to a conference in Madison on the Wisconsin Tuition Promise which makes tuition drastically affordable for low-income families. Tomorrow I will be participating in the day of service.
	4. Vice Chair: This week I went to the senate meeting. We had budget training Tuesday and Wednesday and led training with orgs on how to make budgets. Lots of emailing to new members and addition applicants and updated some forms.
	5. Chair: Yesterday we had budget training and had great attendance and trainings went well. We are compiling a sheet of representatives who were present and those orgs who were not there will have to do one on one training. We approved the Magic the gather org start-up a few weeks ago. Getting ready for SUFACS busy season and reviewing budgets which are due oct 17 and November and December we review them as a group.
7. New Business
	1. New members
		1. Kara Hurst – UWGB Pride Center Appointee
			1. My name is Kara I am working on my master’s in social work. I graduated in the spring with my bachelors.
	2. At-Large Interviews
		1. Eliza Carman
			1. Intro: I am Eliza I am a social work major and commute from home. I am in the process of charting a new club and Green Bay called circle k which is why I joined SUFAC to understand how the money works.
			2. Q&A
				1. What are your strengths and weakness?

I am very opiniated which is a strength and weakness because I like to stand up for what I believe in but sometimes that gets me in trouble

* + - * 1. What experiences do you have that will help you in this position?

I was in Key club, and I was the treasures so had leadership with that and was in cross country which also gave me leadership experience.

* + - * 1. Will you be able to review budgets from a neutral standpoint?

Yes

* + - * 1. What was you intention in joining SUFAC?

John told me it was a good idea

* + - 1. Closed discussion
				1. Riley: I like when anyone wants to join SUFAC and when they are excited.
				2. Aiden: John thinks she’d be a good member
				3. Ted: Nothing said indicated that she would be a bad member
				4. Tristan: Her prior leadership experience will be a great addition and she has experience as a treasurer.
				5. John: I told the leaders of several orgs that the easiest way to learn about the money is to join SUFAC and I tell that to every org leader comes in.
			2. Vote
				1. So moved: Riley
				2. Seconded: Ted
				3. 4-0-0
		1. Carli Shamion
		2. Isaac Erickson
			1. Intro: My name is Isaac I am a sophomore transfer student commuting from home, and I wanted to join SUFAC because I met Tristan in class and when I learned about SUFAC it sounded like a good opportunity.
			2. Q&A
				1. R: What do you intend to do?

I want to learn and see how the budget works and the process, and I would also like to reach out and expand SUFAC and it seems like new members would be decent and anything else that I learn that I could help out with.

* + - * 1. Are you interested in joining student gov as a senator?

Yes

* + - * 1. Tristan: What are your greatest strengths and weaknesses.

I am not super opinionated, and it takes me awhile to come to a conclusion, but I will be quick to change it when I get new information and that can also be a weakness

* + - * 1. Will you be able to regularly commit to Thursday meetings?

Yes

* + - * 1. John: Expand on what you’ve done with state legislator

This past summer I worked for a local state legislator, and I didn’t do whole lot of administrative work, but I responded to emails and attending meeting and learning how state government works in the legislative branch.

* + - * 1. Aiden: Where are you from?

Madison and went to school in Michigan last year

* + - * 1. Ted: Who did intern for this summer?

Senator Jacque who is from the De Pere district.

* + - 1. Closed Discussion
				1. Aiden: He has good experience
				2. Riley: I think I appreciate when a person who is interested applies so I think he would be a good member
				3. Ted: He seems fine.
			2. Vote:
				1. So moved: Riley
				2. Second: Aiden
				3. 6-0-0
	1. Guideline Review – Riley
		1. We are experiences contingencies
		2. Food
			1. Every guideline has a category of how much money can be spend. $1500 for food but there are other dollar amounts for different categories.
			2. There are stipulations on who you can buy food from. Orgs aren’t allowed to have food on campus if it’s over $100 if it’s from any other vendor but chart wells. If it is under $100 they can order food from three outside vendors which are Dominos, Toppers, and Pizza Hut.
			3. We do not allow orgs to spend money on anything but students and that applies for food.
				1. They cannot provide food for faculty or staff.
			4. Whenever the request is over 100 we ask them to provide an itemized list.
			5. We ask that orgs advertise events that they spend money of food from. 15 places for advertising. We want to make sure every student has an opportunity to attend these events.
			6. We encourage co-sponsorship which means we courage them to work together and it helps build association between orgs.
			7. When orgs are not allowed to have food, they can only have one general meeting with $150 for recruitment per semester.
				1. Every single budget will have two separate requests for $150 and that will be for their fall and spring welcome event.
			8. Requests under 200 can be approved by just Tristan and me. This helps so the committee isn’t so bogged down.
			9. When there are co-sponsors we ask the org leaders to meet with us to review the request that they have.
			10. Every time they have a contingency which is a budget request outside the annual budget. That just to see how much money they have that they don’t get from us which is fundraisers.
			11. Questions
				1. Eliza: S0 my org is new and everything that we would need would be a contingency right

Yes you can also fill up an org start up request

* + - * 1. Aiden: What does number 9 mean?

Sometimes for very large food events is basically when orgs get together and try to start an event to get more money.

* + - * 1. John: Number 3: Orgs cannot come in and say they want to buy food for faculty. If your advisors show up at your event who is going to tell that faculty to get out and not eat. We state up front that we don’t buy food up front for faculty.
		1. Travel
			1. A maximum for 7000 is available. For travel the max is $7000. There is sometimes this guideline is excepted but that needs to be voted on by two thirds majority
			2. One third of expense needs to be paid for by the org. When it goes over $7000 that is when the contribution switched, and we only give them 1/3.
			3. Seg fees will not be used for any food on the trips. Orgs can’t request to go McDonalds and expect that to be paid for.
			4. Seg fees cannot be used for travel registration for non UWGB events.
				1. Students pay for seg fees. We cannot allocate money that benefits non UWGB students.
			5. SUFAC members will consider expense as well convene when deciding level of funding for lodging.
				1. They can’t go to the ritz Carleton and expect SUFAC to pay for it.
			6. Orgs are limited to 10 trips a fiscal year with the exception of club sports.
				1. Travel expenses are limited at $50 per person per day. That allows us to make sure that this isn’t an overly expensive trip.
				2. Orgs are limited to $7000 a fiscal year with $4000 for gas, travel, and accommodations and $3000 for registration. That is basically everything that doesn’t have to do with registration.
				3. Registration is defined as group cost.

Up to $3000 for registration and over $3000 the rest will be used in trip cost.

Registration can be very expensive and when the registration is over when registration is under $3000 that will not count towards the trip cost.

We would pay the first $3000 for all orgs but after $3000 it gets folded in and gets factored into the trip cost.

* + - 1. Orgs who violate these guidelines will get that pointed out before budgets are presented.
			2. All SUFAC provided funds must be equally distributed between all students.
			3. All cancellations are expected to be paid in full.
				1. We require all money to be paid back if.
				2. This would happen if members decided not to go they are responsible for paying off that cost.
				3. Same with hotels, if they find they have rented to many hotels that is on them and they are responsible for those fees.
			4. If a trip cost exceeds what they are given they are expected to pay for the remaining.
				1. If the cost changes from being approved they are required to pay for the rest themselves.
			5. There are some guidelines that cannot be enforced but they are strongly encouraged to.
			6. SUFAC will not provide transportation within the Green Bay metro transportation system.
				1. Every student gets a free bus pass so we will not be funding transportation if they can reach the bus system unless an exception.
			7. We decide all budgets on D Day and if we vote to not allow the request they cannot come back to use the next year for a contingency.
			8. All student orgs must preset to SUFAC 5 weeks before travel.
				1. It is hard to plan a trip that close in advance, but this is just to give administration time for planning and for students to get forms in.
			9. Trip cancellations must go through office of student life 24 hours in advance.
			10. Last five bullet points
				1. 13. We are trying to promote conservative spending. If an org is exceeding our guidelines in terms of cost limits, we can review their agency and lower their cost.

 The agency is the money orgs have from fundraising. They don’t have to follow as many guidelines for it.

* + - * 1. 14. That is something you will be seeing If an org wants to present they must send us it before we can present it.
				2. A representative must be present at the meeting to answer and questions
				3. 16. Requests must be presented 5 weeks prior to events.
				4. 17. Any money owed to SUFAC must be repaid in 2 weeks from receiving a final bill.
			1. Q&A
				1. Harrison: When they go over the $7000 limit does that 1/3 thing go into effect for every expensive or just the expenses over $7000.

So, if they are requesting $7,013 we will apply 2/3 to all of it.

* + - 1. Riley and I will be dealing with the rough budgets so we will be negotiating with them first and what we present to you will be a polished version for you guys.
	1. Vice Chair Pro-Tempore
		1. There is a position called vice chair pro temper and that is normally given to the most senior voting member. Zach and Aiden were confirmed at the same time so that presents with difficulty with us to choose. We will allow you guys to select yourself.
		2. A formality really but just in the case that Tristan or I decide to leave SUFAC suddenly we have someone to step in temporarily. If we are going to elect someone we need to motion to suspend the by-laws.
		3. I want to make a motion that we suspend the bylaws to open vote by secret ballot.
			1. Ted: so moved
			2. Seconded by Aiden
			3. 5-0-0
		4. Open for nominations for Vice Chair Pro Tempore
			1. Nomination for Aiden
		5. Secret Ballot
			1. Based on the results Aiden was elected to Vice Chair Pro Tempore
1. Announcements
	1. John: They undersold us there were 120 students trained in the last 2 days. That is a lot and that tells me there is a lot of interest in SUFAC and business for you. As we are going through these guidelines you will get plenty of guide from your leaders and when we get into the whole budget get in a habit for looking for specific things in every budget. Look for things that might break the rules or think of questions to ask the orgs. We try not to be to intimidating but still ask questions.
	2. Tristan: This room is getting fuller which means are nearing our capacity. We are allowed 8 at large members. I would also like to encourage you to participate in student government.
		1. Riley: You yourself are welcome to join student government.
	3. Parliamentary procedure will be October 14. Helps to explain the language in our meetings. Org budgets are due Oct. 17th and we will start reviewing the budgets after that. This is the busy part of SUFAC, and we will be hearing from orgs in every meeting.
2. Adjournment
	1. Motion
	2. So Moved: Riley
	3. Seconded: Ted