

Finance Board Meeting Minutes

Date: January 31, 2012

Location: Commons 318

Call meeting to order at: 5:35pm

Roll Call:

Michelle Kuah

Kaylesh Ramu

Damani Lewis

Kian Larijani

Ebony Tango

Samantha Spehr

Morgan Russo

1) Alpha Nu Omega

**Description:**

Along with Phi Beta Sigma, Alpha Nu Omega wants to create a game night that they say will bring various students from the college together, and foster positive relationships amongst them. They are asking for \$250 in order to pay for food and advertising for the event.

**Questions**

*Kaylesh: What type of food are you getting for the event?*

A (answer): From Cartwells catering, we are ordering six sandwich platters, three dessert trays, two fruit trays and drinks.

*Sam: What are you doing advertising through?*

A: Commonvision

*Michelle: Can you talk about how last semester's game night went?*

A. It was a big success; a lot of different groups came out for the event.

*Sam: Was it in the harbor's multipurpose room?*

A: Yes

*Morgan: How are you planning to advertise this event?*

A: By putting it on facebook and getting permission {to put it in other places}.

**Discussion**

{Note: Not too much discussion. Generally everyone agreed with the decision to fund this event.}

**Votes**

**4 in favor, 0 opposed, 1 abstaining, and 0 not present**

**\$250 allocated to Alpha Nu Omega for Game Night.**

(\$50 for advertising; \$200 for food)

2) Alpha Nu Omega

**Description**

Alpha Nu Omega would like to host a series of bible study events whose aim is to "minister to the needs of the student's spirituality". At the event, different gospel choir members and speakers, will lead prayer and worship. They would like \$25 per speaker (which is a total of \$100 for 4 speakers) and \$100 for advertising. The money for the speakers would go to feeding them while they speak at the event(s).

**Questions**

*Sam: Are the guest speakers volunteers?*

A: Yes

*Michelle: Is it a weekly event? Will the speakers come in every week?*

A: Yes, it will be a weekly event. It will be one different speaker for each day.

*{Question}: What will the advertisement money be used for?*

A: The advertisements are for flyers and a new banner (the old one was lost).

*Craig: Are the dates already set? Specifically, the first date? If not, if we fund this now, the deadline may be violated.*

A: (Did not answer)

*Damani: Advertising is through commonvision, correct?*

A: Yes

*Michelle: Another concern is that contracts should be submitted before funding is asked for. Therefore, it may be better for us to split up the two things that you're asking for?*

### **Discussion**

Michelle: Should advertisement be considered separately?

Kaylesh: We could just fund advertising for the semester, and fund the rest when the contracts for the speakers are turned in and the date is absolute.

Damani: Yes, we should split up the funding for the advertising and the speakers.

Michelle: So we're only going to focus on advertisement, and cross off food.

*{Note: Food quotes needs to be sent to Michelle or Kaylesh.}*

### **Votes**

**4 in favor, 0 opposed, 1 abstaining, and 0 not present**

**\$100 allocated to Alpha Nu Omega for advertising.**

## 3) Taiwanese Student Association

### **Description**

There is an annual conference that is hosted by a non-profit organization. The purpose of this event is to celebrate the taiwanese culture. This year, the Taiwanese Student Association doesn't have enough money/resources to pay for the students to go to the conference. If they can get funding, then they will they skip the first day of the conference (because of schedule conflicts), but attend the rest of the conference. They are asking for funding for registration, hotel, and transportation.

### **Questions**

*Kaylesh: How many people from the school will be attending the conference?*

A: 6 have registered so far, but more want to go.

*Sam: Is the \$125 what you would charge if you we didn't fund it?*

A: That's what we would like to charge them.

*Kaylesh: Will the \$3000 cover all of the charges or only part of the charges?*

A: The \$3000 will cover all of the charges.

*Kaylesh: Did you go last year?*

A: No, but other members have and they really enjoyed it.

*Kaylesh: Why is the conference important to the organization?*

A: At the conference, there are a lot of workshops and inspirational speakers; they talk about the issues that the Taiwanese Americans go through. It's very educational and very inspiring, especially for those who aren't apart of the organization.

*Sam: Did you calculate these numbers based on the people who have already registered?*

A: No, these numbers are based on the amount of people who WANT to go. There about 20 people who would like to go.

*Sam: If we fund this, will they all be able to go?*

A: Yes

*Morgan: What did the members of your organization who went last year, gain from the experience?*

A: They learned a lot.

*Michelle: How will you get there?*

A: We're either going to take a bus or drive ourselves. The bus would cost \$90/person and it would \$1500 to drive ourselves, which is the totally price of gas. Obviously, driving would be the cheaper option.

*Michelle: The hotel will be less than \$600?*

A: Yes

*Damani: How many will attend?*

A: 20 at a first come, first serve basis.

*Damani: How will this be advertised?*

A: Through spotlight and flyers.

*Michelle: Do the 6 people who registered already know that they can't be reimbursed? Does the \$900 include them?*

A: Yes, they do know. The \$900 will include the remaining amount of students.

*Michelle: The number wouldn't be accurate then, correct?*

{recalculation of other numbers occurs, resulting in: \$1480 for the hotel (w/ a rate of \$130 for three rooms); \$720 for registration; \$1600 for transportation. The total is \$2800}

*Craig: Can you break down the transportation cost?*

A: We decided to take four cars. After calculating the cost, we found that it would be \$400/car. We checked off \$100 for the gas.

*Craig: Is there a possibility that you can print out the gas quote you got online and supply that?*

A: Sure

*Damani: This doesn't make sense. If we've gone down from \$600 to \$480, then that wouldn't be enough to cover everyone.*

*Michelle: The \$480 is 14 people sharing 4 rooms and at \$120/night*

*Kaylesh: I thought that 20 people were going?*

A: It's just for three nights

*Kaylesh: So the only difference is that we're paying for 14, instead of 20?*

A: Yes

*Damani: I would be more comfortable with a clearer transportation cost.*

*Craig: What is the deadline?*

A: We have up until the registration date.

*Damani: So it's \$55 for registration now? But doesn't registration for this event increase the closer that one gets to the deadline?*

A: Yes, and we'll ask the members to pay for the difference.

{Note: New total: \$2710}

### **Discussion**

*Michelle: Should we table the request?*

*Kaylesh: Will they still be able to go if we do?*

*Michelle: They will still have a week to get their registration in.*

{A: Yes, it would be enough time}

*Morgan: I don't want to fund this just because I feel that there are better uses of the funds.*

*Kian: The real merit comes from what the people who go will gain from the experience. The only issue is that if we only partially fund it, will people still be willing to go?*

*Sam: I want to fund it, but it's just the question of will the others be able to go...*

*Damani: It appears that we have to do all or nothing.*

*Michelle: So you all are considering partial funding or none at all?*

Damani: I believe that they need to speak to their organization first, and determine how much of a percentage they are willing to put up.

Kaylesh: We really haven't been funding conferences, despite the fact that we continuously get request to do so. We have to give these types of events a chance and consider the positive benefits of them. The main question is, can they still go to the conference if we only partially fund it.

Michelle: We did stop funding off campus conferences...

{Note: Two finance board members wanted to vote right away; two board members wanted to table the request. Michelle made the decision to table the request, therefore breaking the tie.}

#### **Vote (REQUEST TABLED)**

**Summary: The request for funding from TSA has been tabled until the organization representatives speak with their members and decide how much they are willing to compromise. What's the absolute lowest for the funding? Are the members willing to pay some of the funding? As much detail as possible is preferred.**

#### 4) Persian Student Association

##### **Description**

The Persian Student Association wants to host the event Norouz which is a celebration of the persian media. The group boast of constantly getting good feedback from the event, hearing that it's very fun and the food is great.

##### **Questions**

*Sam: Can you walk us through the event?*

A: It's mostly performances which includes traditional music and instruments as well as spoken word. However, there will also be dance performances by our group and off campus groups.

*Kay: Can you talk to us a little bit about the cost of the food?*

A: We went to...and he give us a quote and that's how we got our number.

*Kay: Do you have money in your carryover?*

A: Yes, but not enough to cover all the cost.

*Damani: Does more people attend this event than your other event?*

A: Yes, and given the response we have gotten so far, we expect a lot more people to come.

*Michelle: Have you already gotten your contracts?*

A: We're working on it.

*Sam: How many people do you expect to attend?*

A: Between 300-400 people

##### **Discussion**

Damani: PSA does have a great track record of getting people involved. All the numbers check out...everything looks good.

##### **Votes**

**4 in favor, 0 opposed, 1 abstained, 0 not present**

**\$7, 856.50 allocated to the Persian Student Association to fund Norouz.**

#### 5) Bartleby

##### **Description**

Bartleby wants funding in order to print Bartleby which is UMBC's creative journal. Bartleby serves as an outlet for UMBC's artist, allowing them to post their different works in one place. They just changed the place that does the printing for Bartleby, saying that it's a better investment because of it's efficiency and relative location.

##### **Questions**

*Morgan: Is the new printer more expensive?*

A: They charge a little bit more per page, but it's closer to the school so it ensures that everything gets done in time. UMBC Review uses it as well.

*Morgan: Did you ask SGA for money before and how much?*

A: Yes, and it's about the same amount of money; we're using less pages to offset the cost of the new printer.

**Discussion**

Kaylesh: I approve because we're paying for the process of sharing student works on campus.

**Votes**

**3 in favor, 1 opposed, 1 abstained, 0 not present**

**\$2999 allocated to Bartleby for the printing of the journal.**

6) SASA

**Description**

FROM OLD TABLED REQUEST (12/13/2011)

Funding request for the SASA Banquet for February 24th. Breakdown of the request:

Food and Utensils: \$2900

Setup: \$102.50

Security: \$270

AV: \$150

Marketing: \$300

DJ: \$189

Housekeeping: \$400

Decorations: \$400

**Questions**

*Michelle: For the \$400, how did you calculate that cost? Do you have the new numbers?*

A: It should be lower, but we haven't gotten the cost of all of the decorations yet.

*Kaylesh: We need a number...*

*Michelle: Do you think that you'll have enough time to be able to advertise?*

A: Yes

*Kaylesh: Can you give us a break down of the food cost?*

A: We have the contract and the insurance policy. The breakdown is \$2544 including the tax; with peapod to get the spoons, forks, etc. is 180 including shipping.

M: Do you have a break down of the food from each place?

A: Peapod is \$165, not including the shipping.

*Michelle: How many people did you request food for?*

A: 250

*Michelle: How many are you expecting?*

A: We expect to sell out as we have for the past 2 years.

**Discussion:**

{Note: 2580-food, which makes the new total \$4471.50}

Sam: I am fully for funding it as soon as they get the cost of the decoration together.

Morgan: I don't believe that the price is that bad.

Kaylesh: They have \$400 for the decoration, but they have yet to finalize the price.

Damani: Since the decoration was an issue last time, we should wait again.

**VOTE:**

**REQUEST TABLED**

7) HKSA

### **Description**

Tabled request from 12/29/11. HKSA requested funding for advertisements for the Spring 2012 semester. The request was tabled because they didn't have a location for their event (so there was no point in advertising something that didn't have a confirmed location).

(Update: they originally requested 205.62 for advertising, however they brought down the cost to 68.75 cards; has location confirmation.)

### **Questions**

*Damani: So we're just looking at 500 (advertisement) cards from commonvision?*

A: Yes

### **Discussion**

Damani: The only issue last time was that they didn't have a location for their event confirmed.

### **Votes**

**4 In favor, 0 Opposed, 1 Abstaining, 0 Not present**

**\$68.75 allocated to HKSA for Spring Advertising**

8) Ultimate Frisbee

### **Description**

The ultimate frisbee club wants to host a recruitment event that will also serve as an information session. It's goal is to expose students to the sport ultimate frisbee and hopefully gain some members as well. The group is asking for funding for pizza to be served at the event.

### **Questions**

*Damani: What did you run your quote off of? Did you go to Papa Johns and when?*

A: {Date according to receipt: 01/27/2012} Yes, we went to get to Papa Johns and got a quote for 6 large pizzas, three cheese and three meat.

*Sam: Is this your first recruitment event?*

A: Yes

*Morgan: Are you guys a legitimate sports club?*

A: Yes

*Michelle: Do you hold tryouts for you team?*

A: No, everyone is accepted.

*Kaylesh: Even though it's women's frisbee, is it still open to all genders?*

A: Yes, it is.

*Sara: Under UMBC, it's just listed as ultimate frisbee so both men and women can join the team.*

~DEADLINE ISSUE~

{Note: Representative had to come back to meet with the finance board. The event was scheduled for 7 days from today's meeting, when policy mandates that it be at least 15 days.}

*Michelle: (Explains the policy)*

A: I'm sorry, I didn't know how the process worked.

*Damani: Can you all change the date?*

A: Should we change the date?

All: Yes

{Note: It was asked if they have a space reserved and the representative said that they reserved a space outside of the women's center; the space is not one that can be reserved.}

*Michelle: We just need confirmation of the space and you cannot reserve that space. Do you have an idea of what you all will change the date to? It has to be at least February 7th or later.*

*Kian: We can just table it and it will give you a chance to follow up the next meeting.*

A: Is there another way, such as reimbursement?

*Michelle: You can do reimbursement or petty change...(explains policy)*

*Craig: Go to Student Business Services and speak to...(explains policy). They are in the middle of the process right now; they are still changing it but you should be okay.*

**Discussion**

Kaylesh: It's just like any other first pizza recruitment event.

**Vote:**

**REQUEST TABLED**

9) PAKSA

**Description**

Tabled request from 12/6/11. The group requested funding for their Bango event.

Update: representatives could not make it to the meeting, however, they noted that they brought the cost of the photographer down to \$1000, miscellaneous is only for the drum now, UMBC students no longer have to pay for pictures, and there would be no longer double or triple charging.

**Questions**

Michelle: Do we have a food quote from them?

Kay: Yes, however, they read off that as well as snacks and drinks last time.

Damani: Just the food is 347.76? Correct?

All: Yes

{Note: There was some evaluation of the cost resulting in a total of \$3489.26.}

M: Last time they didn't submit contracts for anyone did they do it?

K: Yes

Kian: How did they rationalize the photography?

Damani: It was meant to get people excited as they were going into the event. And the question was what kind of component was it?

**Discussion**

K: I really liked this because they stepped it up and the numbers fit.

S: At first I was against the photography, but now I see that it will only contribute to the event, especially now that they won't be double charging.

D: As long as the photography is given to the students for free, then I don't mind even though I'm not excited.

M: I thought that the photography was meant to be memorabilia.

MK: Do you guys see this as a necessary part of the event?

D: As I think about it, I don't know the point of Bonga night...I think it's to dance or something...but I think that \$1000 for photography is like it's own event. It's too much money when the purpose of the event is merely to dance.

K: I don't want to see it added to each one of their event as a side thing.

D: It's a pricey tag-along each time there is an event, especially when it's an added component, and especially when its purpose takes away from the meaning of the event. I'm now leaning towards no.

S: I believe that now I want to say no. She described it as if it would be a photo booth thing, and it's cool, but individually, it's more expensive than everything else on the event.

MK: I'm personally not against photography for website things, but in my events it's just been one person running around 'trying to capture the moment'.

**Votes**

**4 in favor, 0 opposed, 1 abstaining, and 0 not present**

**{Note: It was agreed upon to scrap photography which left \$2489.26 to be allocated to PAKSA for their Bango event}**

## 11) Election Board Chair

### **Discussion:**

Craig: When the person who has to represent the meeting can't make it, we have to come up with a list of questions to ask her. She'll have a week to respond. She will send them back to Michelle. And at next meeting, you will vote base on the questions, but you guys can also meet up with the person outside of the meeting.

D: Last year, the process didn't go too well, and I was not please with the election board turn out. Like last years, it wasn't what I thought it could be. They weren't taking their jobs as serious as they should have.

### **Questions:**

Kaylesh: Qs 1-3, 6; Sam 4; Morgan 5; Kian 7; Damani 8

How many people does she intend on appointed to the selection board? How will you be choosing them?

How do you intend on reaching out to students and provide them with the necessary information concerning the election board so that they can have the opportunity to be involved as well?

Since she was in it last year, and saw the last elections, how would you approach conducting the elections this year? What will you do differently?

Can I get background information in regards to your leadership experience? How are you involved on campus?

What is your strategy for increasing student voting on campus?

What is your conflict resolution style? How will you resolve conflict between candidates?

How do you plan on enforcing the election policy?

What is your schedule like? How do you plan on balancing your time? Do you feel like you can balance your commitment as election board coordinator as well as your other responsibility as well.

What is your plan for the election timeline (i.e. hiring staff members, having meetings with them, setting up shifts..)?

What is your strategy for increasing student voting on campus? (additional one that may fall under another one).

{Note: Not actually question sent out, just general summary of the tone of the questions sent out}

### **Email assignment:**

Damani: BSU, alpha nu omega, PSU

Kaylesh: TSA (reminder to bring in papers), PASA

Morgan: SASA Sam: PSA

Michelle: Bartleby

Ebony: HKSA

Kian: Ultimate Frisbee (just follow up and let them know when they need to have the meeting by)

{Note: All emails must be cc'd to Michelle}

**Meeting adjourned at 8:18pm**