Minutes: Official Meeting of the Graduate and Professional Student Senate Finance and Budget Committee
December 7th, 2012

I. Call to Order
Meeting called to order at 12:14 pm

II. Roll Call
Chairman Senator Eddie Schwieterman, Astronomy
GPSS Treasurer Vera Giampietro
Senator Seyda Ipek, Physics
Senator Finis Ray, Landscape Architecture
Senator Evan Firth, Oceanography

Guests
Katherine for Oceanography
Jeanette for Stage Notes

III. Approval of the Agenda
Approval of the Agenda passed unanimously.

IV. Approval of the Minutes
Committee approved minutes from 11/16/2012 unanimously.

V. Consideration of Special Allocations

Special Allocation for Stage Notes
Jeanette represented Stage Notes. Stage Notes was funded last year, and had a very successful production. Approximately 600 people, in total, attended the 4 shows. The production involves about 40 undergrad and grad students. This year Stage Notes is planning to do Seussical. It is about a $6000 event.

Senator Ipek noted that Stage Notes made $3000 in revenue last year, and inquired as to whether that revenue was being used this year. Jeanette said no, it went to last year’s production which cost about $6000 dollars. Amateur productions in a theater have a required cost to rent props, scripts, costumes, etc. They cost approximately $6000. This has to be paid to the “Rights” R&H which own the copyrights to all of the productions.

Chairman Schwieterman asked why the graduate student participation is so low. Jeanette replied that they are still a very young group and are looking to get graduate students more involved, but that most of the recruitment initially came from activity fairs at the undergraduate level. Currently, there is a graduate student as the set designer, but auditions will start next quarter. Senator Ipek then asked if Stage Notes had requested funding from ASUW. Jeanette said yes, but they would have to pay it back if a profit is made, so it’s more of a loan. ASUW allocated $2900 to the event. Treasurer Giampietro requested that, with the new guidelines, at the production, Stage Notes announces they were funded by GPSS, to which Jeanette agreed and would work it into the introduction of their play.

Senator Ipek moves to fund Stage Notes for $250.
Senator Firth seconds the motion.
Motion passes unanimously.
VI. Consideration for Departmental Allocations

Departmental Allocation for Oceanography
Katherine from Oceanography came to request funding for a graduate student retreat to Friday Harbor. The request is for a graduate student retreat that is held every year. They ask for $350 from GPSS. There is a large student contribution, $50-100/student to stay in Friday Harbor. Guests, spouses, etc., are welcome and they pay what the cost would be without funding. At the retreat, Friday is for socializing, and Saturday students and faculty members make presentations and hold lectures. Approximately 50 graduate students +20 others attend every year. This is a large portion of the graduate program.

Treasure Giampietro moves to fund $350.
Senator Ipek seconds the motion.
Motion passes unanimously, Senator Firth abstained.

VII. New Member Update
Alexandra cannot make the Friday time, but since we will be trying to move the meeting to another day she should be able to make it.

VIII. Guideline Updates

There was a discussion about the timeline for purchasing items funded by GPSS. It was suggested that items must be purchased by the end of next quarter. As for summer quarter, a record can be kept for items that hadn’t been followed up on to pass to the next committee. Chairman Schwieterman proposed that for spring quarter, items must be purchased by the end of the spring quarter. This could discourage too many spring requests.

Insert changes hear for Departmental
- Must be purchased by the end of the fall quarter
- Last day to apply for funding is 3 weeks before the last day of instruction. The audit will be 1 week prior to the last day of instruction
- Departments who didn’t receive funding previously will be looked at favorably
- GPSS stickers

Insert changes here for Special
- Attendance level, and cost per person breakdown
- Advertising guidelines: a representative for GPSS, or someone to speak on GPSS’ behalf
- Organizer of event must report back to GPSS, photographs

Treasurer Giampietro also noted that Urban Planning’s funding from last year is being deducted from the budget this year. They will still be allowed to apply for funding this year.

Chairman Schwieterman asked if there is a way to check electronically if funding/ transfers have gone through. Treasurer Giampietro said yes, and currently transfers are taking approximately 3 weeks. Chairman Schwieterman recommended setting regular auditing periods to make sure that all transfers are complete before the end of each quarter. Treasurer Giampietro proposed it be 3 weeks before the end of the quarter, application deadline 2 weeks before the audit, which is one week before the end of the quarter. This should go into the bylaws. Lastly, Treasurer Giampietro said the committee should add a checklist (internally) to keep track of who was funded and did they comply in a timely manner.
Vera moves to adopt the changes made to the F&B Guidelines. Senator Firth seconds the motion. Changes to F&B Guidelines are passed unanimously.

IX. **Announcements**
We will have a “When to Meet” for our committee for next quarter.

Landscape Architecture has finished purchasing their items.

X. **Adjournment**
Meeting adjourned at 1:02 pm.