I. Call to Order
Meeting called to order at 10:03 am

II. Roll Call
Chairman Colin Bateson, Mechanical Engineering  
GPSS Treasurer Vera Giampietro, Landscape Architecture & Urban Planning  
Senator Evan Firth, Oceanography  
Senator Seyda Ipek, Physics  
Senator Alexandra Kaufman, Public Health  
Senator Finis Ray, Landscape Architecture  
Rene Singleton, SAO Advisor

Guests
Kara & Pei for Evans Student Organization  
Johnny Mao for the International Socialist Organization  
Alma Khasawnih for Gender, Women, & Sexuality Studies

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

IV. Approval of the Minutes
Approval of 4/10/2013 Minutes has been tabled for the next meeting.

V. Consideration of Special Allocations

Evans Student Organization
Kara and Pei presented on behalf of the Evans Student Organization. The Symposium of Public Affairs Research is now in its fourth year and each year the event has grown in terms of involvement and applications submitted by individuals. This year’s event will be held on May 23rd in Parrington Hall. The event will use the Commons and surrounding rooms to host the forum and research. ESO is providing monetary support, along with the $800 given by the Evans School and we are requesting funding of $500 to cover the room rental fees. The funding will also be used to purchase miscellaneous items such as decorations and supplies for the event.

Senator Firth asked about non-UW attendees. Majority of attendees will be non-UW because Evans invites people from not only the City of Seattle but also nonprofit organizations in the community. The invites are sent through a list maintained by the Evans Career Services. Senator firth asked if this is also a networking event for graduates. ESO answered yes, it has the potential to be both but it is mainly for the presentation of research.

Senator Firth moved to fund ESO at $500.  
Senator Kaufman seconded the motion.  
Motion passed unanimously.

International Socialist Organization
Johnny Mao, a student of Public Health presented on behalf of the International Socialist Organization. The ISO has invited Jared Paul, a spoken word artist, to UW. Jared Paul has been to UW 6 separate times. This event is held in collaboration with other groups on campus.
Senator Ipek asked where the event will be held. The event will be held at the Ethnic Cultural Center Theatre and the expected attendance is 50-75. Senator Firth asked if the event is going to reach only 50 graduate students. Johnny answered yes, that amount is correct. Chairperson Bateson asked where they will get the funding if they are not awarded the funds today. ISO does not know since Jared Paul has already purchased his ticket to Seattle. A member of the committee asked if the amount listed is the total cost of event. Johnny answered yes. Treasurer Giampietro asked if the ECC is free to use. John said yes. A member of the committee asked about the capacity of the ECC. Johnny answered 200.

Treasurer Giampietro asked about other members of the ISO and whether they are graduate students. Johnny stated that the ISO is currently made up of mainly undergraduates and Johnny is the only graduate student. A member of the committee asked of there is a reason why ISO expects more grad students even though it is primarily an undergraduate club. Johnny answered that this is because the ISO reaches out to departments that are primarily grad students.

Chairperson Bateson asked if the event will happen regardless of funding. Johnny answered that yes, the event will go on but that Jared Paul will be in debt. Senator Ipek asked whether ISO applied to ASUW for funding. Johnny answered that by the time ISO applied for funds, ASUW had run out of money. A member of the committee asked if Jared’s visit is primarily for this event. Johnny confirmed this, and stated that ISO also uses the event as a mentoring opportunity for students.

Senator Bateson asked what the priority is for the funding request. Johnny answered that since the airfare is already a sunk cost, ISO would prioritize funding by putting airfare first, per diem second, and honorarium third. The per diem cost was determined by what is listed on the State’s website.

Senator Firth recommended funding the cost of the airfare which would make the total cost per person closer to $10 per person.

Senator Firth moved to fund ISO at $550. Senator Ipek seconded the motion. Motion passed unanimously.

VI. Consideration of Departmental Allocations

Gender, Women & Sexuality Studies Department

Alma, a 1st year doctoral student, presented on behalf of GWSS. GWSS currently has an office for their graduate students and they are asking for funding to make it more hospitable and welcoming. GWSS also wants to create a child friendly area since there are students with children in the department. The funding request is for capital items such as a couch, coffee table, area rug and plants. This is also the first time that GWSS has asked GPSS for money. Senator Bateson asked what the size of department is. The current size of GWS is 16 students. Senator Kaufman inquired whether there was any departmental money. GWSS currently has limited funds since they are a small department and mainly use the funds to provide travel assistance and such as opposed to the purchase of capital items.

Senator Ipek moved to fund GWSS at $350. Senator Firth seconded the motion. Motion passed unanimously.

VII. Future Application
Senator Firth moved to add Application Discussion to the agenda. Senator Ipek seconded the motion. Motion passed.

Chairperson Bateson began the discussion of improving the current allocation application process. Senator Firth asked whether the committee was discussing a split from ASUW in the application process. Treasurer Giampietro explained the current application process. As it stands an application is submitted by an RSO to their advisor, the advisor counsels the RSO, then a final application is submitted through Catalyst. Final applications are never submitted by an RSO directly.

Chairperson Bateson asked about the SharePoint site that GPSS and ASUW spent money on to develop and launch. Treasurer Giampietro stated that the person who was working on the project has left the University and the project has not moved forward since then. The current situation is that Catalyst is OK but not best way to do it. GPSS has seen more advisors submitting applications through email as opposed to the dropbox because the application form was causing them problems. The reason Catalyst is used is because it provides a central location for both ASUW and GPSS through official channels.

Senator Firth asked where the new application and process would be hosted if not on catalyst. Treasurer Giampietro stated we would host it on the GPSS website but we are unsure as to whether the guidelines would hold the same or needs to be changed. Chairperson Bateson opened the floor for a discussion of changes that need to be made to the application form. A word document would be better.

The following are items that the committee has suggested for changes:

- **Total cost.** Create a section where the total cost for the event is laid out in addition to the budget.
- **Expected and Past attendance.** The form currently does not have a section where they state the expected attendance and past attendance in actual numbers, which gives the committee a better estimate of cost per person.
- **Section for responsibility to GPSS.** It must be made clear that as a condition of receiving funds from GPSS, the RSO must acknowledge the funding from GPSS.
- **Graduate attendance.** Provide a more accurate number of graduate attendees and explain how the RSO arrived at that number.
- **Justification on #’s presented.** There must be a section where the numbers presented are explained.
- **Show they have applied to ASUW.** Create an additional section where they have acknowledged whether the RSO has applied to ASUW and if they have applied when their next meeting is or if they have been funded, how much they have received.
- **Room Rental Configuration.** Provide room minimum and maximum capacity in addition to the room configuration.
- **Consolidate the advertising/promoting and community response sections.**
- **Provide an option to select whether they have held the event in the past and how long, how many times, etc.**
- **Remove Do Not Know option**
- **Add text box for Non-UW so they can list who the non-UW audience is.**
- **RSO information.** In background information, request that they add information about the organization proportion of graduate/undergraduate students.
- **Funding request.** Modify the section so that it shows what the requested and already funded amount is and that the totals add up.

**VIII. Announcements**

Senator Kaufman announced that Public Health will be having a Happy Hour tonight. Chairperson Bateson reminded the committee that there will be a meeting next week.
Treasurer Giampietro informed the committee that the School of Medicine will need to be invited to the next meeting to discuss their request because as a WWAMI program, the satellite sites do not pay SAF Fees therefore F&B cannot send them items purchased with SAF Fees. Also at the next meeting we will discuss Travel Grants.

IX. **Adjournment**  
Meeting adjourned at 11:04 am.