I. **Call to Order**  
Meeting called to order at 10:15 am

II. **Roll Call**  
Chairman Colin Bateson, Mechanical Engineering  
GPSS Treasurer Vera Giampietro, Landscape Architecture & Urban Planning  
Senator JD Ross Leahy, Marine and Environmental Affairs  
Senator Seyda Ipek, Physics  
Senator Evan Firth, Oceanography

III. **Approval of the Agenda**  
Committee approved the agenda for 5/29/2013 meeting unanimously.

IV. **Approval of the Minutes**  
Committee approved minutes from 5/22/2013 meeting unanimously.

V. **Discussion of Special Allocation Guidelines**  
Treasurer Giampietro went through the changes that were made to the current guidelines. The Committee had the following changes:  
- Uniformity throughout the document when referring to the Finance & Budget Committee, i.e. F&B  
- Funding Policies. The Budget submitted by RSO’s should be the estimated total cost of the event and should include a breakdown of major expenses as opposed to small items such as plates, utensils, etc.  
- Additional language stating applications will be contingent on the submission of itemized list or budget.

The Committee discussed the plausibility of Committee members attending events funded by GPSS to ensure compliance with funding requirements. Should anyone from the Committee decide to attend an event, they will inform the RSO ahead of time via email.

Chairperson Bateson recommended the Committee enforce the follow-up report from RSO’s.

VI. **Discussion of SAO Special Allocation Guidelines**  
Treasurer Giampietro presented the new guidelines for Advisors. Funding Policies and Advertising Policies are the same as RSO Guidelines. The Committee had the following changes to the whole document:  
- Uniformity throughout the document when referring to the Finance & Budget Committee, i.e. F&B

The Committee discussed the first bullet point in GPSS Policies for SAO Advisors. This bullet point addresses concerns not only from the Committee but Advisors as well in regards to overfunding of RSO’s. The goal is to have RSO’s return funding back to GPSS if their fundraising efforts have been fruitful and the money awarded by other groups or organizations creates an excess past their cost of the event, if any. The Committee will provide an example of overfunding in the guidelines to ensure clarity.
Advisor Singleton discussed the accounting structure of the University. It takes at least a month for RSO’s and SAO to know if there is excess money for an RSO because of the way expenses/revenues are posted to the budgeting system of the University. Depending on the timing of the return or reimbursement, the funds may not be posted until the next fiscal cycle and would be applied to GPSS General Fund.

Advisor Singleton explained that the only way for the Committee to know if there is excess is to contact Advisors after fact via email.

Advisor Singleton would like to post the Committee guidelines on the SAO website to make available to RSO’s along with ASUW’s guidelines.

VII. **Discussion of Departmental Allocation Applications**

There were no major changes to the application, just minor wording and formatting.

VIII. **Travel Grants Discussion**

Chairperson Bateson asked the Committee to score Senator Kaufman’s application according to the rubric and the Committee will discuss the application and rubric at the next meeting.

IX. **Adjournment**

Meeting adjourned at 11:25 am.