

Finance & Budget Committee

2017-2018 Meeting Minutes

Thursday, January 18, 2018
5:30 P.M.
HUB 314: GPSS Board Table

PRESENT:

Brad Copenhaver – Treasurer; Committee Chair, Foster School of Business MBA
Duong Phan - Budget Specialist, Staff
Chase Kania - Foster School of Business MBA
Jacob Ziegler - Chemistry
Ted Cohen - Molecular Engineering
Audrey Motta-Wurst - Speech and Hearing Sciences
Sameer D. Meshram - Mechanical Engineering
Adam Tahir - Aeronautics and Astronautics

1. Call to Order

Brad called the Meeting to order at 5:30 P.M.

2. Approval of the Minutes

Brad asked for motions to approve the minutes from the December 5, 2017 meeting. **Chase** moved to approve. **Jacob** seconded, all in favor.

3. Presentations:

1. Departmental Allocations presentation:

- ***Request DA2018-03 (Department: Landscape Architecture), presenters: Jean Ni***

Jean introduced herself to the committee and described her department's request. She reviewed her departmental requests from the last few years that the committee did not approve funding for. She re-submitted these previous requests with more details regarding her department's needs. The request form was included a detailed list of items, as well as funds needed for a student retreat.

Brad asked if **Jean's** department had applied for retreat funding before. Jean answered that this is the first time that they have requested such funding, and that they are planning to arrange a team-building trip.

Brad asked what kind of team-building **Jean's** department wants to arrange. Jean said that they are planning to gather graduate students from their department to go camping and hiking. This would help the students to get to know each other better.

Jacob asked how Jean's department has planned for this retreat, how much money attendees would contribute, and asked Jean to describe more specifically about the plan. **Jean** said that

they are not sure how much they could ask the students pay for the trip as they do not yet know how much they can get funded. They will suggest that the students bring their own food to reduce costs. She also did not know how many students would attend.

2. Departmental Allocations presentation:

- **Request SP2018-03 (ROS: Neuroscience Community Outreach Group), presenter: Elizabeth**

Elizabeth introduced about herself, the Neuroscience Community Outreach Group (NCOG), and its upcoming event. NCOG arranges the Brain Awareness Week event to promote topics of neuroscience through educational presentations, demonstrations, and hands-on activities. This is a community event as it provides activities for the community, in particular kids.

Chase asked how many graduate students are in NCOG. **Elizabeth** said that there are about 25 students.

Brad asked how many years they have asked for funds from GPSS. She said since 2015.

Ted asked how much it would cost for the event. **Elizabeth** said that it would be around \$3500. **Ted** asked how they would get money for the event. **Elizabeth** said half would come from ASUW funds and HUB RSO funds, some from Wells Fargo, and if they do not receive a grant from GPSS, they would ask their department.

Request SP2018-04 (ROS: PersianCircle at UW), presenters: Atrina Gharai

Atrina introduced her organization and its upcoming event. This is a cultural event that is held annually to bring together the Persian/Iranian community at UW to celebrate their cultural traditions. The event is open to all UW students, faculty, and staff. They will provide food, a DJ, cultural performances, and dancing.

Chase asked how they would market this event. **Atrina** said they have made flyers to send out, have used social media to promote it, and have sent out emails.

Brad asked if they focus mostly on graduate student attendance. **Atrina** said they want to get all students' attention, but the majority of the students who will attend are graduate students.

Chase asked why the ticket prices are different on the flyers and the request form. **Atrina** said that they do not know how much funds they will receive, so they could not estimate the price when they filled out the form.

Ted asked about the parking budget, which is \$1200. **Atrina** said it is not required, and attendees would pay for parking, so they will adjust this amount.

Request SP2018-05 (ROS: Chinese Students and Scholars Association), presenters: Yuening Wang

Yuening introduced herself and her organization's upcoming event. The event will be held to celebrate the Chinese Lunar New Year. The event will have cultural activities where attendees can win prizes.

Chase asked how long they have held this event. **Yuening** said about 25 years.

Brad asked how they advertise. **Yuening** said through social media and that this event is very popular among Chinese community.

Brad asked why they set the ticket price is \$10.00, when they have a large spending budget of \$17,000. **Yuening** said this is a non-profit event, so they do not expect to earn a profit.

Brad also mentioned to Yuening that GPSS fund requires that the RSOs who receive funds from GPSS must agree to return 15% of the net profits to GPSS. **Yuening** said that she did not understand about this requirement when they filled out their request form, so they did not mark down. However, she said that she agrees to return 15% of the net profit to GPSS if her RSO receives funds from GPSS.

Ted asked the reason that they charge the same price to UW students and non-UW students. **Yuening** said they sell tickets for everyone, so it is easy to charge everyone the same price, and they do not expect to earn a profit.

4. Discussion and Voting:

Ted mentioned that GPSS receives the same fund requests every year and asked for the committee's opinions on this issue?

Chase said that GPSS needs to advertise better so that more RSOs know about GPSS funds.

Brad said that SAO advisers usually discuss with RSO officers about their request before they submit an application to GPSS

Adam asked if there are any rules to restrict awarding funds for the same RSO requests every year.

Brad said that the GPSS funding guidelines do not have a specific rule about this. However, some events have a positive community impact and attract a lot of students.

Adam suggested to introduce new awards caps that fund \$500 for cultural events and \$750 for educational events that mostly benefit graduate students.

Sameer said that he was concerned that this would make the funding process difficult as it would not be easy to distinguish which events benefit graduate students more.

Ted said that the committee can ask questions to clarify the purpose of the events, how they advertise, and who they target on.

Chase added the committee would still fund events with cultural purpose, however they want to reduce the funding amounts in order to have more funds for other events that would benefit graduate students more.

Ted moved to approve the new caps: \$500 for cultural events, and \$750 for educational events. **Chase** seconded, all in favor.

Brad motioned to approve funding for the **PersianCircle** request for **\$500**, the **Chinese Students and Scholars Association** for **\$500**, and the **Neuroscience Community Outreach Group** for **\$500**. **Adam** moved to approve, **Jacob** seconded, all in favor.

Based on the GPSS guidelines, GPSS Departmental Allocations funds are distributed to help departments purchase capital items. Landscape Architecture requested some items that are not capital items, so the committee did not fund these items. The committee did agree to fund the Landscape Architecture department's request for the amount of \$102 for a hot water kettle and a microwave.

Jacob mentioned that **Jean Ni** did not provide a specific plan about the time and location of the retreat. **Jacob** said that she should give more planning details related to the retreat budget and team-building activities.

Chase and **Audrey** agreed with **Jacob's** opinion. **Chase** suggested that the Landscape Architecture department should do more surveys to know what activities they should arrange and how many students would attend.

Brad motioned to approve to fund \$102 for the Landscape Architecture department's request. **Jacob** moved to approve, **Audrey** seconded, all in favor.

5. Announcement:

Brad said that he has been sick recently, so he had been unable to hold the committee meeting over the last two weeks. **Brad** suggested that the committee should vote on a committee vice-chair, in case **Brad** cannot attend the meeting, the committee vice-chair will lead the meeting.

Audrey proposed **Chase** to this position. Other members agreed to nominate **Chase** to become committee vice-chair. **Chase** accepted the nomination.

Brad motioned to adjourn the meeting, **Adam** moved, **Ted** seconded.

The Meeting was adjourned at 6:30 PM.