Finance & Budget Committee
2017-2018 Meeting Minutes

Thursday, February 15, 2018
5:30 P.M.
HUB 314: GPSS Board Table

Present:
Chase Kania - Committee Vice-Chair, Foster School of Business MBA
Ted Cohen - Molecular Engineering
Audrey Motta-Wurst - Speech and Hearing Sciences
Jacob Ziegler - Chemistry
Sameer D. Meshram - Mechanical Engineering
Duong Phan - Budget Specialist, Staff
Jennifer Pope – Student Advisor

Not Present:
Brad Copenhaver – Treasurer; Committee Chair, Foster School of Business MBA
Adam Tahir - Aeronautics and Astronautics

1. Call to Order
Chase called the Meeting to order at 5:30 P.M.

2. Approval of the Minutes
Chase asked for motions to approve the minutes from the February 1st, 2018 meeting. Audrey moved to approve. Sameer seconded, all in favor.

3. Presentations:
Special Allocations Presentation:

- Request SP2018-12 (RSO: Minority Law Students Association), Presenters: Amira Mattar

Chase introduced the Committee and asked Amira to tell more about their RSO and event.

Amira introduced herself to the Committee and told more about her organization and its upcoming event. This event would be hosted by the UW Gates Public Service program. The event would be an international human rights attorney speaking about the state of human wellbeing in areas of immediate crisis with regards to the Middle East. The UW Gates program planned to invite a speaker, Nora, who is an honored associate professor of the law. The event would include speeches, a discussion forum, and then a dinner. They requested $1000 from the Committee to help pay for the speaker.

Jacob asked if this event would be open for everyone. Amira said that this event would be open for everyone, but the dinner would not.
Chase asked if her event’s speaker would only come for her event or another event at UW on the same day. Amira said that she would only give a speech at her RSO’s event.

Audrey asked if her organization only applied for the GPSS funds. Amira said that they have only applied for the GPSS funds as the law school would provide a venue and the set-up expenses, so they only need to pay for the speaker.

Chase asked how they have advertised for the event. Amira said that they sent emails to all undergraduate and graduate departments. The Gates program has a networking system that helped share the event’s information to students.

Sameer asked how they defined “Minority Students.” Amira said that they considered that students of color and students with disabilities are minority students.

Chase asked how often they hold events. Amira said that usually they hold five events a year.

Jacob asked if the Committee could not fund $1000 for her event, would her event’s speaker still like to come. Amira said that she has not thought about this, but she guessed the speaker would be flexible regarding payment. Her organization wanted to have a well-known speaker for their event, so they hoped that they can pay a decent amount to the speaker.

Chase explained that the highest funding amount they can approve is $750, but the Committee still needs to consider if they would fund the highest amount to her request. The Committee suggested her to reach out to more funding sources as she still has time to apply for more funds.

- Request SP2018-13 (ROS: Partnership for Community & Diversity), Presenter: Vinnie Tran

Vinnie Tran introduced about herself, the Partnership for Community & Diversity, and its upcoming event. The purpose of this event is to gather students together to pay tribute to past, present and emerging PCD community leaders.

Sameer asked why she did not include in her budget spreadsheet that they planned to charge a $15 admission fee. Vinnie said that they were planning to lower the price and ask for donations, so that they could attract more students to attend.

Chase asked if this would be the first time they held this event. Vinnie said this was the second time and that they held the same event last year.

Jacob asked how they advertised for this event. Vinnie said that they reached out to all departments via email, posted on Facebook, sent out flyers, and posted on HUB screens. They also invited faculty to join their event.

Chase asked if they received funds from other sources. Vinnie said that they were still waiting to hear back from other funds, and they only received a confirmation from the Evans Student Organization for $200.

- Request SP2018-14 (ROS: Communicating Science Conference), presenter: Brian Katona
Brian introduced himself, his organization and its upcoming conference on March 16th. Chase asked which programs the student attendees were from. Brian said that most of them are in science and engineering programs.

Jacob asked how his group advertised the conference. Brian said they contacted attendees via email a while ago. Ted mentioned that he did received an email about the conference last month as Ted is in the molecular engineering program.

Sameer asked if Brian knew why the organization did not charge any fees to attend the conference. Brian said he was not sure about this. Brian said he would look for more information and then would send an answer to the Committee later.

Chase asked if this conference limited the number of the attendees and, if so, what the cap was. Brian said they sent out emails to ask students to apply to attend, and usually they choose about 40 to 42 students to attend.

Chase asked why their planning budget regarding total costs was so much higher than their total funding requests and how they could cover their expenses without charging students. Brian said that they had not updated their budget spreadsheet and funding approval, so their budgeting details were not clear. Brian said that he would send his updated budget spreadsheet to the Committee later.


  Sydney introduced herself to the Committee, her organization and its upcoming event on March 2nd. Ted asked how they advertised this event. Sydney said that they sent out flyers and emails with the sign-up link.

  Jacob asked if they reached out to all departments. Sydney said that they had connections with women’s groups at the Law School and the Foster School. They have also tried to contact the Evans School and other schools.

  Chase suggested Sydney send the flyers to their department’s Senators, so that the Senators could distribute them to other Senators to help promote the event at the GPSS general meeting.

  Audrey asked how much they wanted to request for funds as Sydney did not include an amount in her request form. Sydney said that her organization would like to request $1000.

  Chase mentioned that the GPSS Special Allocation funds are not allowed to be used for food and drink costs. Chase also suggested Sydney reach out to more funding sources to help cover these costs.

4. **Discussion and Voting:**

The Committee discussed and agreed to fund these RSOs as below:

1. $700 for the Minority Law Students Association. The reasons were that the event had a good academic purpose that will help provide information to students. The speaker of the event, Nora is well-known, and her work has had a large community impact. The Committee approved to
fund $700, instead of $1000 as was requested. The reason was that the Committee thought that they still have time to reach out to more funding sources and that the GPSS Allocations funds were reduced this year, so the GPSS Special Allocations are not able to fund more than $700 based on its limited budget.

**Chase** motioned to approve to fund $700 for the Minority Law Students Association. **Audrey** moved to approve, **Jacob** seconded, all in favor.

2. **$500** for Partnership for Community & Diversity. The Committee liked their event as it included many graduate students and promoted a networking environment to graduate students. The Committee did not fund the requested amount of $800 because they had sold tickets, so these profits would help to cover the event’s costs.

**Chase** motioned to approve to fund $500 for the Partnership for Community & Diversity. **Sameer** moved to approve, **Ted** seconded, all in favor.

3. The Committee decided to hold the decision on the Communicating Science Conference as they wanted to review the event’s updated budget.

4. **$650** for the Women’s Law Caucus. The Committee liked the purpose of the event very much as the event would provide graduate students more technical and networking skills to be involved in the political field. The Committee especially liked that the event would help female students have more confidence to run for office on campus. However, the Committee did not approve the requested amount of $1000 because the RSO did not specify how they would use the GPSS funds as their total costs included food and drink. The Committee was concerned about this issue, so the Committee decided to only fund $650 for the speaker’s fee as their group would also had other funding sources. The Committee also wanted to note that the GPSS Special Allocation funds are not allowed to be used for food and drink.

**Chase** asked for motions to approve to fund $650 for the Women’s Law Caucus. **Audrey** moved to approve, **Jacob** seconded, all in favor.

**Chase** motioned to adjourn the meeting, **Ted** moved to approve, **Sameer** seconded.

*The Meeting was adjourned at 6:30 PM.*