Finance & Budget Committee  
2017-2018 Meeting Minutes  
Thursday, February 22, 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  
Adam Tahir - Aeronautics and Astronautics  
Duong Phan - Budget Specialist, Staff

NOT PRESENT:  
Brad Copenhaver – Treasurer; Committee Chair, Foster School of Business MBA

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 15, 2018 meeting. Audrey moved to approve. Sameer seconded, all in favor.

3. Presentations:  
Departmental Allocations Presentation:

- Request DA2018-06 (Department: Biostatistics), Presenters: Adam, Arjun, and Katie

The Biostatistics department requested $2,842.44 for their department’s retreat.

Katie, Adam and Arjun introduced themselves to the Committee and provided more information about their department and its upcoming retreat.

Chase asked if they had applied for any funding sources beside the GPSS Departmental Allocations. Katie said that they have only applied for the GPSS funds. Chase informed Katie, Adam and Arjun that the GPSS funds are not be allowed to be used for food and drink, so they should apply for other funds for these costs. Chase asked how they promoted their retreat to their department’s students. Katie said that they did a survey by sending out emails to plan for the retreat and to choose the location. Jacob asked how many people would join the retreat. Katie said that they estimated about 20 graduate students. Chase asked why they did not charge any fees to students who would attend. Katie said they wanted to make it easy for the
students in their department to be able to go on the retreat. Ted suggested that they ask for their department to fund for food or that the students could pay for their own meals.

- **Request DA2018-07 (Department: Germanics), Presenters: Matthew Childs**

  On behalf of the Germanics department, Matthew requested $88.88 for purchasing a coffeemaker and an appliance protection plan.

  Ted asked why he chose the coffeemaker model was included in the application to the Committee. Matthew said that he chose this model because its price is reasonable, and it is convenient to use. Jacob asked how they would maintain it. Matthew said that they would assign students to do daily and weekly cleaning and that his department is very organized.

- **Request DA2018-08 (Department: History), Presenters: Jeffrey Haines**

  On behalf of History department, Jeffrey requested $725 for helping pay some of the costs of his department’s retreat in April.

  Chase asked if Jeffrey’s department had arranged this retreat before. Jeffrey said that this retreat is an annual retreat and it has been held many times. They have also received GPSS funds for the last three years. Chase asked if Jeffrey’s department did not receive the GPSS funds for the retreat, how would they cover the retreat expenses. Jeffrey said students would have to pay more to attend as their department’s budget was cut, so they could not ask for more money from their department. Chase asked how many students they expected to attend. Jeffrey said there would be about 12 to 15 students that would attend. Adam asked how many students went to the retreat last year. Jeffrey said that about 12 students went last year. Jacob mentioned that the GPSS funds are not allowed to be used for food and drink. Jeffrey said that they knew this rule, so they would use the GPSS funds for transportation or lodging.

Special Allocations Presentation:

- **Request SP2018-16 (RSO: Health Equity Circle), Presenters: Amy Edmonds**

  On behalf of the Health Equity Circle organization, Amy presented her RSO’s request of $250 for the Health Equity Circle Regional Summit event.

  Chase asked if Amy’s RSO had held this event before. Amy said they had held it before and had received funds from GPSS last year. Ted asked how they advertised for the event. Amy said they sent out flyers on and off-campus and they had tables outside buildings to give the flyers to passersby. Ted asked if their speaker would speak to any other event on campus on the same day. Amy said that their speaker would only speak at their event.

- **Request SP2018-17 (ROS: Malaysian Student Association), Presenter: Aisha Azmi, Muhamad Hazazi Hashim**

  On behalf of the Malaysian Student Association, Aisha and Muhamad presented their RSO’s request of $750 for the Malaysian Night 2018 event.

  Chase asked if there were any errors regarding their total funding requests, as their requested funding from all sources was $3,700, while their total costs were only $2606. Aisha said that
they had updated their budget planning, so they may have made some mistakes. They would correct it later. **Audrey** asked why they did not charge non-UW students higher than UW-students. **Aisha** said that they wanted to attract more people to attend in order to better promote Malaysian culture. **Sameer** asked how many graduate students there were in their organization. **Aisha** said that they have five graduate students in their group. **Chase** asked if they had heard back from other funding sources. **Aisha** said they had not heard back from any funding sources yet.

- **Request SP2018-18 (ROS: Husky Smiles), Presenter: Anne Mazure-Schmidt**

  On behalf of Husky Smiles, **Anne** presented her RSO’s request of $500 for the Blakely Village Screening event.

  **Audrey** asked if **Anne** could receive funds from other sources in case GPSS did not approve her request. **Anne** said that she would not able to get other funds as her event is not eligible for other UW funding sources. **Chase** asked if **Anne** asked their suppliers for help supporting their event. **Anne** said that they had asked them, but the suppliers only offered to give her a discount. **Sameer** asked if **Anne** would go to buy supplies for their event by herself or order through her school. **Anne** said that she would order through her school to get discount from her school’s suppliers. **Sameer** asked if only graduate students attended. **Anne** said that they would provide free dental-hygiene to kids, so this required that certain graduate students who are qualified to provide this service take part in the event. For this reason, her event only included graduate students.

4. Discussion and Voting:

   I. The Committee discussed and agreed to fund these RSOs and departmental requests as below:

   1. $89 for the Germanics department as their request was straightforward that they would like to request to purchase a coffeemaker to serve all the graduate students in their department.

      **Chase** motioned to approve to fund $89 for the Germanics department. **Adam** moved to approve, **Ted** seconded, all in favor.

   2. $250 for the History department. The Committee was not able to fund the requested amount of $750 as the GPSS funding budget was cut this year.

      **Chase** motioned to approve, **Audrey** moved to approve, **Adam** seconded.

   3. $250 for the Health Equity Circle. Their request asked for money to pay for honorarium and most of the attendees would be graduate students.

      **Chase** motioned to approve, **Ted** moved to approve, **Sameer** seconded.

   4. $500 for the Husky Smiles. Their requests asked for money for the total costs of the Blakely Village Screening event, not including food and drink costs.

      **Chase** motioned to approved $500. **Ted** moved to approve, **Audrey** seconded.
5. $400 for the Communicating Science Conference that presented on February 15, 2018. After reviewing their updated budget, the Committee agreed to fund this amount based on their costs and funding sources, as well as their number of graduate student attendees. Adam informed the Committee that he knew Brian Katona who was presenter for the Communicating Science Conference, so he withdrew himself in voting to fund this request.

    Chase motioned to approve $400. Sameer moved to approve, Jacob seconded.

II. The Committee discussed and rejected to fund these RSO and departmental requests as below:

1. Biostatistics department. The Committee rejected their proposal because lacked evidence to show the Committee that their retreat would occur their request and lacked details in how to use the GPSS funds for their retreat.

    Chase motioned to not fund this request. Audrey moved, Jacob seconded.

2. Malaysian Student Association. The Committee rejected their proposal because their event did not involve many graduate students and their estimated funding amount was higher than their total cost.

    Chase motioned to not fund this request. Adam moved, Audrey seconded.

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

The Meeting was adjourned at 6:50 PM.