



Finance & Budget Committee

2018-2019 Meeting Minutes

Friday, January 11, 2019, 11:30-12:30
HUB 314: GPSS Board Table

PRESENT:

Robby Perkins-High – Treasurer; Committee Chair, Evans School
Jasmine Chan - Budget Specialist, Staff
Zhiyun Ma - GPSS Senator
Varun Kao - GPSS Senator
Jacob Ziegler - GPSS Senator, Proxy for Shane
Ted Cohen - GPSS Senator

NOT PRESENT:

Maneesha Sivalingam - GPSS Senator
Shane Schrader - GPSS Senator

Robby called the Meeting to order at 11:34am.

OVERVIEW

Jasmine gave each member an agenda and a package containing minutes for 11/30/2018 and applications relevant for today's meeting.

1. Call to Order

a. Approval of Agenda

Robby moves to add Finance and Budget Committee membership amendment to the agenda directly after the Approval of Agenda. *Jacob* seconds. No objections. Motion is approved.

Robby moves to approve the agenda. *Varun* seconds. No objections. Motion is approved.

b. Finance and Budget Committee Membership Amendment

Robby informs Committee that Maneesha has a class conflict for the Winter Quarter and proposes giving her a leave of absence for the Quarter. This means quorum is reached with three Senators in attendance of the five total Senators that comprise the Committee.

Robby motions to give Maneesha a leave of absence. *Jacob* seconds. No objections. Motion is approved.



2. Departmental Allocations Funding. Department of Mechanical Engineering.

Presentation:

The Department of Mechanical Engineering provides two graduate study rooms. Five years ago, the Department asked for, and received, funding to purchase two microwave ovens. These two microwave ovens have ceased working. A portion of the request is to replace these microwave ovens. The rest of the funding request is to purchase a space heater for one of the study rooms, as this room does not have heating -- no air ducts to deliver forced air heating.

Robby asks if the other room has a heating. *Presenter* responds: Yes, it does.

Robby asks if *Presenter* has consulted with other students to determine if the microwave ovens and space heater are desired. *Presenter* responds by stating that they first looked to the Department for funding and the Department recommended applying for GPSS Departmental Allocations. *Presenter* also mentions that they searched at UW Surplus for these items but failed to find what they were looking for.

Robby clarifies that he is asking if other students expressed need for these items. *Presenter* responds that for the students with access to the room without heat, the cold temperature is frequently spoken of. *Presenter* also states that because the microwave ovens are a replacement, there is clearly a need for them.

Robby asks about storage and maintenance of the equipment. *Presenter* responds that the total number of people with access to the rooms is 31, as there is a wait-list. Over any given school year, it is estimated that around 60 students will use the room (turnover because of graduations). Access is restricted using keyed access.

Varun clarifies if the microwave ovens are one for each room, and the space heater for one room. *Presenter* confirms.

Robby asks if the Department will purchase the items by the end of the quarter. *Presenter* confirms.

Varun offers advice to place the space heater in the center of the room so that everyone gets to enjoy the heat.

Robby informs *Presenter* that the Committee will now deliberate and will either make a decision today or reach out seeking increased clarification. *Presenter* departs.

Deliberation:

Ted joins the meeting as discussions begin. *Robby* quickly provides a summary of the presentation.

Ted asks how much money is currently in the Departmental Allocations Fund. *Robby* responds: \$5,000; we have not yet spent any.



Varun asks if this is a typical requested amount. *Robby* clarifies that by way of capital purchases, this is very typical. However, the Departmental Allocations Fund also accept applications to fund retreats and other department non-academic activities.

Ted asks if they checked Surplus. *Jacob* confirms.

Ted asks for the reason behind asking for two microwave ovens. *Varun* clarifies that there are two separate graduate study rooms and that each study room's current microwave oven has broken.

Zhiyun asks if we include sales tax when we make funding decisions. *Robby* confirms that we do include sales tax.

Varun motions to fund in full for the amount of \$242. *Ted* seconds. No objections. *Robby* moves to vote.

Vote is called: *Zhiyun, Varun, Ted, Jacob, and Robby* in favor. *Jasmine* abstains.

3. Special Allocations Funding Request. Neuroscience Community Outreach Group: Brain Awareness Week Open House

Presentation:

Brain Awareness Week is composed of several events hosted by NCOG and other groups. NCOG hosts the Open House each year. This event is for schools in the area to bring students to UW to learn about the brain from UW students and faculty. The Open House is filled with activities ranging from drawing and tracing anatomy to hands-on participation. The UW students are involved with teaching and outreach. About 75-100 UW students volunteer, with typically more than half of these students from a graduate or professional program. Students from a wide variety of departments are engaged (Neuroscience, Pharmacology, Biology, Biological Engineering, Nursing, Psychology, etc.)

Jacob asks what the funding will be used for. *Presenter* says that because they are almost fully funded, GPSS funding will be used to offset cost for supplemental and replenishment materials. *Ted* clarifies that GPSS Special Allocation Funds cannot be used for capital purchases. *Presenter* agrees and states that the GPSS funds would supplant the use of alternative funds for room rental and other items that fall within the purview of GPSS fund use.

Ted asks for clarification regarding the marketing strategy. *Presenter* plans to reach out to department chairs with email and a virtual flier. They also have a point person who reaches out to public schools.

Robby seeks information about student involvement in the event. *Presenter* states that students are involved in planning and running the event and also engage in direct outreach with teaching grade school students about the brain.



Robby asks about the mix of undergraduate and graduate student participation. *Presenter* says that there majority involvement of graduate students.

Varun asks how many students are already working on the event. *Presenter* says that there is a core of 20 volunteers currently working, and that as they increase advertisement for their event, they inevitably increase volunteer engagement.

Jacob mentions that GPSS provided funding for this event last year.

Robby asks about the status of other funding sources. *Presenter* says that they have received full funding from ASUW.

Robby informs *Presenter* that the Committee will now deliberate and will either make a decision today or reach out seeking increased clarification. *Presenter* departs.

Deliberation:

Robby mentions that only ASUW and GPSS are the remaining funding resources for RSOs. *Robby* also wonders if we have the same number of applications at this point in the year as the Committee had last year. *Ted* recalls that this is a familiar trend from last year.

Ted points out that Special Allocation Funds are not intended to be a continuous, year-after-year funding resource.

Robby mentions that when the Officers and Executive Senate approved guidelines for Special Allocation Funds, they did not create a formal rule about funding recently funded events, though preference is given to new groups. He is in favor of funding at \$500.

Jacob likes this event because graduate students are leading most of the activities.

Varun asks if we can ensure that GPSS funding does not go to capital expenditure. *Robby* confirms. GPSS funding is transferred into the RSO's account with SAO and the SAO adviser spends the money for the RSO.

Ted is in favor of fully funding the event but for the sake of fiscal responsibility, perhaps fund at \$400 because NCOG seems pretty well set from the funding perspective.

Jacob asks how much GPSS has in the Special Allocations Fund. *Robby* says \$14,000, but to remember that the Committee is booked for several weeks. *Jacob* mentions that this is normal, that there is a huge spike in applications during Winter Quarter.

Robby likes that the event works with local kids and provides outreach opportunities for UW students. *Zhiyun* agrees and states that this is her favorite part of the event.

Varun wonders if anybody has been to the event before. *Jacob* states he has not been and was interested when they presented last year.

Ted motions to fund at \$500. *Jacob* seconds. No objections.



Vote is called: Zhiyun, Varun, Ted, Jacob, and Robby in favor. Jasmine abstains.

4. Special Allocations Funding Request. Korean Student Union: KSU Overnight

Presentation:

The mission of KSU and KSU Overnight is to provide a second home and provide resources for Korean international students and raise awareness of Korean culture. There are over 2000 members in the membership database. KSU Overnight is a talent show, mostly vocal and dance, to raise awareness of Korean culture to people in Washington. This event has been very successful in the past and is the biggest event they host. The rental of Kane Hall and Audio/Visual are in excess of \$5000. The intended interaction with graduate students is to serve as an open resource for incoming graduate students and to showcase that this area supports cultural diversity.

Ted asks for the percentage of graduate students are involved with KSU. *Presenters* respond about $\frac{1}{3}$ of their membership, mostly because some formerly undergraduate members have matriculated into the graduate school. *Ted* follows up and asks why it is that they expect only 10% of attendance to be from the graduate and professional student body. *Presenters* clarify that there is a Korean Graduate Students Association and that the primary purpose of KSU is to serve undergraduate students but this event is open to all as the purpose is to showcase Korean culture at large.

Jacob asks if *Presenters* are partnering with KGSA. *Presenters* respond that they are not formally partnering with KGSA and that the event has been going every year for 20 years.

Zhiyun asks about the use of the 1-time fee for membership. *Presenters* say these funds are used to host various smaller events during the year. The maximum budget each year from membership fees is between \$8,000 and \$10,000.

Jacob asks if they charge for tickets. *Presenters* say no.

Varun asks for the status of other funding sources. *Presenters* say that Wells Fargo Fund has provided \$500 and that they are presenting before ASUW in two weeks.

Varun asks if it is a possibility that KSU consider charge admission fee for non-UW students. *Presenters* refuse, saying that KSU has never charged for the event and that this will cause a distraction from the purpose of the event. They have applied to UW Alumni Association for funding, but they are in a bind because there is no longer HUB funding that is available.

Ted asks how the group plans to reach graduate students. *Presenters* mention contacting the KGSA president, using social media, and an on-campus booth. Most people know about the event by word of mouth.

Varun asks if any of the people in the organizing committee in the graduate school. *Presenters* say there are none.



Varun seeks clarification on the A1 and A2 under Crewing at the end of the Sound System quote provided with the application materials. *Robby* states that this looks like staffing costs from the private company.

Zhiyun asks if there is a back-up plan should they be unable to secure enough funding. *Presenters* outline current activities to reach out for non-UW funds. Otherwise, they must use internal funds. Their current corporate sponsors are non-monetary sponsors. Delta is giving a free round-trip ticket to Korea as a raffle prize. Raffle tickets are sold for \$1 each.

Varun suggests they reach out to local restaurants to get coupons. *Presenters* confirm they are doing this.

Robby informs Presenter that the Committee will now deliberate and will either make a decision today or reach out seeking increased clarification. *Presenter* departs.

Deliberation:

Ted observes that KSU is primarily an undergraduate organization and that there seems to be a graduate version of the organization. On the other hand, KSU has never applied for GPSS funding before. *Robby* mentions that it doesn't seem that partnering with the graduate student version was a thought until brought up during question and answer.

Ted tentatively suggests funding at \$500 or lower because it seems the group has funding options. *Robby* agrees, stating that it is likely they will get funding from ASUW.

Jacob is not totally convinced that having ticket sales for non-UW attendees is a bad idea. And also notes that \$1/ticket for a raffle prize of a plane ticket seems extremely low. *Varun* agrees and states that he felt they could be more innovative with their funding.

Ted states that the extreme in this case is not to fund the event. *Varun* expresses that this seems too harsh because HUB funding is no longer available. He suggests maybe \$100. *Jacob* warns that funding at \$100 will not help them pay for any single line item.

Ted moves to fund at \$300. *Zhiyun* seconds. *Jacob* points out that if we really wanted to pay for a line item, that lighting is \$313.50.

Ted amends his motion to fund at \$313.50 to cover lighting. *Varun* seconds and asks if it is easier to fund with whole dollars. *Robby* says this is not an issue.

Vote is called: *Zhiyun, Varun, Ted, and Jacob* in favor. *Robby* and *Jasmine* abstain.

Robby include a note that this is for lighting. *Jacob* also requests that we request KSU to reach out to KGSA.

5. Approval of Minutes 11/30

Varun observes that he was the only one absent. *Robby* says that this was the most



well-attended meeting.

Ted moves to approve. *Zhiyun* seconds. No objections. Minutes are approved.

6. Timeline for Budget Review Process

Robby provides an overview of the budget review process and timeline:

In the next two weeks, *Jasmine* and *Robby* will meet with the Officers to understand their budgeting priorities and proposals. The following two weeks will consist of *Jasmine* and *Robby* compiling Officer's proposed budgets into a single budget. By mid-February, the Proposed Budget will be presented to the Committee and to Executive Senate. The Committee will then have 4 to 6 weeks to work on the Budget proposal. This budget and Executive Senate's budgets will be reconciled and then presented at Senate.

Robby encourages members to think about what kinds of changes they want to make to the budget.

Ted mentions that we should move some of the General Fund into the Endowment and potentially increase the amount allocated for Special Allocations Fund because room reservations are high and campus resources seem to be running out quickly.

Robby mentions that after Senate approves the Budget, he presents in to SAAF.

Varun asks for clarification on SAAF. *Robby* clarifies that SAAF is the Services and Activities Fee funds all non-academic activities at UW, including the Intellectual House, Hall Health, ASUW, etc.

Robby continues saying that SAAF hears from every entity. GPSS is funded primarily by SAAF, then the Provost fund, and reserve funds (should we feel this is necessary).

Varun asks what the size of the GPSS endowment is. *Robby* responds about \$100,000, which gives us around \$5,000 per year in interest.

Robby thanked each member again for joining the Committee and attending the meeting.

Jacob moved to adjourn the meeting. *Varun* seconded.

The Meeting was adjourned at 12:29pm.