

Finance & Budget Committee
2018-2019 Meeting Minutes

Friday, February 1, 2019, 11:30am-12:30pm
HUB 314: GPSS Board Table

PRESENT:

Robby Perkins-High – Treasurer; Committee Chair, Foster School
Jasmine Chan - Budget Specialist, Staff
Varun Kao, GPSS Senator
Zhiyun Ma, GPSS Senator
Shane Schrader, GPSS Senator
Alex Thompson, GPSS Senator
Ted Cohen, GPSS Senator

Robby called the Meeting to order at 11:30am.

OVERVIEW

Jasmine gave each member an agenda, minutes from 1/25/2019, and written applications for those presenting today.

1. Call to Order

Robby calls the meeting to order at 11:30am. Ted is not yet present.

a. Approval of Agenda

Varun moves to approve the agenda. Zhiyun seconds.

Shane asks if Committee will proceed with Agenda Item 6 (Elect a Vice Chair) without Ted present. Robby responds that we will address that when we are there. Jasmine states that she did not receive notification that Ted would not be present.

Seeing no objections, the agenda is approved.

2. Special Allocations Funding Request: Hui Hoaloa ‘Ulana Spring Lu’au

Presentation

Lu’au is Hui Hoaloa ‘Ulana’s biggest cultural event featuring hula dances and traditional Hawai’ian food that RSO members make in the HUB. There is a lot of student involvement, 350 students attended Lu’au, including 81 graduate students. Graduate students promote involvement by internal promotion within their graduate programs and that there are more events for graduate students as a result. If someone who is interested in attending Lu’au cannot afford the ticket price, then they are invited to join two committees to have their

ticket fee waived. ASUW Pacific Islander Student Commission and Pakistani Students' Association are helping Hui Hoaloha 'Ulana reach out to city residents and students to show them what the Hawai'iian culture is.

Zhiyun comments that she likes the networking means of recruitment for graduate student engagement and wonders if there are other strategies to increase the graduate and professional student participation. *Presenter* responds that they are increasing their outreach for other events during the year for graduate students.

Ted arrived at the meeting midway through the Presentation and asks how many graduate students attend the event. *Presenter* says 81 graduate students of 350 attendees.

Robby asks about how much Hui Hoaloha 'Ulana anticipates making from ticket sales. *Presenter* responds they should make \$800 to \$900 from ticket sales and additional money will be made through the sale of Hawai'iian goods imported from Hawai'i and locals.

Ted asks if they have heard back from other funding resources. *Presenter* says that ASUW will not respond to them for another week. Thereafter they will update us.

Ted asks about the line item called Donation Letters. *Presenter* clarifies that this was not a cost for this year, but in previous years the RSO went through UW to send the letters and UW sends an invoice to the RSO for the cost.

Robby asks why the RSO asked for \$500 rather than the maximum, \$750. *Presenter* says that they used the budget from the previous year. *Ted* recalls that last year the RSO asked for \$750 and was awarded \$500.

Discussion

Robby provides background that last year the Committee funded Hui Hoaloha 'Ulana at \$500 and that they requested only \$500. This RSO is the only entity that under-requested funds. ASUW is depleting their event funding and are likely to close in 3 weeks, so they are funding at about a ½-amount of that requested.

Alex wonders what to do, as the group only asked for \$500.

Ted is tempted to fund above what they ask for and asks if this is unreasonable. *Robby* says that this is not unreasonable. *Shane* concurs with *Ted*, mentioning that this may be more important as ASUW is running low.

Ted mentions that the RSO is doing more outreach to graduate students than last year.

Shane likes that the RSO is bringing more graduate students in and also giving back to the graduate students.

Zhiyun likes the way they recruit people for committee membership to support access to their events.

W GRADUATE & PROFESSIONAL STUDENT SENATE

UNIVERSITY of WASHINGTON

Zhiyun moves to fund in full at \$500. *Alex* seconds.

Ted proposes a friendly amendment to increase funding level to \$600 because the group is going to need the funding, and to acknowledge the increased efforts to court graduate student involvement.

Zhiyun accepts the amendment. Proposal is now to fund at \$600. *Alex* seconds.

Robby moves to a vote.

Vote: Robby, Ted, Zhiyun, Shane, Alex, and Varun vote Yes. Jasmine abstains.

3. Approval of Minutes 1/18

Robby moves to amend the agenda to “Approval of Minutes 1/25”. *Alex* seconds.

After Committee members read through the Minutes 1/25, *Varun* moves to approve the minutes. *Shane* seconds. There are no objections.

Robby updates the Committee after his presentation to the Executive Senate seeking clarification on the accrual policy. Executive Senate approved a policy for the remainder of the year that accrual will be 15%, but the Committee has the discretion to waive or change the accrual requirement. The intent of the accrual rate is in the case that the event is an RSO-fundraising event for RSO funds only.

4. Special Allocations Funding Request: Seva UW Turban Day 2019

Presentation

Seva started 2.5 years ago and have hosted Turban Day for the last two years. Seva is based on the Sikh tenant of selfless service with 10 undergraduates and 1 graduate student involved in the core leadership team. General members include graduate students. There is a big turnout for Turban Day with >100 general members volunteering. In order to better engage members, Seva started hosting general member meetings twice a month in addition to other events providing free meals for underprivileged people that they prepare together and distribute on the Ave to people facing homelessness. At general member meetings, members discuss self-care and how to excel in school while taking care of themselves. Graduate students help with mentoring undergraduate students by directing them to resources and sharing examples of how they take care of themselves. Turban Day is about cultural and social awareness, turban tying, is a free event, and helps explain why Sikhs wear turbans. Since 9/11, Sikhs have experienced a lot of misidentification. A goal of this event is to educate more people and bring awareness to the symbology of Sikhism. There will be 2 tents with turban fabric that guests can pick from. Volunteers greet guests and show the steps of turban tying and explain the process. The event attracts children, parents, and the elderly. This helps bring community for Sikhs to share their identities with friends and strangers. The volunteers help educate, prepare and serve the Langar, and explain Sikh hymns. They are anticipating that each guest will cost the group \$16, including turban fabric and food. About 1000 meals provided and 500-700 attendees with

W GRADUATE & PROFESSIONAL STUDENT SENATE

UNIVERSITY *of* WASHINGTON

200-300 graduate student attendees from the Dental School and School of Informatics. GPSS has funded the event the previous two years and Seva would appreciate continued support.

Ted asks about the reusability of the educational poster. *Presenter* states that this year, Seva wants to purchase their own educational poster made of vinyl so that it can be reused. In the past, they have borrowed from another organization. The group aims to reuse everything.

Alex asks if other funding requests have been approved. *Presenter* states that they have no updates for that other than \$700 from Wells Fargo, but they are still waiting for others to respond. They are hoping to receive a good amount from Office of Minority Affairs and Diversity.

Robby inquires about how Turban Day is marketed to graduate students. *Presenter* says that they give information to graduate student members to distribute to their departments and networks.

Ted asks whether the group has contingency plans for funding. *Presenter* describes fundraisers and donations from community members.

Varun seeks clarification on the \$16/person figure. *Presenter* states that this is an internal estimate for how much funding Seva will need to host the event, but the event itself is free for attendees.

Varun asks why Seva has excluded the cost of turban fabric and Langar from their application materials. *Presenter* states that UW will not approve funding for these.

Alex comments that Sikhism is only 500 years old. *Presenter* responds that the religion is very young and people need to give out information and that this event serves as a template for sharing.

Ted asks about how they will budget costs for educational papers. *Presenter* mentions they will use the RSO Resource Office. *Robby* states that each RSO has an allotted amount of funds to use at the Resource Office for printing purposes.

Varun inquires about the outlook for graduate student attendance. *Presenter* states 200-300 graduate students and that this event helps facilitate dialogue between friends so that Sikhs can share their experiences with their friends in a safe environment.

Discussion

Ted asks if GPSS is allowed to fund the capital expense. *Robby* responds that for Special Allocations, this is not possible, but that there are many other expenses that need to be covered for this event. *Ted* states that we should be specific with the award letter that capital purchases cannot be made using GPSS award money.

Varun moves to fund at \$750. *Shane* seconds.

Zhiyun asks for elaboration on the decision to fully fund the event.

Shane references the open and accessible location of the event (Red Square) being easy for graduate students to see and attend the event, and community outreach and communications.

Varun clarifies that the closest gurudwara is very far away. He appreciates the work that Seva is doing and practicing the langar is important.

Ted mentions that Seva seems to have other potential sponsors outside of UW and is inclined to fund at a \$600-\$650 level.

Alex comments that Seva had a good presentation.

Varun amends to fund at \$650. *Ted* seconds.

Vote: Varun, Ted, Alex, Zhiyun, Robby, and Shane vote Yes. Jasmine abstains.

5. Special Allocations Funding Request: Triangle Fraternity Triangle Hackathon

Presentation

Presenter has organized large (300-400 attendees) hackathons in Los Angeles that were 24-hour hackathons. This hackathon is 12 hours with three categories of Innovation, Altruism, and Entertainment. The categories are deliberately broad to allow for ease of judgment. Organizers are contemplating adding Sustainability as a category because they are looking into applying for Sustainability Fund money. The event is geared for beginners, people without much coding experience. A personal goal is to make computer science more accessible, as introductory courses can be intimidating. *Presenter* learned computer science through building their own projects and wants to give other people the opportunity to do so as well. Members of Triangle Fraternity will run workshops and help people with their projects. The aim is to have about 100 attendees. There are 30 members in Triangle. Hopefully there will be a 1:3 ratio if all members attend. Currently the event is slated for 2/16 in the HUB, but due to issues with funding, Triangle is moving the event to a new date and location because HUB is a lot more expensive than originally anticipated. Funding will be used for space reservation and food. This event has the potential to be a resume-building opportunity for students and an easy way to introduce people to computer science in a stress-free environment.

Alex asks about the Reservation budget line item and asks if there are other costs that are not on the budget. *Presenter* mentions that they are trying to bring the space reservation down from what is originally printed on the application. IEEE was able to reserve the Intellectual House for 3 hours for about \$350, which would be a lot more reasonable.

Robby confirms that GPSS funding, like ASUW funding, cannot be used to cover cost of food. *Presenter* acknowledges this restriction and says that they will ask Triangle alumni to give funding for food, anticipating that ASUW and GPSS will fund event space.

Alex asks for an estimate of graduate student attendance at the event. *Presenter* states that the best case scenario is drawing graduate and undergraduate students outside of computer science majors, to emphasize that any form of computer science and programming is valuable.

Zhiyun asks what strategies are going to be used to recruit or attract graduate students. *Presenter* responds that they have pushed the event date into the future because they did not want to start advertising the event before having funding secured. They will reach out to the Electrical Engineering department to send out information, and they are also thinking about doing a mixer with alumni who can give talks and share resumes.

Robby references the application and states that the expected attendance is 150 undergraduates and 0 graduate students. *Presenter* clarifies that they did not fill out the document, and that the other member did not know the target attendance. *Robby* asks for an estimate. *Presenter* states 100 attendees, with 30 graduate students.

Varun asks about the planned activities during the hackathon. *Presenter* has reached out to members of Triangle who will offer a range of workshops, i.e. web development, game development, introduction to programming. There will be a team building event at the start of the hackathon to help integrate folks who do not have a team. *Varun* asks a follow-up question about the need for equipment to run the workshops. *Presenter* responds that there are projectors at the Intellectual House, and that Triangle members have personal computers to run workshops. Attendees are expected to bring their own computers.

Shane asks if Triangle has graduate students as members. *Presenter* states that all active members are undergraduates but they have an alumni board. The fraternity was founded by a graduate student.

Robby asks for clarification on the \$2500 and \$5000 discrepancy on the application budget spreadsheet. *Presenter* clarifies that they are seeking \$2500 for funding.

Alex asks about ASUW funding level. *Presenter* mentions they had a funding meeting on Tuesday and that Triangle has received \$750 from ASUW.

Varun inquires about whether Triangle has a new date. *Presenter* anticipates mid-to-late Spring Quarter.

Presenter asks if they have to push the event to next year, do they need to reapply. *Robby* confirms that they would need to reapply as GPSS funding cycles run in concert with the academic year.

Discussion

Ted comments that this is the least prepared application the Committee has ever seen and states that the Committee cannot fund an event that does not have an event date. They can reapply, but they should not be awarded funding now.

W GRADUATE & PROFESSIONAL STUDENT SENATE

UNIVERSITY of WASHINGTON

Zhiyun agrees. Triangle was underprepared for the presentation and provided an underdeveloped budget with their application. Their consideration of moving and rescheduling the event means the budget will change. *Zhiyun* is in favor of not funding unless they figure out a solid plan.

Alex comments that it is interesting that ASUW funded Triangle at \$750. *Robby* states that this is really low funding by ASUW standards.

Shane states that it would be beneficial to tell RSO officers to work with applicants to teach them how to submit forms correctly. As it stands, this application is undone.

Robby mentions that graduate student involvement with their entity is peripheral at best. There are no graduate students in their organization and that an Alumni Board implies nothing about graduate students, only that there are older people.

Ted moves to not fund the event. *Varun* seconds.

Vote: Robby, Ted, Varun, Shane, Zhiyun, and Alex vote Yes. Jasmine abstains.

Varun asks if it is possible to advise applicants about how to fix their application. *Robby* states yes, but wonders if the Committee wishes to hear the presentation again, or if the Committee is looking for a concrete goal for graduate student engagement.

Varun states that they specifically mentioned that they wanted people with low experience to attend the event.

Robby states that a concrete date, venue, budget, and clear plan for involvement for graduate students would be required in order for the Committee to hear the presentation again.

Shane mentions that many people from non-CS departments have informal experience with programming and that there is room to improve their outreach.

Robby recalls that Emily, an RSO adviser, asked him if the Committee wanted to hear a presentation from an RSO with 3 graduate students and a lot of undergraduate students. Perhaps SAO is filtering applications?

Shane asks for clarification about whether the 3 graduate students were on the board or attending the event. *Robby* does not remember but can dig into his email records. *Shane* mentions that they do hear presentations from RSOs with few graduate students on the board, but the focus of the Committee when it comes to event funding is on outreach plans rather than membership numbers.

6. Election of a Vice Chair

W GRADUATE & PROFESSIONAL STUDENT SENATE

UNIVERSITY *of* WASHINGTON

Robby informs the Committee that the purpose of electing a Vice Chair is to enable the Committee to continue meeting if *Robby* is unable to attend. Last week, *Varun* self nominated but the Committee declined to move to a vote without all members present.

Varun states that he thinks *Ted* is most eligible because of his familiarity with the position because of last year's involvement.

Shane spoke with *Chase*, who was Vice Chair during the 2017-18 academic year. *Robby* mentions that the Vice Chair last year had a much larger role than is normal, as the Treasurer became very ill in the Winter Quarter.

Robby calls for nominations and clarifies that self-nominations or nominations are accepted.

Ted nominates himself for Vice Chair of the Committee.

Robby sees no other nominations and moves to appoint *Ted* as Vice Chair of Committee. *Zhiyun* seconds. There are no objections.

Vote: *Robby, Zhiyun, Ted, Shane, Varun, and Jasmine* vote Yes. *Ted* abstains.

7. Adjourn

Varun moves to adjourn the meeting. *Ted* seconds.

The Meeting was adjourned at 12:28pm.