



Finance & Budget Committee

2018-2019 Meeting Minutes

Friday, May 17, 2019, 11:30am
HUB 314: GPSS Board Table

PRESENT:

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

NOT PRESENT:

Alex Thompson, GPSS Senator

Robby called the Meeting to order at 11:35am.

OVERVIEW

1. Call to Order

a. Approval of Agenda

Robby moves to add “Notification of Fund Transfer” after Item 3. Ted seconds.

Shane moves to approve the agenda. Ted seconds. No objections. Agenda is approved.

b. Approval of Minutes

Ted moves to approve the minutes. Shane seconds. No objections. Minutes are approved.

2. Special Allocations Presentation: Student National Pharmaceutical Association

Presentation

The Student National Pharmaceutical Association (SNPhA) is part of the School of Pharmacy. All members of the organization are in the pharmacy school and join to serve the underserved. SNPhA is actively involved in the community to provide healthcare to bridge the gap. A part of SNPhA is the mentorship program that pairs graduate students with undergraduate students who are interested in healthcare. The event is bowling for students associated with the Pharmacy School: pre-pharmacy students and fraternities. 50-60% of the students in Pharmacy School are UW undergraduate students. Mentorship



program is nice because those mentored typically become schoolmates later on. This year, there were 40 mentoring matches. The bowling event is to provide a place for people to come together and graduate students interact with undergraduate students. The student mentees in the prior year typically end up as new mentors. Every year, there are an increased number of matches because the graduate students involved love working with potential future pharmacists.

Shane inquires if the event is only for current mentors and mentees or if it is open to all. *Presenter* states that the event is open to as many people as are interested in coming out, but it is programming by the mentor/mentee program.

Shane asks if new mentor/mentee relationships are expected to grow out of the event. *Presenter* responds that this is absolutely an expectation. This event is part of growing an informal network and building connections with future students. There is typically a lot of support from the mentor because the relationship continues after graduation.

Varun seeks information about the number of RSVPs SNPhA has for the event. *Presenter* states that usually 40 students show up, but not all of them bowl. The location is chosen for being casual and comfortable location for undergraduates.

Robby confirms that the application amount is \$211.39. *Presenter* confirms that SNPhA is applying for \$211.39 because the bowling area offers cosmic bowling during the event time and this costs more.

Varun inquires if this cost is based on the number of attendants. *Presenter* states that the cost is based on the number of lanes.

Zhiyun asks to what extent does the program cover the School of Pharmacy. *Presenter* states that there are 100 students per class with 20 different RSOs. SNPhA includes students who have a passion for mentoring (usually participants mentor throughout their 3 classwork years of study) and reaches about 50 of the total population.

Discussion

Robby shares that the Committee has \$124 currently and have self-approved to spend up to \$800.

Ted states that he has no problem with the event.

Shane agrees and reiterates that the event is beneficial to both graduate and undergraduate students and helps the department improve their brand with the mentorship program.

Shane moves to fund the event in full. *Varun* seconds.

VOTE: Robby, Ted, Shane, and Varun vote YES. Zhiyun and Jasmine abstain.

3. Departmental Allocations Presentation: Department of Chemistry



Presentation

The Chemistry Department has two annual barbeques for the graduate students (around 220) and most graduate students attend. During the Fall barbeque, one of the grills would not light. The barbeque is nice to get people out of the lab at 5:30pm on a Friday. Receiving partial funding from GPSS will result in a lower quality grill. The Department does not have funding to support the purchase of a grill. The grills are locked in a storage space when not in use.

Shane inquires how old the broken grill is. *Presenter* states that they asked around and nobody knew, so the grill had to be very old.

Robby asks if the grills are used for any other events. *Presenter* states that the grills are only used for the two events.

Robby requests proof of price of the grill. *Presenter* confirms they will send a link to the item from Home Depot.

Varun inquires about the expected life of the grill. *Presenter* expects the grill will be used for at least a decade.

Ted asks about the lawn games purchased last year. *Presenter* states that when it is sunny, the games will be out, but that they generally receive little use.

Robby inquires if the spring barbeque has happened yet. *Presenter* states that the spring barbeque is scheduled for June 21st, after the undergraduates have left campus.

Robby requests that *Presenter* sends a photo of the grill with people having fun, in the event that GPSS funds the purchase. *Presenter* confirms that they will send a photo if reminded.

Jasmine inquires about the placement of the "Funded by GPSS" sticker. *Presenter* proposes one of the grill wings.

Discussion

Robby shares that the worst-case scenario is that there is \$1,648 remaining pending the School of Nursing funding amount. It is unclear if School of Nursing will be able to use all the funds made available to them and we expect more than \$2,000 remaining.

Ted recuses himself because he attends these events.

Shane likes the scheduling of the event and that it necessarily includes only graduate students and focuses on the graduate student experience.

Varun and *Zhiyun* agree with *Shane*.

Robby expresses concern that the grill will only be used twice a year, however the Chemistry Department has had multiple senators and a strong record of participation and



recommends that if the department applies in FY20, F&B should consider funding other departments first.

Shane inquires if there are other Departmental Allocations applications. *Robby* states that we do not yet have additional applications.

Varun moves to fund the capital purchase in full. *Shane* seconds.

VOTE: Zhiyun, Robby, Shane, and Varun vote YES. Ted and Jasmine abstain.

Robby shares that the Committee is out of funds for Special Allocations applications, although there is authority to spend up to \$600 more. Departmental Allocations still contains \$823 assuming School of Nursing receives all their funding and potentially \$1,500 if School of Nursing does not.

4. Notification of Fund Transfer

Robby states that per the by-laws, budget allocation may be moved between budget lines and the F&B Committee must be notified. As such, *Robby* is notifying the F&B Committee that the Office is preparing to purchase a tent, table, and chairs for GPSS to ensure the purchases are made now, rather than next year. There is ample funding in the computer replacement fund that will not be used. The computer replacement allocation will be moved to equipment replacement. There are no final prices yet, but the range of cost is between \$600 and \$1,000.

Ted inquires about the size of the tent. *Robby* states the tent will be similar to those that the RSO office makes available for students.

Varun asks if the tent is reusable. *Robby* confirms.

Robby states that multiple groups in GPSS have asked for a tent over this year to use during events and at orientation.

Robby states that GPSS can currently use the tents from the RSO Office, but these tents are generic and kind of grubby. The purchase will be good for GPSS to have their own.

Zhiyun inquires if the tent will look like ASUW's tent. *Robby* confirms.

Shane asks if the tent will include a customized banner. *Robby* states that they are still getting price quotes still, but are hoping for the canopy to be GPSS-branded.

Varun states that it would make sense to include the logo, because GPSS is investing in branding. *Robby* states that it would likely be \$100 less without the customization.

Zhiyun inquires if *Robby* is seeking approval for the purchase. *Robby* states that the by-laws simply require him to inform the Committee.



Zhiyun is only in favor of the purchase if the tent has the GPSS logo on it. *Shane* agrees.

5. Wrapping Up FY19 and Looking to FY20

Robby congratulates *Shane*, the next GPSS Treasurer, and would like to open up the meeting for anyone to share suggestions or recommendations for *Shane* next year.

Robby reminds the Committee of the Funding Guideline process: The Executive Committee approves these during the Summer but the Guidelines approved are based on a document submitted by the Treasurer.

Shane inquires if anybody will be rejoining the Committee again next year. *Ted* states he will be around and will plan to be in the Committee for a third year. The remaining Committee members are graduating in June.

Ted states that the guidelines have been working really well and sees no reason to change them.

Robby probes the Committee to consider the 15% net profit return.

Ted inquires if any RSOs have returned the 15%. *Jasmine* states that Taiko Kai returned the 15% net profits to us within a week after their event. *Robby* states that the pace of the return is 100% dependent on the RSO.

Ted recalls that the 15% return is there to keep the fund strong, but that GPSS does not really need that money. Perhaps the Committee can consider lowering the return rate to 5 or 10% or eliminating it altogether.

Shane inquires about what ASUW's policy is. *Robby* states that ASUW's policy is the same: 15% net profit.

Robby states that another way to structure the return is to change the language so that the Committee has the option to apply the 15% in case the event is purely fundraising and the Committee can consider on a case-by-case basis.

Ted prefers that if the 15% return remains, that the funds be earmarked for Special Allocations fund rather than the General Fund.

Varun expresses concern that giving the Treasurer and Committee leeway for issuing the 15% can be subject to a lot of criticism due to potential for perceived bias.

Ted states that the 15% was waived this year because the excess funds would contribute to a charitable organization. However, if the event has been to fundraise and earn profits for their RSO account, then the Committee has been asking for the 15% return. *Jasmine* states that the funding structure could always be defined in this way.



Robby states that he will send out a copy of the guidelines so that people can read through them and comment.

Robby asks for suggestions for recruiting Senators to participate on the Committee and also on training for Committee members. The beginning of this academic year was short for time.

Varun was unaware that there was training and expresses preference for learning through attending meetings and following the lead of previous members and the Treasurer.

Robby inquires if members felt prepared to hear presentations. *Varun* states that seeing a presentation was helpful.

Robby states that there was a mock presentation during the first meeting and minor training. *Jasmine* states that not every member was present.

Ted states that for the FY20 Committee, he and Shane can ask the majority of the questions at the start until the rest of the Committee learns what questions to ask.

Zhiyun agrees that learning through observation and expresses concern that a lack of training may lead to biases. Some form of orientation is important so that new members can ask questions about processes, but also know that not everyone will be interested in reading the documents.

Zhiyun addresses recruitment for the Committee and recommends that Committee recruitment be tied with Senator recruitment because this Committee requires Senatorship. The recruitment bank is smaller than other committees and other work because of the Senatorship requirement. Perhaps recruitment can be more targeted. A summer project could be to look at which departments have previously served and if there are those who have not historically been involved in this and reach out to them. Included in recruitment should be explicit wording around providing training, because a lack of training may have scared people off.

Robby proposes asking at the last Senate meeting. Getting 1 or 2 returning Senators would start the Committee on a stronger footing for FY20.

Robby also discusses the formalization of the Diversity Committee liaison as a voting member and attendee at each meeting.

Robby seeks other thoughts and reflections.

Ted states that Departmental Allocations Fund opportunities need to be advertised better. The departments that know about the Fund use the fund, but that's it. Next year, GPSS is contributing heavily into advertising in general, so that is good and should help with diversifying applicants.



Robby states that there will be a dedicated Marketing person next year and a website update. Are there any suggestions around how to achieve increased advertisement?

Varun recommends that students first seek their departments for funding before coming to GPSS and that administrators need to know about the GPSS Departmental Allocations Fund.

Ted states that finding the correct person to inform is challenging. For example, the Chemistry Department is a big bureaucracy and GPSS may not find the person who is talking with students about funding. The workaround for this is to go through Senators for accurate information.

Robby reminds the Committee that GPSS holds orientation presentations for multiple departments and Departmental Allocations Funding is mentioned during this presentation, but it could be highlighted more.

Shane inquires if each academic program has a program coordinator. *Robby* states that this depends on the size of the school. *Ted* states that each department will have at least one staff person who works with students, but the question here is informing the right staff person or people who know about the fund and the Senators are definitely the best way to find that out.

Robby states that moving forward, he plans to close Special Allocations and that Committee members plan not to meet for the remainder of the quarter unless we receive another Departmental Allocation application.

Zhiyun returns to recruitment: the general GPSS presentation included part of a slide that discussed funding opportunities and recommends strategizing a methodology for making funding opportunities one of the three things that people remember.

Robby is in favor of being in contact with the key department person that would be appropriate for informing about funding opportunities.

Varun inquires how members found out about GPSS. *Shane* states that the MBA association that is the umbrella organization of all the Foster School RSOs that ensures there is funding for all student-run events runs elections in the Fall.

Robby learned via the Evans cohort Facebook page.

Ted learned during orientation. Grant Williamson connected with him and they wrote a resolution.

Zhiyun states the program coordinator mentioned this among many campus opportunities and was one of two students who were interested.

Shane ran unopposed during his department's internal election for GPSS Senators.



Zhiyun states that her program did not have a formal notice from the program coordinator that the program had a GPSS Senator. Perhaps GPSS can craft a template to welcome new senators that includes duties, contacts, and opportunities for program/department coordinators can share with new senators. This will give senators another opportunity to receive information in addition to the new senator packet, which did not get done this year.

Robby states that the Secretary should be doing this over the summer.

Robby states that if there are any other changes or thoughts, members should email Shane. *Robby* will send out the funding guideline if people want to make comments.

Robby thanks the Committee members for committing an hour every Friday to attending meetings and that the Committee did a good job this year because of the hard work and thought each member brought with them.

Ted recognizes that *Robby* has done a lot of work this year and the Committee thanks *Robby*.

Varun moves to adjourn the meeting. *Zhiyun* seconds. No objections.

The Meeting was adjourned at 12:17pm.