

GPSS Finance and Budget Committee

2023 – 2024 Meeting Minutes

Friday, Dec 1st, 2023, 11:00am HUB 238

Present:

- Jon Choi: VP of Finance; Committee Chair
- Linh Pham: Budget Director
- Maleen Kidiwela: GPSS Executive Senator
- Tiya Farah: GPSS Senator
- Joseph Rogge: GPSS Senator
- Amanda Yapp: GPSS Senator
- Ardhra Sivasankaran: GPSS Senator
- Carrie Moore: GPSS Advisor, Ex-officio
- Sofia Leotta: Presenter from Swing Kids
- Jake Sasaki: Presenter from Japanese Student Association
- John Kearny: Presenter from Medical Student Association
- A.J. Balatico: GPSS President, Ex-officio

Not Present:

- Charles Bugre: GPSS Executive Senator
- Hannah Shipman: GPSS Senator
- Franco R. Carlos: GPSS Senator

VP of Finance called the Meeting to order at 11:02 am

Overview:

VP of Finance gave each other the agenda. Quorum was reached.

1. Call to Order – Approval of Agenda

- Joseph: I motion to approve the agenda
- Amanda: I second
- Jon: Hearing no objections, the agenda is approved

2. Approval of Minutes:

- Joseph: I motion to approve the minutes
- Amanda: I second
- Jon: Hearing no objections, the minutes is approved

3. Review for Special Allocation (Japanese Student Association)

- Jon: I will give everyone a summary of the event. The event is supposed to take place in May, so the spring quarter. The event will be held in the HUB Ballroom, and it is for all UW students, faculty & staff, as well as visitors from outside. You are requesting \$750 to cover the HUB room rental fee. The event is estimated to cost \$18000 in total, and attendance will be around 1500. The Japanese Student Association has also requested fundings from other resources.

- **Jake:** I am going to presenting JSA Matsuri 2024 event. Our objective as an organization is to promote and spread Japanese culture across the campus. Through this event, we aim to bring a sense of home for international students and also provide a fun environment for those wanting to learn more about the culture. Each year, we rent out the HUB Ballroom to run the event and more than 1000 people join. This year, we decided on the theme of going around Japan because we want to demonstrate our favorite and popular aspects of each prefecture. In the previous years, we focused specifically on a single prefecture, but this year, we want to make the theme more diverse. We do not have all of our details figured out yet as the event is in the spring, but I attached some of the photos from last year. For example, we had traditional Japanese tea ceremony, performers, Japanese pop dance club, and we also provided games for participants to play and earn the prize, as well as food. Here are all the funds we plan to apply for. All the fundings will go to the rental of the room and to the Husky Den kitchen to prepare the food, total \$6183.17
- **Jon:** Thank you. All the pictures are nice. I am opening up for any questions from the committee members.
- **Joseph:** Do you charge admission for this event?
- **Jake:** We actually do not charge admission, but we charge based on tickets. So people buy tickets to play the games or pay for the food. The other budget comes from accommodation, performance, marketing, decoration, and so on.
- **Jon:** Do you collect any information about the attendees, as in whether they are undergrads or graduate students?
- **Jake:** We do have a response poll post event, in which we typically collect feedbacks and ask more information about the demographics of the attendees, including whether they are undergrads or graduate students.
- **Jon:** Any other questions? If any question comes up after the presentation, I can sum up and send it over to you.

4. Review for Special Allocation (Medical Student Association)

- **Jon:** So a brief summary of the request. The event is happening in a couple of weeks (December 15, 2023) for the entering class of 2022 from the School of Medicine to celebrate the end of their foundations year. They are only requesting \$400 to cover the rental of the café, and they also apply to other fundings. Total attendance will be 70 students.
- **John:** Our foundations phase for about 18 months is intensive. It has really been a struggle to build a community within our class and advocate for students as well. We got support from administration and faculty, but most of the time from the classmates ourselves. This is probably the last time that we could be together because at the end of the foundation base, we will spread to work in different places, even though our graduation will be in 2026, but not all of us will be there. Historically, pre Covid, we did run a celebration but when this year came around, the faculty noticed us that we only have limited funds, therefore, only coffee and cookies will be provided after the last class meeting. We do not think that is efficient, because we want to celebrate our transition, mark the occasion of our last time together, it is a big moment for us. Therefore, we already booked the room and secured some fundings from the UW School of Medicine's Alumni Association, but we still want to have additional funding to cover the rental and also to expense more liberally with less restrictions on food/drinks.
- **Jon:** I am not familiar with the Medical School programmed. Does the white coat ceremony usually happen at the end?
- **John:** Our class's curriculum got changed from the standard curriculum. We started in May instead of August. We had our first ceremony in September 2022, and the second

white coat ceremony at the end of our foundations phase, which was supposed to happen but will not anymore because of limited funding.

- **AJ:** Is the \$400 just the amount that you need because we have a cap of \$750. For smaller events, you can apply to another one later, but is \$400 all that you need?
- **John:** More is always better, but the thing is I take care most of the event by myself with very little help. Therefore, I am just trying to get the room covered with it, but any funding outside of that would be appreciated.
- **AJ:** Departmental allocation has a cap of \$1000 that you can also apply to. But then it does not have to be for this event, as you could save that for any events later on.
- **John:** I think I am still confused on how these fundings can be expensed. I use this fund to pay for the room, but can we spend on food or drinks. I understand there are a lot of restrictions about that.
- **Jon:** For special allocation fund, you are not allowed to use this for food and beverages.

5. Review for Special Allocation (Swing Kids)

- **Jon:** Swing Kids is requesting \$400 to cover the room for their social dance event, which is happening in February. The event is open to all UW students, faculty and staff. Total event cost is about \$2600. They also apply for other fundings as well. Total expected attendance is 140 with 100 students, and about 35 of which are graduate students. There will be ticket sales revenue, \$5 for students and \$10 for non-student.
- **Sofia:** Swing Kids is the swing dance club at UW. Basically, we encourage people to learn and practice swing dance, providing a welcoming environment. Swing dance is on the rise in the past recent year. At UW, our mission is to provide an inclusive space for students to express themselves through swing dance. We cover lessons and host social dance events. Our plan for the winter social dance is to have a live band from 7pm to 11pm, happening in the HUB this February. We have beginner lessons for those who are interested. The past event attracted a lot of people who had never done swing dance before. I would say our club has a wide range of both undergraduate and graduate students, and who graduated but are still involved. This event is open to both UW students and people in the Greater Seattle community. We like to do a couple of social dance events each year, but it is very dependent on funding. We also want to keep the ticket price affordable and lower compared to those dance events on similar scale, because we want to welcome everyone. That's also why we apply for other fundings as well to be able to offer a live jazz band during the event. You can see some of the photos from last year: we had a costume contest, partner dance event, etc.
- **Jon:** I want to ask if the ticket sales are mostly to cover cost, or do you anticipate that ticket sales will generate some profit for your RSO?
- **Sofia:** The ticket sales is to cover cost, usually towards paying for photographer, affording decoration, or so, as we only make a couple of hundreds from that, and the event's total cost is \$2600.
- **Maleen:** I just wonder why do you expect to have 35 graduate students out of 140?
- **Sofia:** So out of 140, I would say 30 or so are community members (adults who do swing dance in the area). That leaves about 100-110 students, and 35 of them are estimated to be graduate students, could be more could be less but we have not historically tracked that.
- **Maleen:** Have you applied to this funding before?
- **Sofia:** Yes, we applied and received funding last year.
- **Jon:** Would you have a way either through pre-registration or at door to capture attendance, such as whether they are graduate students or not?

- **Sofia:** Our officer team has been thinking to have a survey when students check in the event. Some questions we plan could be what is your student status, how did they hear about our event, etc.
- **Amanda:** I think that might be appropriate. That 35 seems like an estimate based on no metrics. It is a cool event, but moving forwards, if you could track the metric, that would give us a better understanding of how many graduate students attend.
- **Jon:** Do you know the total capacity for the HUB Lyceum. You are expecting 140 students, but how many people can you accommodate?
- **Sofia:** I would guess it is around 250. Our event has historically had 100-150 students, but the HUB Lyceum definitely has space to accommodate more.
- **Carrie:** The capacity is 396.
- **Jon:** Another thing that we may add as a condition to receive funding is that a certain number of GPSS members can attend the event for free. Is that something you are willing to consider, and if so, what would you think will be a reasonable number of people?
- **Sofia:** Yes, I think any GPSS member who wants to attend would be welcomed.

6. Voting Discussion

1. Japanese Student Association

- **Jon:** We have a total of 6 voting members today. Let's first discuss about the Japanese Student Association.
- **Amanda:** I appreciate the fact that he has actual metrics on how many graduate students attend the event, which aligns better with how our funding is set up.
- **Jon:** Have you seen the event last year?
- **Carrie:** I did. It was very well-attended and popular among not only Japanese students but also those who enjoy the culture.
- **Jon:** At any time, any of you can motion to either approve or reject the request.
- **Amanda:** I motion to approve \$750 to cover the HUB Ball Room rental for the JSA.
- **Joseph:** I second
- **Tyra:** I third.
- **Jon:** 5-0-1, this vote passed. I will let Jake know.

2. Medical Student Association

- **Amanda:** I feel bad that they are missing their white coat ceremony because of limited funding. I think healthcare workers are well-deserved
- **Jon:** I know that white coat ceremony is really a big deal for medical students
- **Carrie:** It seems like they are missing the second one that they are supposed to have before they scatter
- **Maleen:** I motion to approve \$400 to cover the rental for the Medical Student Association
- **Joseph:** I second
- **Jon:** Can I have a show up hand for the vote? So, it is a 6-0-0 vote, this request is approved.

3. Swing Kids

- **Amanda:** Her presentation is well-prepared, but I have doubts toward the attendance estimation. How much money do we have left for these special allocations? How picky do we need to be?
- **Jon:** For special allocations, we have \$22000 for the entire year. So far we have approved two for this quarter, total spending of \$1250, less than 10% of our budget. We are on track, but keep in mind that for winter and spring quarters, we tend to have a lot more requests coming in.

- **Jon:** My other opinion is that given they expect a lot of excess capacity, it might be a good event that we can potentially collaborate with Swing Kids. Through GPSS, we can advertise this event to graduate students.
- **Carrie:** Are you talking about putting GPSS as a co-sponsor for propaganda?
- **Jon:** Yes, but we would sponsor the \$400.
- **Joseph:** We might need to double check with her to confirm whether they let graduate students come in for free or only GPSS people.
- **Jon:** Yeah we should double check with Sofia. GPSS hosted some fall events, I feel like based on those attendance number, we'll probably have less than 50 graduate students sign up
- **Amanda:** For graduate students, there are more activities with their departments, so doing additional activities like Swing dance will add in more time, and students normally do not go for outside events, but more internal events instead. But based on our spending, I do not see why we should not cover the HUB room rental, and she did extend the offer that GPSS graduate students can attend for me, that would drive her number up.
- **Jon:** We could also consider putting our cap, such as they would be able to offer 40 slots for graduate students to enter for free. But from your comment, do you feel that providing this event to graduate students would not be of great value for them due to their busy schedule already?
- **Amanda:** Yes, that is one of my points. One being that as a graduate student, you tend to attend events that perpetuate your career, usually stay within your department. Therefore, I do not think graduate students would engage with those events like Swing Dance frequently, but that is only my assumption.
- **Ardhra:** As a graduate student who would want to do a lot of things outside of my department, I had a tough time finding opportunities. I genuinely think these kinds of events should be encouraged more so that graduate students can learn more about things. I still want to give them a chance, but we should make sure that they will do something to track the exact attendance of graduate students.
- **Jon:** That is a good opinion, and perhaps GPSS can help them promote and advertise this event to graduate students to increase the number. It sounds like they are open to our suggestion for tracking attendance as it will help them too.
- **Joseph:** I feel pretty good about the proposal. Before we vote, I have another question: If we said we grant you funding and ask you to let in 40 graduate students for free, and they said okay but asked for more money. How would that work? If right now we approve for \$400, but they have to come back and make another request or is it possible to amend our initial funding?
- **Carrie:** That's what AJ mentioned. I think the best would be we give you \$400 to cover the facility rental, and additional \$100 to cover 20 graduate students because we want to co-sponsor and promote to graduate community; so they do not have to come back later. I think we are allowed to do that, but also double check with the funding policy.
- **Amanda:** I think something along that line works.
- **Jon:** That sounds reasonable. We have the power to grant up to \$750 for each request, and as far as I can tell, ticket sales do not go against our funding policy. We could conditionally approve on that. It does sound like a fun event. Do I have any motions to approve or disapprove this request?
- **Joseph:** I motion to approve Swing Kids' request for \$400 and an additional \$100, subject to them agreeing to put in some demographics check and secure spots for 20 or more graduate students.
- **Ardhra:** I second.

- **Jon:** Hearing no objections. Can I have a show up hand? So it's 6-0-0, this request passed as well. We decided to fund all 3 requests and I will sure let them know. Also, for the first event that we sponsored, the bowling friends giving night for the MBA Association. They actually got back to us with some photos from the event. I will find a way to post these on the website. We have exhausted our agenda, so I am open to any motion to adjourn the meeting.
- **Joseph:** I motion to adjourn the meeting
- **Amanda:** I second.

The meeting was adjourned at 11:56. VP of Finance thank you every committee member.