

## GPSS Finance and Budget Committee

### 2023 – 2024 Meeting Minutes

Friday, Feb 2, 2024 - 10:30am HUB 307

#### Present:

- Jon Choi: VP of Finance; Committee Chair
- Linh Pham: Budget Director
- Maleen Kidiwela: GPSS Executive Senator
- Joseph Rogge: GPSS Senator
- Amanda Yapp: GPSS Senator
- Franco R. Carlos: GPSS Senator
- Hannah Shipman: GPSS Senator
- Carrie Moore: GPSS Advisor, Ex-Officio
- A.J. Balatico: GPSS President, Ex-Officio
- Charisse Luhur & other presenters from Indonesian Student Association

#### Not Present:

- Pratima K C: GPSS Executive Senator
- Ardhra Sivasankaran: GPSS Senator
- Tiya Farah: GPSS Senator
- Christina Coop: GPSS Advisor, Ex-Officio

*VP of Finance called the Meeting to order at 10:31am*

#### Overview:

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

#### 1. Call to Order – Approval of Agenda

- Jon: Today's agenda is very straightforward. We'll also have budget discussion at the end
- Joseph: I motion to approve the agenda
- Maleen: I second
- Jon: Hearing no objections, the agenda is approved

#### 2. Approval of Minutes:

- Jon: Can I have a motion to approve the minutes from last week's meeting?
- Joseph: I motion to approve the meeting minutes
- Franco: I second
- Jon: Hearing no objections, the minutes is approved

#### 3. Review for Special Allocation (Indonesian Student Association)

- Charisse: I am the President of the ISA and I am here today with other officers. Basically, Keraton is the traditional Indonesian festival, largest in the West Coast and second largest in the entire U.S. It is held annually and has been at UW since 2011. It has a lot of activities, like coffee tasting, batik, traditional dance performances, games, food from local & international vendors. In 2011, it had only 70 visitors, but it has grown so much

and now attract over 5000, approximately 500 graduate students. We are committed to providing an event for people to celebrate Indonesian culture. Throughout the years, Keraton has become a way for graduate students to reconnect with Indonesian community on the UW campus. For instance, we had graduate students being mentors for our event as they are some alumni, as well as some as volunteer for the event.

- Janice: We put a lot of efforts into advertising as it is our largest event of the year. Our main platform is social media, especially through Instagram, Facebook, our own websites. We also do word-of-mouth, throughout the years, we have smaller scale events that are open to public and graduate students – we promote Keraton through those events. We utilize tabling and posters to advertise around campus as well.
- Jessica: As for funding allocation, we prioritize the logistics of the event, including staging, electricity, etc. Another thing is to invite performers and create decoration for the event
- Charisse: Some of our other events are listed in these slides, both bigger and smaller scale, such as Keraton Social Night, ISAUW x Permias Seattle, Friendsgiving, etc.
- Jon: Great. Thank you so much. Now is Q&A time. May I quickly ask what Keraton means?
- Charisse: It's a traditional name from Indonesia, representing a King in the past and it means good positive energy
- Maleen: So I am guessing it's more cultural and religious aspect?
- Charisse: Yes
- Jon: Is it associated with some types of seasonal events, or do you guys just choose this time as a convenience of time?
- Jessica: We do recruitment throughout the school year, and every year we start from 0. In fall & winter quarters, we do raise fund for the event to happen in the spring quarter.
- Maleen: Have you guys asked for funding from GPSS before for this event?
- Jessica: Yes, I believe we got \$750 from you guys.
- Maleen: Have we funded other events that your RSO runs?
- Jessica: No, we only seek fund from UW for our biggest event.
- Jon: May I ask where the majority of \$50000 cost is going to, as this event is one of the costliest events we've seen so far
- Janice: The money we fund-raised went to paying to the local dancers, stage & equipment renting, creating decorations as well as paying for the HUB lawn. We also hired technicians and trucks that support the stage building and set up the event
- Jessica: We also have very well-known local artists to perform, and we provide accommodation for them too.
- Amanda: How many local artists do you invite to?
- Janice: That depends on how many people we can invite each year.
- Maleen: Do you already know who will be performing this year?
- Charisse: Currently, we are still reaching out to the performers, but have not finalized. We are aiming for at least 2 performers this year, and each of them can bring their manager too, but we have not decided on whom.
- Maleen: Because you guys are already in the middle of promoting your event? Are you guys okay with promoting GPSS throughout?
- Charisse: Yes definitely. We will put GPSS logo on our posters and any of our advertisement materials as you guys wished.
- Jon: You guys refer that your RSO has some graduate students involved in the club. Would you be able to share with us how many graduate students you have and what level of involvement they have with your RSO?

- Charisse: Unfortunately, this year we do not have any graduate students to be an officer of the RSO. But two years ago, we had 1 graduate student that was part of the development team, he was really involved in developing the website. In 2022, he left. In 2019-2020, during the Covid period, we also had two graduate students involved in ISA. And we do have graduate students who volunteer to be a part of helping the event, they just could not commit for the whole year.
- Maleen: Quick question – how would you plan to promote your event for the graduate community?
- Janice: We have the Keraton social night that we mentioned earlier, we will definitely shout out to GPSS and tell them more so that people who come to the event will have a better understanding of GPSS. We also plan to do a shoutout in the day of the event for all sponsors. We will put your logo in our banners/posters and find a way to highlight that.
- Charisse: Adding on to that, we'll also do tabling for Keraton and ISA. Actually whenever we do that, we have a lot of graduate students who come and express their interest. We will have some marketing officers that go around campus to promote Keraton, and we plan to go to area with high traffic of graduate students.
- Jon: Q&A is over. You guys are free to leave. We will discuss as the whole committee and inform you guys of the result by end of today.

#### **4. Voting Discussion**

- Joseph: I think it's a good event, but I would like to see a breakdown of the event cost. However, they only ask for \$750, which does not take up too much of their cost
- Amanda: Yes, I agree with Joseph, because \$50000 is a lot and they seem to be still unclear about the accommodation cost. But Joseph was saying, it's only \$750, and I do not know where we stand in the budgeting of this quarter, but it does not sound like too big of a funding.
- Jon: We have enough in our budget. Just for the record, you all have access to the folders where we put all application materials. You all can read the form as well as the budget planning worksheet if you are curious about the cost breakdown. They actually did a good job of breaking down the cost, not all RSO are as good. It looks like volunteers and performance are about \$8,000 - \$13,000; most of their cost comes from stage lighting/sound, renting, etc. I also see that when they submitted this, they have not applied for the diversity fund yet, I can double check with Matthew (our VP of Diversity & Inclusion) to see if they applied.
- Jon: Do we feel comfortable making motion on this?
- Maleen: I motion to approve the special allocation request of \$750 for the ISA Keraton event
- Hannah: I second
- Jon: So 6-0-0 this motion is approved.
- We want to increase

#### **5. FY 25 Budget Discussion**

- Jon: On Wednesday, the Executive Committee met, and we worked on a draft of the budget. Over the next few weeks, we have to review and discuss the budget and make our recommendations for changes. It's my job to help you guys understand the budget and get the information you need, but I'll rely on the committee to make your opinions heard. We are at the portion of the budget that comes from SAF and STF funding, was previously \$638,000. We've decreased that to \$561,000 with cost reduction mainly in personnel budget area. We're increasing our discretionary funding from \$20000 to \$25000 for an overall GPSS's operating budget of \$586,000. That's a total reduction of

about 10%. Would you like to have a chance to review this first and then have me explain next meeting, or go into this briefly during this meeting?

- Joseph: I am okay with going with this right now.
- Maleen: I've seen this.
- Jon: Let's go over briefly. The administration budget saw the biggest reduction from \$9700 to \$3700, but there are some reasons for this. Staff on boarding remains the same. SAGE Day on the Hill Travel got moved down to the VP External Budget. We increased Promotional Materials to \$2000, which includes anything from if we make pens with GPSS logo to give out, any posters, digital promotions as well. The officer's travel fund got reduced to \$500, and we changed this to discretionary fund
- AJ: For that particular item, I think one of the things is about the history of that title. That was for retreats over the summer for officers. There's always the non-budget expenditure mechanism, but it does not operate over the summer, and it will eliminate the possibility of the officers travelling. The other thing I am cautious against is the decrease in the overall amount because it is reflected in our SAF request. We would have to justify why we still ask for that much money
- Jon: Thanks for the context. So this is the correct version – for Administration, it's \$400 for Office & Supplies, \$1000 for Materials & Equipment, \$200 for Staff Onboarding, Day on the Hill got moved to External, Promotional got moved to Internal, same as discretionary fund of \$500. For VP of Internal, we lowered all the quarterly supplemental funding to \$2000, for the committee event supplemental funding, we lowered that from \$1500 to \$1000. The promotional materials of \$1600 was moved from Administration, and the discretionary fund of \$100 – so total goes from \$9600 to \$8700
- AJ: Another comment on that – if we lower that supplemental funding to \$2000, it's a hard cap on what the VP Internal can do. If we go past to \$2000, we have to go through the senate, it's one of those activity-based items, it might trend towards what we've done in recent years, but those years were covid impacted.
- Joseph: About that, is there a tab/file that show how much we ended up spending for the supplemental funding?
- Jon: That's in another file called FY23 Actual.
- Jon: President's budget stays the same at \$500. VP External sees an increase, including travel expenses, Grad Day on the Hill, Conference travel, etc. So, budget increase of about 14% from \$8850 to \$10100. VP of Finance – we maintain equipment leases, insurance for the equipment, as well as covering room rental. Right now we have 5 telephones, and we're cutting down to 3. Even though we budgeted that at \$1300 last year, we only spent \$850, so based off that, we are estimating that cutting 2 telephones will put us at about \$500 – that's the reduction there. We choose to keep the lease for copy machine and round up the cost \$2150, just in case of some small changes. Same with insurance as we round up from \$232 to \$250. Incidental room rental and discretionary fund stay the same – this VP Finance budget sees a decrease of about 18% to \$3500.
- Jon: VP of Equity & Inclusion, this budget actually sees the highest increase. The Diversity oversees the Diversity Fund, and they had an allocation of \$7000 in the past, and based on the demand from this year, they are close to running out. In addition, we wanted to increase the diversity fund to \$10000. The \$3000 increase here comes from what used to be the officer travel fund. General Programming stays the same, and discretionary fund got reduced to \$100 to keep it at the same level with other budgets. So, the overall budget goes from \$7600 to \$10400.
- AJ: When it comes to Diversity Fund, they function a lot like F&B, but they do not have departmental allocations. In the past, they did not function that way, but they ran more GPSS-based workshops & activities. They still have that flexibility, but at the same time,

they are moving towards the model of giving away that money. The question really was would we prefer spending money on training or giving away to RSO in need.

- Jon: I'll quickly cover personnel. I will give you guys the option. The Executive meeting was on Wednesday, and I met with HUB Finance on Thursday to validate some of the assumptions. We found a couple of corrections that need to be made, particularly on the benefit assumptions. We can review the file that the Executive committee reviewed on Wednesday, or I can show you guys the updated personnel cost. Which one do you guys want to see?
- Joseph & Hannah: The updated one.
- Jon: These are the assumptions – for the hourly wage, the executive committee decided on \$30/hr for the summer, staff would be \$24/hr. There are 3 levels of TA, RA, stipend. The basic one is called Pre-Master if you are in a Master's program because you do not have a Master's Degree yet, the monthly stipend is at \$2664, just assuming a 3% increase from that adjusting for inflation and that will come out for \$2724. For officers during summer, we set their weekly working hours at 19; for staff during academic year would be 19 hours as well. Staff would work a total of 34 weeks, officers during summer will work 10 weeks, and 9 months for the academic year. Fringe benefits – this is the cost that the employer has to burden itself for any employees they have. During the summer, the officer is an hourly staff, the employer (GPSS) has to pay 22.4% extra on top of any pays they give, same for staff. During the academic year, the officers get converted to graduate RA/TA position – that fringe benefit goes down to 20.8%, these are the rates for next year. Based on these assumptions, the overall salary that the officers will get, we took an average and arrived at \$24695/person, totaling \$296,491. The tuition compensation, we took the average for Evans School of Public Policy & Governance's tuition and multiplied it by 6, also accounting for the 3% increase. HUB Finance confirmed that it's generally the practice they use for forecasting as well. Summer wages see some decrease because instead of working 12 weeks, we reduced that down to 10 weeks. I believe last year, summer salary was at \$31/hr, but we lowered that to \$30/hr this year. The total officer's summer wages is \$27,360. We're keeping the staff's wages this year the same at \$24/hr, and 19 hours per week. But as you can see, the officers have not decided exactly what positions they want to consolidate. However, the general concept is that we want to consolidate from 9 positions to 6. Currently, the Budget Director only works 15 hours per week, we increase that to 19 hours in the hope that it can help with the consolidation of positions. So the total staff wages got decreased about 32% to a total of \$93,024. I'd say that the fringe benefit has increased a lot in the last couple years, and it'll increase even more. That's why you see a lot of difference here, but basically as I explained, taking summer wages multiply by 22.4% and taking the salary multiply by 20.8%
- AJ: Tuition should not be included that, as in most cases, it does not count as income
- Jon: Yes, you are right.
- Jon: We are adding the compensation for judicial and election, as well as for executive senators. That total is \$12,150. The total for personnel \$495,000 which is equal to 7% reduction. For grants, I made a minor change but I need to run by the officers. Special Allocations, traditionally, we usually do not give out all \$22,000 in a given year – so I recommend lowering that down to \$20,000, and that makes the total grants from \$57,000 to \$55,000. We can definitely change that as the committee. We want to place more emphasis on the programming budget. We have a healthy balance in the programming discretionary fund, and we want to increase the amount we spend on Senate food to \$4000. We increased what used to be Staff training to \$800, including officer training now. That'd cover food cost, if we want to have any officer retreat during summer. Committee events remain at \$2000. Fall events we increase to \$3000, because we have the legislative reception dinner in collaboration with ASUW in the fall. ASUW does not

have a discretionary fund, so to help with catering cost associated with that event, we want to increase \$1500. The diversity programming used to be called Huskies on the Hill, and it is held during winter quarter. Spring events stay the same. Diversity programming got increased to \$2000 as the VP of Equity & Inclusion specifically requested, as he wanted to provide some types of food and activities. That brings the total annual budget to about \$609,000 – a total reduction of 6%.

- Jon: This is what we are getting this year. For SAF Funding, we can request up to 8% increase, but they cap that 4% increase, and we are likely to get around that amount, bringing us to \$503,670 for next year. We are hoping to get \$25,000 from the Provost this year; another \$5000 from the Endowment, we can annually request STF to give us money for the technology cost – we can expect the same of \$7690 as this year. So that would mean all these sources of come would cover \$541,000; the remaining will be drawn from our GPSS Reserves Fund. So that's the state of the budget – I'll send out an email with some details for you guys to read, review, and form your questions. I hope you guys will bring the questions to the committee meetings next time. That'll be our main discussion moving forward. With that, I think we have exhausted all the agenda items.

## **6. Adjournment**

- Joseph: I motion to adjourn the meeting
- Maleen: I second

The meeting was adjourned at 11:30AM. VP of Finance thanked everyone for joining.