

University of New Hampshire
Student Activity Fee Committee
Agenda September 26, 2017

- I Call to Order
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 - A. Parker Armstrong - Student Activity Fee Chief Financial Officer
 - B. Abigail Kourafas – Student Activity Fee Chief Financial Officer
 - C. Brett Gagnon – Interim Student Activity Fee Financial Consultant
 - D. Nate Hastings – Coordinator of Student Organizations & Leadership
 - E. Jake Adams – Student Activity Fee Chairperson
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University of New Hampshire
Student Activity Fee Committee
Agenda September 26, 2017

- I Call to Order
 - a. Call to order at 12:46*
- II Communications
 - A. Parker Armstrong - Student Activity Fee Chief Financial Officer
 - a. I don't have any communications, office hours 11:30 to 12:30 Monday and Wednesday; saf.cfo1 is my email.
 - b. Nick: What's the balance of the ORF today?
 - c. Parker: Current ORF balance is a little over \$131,000; it's different from last week because we found a miscalculation in the runsheet. My BMS: I emailed you about budgets and concepts.
 - B. Abigail Kourafas – Student Activity Fee Chief Financial Officer
 - a. I sent everyone emails – concepts and budgets are due soon, so see me.
 - C. Brett Gagnon – Interim Student Activity Fee Financial Consultant
 - a. If you have people in your org who are receiving stipends and haven't done their paperwork, they need to bring original documents to Business Services by Monday, October 2nd.
 - D. Nate Hastings – Coordinator of Student Organizations & Leadership
 - a. I went to Union Court for the first time at this time and there's a line out into the hallway – I think it might be faster to walk to Philbrook or Stillings, or at least take the same amount of time.
 - E. Jake Adams – Student Activity Fee Chairperson
 - a. I just wanted to let you know it's okay to eat during this meeting; I recognize it's during lunch, so it's totally acceptable to do that. People used to bring their lunches to meetings during the 1980s since their meetings were always held at lunch, so it's fine if you do. If you can bring an electronic version of the agenda feel free, I only print 10 for proxies to save paper as we used to print 30 and I'm not about being environmentally unfriendly. Anyway, big thing is budgets and concepts. For any BMs, concepts are due on the 30th; if you don't get it in, your org can't get a budget. Don't be the one who forgets, your orgs have been funded for 100 years so don't be the one to stop that. All you need is a concept, you don't have to do a budget yet. The first meeting is Oct. 4th at 7, room

TBD; I requested a room for Hamilton Smith so they'll be getting to me soon. Any questions?

- b. Josh: I'm confused – the concept isn't the budget, it's just a statement?
- c. Jake: I'm glad you asked. Every org who wants a budget with SAFC must have a concept about what they do and why it's beneficial to students, so SAFC can determine whether the org should have a budget, and then you can submit a budget. Every org's concept is available on Box going back to about 2010.
- d. Nate: Anyone going through the pain of “omg no one told me I'm overwhelmed,” remember that and spare your successors from that pain.

III Executive Summary

- a. Note on Exec Approvals
 - i. We have passed two proposals in exec because they're time sensitive; however, they were over the limit so we approved them as a preliminary for the sake of contracts.

IV Organization Resource Office

- a. Post Programming / Post Conference Report
- b. Programming / Conference Proposal
 - i. SASE Conference Proposal
 1. Nha (SASE BM): We're going to Chicago from Oct 13- Oct 14, our E-board member will rep us and we'll work with professional scientists and engineers. There will also be a career fair.
 2. Parker: You're sending members of your e-board – what are their class standings?
 3. Nha: Three juniors, one sophomore.
 4. Ian: Have you gone before?
 5. Nha: Yes
 6. Evan: In the proposal it says 6 people, but you said 4.
 7. Nha: Two people actually couldn't make it.
 8. Jake: I'll accept that as a friendly amendment.
 9. Krysta: If there's two less people going, do you still need the same amount of money?

10. Nha: That amount of money doesn't cover all of our expenses, we're paying \$200 out of pocket.
11. Jake: That would put it above the limit for conferences.
12. Ian: Formally amend SAF subsidy to \$267. That will bring the subsidy down to the limit.
13. Parker and Aby: Made the amendment.
14. Ian: Withdrawn.
15. Nha: I actually have some amendments to the numbers – hotel is \$174 a night, flight is \$200.04 each, and meal is covered so we only need to pay for 2 meals.
16. Jake: Is that amount correct?
17. Parker: Yes.
18. Jake: Please email us ahead of time so that we can save time during the meetings next time if you have any amendments.
19. **Passes Unanimously.**

V Student Activity Fee Organizations

a. Post Programming / Post Conference Reports

i. CAB Outdoor Movie Guardians of the Galaxy Vol. 2 PPR

1. Josh V (CAB BM): We held this event and it was almost identical to the event we held the week before. Unfortunately, our attendance came in lower than expected because it rained earlier and the grass was wet, but we still had fair attendance for a rainy, bitter day.
2. Parker: Yeah, I have a perfect room in Congreve that has a great view so I stayed inside and watched it and it was fun.
3. Ian: Josh, what's your takeaway and what's your plan for bad weather in the future?
4. Josh: Unfortunately, we didn't have a rain day planned and that's what we're planning to work for next time, for the day after or the week after the scheduled event. We didn't negotiate with FunFlix who does our inflatable screen.

5. Shannon: Was it a possibility to move it into the Strafford room?
 6. Josh V.: Unfortunately, not that we can considered, the rain caught us off guard but we will consider it next time.
 7. **Passed Unanimously.**
- ii. NHOC Summer Trips PPR
1. Sarah (NHOC BM): We originally proposed three summer trips and due to one of the leaders getting injured, we could only do two. The left column is what was approved and the right column is that minus the budget of the third trip. We came about \$31 under budget with 14 participants and 6 leaders, and a lot of those participants are going on to do leadership events this year.
 2. Ian: Sarah, why were vehicle and outfitter fees higher than expected?
 3. Sarah: We had two trips and the Smoky Mountains trip went through tolls and those toll charges were charged to Enterprise, so that's why the vehicle budget is different. The first trip was over for outfitter fee, my best guess is that the bike or canoe rentals were greater than expected which can happen sometimes as they vary.
 4. **Passed Unanimously.**
- iii. SENA Student Senate Giveaway Items FY18 PPR
1. Ian: Overall this was just for giveaway items for major events like Jukebox and UDay, expenses were the same but shipping was lower than expected.
 2. Parker: Did senate give away everything that was ordered or do we have leftovers?
 3. Ian: We have a few left over, we have bags and pens left. We ran out of tumblers, I guess people like things to carry liquids in.
 4. Jake: Ian is this a proposal or PPR?
 5. Ian: PPR.
 6. Jake: In the future please use the PPR form.

7. **Passes Unanimously.**

iv. SLO NYC Conference PPR

1. Tori: I went to a conference in NYC, the proposal was approved by Summer Quorum. This event sold out within 4 hours, and the waitlist was 1200 people, so only I went instead of the two people that we had planned for. I took public transport so that explains the difference in the vehicle budget. The event was very helpful and I will be talking about it at our next meeting.
2. Jake: Please use the PPR form in the future.
3. Ian: Was this over SAF exec or Summer Quorum?
4. Jake: I don't remember, some Summer Quorum meetings got canceled.
5. Ian: Wasn't the cost per student supposed to be around \$66?
6. Jake: For non-SAFOs, yes.
7. Jake: We passed this in Summer Quorum, not SAF Exec.
8. Kai: Just about the transportation, I'm curious as to why the Amtrak was taken to Boston instead of going direct to NYC from Portsmouth.
9. Tori: I have class, so I took the Amtrak to Boston and a 1am bus and then took the night bus back because I have an 8am the next day.

10. **Passes Unanimously.**

b. Programming / Conference Proposal

i. CAB October Comedian Amended Proposal

1. Josh V: As Jake explained earlier, this was very time sensitive and we were going through negotiations with Eugene Mirman so we changed the venue and put it through SAF Exec. In discussions with our exec board we decided not to incur the \$2000 cost for an opener as Eugene's cost was high. Eugene is the voice of Gene from Bob's Burgers; he's been on almost every talk show possible and is one of the top 10 best comedians by Pace magazine. We got a yes back from him and the hotels are

going to stay at 2 rooms because he's bringing his own opener at no additional cost. We changed the venue to the GSR from the Strafford to accommodate more people and will change attendance if needed.

2. Nick: Why is this going through the committee if it went through SAF exec?
3. Jake: For transparency's sake and to double check SAF Exec. The committee can amend attendance, just not expenses. The limit for going through SAF Exec is \$500.
4. Krysta: How do you plan on advertising outside of campus?
5. Josh: The nonstudent line for this event is intended for people on campus to bring friends, not for the outside community; we'll do a small amount of advertising in Lee and Portsmouth but we're trying to make it student-centric.

6. Passes Unanimously.

ii. DSC-Alliance Tinder Live Proposal

1. Jay (Alliance BM): Right now we have two proposals, the next proposal includes MUSO.
2. Melissa (MUSO BM): We're asking for the same amount but for the same event.
3. Jake: Are you asking for \$2000 or \$1000?
4. Melissa: \$2000.
5. Nate: I motion to consider these together as they're the same event.
 - a. Motion Passes.
 - b. Melissa: For funds, we pulled from our Bill Kitter line, but we have enough in the budget so it's okay. It's going to be hosted by Lane Moore, who is award winning. She opens her Tinder to the audience and it creates a real-time event. She writes regularly for the Onion and has been on a few shows so it should be fun.

- c. Jay: This is going to be part of Coming Out Week, Alliance is involved heavily in that.
- d. Ian: To MUSO, which line did you pull from?
- e. Melissa: Our Bill Kitter line, but we're also doing this with the MUB so the three of us are splitting that three ways.
- f. Parker: Both proposals say Oct 13, but her website says Oct 12?
- g. Melissa: The event is supposed to be the 13, there was some confusion but I think it's supposed to be the 13th.
- h. Krysta: Are you expecting 150 or 200 students?
- i. Melissa: 150, but I'd like to amend that to 115.
- j. Ian: To Jake, if a SAFO pulls from a line don't they need to do a budget amendment?
- k. Nate: Not in this instance.
- l. Nick: Some of this information that you just talked about should be on the proposal, would you consider putting that on there?
- m. Melissa: What info don't you want on here?
- n. Nick: The pull from the MUB, for example.
- o. Melissa: Sure, do you want me to send an email..?
- p. Jake: In the past, we've allowed you to either write it in as a text box or subtract it in the revenue line, but as long as the subsidy is the same I'm sure it's ok.
- q. Evan: What's the cost per student?
- r. Melissa: Bump to Parker.
- s. Parker: I did the math and it's about \$20 a student.
- t. Ian: Who's doing all the amendments?
- u. Aby: I'll do it after, it would be too confusing otherwise.
- v. Krysta: It would be helpful if this was included on the PPR so we don't have to go over this again.

- w. Ian: Motion to bump this to the end of regular business, just so we have enough time to get all the info on the proposal so we can talk about this.
 - i. Melissa: I can email you all this information.
 - ii. Parker: Send it to me.
 - iii. Elena: I don't see why this is needed, we have all the information already.
 - iv. Nate: Ditto Elena.
 - v. Jake: Refrain from dittos in the future.
 - vi. Josh: Can BMs vote?
 - vii. Ian: Yes.
 - viii. Motion: Fails with 5 ayes.
- x. Jake: Back into the proposal, any comments/questions?
- y. Krysta: This sounds cool, have you looked into the GSR's availability in case more people are interested?
- z. Jay: Off-hand I don't think we have.
- aa. Nate: There's room in the Strafford for them to double it already so I think they're safe.
 - bb. **Passes Unanimously.**
- iii. MUSO Tinder Live Proposal
 - 1. Considered with last proposal.
- iv. MUSO Diet Cig Proposal
 - 1. Melissa: This went through SAF Exec and they passed it already. We're proposing to have Diet Cig play, it's more expensive than our usual shows but it's in our budget already so it shouldn't be crazy. Should be a great show.
 - 2. **Passes Unanimously.**
- v. NHOC October Trips Proposal
 - 1. Sarah: We have 13 trips going out this month and 20 leadership trainings going on. Some offer low-intensity intro to our club while others are for people who are more experienced.
 - 2. **Passes Unanimously**

- vi. SENA Senior Policy Advisor for Finance Budget Amendment
 - 1. Ian: So budgets are set in October, so this person oversee FAC which looks over all the fees we all pay. We had an ad-hoc committee that looked over our bylaws and made some changes, and this position changed from under the SBP to USSBR. Any person under the USSBR has to be named in this format, so we have to reflect that in our budget.
 - 2. Kai: Was this what we were discussing last spring?
 - 3. Ian: Yeah, this was one thing we had talked about.
 - 4. **Passes Unanimously.**
- vii. SLO Dacres Fall 2017 Proposal
 - 1. Tori: This fall we plan to go on our third trip to the Dacres, we go every year since I've been involved. It's in Dorchester, officers drive their cars and the farm gives us a heavy discount and free meals as well as free tours and teaching us about agriculture.
 - 2. Nate: Should this pass, please note that there are some transportation changes from previous years.
 - 3. **Passes Unanimously.**

VI Other Business

- i. SAFC At-Large Interviews

VII Adjournment

- a. Meeting adjourned at 1:45.



Organization Name

Event Name

Society of Asian Scientists and Engineers

SASE National Conference

Event Date Oct. 12-15

Location Schaumburg, Illinois

Time: Oct 13 at 8 AM to Oct 14 at 6 PM CD **PPR Due** #VALUE!

Proposed Expenses		Amount	Amended Expenses		Amount
Early Bird Registration Fee (6 @\$110)		\$ 660	SASE is requesting \$400.5 from SAFC to comply with the conference cap at \$66.75 per student. The rest of the funds will be gathered on their accord.		
Hotel (2 rooms @ \$131/night @ 1 night)		\$ 262			
Flight tickets (~\$250 each)		\$ 1,500			
Transportation		\$ 400			
Meal (\$15/meal, 3 meals/day/person)		\$ 540			
Total Expenses		3,362.00	Total Expenses:		0.00
Attendance:			Attendance:		
Students	6 @ \$ - =	\$ -	Students	0 @ \$ - =	\$ -
Non-Students	0 @ \$ - =	\$ -	Non-Students	0 @ \$ - =	\$ -
	<i>Additional Revenue</i>	\$ 2,962		<i>Additional Revenue</i>	
Total Revenue		\$ 2,962	Total Revenue		\$ -
Total SAF Subsidy		\$ 400.5	Total SAF Subsidy		\$ -
<i>Cost Per Student</i>		<i>\$ 66.75</i>	<i>Cost Per Student</i>		<i>#DIV/0!</i>

Organization/Event Information


Primary Contact: UNH SASE

Secondary Contact: [Nha Huynh](#)


Email: unhsase@gmail.com

Email: nh1039@wildcats.unh.edu

Notice: The Post-Programming Report for this event is due two weeks after the event has concluded, or until all receipts have come in. Please email SAF.CFO1@unh.edu or SAF.CFO2@unh.edu if you have any questions about the Proposal or PPR process.

	<u>Organization Name</u>		<u>Event Name</u>	
	Student Senate		FY18 Giveaway Items	
	Event Date:	TBD	Location:	MUB 119A
	Time:	TBD	PPR Due:	#VALUE!
Proposed Expenses	Amount	Amended Expenses		Amount
Promo Direct		Promo Direct		
Dart XL Color Pen	\$ 110.00	Dart XL Color Pen		\$ 110.00
Quantity* Price 250 @ \$ 0.44		Quantity* Price 250 @ \$ 0.44		
Link to Item				
The Evergreen Drawstring Backpack	\$ 297.50	The Evergreen Drawstring Backpack		\$ 297.50
Quantity* Price 250 @ \$ 1.19		Quantity* Price 250 @ \$ 1.19		
Setup Fee	\$ 55.00	Setup Fee		\$ 55.00
Link to Item				
Iceberg Tumbler	\$ 340.50	Iceberg Tumbler		\$ 340.50
Quantity* Price 150 @ \$ 2.27		Quantity* Price 150 @ \$ 2.27		
Setup Fee □	\$ 55.00	Setup Fee		\$ 55.00
Link to Item				
Shipping	\$ 100.00	Shipping		\$ 97.77
Total Expenses	\$ 958.00	Total Expenses:		\$ 955.77
Attendance:		Attendance:		
Students	@ \$ -	Students	0 @ \$ - = \$ -	
Non-Students	@ \$ -	Non-Students	0 @ \$ - = \$ -	
<i>Additional Revenue</i>		<i>Additional Revenue</i>		
Total Revenue	\$ -	Total Revenue		\$ -
Total SAF Subsidy	\$ 958.00	Total SAF Subsidy		\$ 955.77
<i>Cost Per Student</i>	\$ 0.08	<i>Cost Per Student</i>		\$ 0.08
Organization/Event Information				
Primary Contact:	Ian Kyle		Secondary Contact:	Brennan Pouliot
Email:	SENA.BM@unh.edu		Email:	Senate.Speaker@unh.edu
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Absent were: Gabriella Babin, Mask Designer, BM (Proxy); Abigail Lehner, WUNH BM (Proxy); Tyler Anderson, Historian (Proxy); Abigail Sheridan, SAFC Senator 3; Liam Sullivan, SAFC Senator 7 (Excused)

	<u>Organization Name</u>			<u>Event Name</u>		
	Slow Food UNH			Food Tank Summit: Food Loss and Waste		
	Event Date:		9/13/2017	Location:		NYC
	Time:		9:30am-6pm	PPR Due:		9/27/2017
	Location: The Greene Space, Manhattan					
Proposed Expenses			Amount	Amended Expenses		Amount
Travel			\$ 344	Travel		\$ 123
544miles@54c/mile			\$ 294	Amtrak Durham to Boston		\$ 21
Tolls			\$ 50	Greyhound Boston to NYC		\$ 23
115 East 9th Street Parking			\$ 21	C&J Bus NYC to Portsmouth		\$ 79
Conference			\$ 300	Conference		\$ 150
conference fee 2@\$150			\$ 300	conference fee 1@\$150		\$ 150
<p>One day event featuring over 30 guest speakers including Director of NYC Dep. of Sanitation, Associate Director of Rockefeller Foundation, Regional Vice President of Schools SODEXO, Food Business Writer of New York Times and others. Standard tickets are \$299, we were offered 50% scholarship.</p> <p>Food waste is a pressing issue in the US and aligns with the political aspects of Slow Food, an area that we are pushing to focus more on.</p> <p>Attendees applying for SAFC funding are the President and Business manager. We hope to rejuvenate the passion for food justice in the club and the conference will help teach us about it.</p> <p>The club's mileage budget is \$300, so the \$100 per</p>				<p>(reg. price \$300, student scholarship)</p> <p>The event sold out in 4 hours and only one officer was able to secure a ticket. To make up for half attendance, the one attending officer chose to take public transport, which also is more environmentally friendly and aligns with Slow Food's ideals.</p> <p>The conference had 200 attendees and 100,000 live streams. The waiting list had hundreds.</p> <p>The attending UNH Slow Foodie will be taking over September 27th's meeting to teach the members</p>		
Total Expenses			664.76	Total Expenses:		273.25
Attendance:				Attendance:		
Students 2 @ \$ 100 = \$ 200				Students 1 @ \$ - = \$ -		
Non-Students @ \$ - = \$ -				Non-Students 0 @ \$ - = \$ -		
<i>Additional Revenue</i>				<i>Additional Revenue</i>		
Total Revenue			\$ 200	Total Revenue		\$ -
Total SAF Subsidy			\$ 465	Total SAF Subsidy		\$ 273.25
<i>Cost Per Student</i>			<i>\$ 232</i>	<i>Cost Per Student</i>		<i>\$ 273</i>
Organization/Event Information						
Primary Contact: Victoria Lorvig			Secondary Contact: Abigail St. Pierre			
Email: slow.bm@unh.edu			Email: ajs16@wildcats.unh.edu			
Notice: The Post-Programming Report for this event is due two weeks after the event has concluded, or until all receipts have come in. Please email SAF.CFO1@unh.edu or SAF.CFO2@unh.edu if you have any questions about the Proposal or PPR process.						



Organization Name

Event Name

MUSO & Alliance

Tinder Live

Event Date 10/13/2017

Location Strafford

Time: 9:00:00 PM

PR Due

Proposed Expenses	Amount	Amended Expenses	Amount
Tinder Live MUSO	1,116.67		
Hospitality MUSO	\$ 38		
Total Expenses	<u>1,154.17</u>	Total Expenses:	<u>0.00</u>
Attendance:		Attendance:	
<i>Students</i> 150 @ \$ - = \$ -		<i>Students</i> 0 @ \$ - = \$ -	
<i>Non-Students</i> @ \$ - = \$ -		<i>Non-Students</i> 0 @ \$ - = \$ -	
<i>Additional Revenue</i>		<i>Additional Revenue</i>	
Total Revenue	<u>\$ -</u>	Total Revenue	<u>\$ -</u>
Total SAF Subsidy	<u>\$ 1,154</u>	Total SAF Subsidy	<u>\$ -</u>
<i>Cost Per Student</i>	<u>\$ 8</u>	<i>Cost Per Student</i>	<u>#DIV/0!</u>


Organization/Event Information

Primary Contact: Hollie Foster - General Director | Secondary Contact: Melissa Ciarelli - BM

Email: [hj2000@wildcats.unh.edu](mailto:hjf2000@wildcats.unh.edu)

Email: mjc2007@wildcats.unh.edu

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	<u>Organization Name</u>		<u>Event Name</u>		
	New Hampshire Outing Club		October Trip Signups		
	Event Date:	10/3/2017	Location:	Strafford Room	
	Time:	7:00:00 PM	PPR Due:		
Proposed Expenses	Amount	Amended Expenses		Amount	
<i>Student Travel</i>					
Vehicle Rentals	\$ 3,430				
Transportation Costs	\$ 677				
<i>Program Production</i>					
Food	\$ 2,770				
Outfitter Fees (gear rentals, etc.)	\$ 660				
<ul style="list-style-type: none"> - We have thirteen trips this month including white-water rafting, hiking, apple picking, horseback riding, contra dancing, and our bi-annual leadership training! - We hope to have 20 new leaders by the end of the month! - Trips are planned to engage participants of all interests and skill levels into the outdoors - Trips such as apple-picking and day hiking offer a low intensity introduction to our 					
Total Expenses		7,536.76	Total Expenses:		0.00
Attendance:					
Students	47 @ \$ 5 = \$ 235	Students	0 @ \$ - = \$ -		
Students	32 @ \$ 10 = \$ 320	Students	0 @ \$ - = \$ -		
Students	36 @ \$ 15 = \$ 540				
Students	9 @ \$ 20 = \$ 180	Students	0 @ \$ - = \$ -		
Leaders	40 @ \$ - = \$ -	Non-Students	0 @ \$ - = \$ -		
<i>Additional Revenue</i>		<i>Additional Revenue</i>			
Total Revenue	\$ 1,275	Total Revenue		\$ -	
Total SAF Subsidy	\$ 6,262	Total SAF Subsidy		\$ -	
<i>Cost Per Student</i>		<i>Cost Per Student</i>			
\$ 38					
Organization/Event Information					
Primary Contact:	Sarah Filion		Secondary Contact:	Rachel Salzman	
Email:	sjf1004@wildcats.unh.edu		Email:	rls1006@wildcats.unh.edu	
<p>Notice: The Post-Programming Report for this event is due two weeks after the event has concluded, or until all receipts have come in. Please email SAF.CFO1@unh.edu or SAF.CFO2@unh.edu if you have any questions about the Proposal or PPR process.</p>					

