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Appropriations Meeting Minutes 06/06/2011

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University of South Florida
Student Government Fifty-Second Student Senate

SUMMER SESSION
June 6th 2011

Meeting called to order by Chairman Jeff Gao at 2PM

Gao- First thing on the agenda is roll call. I am present. Andrea is present. Greg is present. Christy is present. Cesar is present. Luis is present. Briana Jones is unexcused. Shelly left our committee. Adam is present. Toby is present. And Omar is not here. And we have guests of Jessica, our new assistant director and senator Hughes. Second thing on the agenda is deletions to the agenda.

Motion to approve the agenda by senator Brinkworth.

Gao- Motion to approve the agenda. Any objections? Agenda approved. Next thing on the agenda, approval of the minutes. Since the minutes were not sent out, I'll take a motion. Christy?

Motion to postpone the minutes till next meeting by senator Brinkworth.

Gao- Any objections? None? Motion passes. Open forum.

Open Forum:

Gao- Anyone want to say anything? No? This is our third appropriations meeting. Well, we have had business in terms of budget transfers. We will actually just have budget transfers for the next few weeks, until July 1st. Actually, July 4th. We're not meeting July 4th, because it's Independence Day, but we'll probably have a special session or something that week to look over inner budgets and we'll have a lot of new budgets coming in. Other than that, it should be a straightforward summer, nothing too crazy. Any other announcements or anybody want to speak? Next thing on the agenda: budget transfers. Argentina Tango Club of USF. Everybody got the email, correct? This is what they're asking for. Here they are. Their travel funds are only used for gasoline. And yes, they use their own cars. Pretty simple. They wanted to go to Gainesville to social with the tango club at UF. You guys can look over this. Any questions? Any motions? Anybody else want to say anything?

Brinkworth- In regards to the transfer, it seems like no big deal to me. It's a very small amount. They're traveling to foster with other universities. You know, I think it's good. I have no problem with it. It doesn't seem like a big deal.

Gao- Anybody else? Any motions?

Motion to approve the transfer by senator Greg.

Gao- Any objections? Transfer approved. Congratulations Argentina Tango Club. You're going to Gainesville. Okay, next think on the agenda, we have chapter introductions. I hope everyone read over Proviso. It is the most important thing for the committee for funding. It is for student organizations The first part is very simple, you can't use ANS funds for any elections of any type. You cannot elect positions to USF faculty, staff, advisors or coaches. This is all very simple, rules and procedures that we have to follow when it comes to student organizations. When it comes to student organizations, it comes all the way down to, "Oh this is something they can't request for funding." A new clause has been added today in rules that you cannot request any funding for DJ's or any services offered by Bulls Radio. You'll see that in senate tomorrow. Again these are some changes requested for \$500. Trophies and plaques \$150. And t-shirts are a maximum of \$7 per shirt. If anyone wants to work for ASRC in the future.

Arrecha- For...Like, if they request shirts, can they ask for additional funding or is that just out of the ANS fees that they have been granted?

Gao- That's out of the ANS they've been granted. You can't request separate DJs. You get a free DJ from Bulls Radio. There's free DJ's offered by Bulls Radio. Sports counsels for additional rules. This won't affect us because we don't deal with sports clubs anymore. This is where our jurisdiction comes in, where they want to request...Pretty much, very simple guidelines for the oracle ads, office supplies. Travel, these are the maximum numbers. Keep in mind if they are applying for inner budget, but they miss the deadline for annual budget, they automatically get a 25% deduction off the top and they cannot request any travel. Just keep that in mind. Other than that it's pretty much the run through of what Proviso is. I also provided you guys with a cheat sheet of general things they can request. Homecoming grants are separate, just letting everybody know again. I don't think that we offer, you can't request anything that's offered by Proviso. You can't use ANS fees to benefit one student; it must be all students. That's the main point... Refer to the facts in Proviso; you can't always look at the cheat sheet. Most of the important stuff are in the cheat sheet. I also include this presentation that Rachel and I made for student organizations last year for ASRC, which is activities, service and recognition committee; in case anybody had a question about that. That's a run through about it. It pretty much tells the student organization what ASRC is, what we can fund and why ASRC is there. Some major changes to Proviso from last year, which includes that t-shirts must have the SG logo on it. That's always been a thing that we wanted to do for the past two years and we just put it in Proviso this past year. If anybody has any questions, just raise your hand to stop me. And also this part: travel and volunteer services in and out of the state or international will not be funded. We used to...they requested to go to Nicaragua, to do volunteer services and we felt like it didn't benefit the state of Florida or the university, so we limited it to volunteering in the state. Again this is the student organization's only things to request: food, materials, and travel. Travel is for competing organizations like the society automotive engineers. They request a lot of compensation for travel, so they have a huge travel budget. Food, normally it never gets that high; there's a standard set in ASRC this past year for two dollars per head per event. Say you have 200 people attending an event, we usually allocate about \$400 for that event; that's the standard

set by ASRC. We probably will be following that standard here, in this committee, because we are kind of smaller than ASRC. Again, this is one thing I told every student organization, this does not mean you'll get that much for that event. I suggested to organizations to be realistic on annual budget that starts at where you'll get between \$2500 and \$4000. That's the average. New student organizations tend to go less, because some of them, mainly make a mistake in writing the budget, because they don't understand that it is for the whole year. So, they write the budget for half the year. When that happens, we can't do anything. We can't say, "Let's give them more money," because we can't give them more money than they request. So, if they don't request it, we can't give it to them. One thing is, there's a detail section in the budget form, it says description. In the description section, applications must justify everything they request. So, if they request materials, what type of materials? Guestimate how much. The food; what type of food? Guestimate how much. If you want a speaker, what kind of speaker? And use the HYPE office as a resource and that's what I presented to all of the student organizations. I'm hoping that that's what they understand everything and its all not jumbled up. We had some problems in ASRC last year and they didn't come to the info session and their budget was pretty much down the drain. I mean they got minimal budget. So, you have to tell these student organizations you're a part of to go to the info sessions and if you have any questions, you can always come to one of us. We're always here to answer questions. I'm teaching all of you guys this, so you can also answer questions. So, if student organizations come up to you and ask what does this talk about, what does this inner budget, what's this annual budget? So, you guys can answer the questions too. Any questions about chapter 804. I know you guys probably know all of this, but do you have any questions? Really? Seriously?

Gao-What organizations were you a part of Andrea?

Arrecha- Cuban American Association, Sociology Club, Dominican American Student Association. Yeah, I'm in a lot, so...

Gao- Yeah, that always good to hear. You guys are all part of organizations I'm guessing?

All- Yeah.

Gao- Just remember to tell them, whoever the treasurer is of that student organization. Ask questions, always ask questions. We're always here to answer questions. It's not like this giant force field. Whenever I talk to student organizations, I tell them if you want me to look at the budget before you submit it, I'm always up for that. I always do that. And if you guys want or need any help on how to look at the budget or how to request a certain type, you can always come to me and I'll teach you guys. Next thing on the agenda will be inner budget review. Now we have an inner budget. This is very simple. This is a spreadsheet pretty much done myself. If you guys saw the annual budget, it's the same thing, but it says inner on top. If I can open it. It won't open. Oh, there it is. Intro. I have student organizations that wrote on the template. So, they submitted this on here, instead of here. Big mistake. This is the most important part; all that stuff is simple. This is all self adding. When we look at allocating inner budget, we look at number of students attending, project location, and type of event. This is what we look at when we're allocating for each event. Say you have 100 people and they're requesting \$1000 worth of food, saying \$1000 for 100 people, that's a little bit crazy. Allocation is what we want to give them. The

thing about this committee is we subsidize; we never fully fund. We want to help them, but we don't want to be the one who pays for everything. So, we want to encourage them to fundraise and look for donations. You can have names, t-shirts, cultural club, for an organization that's recruiting students. You can have a beginning of the year celebration or barbecues; like normal or simple events. I haven't seen anything really crazy, in terms of event wise. Normally, they just have banquets, some kind of speaker, maybe for culture clubs, a culturally related holiday; those types of events. Those are things you don't normally see. You have t-shirts, you have banners, and you have poster items. Any questions?

Thomson- My question is, do we as a committee or SG track historical data? Like, if a certain club is up to ten years, and they have an annual banquet, do we ever keep track of how much they request for their banquet every year?

Gao- No, we want to look at how long a club has been in existence; we want to look at everything on an even plate. And if events happen annually that's more for PAC, they audit the events and they keep track of all the audits that they have. So, say an event happened last year, and they request it this year, we can look at PAC's audit and how successful it is and we can base our decision off of that one.

Arrchea- The signature event, how is that funded?

Gao- That's funded through a separate grant system. Where we...in ASRC, we allocated \$20,000 through that account, and you apply through an application through PAC. They'll look through it and see that deserves that money, then you get that extra money added to your event. So, we can request that money from the ANS offices. Any other questions? Pretty straight forward sheet. Remember to ask specific questions about each event to get more detail for this committee. Next thing on the agenda, budget transfer guidelines: you can't transfer out of travel. You can transfer into travel with material and foods. You get say a grand and you say we don't really want to go, we want them to plan the travel, go on the travel and... if you transfer materials, 200 into travel, you can transfer it back out. That's the main guideline that's what we always look at. We just make sure it's in Proviso and they are not going against any. Any questions?

Colon- after they transfer out of travel, how do they transfer into travel because there's no lines. There's no line that says from travel?

Gao- Normally we never get that. I ask them are you sure this is how much? Don't make the mistake. If it does happen, they'll contact me and they'll explain why they have to transfer out. Any questions? Next one is off campus requests. These are fun. They wanted to do a banquet dinner at Columbia in Ybor. They wanted to do swanky. It's a very simple form online. It won't be handwritten it will be typed.

Brinkworth- The questions that we worked on... will they be online.

Gao- I'll get an email then ANS gets an email, so we're saving trees. Simple, location, very simple form.

Thomson- How often is an off campus event request approved?

Gao-90% of the time it's not going to be approved. We want them to have it on campus, so all students can attend. It's got to be open to all students. Open access. If you have it in the ballroom, the doors are going to be open. So that's normally how we look at it, normally if it's really...that's why there's nothing in SOP's ROP's, statutes. This committee gets to decide if it's going to be on campus or off campus. Last year we had one pass out of 20. So, you can see there's a huge. That's the test I gave you guys. You guys have two off campus requests. Everybody got those emails right? Alright, let's go with you first.

Thomson- Out of the dance club and the composer's one? I believe the composers one passed and the Latin dance club's didn't pass. Just going off the poll, the composer's one was going off the accessibility, the park is close by and the Latin dance club is on Dale Mabry. That's really what stuck out.

Caesar- I have one question, is Lettuce Lake Park affiliated with USF. That would be the only other reason that the other one didn't get it... I really don't see why that dance floor is unique. They should have explained it and it's on Dale Mabry, so it's far and Lettuce Lake is right there.

Colon- For the Latin dance floor, they should have booked ahead of time as well for a dance floor. It's unique. I don't understand.

Arrechecha- I'm actually in the Latin dance club, so I understand, but we're talking about restricting it to a group of people and this is restricting it to dancers so...

Greg- I feel like they could go off campus, because more people will go and Latin dance might not be for everybody.

Gao- The answer is, you guys were right and the composer came in and felt the ensemble and Lettuce Lake Park was the better option. They looked at everything available and Lettuce Lake Park was the best option.

Saunders- With the Latin dance club they requested this in January and the event wasn't until November.

Gao- Any other questions? I hope you guys learned a lot about this committee in terms of requests. Next time we meet I'm going to give you guys another workshop on viewpoint neutrality. Our JEC chair will give you guys a presentation on that. If we don't have any business next week, we might not be meeting.

Gao- Any other questions, comments? Because we're now in announcements.

Gao- The summer is usually layover, then throughout the year we get new ones from student organizations. Any questions? Any comments?

Thomson- My question is based on what you're saying in the 10 months difference. When they say oh its booked out months in advanced.

Gao- June 1st is the first day you can request rooms for the Marshall Center. June 1st is the first day for fall. Any other questions?

Motion to adjourn by Senator Saunders.

Gao-Any objections?

Adjournment called by chairman Gao at 12:29PM