

10-12-2011

## **Programming and Audits Committee Meeting Minutes 10/12/ 2011**

University of South Florida. Student Government Senate

Follow this and additional works at: [https://digitalcommons.usf.edu/sg\\_leg\\_pubs](https://digitalcommons.usf.edu/sg_leg_pubs)



Part of the [Higher Education Administration Commons](#)

---

### **Scholar Commons Citation**

University of South Florida. Student Government Senate, "Programming and Audits Committee Meeting Minutes 10/12/2011" (2011). *Legislative Branch Publications*. 182.  
[https://digitalcommons.usf.edu/sg\\_leg\\_pubs/182](https://digitalcommons.usf.edu/sg_leg_pubs/182)

This Senate Committee Meeting Minutes is brought to you for free and open access by the Student Government at Digital Commons @ University of South Florida. It has been accepted for inclusion in Legislative Branch Publications by an authorized administrator of Digital Commons @ University of South Florida. For more information, please contact [digitalcommons@usf.edu](mailto:digitalcommons@usf.edu).



University of South Florida  
Student Government Fifty-Second Student Senate

FALL SESSION  
October 12<sup>th</sup> 2011

---

**Meeting called to order by Chairman Ayaz Hemani at 1:26PM.**

Hemani- The first thing on the agenda is roll call. I am here. Gao is excused because he is sick. Naseem is here. Sarah is here. Shyam is here. Carey is here and Hughes is no longer in this committee. We have quorum. Just as a quick reminder before we go on, there have been some issues with the minutes for all of the committees. We really need to make sure we are called on our say our name before we are speaking so an accurate description is in the minutes and we are not breaking FL sunshine state laws and our own statues. Are there any additions/deletions to the agenda?

*Motion to approve the agenda by Senator Akel.*

Hemani- Any objections. Seeing none, the agenda has been accepted. I sent out the minutes. Hopefully you all had a chance to look over them. Are there any motions at this time?

*Motion to accept the minutes by Senator Akel.*

Hemani- Any objections? Seeing none, the minutes have been accepted. The next thing is open forum.

**Open Forum**

Akel- Yes. There's an event tonight it is called something like this Palestinian conflict too they're bringing a really important speaker. They had him last year; they had security, cops, they filled up the entire amphitheater. It's an awareness type of event.

Hemani- Thank you. And where was that and when was that?

Akel-Today at 7 I believe in the amphitheater.

Hemani- That concludes our open forum. Onto new business.

**New Business**

Hemani- I see we have an enormous stack of event audits. We have over 10. You have the event audit sheet with you. You saw that we won't have committee next week so that you can have the events to audit for all of next week. The next thing is event programming for the fall game night. Any updates on that? Carey?

Carey- I went online and looked at part ideas and I found out there is party city across from university mall. I was wondering if there's any sort of budget I can acquire from senate or is it from our pocket.

Hemani- It's coming from our own pockets. We have our own PAC fund that I have started in the office. It has like 5 bucks right now.

Carey- I found our games that people would like. I found out Pictionary and charades.

Hemani- I think charades would be eventful.

Patel- There's a store called spirit in university mall and I think it's going to be a little cheaper.

Hemani- For our advertising requests and RSVP form, is there any progress on that?

Akel- I was going to send it out next week so they'll have enough time to think about it and remember it.

Hemani- Do you have the advertising request form for marketing? There's a new form that we have to fill out for written requests for a graphic to put around the office.

Akel- No I did not because I have not heard of it.

Hemani- Alright, I will email that to you.

Akel- Alright, great.

Hemani- Mr. Patel, are there any updates on food?

Patel- Not that I know of. Like...

Hemani- Are there any suggestions of what type of food we should have?

Akel- I will put that in the RSVP to make things a little bit easier, even though I don't believe people will bring anything if it's a "potluck."

Hemani- I think we should say on the graphic to please bring food if you want.

Carey- With it so close to thanksgiving. One thing to do for the event is some sort of...cupcake competition or thanksgiving food item competition so we could all ground eat it and vote on what our favorite food was.

Hemani- That's a very interesting idea. We could get food that way and also have it as competition and bragging rights. I don't see it having any downside actually. Does everybody agree we should have a bake off or cook off? And just to make sure we have an engaging event, can we plan different activities?

I know you mentioned charades, Carey. You can ponder on that during the next week. As you guys have noticed, our event is the 26<sup>th</sup>, which is our next meeting for PAC. There's no other check in for that.

Patel- What time we were planning for that?

Hemani- 6 to 9PM.

Patel- I know a lot of people play Intramural and that is the exact time for flag football.

Akel- Uh-oh.

Hemani- Are there any suggestions, Mr. Donnelly?

Hemani- Not really.

Akel- What was wrong with Thursday, again?

Hemani- That was Fright Night. Where everyone is going to Busch Gardens for Halloween.

Carey- The party is a senate party, so if not too many of the senators are planning on doing the fright night so having the fright night shouldn't be a big concern. We could ask who's going to the fright night event.

Hemani- My concern is we are trying to push it as an all of SG should be going to the fright night event to promote all of USF going.

Patel- It doesn't get dark till 8 or 9. Howl-O-Scream opens late at night.

Hemani- It is from 7:30PM to 1AM.

Chaudry- I think if we carpoled to the fright night event it would go over well and we could start maybe a little bit earlier.

Hemani- Are we possibly thinking 5 to 7:30 for the event?

Carey- 5 should work as well as any other event has in the past.

Hemani- Alright, so I have changed the date to October 27<sup>th</sup> from 5 to 7:30. Are there any objections to that. Seeing none, we will have our social then. That will also give us an additional one day to have that back up time. The next thing is student organization communication letters. You guys received this last week in your email. It hasn't changed in the past week. What I'd like you guys to do is to put your names in here and change this per organization so that you can send this out with your email address and all of your information. I was passing out a list to the organizations. Did everyone get a chance to grab one? Okay. So, right now this is a three page list of organizations that we're looking to get into contact with because they are ANS funded. So, the way I am going to split this up is I'm going to start from the top. Patel, I will give you until

Patel- There's five pages and five of us in here. Should we split it that way? I did my math all wrong.

Akel- Shouldn't we just split it up according to how many members there are and organizations are funded. Were you just randomly picking it?

Hemani- What was that I'm sorry?

Akel- So it is evenly distributed.

Hemani- I'm trying to have Gao take on all of the interim organizations. I am having trouble locating them on the website, so I'm going to take care of those and track them down and see what kind of events they're doing. Between the four of you in here I was planning on splitting the three page list. I believe there are I'm going to say about 60 on each page. Does that seem accurate? So, I'm going to assign the first 50 or so to Mr. Patel, which would end at College Democrats, alright. SO, you'll have active minds through college democrats. Ms. Akel with have college of medical student counsel until logic labs and Mr. Chaudry will have marine science advisor committee until skills USA. I apologize; I meant to say Ms. Chaudry. I'm sorry if it sounded like Mr. Chaudry. Mr. Carey, you will have from skills USA until young Israeli student center. Does that sound agreeable to everyone? I will send out electronically to everyone. Of course Gao will have all of the interim funded organizations. And I will make sure that I follow up on all of the ones that are not on this list. Any questions? Alright, so let me run through the actual process that you guys are going to take. I already went through the process of doing a mass email by using a list of organizations and email addresses. Does everyone remember that? So, basically you will email this letter to the mailing list and after you do that, they will click on this link when they receive it and hopefully fill out this update page which they have to sign in for to verify that they are USF students and they will populate the form with their student organization name and their locker and mailboxes and we'll also get information on their treasurer's contact information. In the letter it says that in order to take advantage to the opportunities, they would schedule a meeting with you. If they ask to schedule a meeting, ask where their events are, so we don't have to go to the MSC to see the list of events.

Patel- What is their incentive to filling out the form?

Hemani- I am going around and asking when their meetings and bookings are and which organizations are utilizing them.

Patel- The question is what is the incentive to fill out this is our treasurer. Most people would brush us off like its extra work.

Hemani- When we have updated contact information. That would entail that we contact them back and audit their events and see more of what they're doing. In February, I have to make a packet of all of the events we've audited and write a little summary for each. Ultimately, it will affect next year's budget. It will go through 100 different processes for that. It's really to see which rooms are empty. Any other questions?

Chaudry- Have you already sent this or are you going to?

Hemani- I sent this last week.

Akel- Could you possibly send us an email to show us everything, because I know I'm going to forget.

Hemani- I will send this out in an email. You would do an email message and then you would say select recipients and use existing list. You would have to make sure you delete the rest of the names not associated with your organization list. You would select it and it would say insert some field. So, here let me just show it to you. Okay. So, it will show you the two sheets and you would select the data which is sheet one and then once it does that, you would insert a merge field, so the merge field would be organization name, so this would be deleted and instead you would say insert organization name and when you're done, you would have to change your name throughout this, your signature and your email address. But, once you're done you should have this changed, where it says the organization name here and here... And when you're done changing everything, you go to finish merge and send email messages and when you do this, it's going to ask you who you want to send this to you and you would type in a subject line which in this would be student organization programming resources. And then html is fine and then just hit okay. Sounds good? Okay. I will try to remember to send that out. Any other...points at this time?

Akel- Do we have an update on the mass emails we are going to send out to the colleges?

Hemani- You mean the grant form? I submitted it to marketing to make it all fancy.

Akel- Okay, I emailed them last week and said sorry for the delay just so they don't think that we forgot or something.

Hemani- Is this something that we would look at sending the colleges. Does that seem...like a good enough description? Akel?

Akel- I think we should get this out soon because the deadline is next week and I'm sure we need to give them enough time also.

Hemani- This was sent to all financial officers and the president. They should have it or are not aware of it, we can go to each of the colleges and request that it be sent. I can forward this to you. Who else needed the description? Do you?

*Sarah Chaudry left the room at 1:56PM.*

Hemani- Okay, all of you guys now have the description. Are there any other questions or motions at this time? Akel?

*Motion to adjourn by Senator Akel.*

Hemani- Are there any objections? Seeing none.

**Adjournment called by Chairman Ayaz Hemani at 1:56PM.**

*Transcribed by Senate Secretary, Theresa Rivera.*