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Programming and Audits Committee Meeting Minutes 09/28/ 2011

University of South Florida. Student Government Senate

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University of South Florida
Student Government Fifty-Second Student Senate

FALL SESSION
September 28th 2011

Meeting called to order by Chairman Ayaz Hemani at 1:15PM.

Hemani- First thing on the agenda is roll call. I am here. Gao is here. Naseem is here. Ms. Sarah Chaudry is not here at the moment. Mr. Shyam Patel is here. Two minutes were sent out. July 15th and September. I hope you have had the opportunity of looking them over.

Motion to approve the agenda and the minutes by Senator Akel.

Hemani- Seeing none. Minutes have been accepted. The next item on the agenda is open forum.

Open Forum

Hemani- Would anyone like to speak at this time?

Patel- Paintballing was an event brought up. So, I don't know. Paint balling.

Hemani- What kind of event do you think this would be categorized under? SG or just our special department; legislative branch. Would you like to have it Senate, SG or all USF students.

Gao- If you open it up to all USF students, it might get a little tricky. You want it open to everybody, because not everyone in SG gets paid. It should be open to all of Student Government. Grab people that want to go paint balling.

Hemani- Anyone else wishing to speak in open forum?

Gao- Lets not make it an official event, because if anyone gets hurt. There might be liability.

Patel- There are liability waivers.

Akel- Even at the places you go, they make you sign a waiver.

Hemani- They make a waiver so they are not liable. We have to make our own so SG is not liable. So, let's move onto new business.

New Business

Hemani- I have picked up audit forms from some of you. Do you have anymore? Alright.

Akel- When was the Journey to the East event rescheduled to?

Gao- September 19th to 24th.

Hemani- I believe one of those days were reschedules.

Gao- We had to reschedule it; it was on September 22nd.

Hemani- I have to ask you to send emails to each of the colleges about advertising signature event applications. We heard about one department not really having equal opportunity even though they were sent out with the CSI newsletter. Do we have any other ideas on advertising and what was your progress on advertising?

Carey- I went to the advising office for the college of engineering and spoke to one of the head advisors and an email was sent out through her to all club presidents on her roster. In that email I had a link to the special events form and instructions on how to fill it out and other little pointers about it.

Hemani- Okay. That's good. Do you have any ideas about other forms of advertising?

Carey- There's the screens around campus. I glance out them. We could rent some space for SGA.

Akel-Question: what is that?

Carey- The electronic display screens. They're in the fishbowl. Where a lot of students go.

Hemani- Have you talked about putting it up there?

Carey- No not yet.

Sarah Chaudry enters at 1:20PM.

Akel- For the advertising what if we put up fliers around the third floor. What if we get the word out?

Hemani- That would be a great way to advertise.

Gao- Print out applications. There's roughly 150 organizations; they're ANS funded. Best way to advertise.

Hemani-If you have event audit forms, pass them in. Please specify the various colleges you were involved in or if you have ideas.

Chaudry- I went to the college of business and passed around informational sheets. I think it would be an order to make a pamphlet or informational page just explaining what it is, what we do and some people that go to get those forms may not know that information or may be discouraged; we should definitely have an information packet that goes along with those forms.

Chaudry- I don't think I have enough knowledge to do that. If I could work with someone to prepare that I think that'd be cool.

Hemani- We could work together.

Gao- The categories, deadlines are on the first two pages.

Chaudry- Just for students who have never heard of it know to contact; just little things that I think freshman don't really know where to find us.

Hemani- I think what she means is that so she can get a bigger picture. To have a list of previously funded activities.

Chaudry- An informational to make sure everyone knows what's going on.

Gao- We can add a thing to the first few pages. I understand what it is now; if you want to explain it while you're advertising, when you download the application, you explain what Signature Event is. You might want to explain it while you're advertising. So, if you do the information, you keep it in just to remind them.

Hemani- If you go to an office and a student helper is there for instance in place of an advisor, you could give it to a student to pass on, so the verbiage for what the grant is for is not conveyed so through making an information sheet, they would convey on paper.

Chaudry- It's just an idea. It's just something I wanted to throw out there, because I think a lot of the new students don't know where to begin.

Patel- This is not completely on topic, the forms for spring 2011 are not loading. You click on it and you download one for fall 2011. It's like a false link almost. It won't open for Spring 2012.

Hemani- What is your progress?

Patel- I contacted the dean, exec and the office; they have yet to respond but when they do,, I'll let you know.

Akel- Why don't we team up with committees that can help us get the work out to the organizations directly? They can be like they also have the signature event.

Hemani- For appropriations committee, they only really handle interim budgets; the budgets organizations submit if they did not submit the annual budget to ASRC, in some cases that might be seen as advertising to a specific area and being a little biased.

Gao- You should probably do a general grant. The grants that you did it that way;; they can read that and understand the whole process better.

Hemani- Okay. The next thing...actually Gao what's your report?

Gao- Speaking of advertising, try advertising on the Oracle. Talk to marketing.

Hemani- Okay. The next thing is Event programming. So, Friday from 5 to 7PM we have bowling at Terrace Sports. It is basically being handled by an outside person. For next month, we have the Halloween game night. Is there a group of people that would like to work on that? Get advertising done, food preparations made, plan what students would be doing. We need to coordinate who is going to get which board games and from where. Shyam?

Patel- We could use the sky pad too. We could have Senators play it.

Gao- There's a TV right here and storage. Let SGATO know in advance.

Hemani- If we had the Halloween game night there, it would be more inclusive to everyone there and have less interaction with each other. So, I think the key is to having a close knit environment like the SG conference room. We can expand through there and make it a really fun event. I believe there was an idea about this being a themed Halloween party. I personally don't mind having a themed party. If you guys agree on it, that's fine with me.

Chaudry- Decorating the office is a good idea, but dressing up no.

Hemani- I would not dress up. If it is decorated, that would help promote the office.

Akel- I think we should decorate the office, but not the entire office.

Hemani- Are there any other pieces of the event I am missing?

Gao- What's your budget? Are you trying to use Senate's account?

Hemani- We're basically using our...for food we're going to be buying through Senate. It's out of pocket to get games, decorations. You can just bring them in. If you feel like you want to spend five dollars, that's fine. Advertising is not an issue. So, I think it's a very low cost event, besides the food.

Akel- Let's make it a potluck.

Hemani- I would refrain from calling it a potluck. I would also like for everyone to attend and bring food if you want.

Gao- The potluck last time, we still had to order pizza.

Hemani- Okay. So, who would like to take care of the different criteria?

Carey- I can help take care of some of the things and get together with some people from Senate to organize the event.

Hemani- Which aspect?

Carey- Decorations and games.

Hemani- Decorations and games? Okay.

Chaudry- I don't have any games or decorations, so I don't know.

Hemani- You can ask people for games or decorations.

Gao- Talk to Rachel Brown. She has lots of board games.

Hemani- Patel would you like to coordinate with me for food?

Patel- That's fine.

Hemani- Ms. Akel and Mr. Gao would you like to work together for advertising?

Akel- Sure.

Hemani- Gao can put in a graphics request from marketing to plaster across the hallway and stuff; pretty simple stuff.

Akel- Have we decided on a date for this or is this the month of October?

Hemani- We have to plan a date. Right now the 27th is being planned out for Howl-O-Scream. I would not plan on having it that Friday. We are planning on having a Howl-O-Scream event to get discounted tickets for \$20. We will be going to Busch Gardens for Howl-O-Scream. But that's a USF wide event, so I don't think we should do it that week.

Akel- So, that's happening for sure?

Hemani- Worst come worst it would be \$24.99 plus tax and you would find your own transportation.

Patel- I remember in 7th grade, there were discounts online and we bought 40 tickets. It wasn't even a group deal kind of thing.

Gao- The prices were cheaper in seventh grade. This is probably the best thing they can do unless we plan on bringing 1000 people.

Hemani- Let's say the 21st of October? That would be a Friday. Is that alright?

Patel- So, we're trying to make a separate one from USF's major one?

Hemani- No, the office party.

Patel- Ohhh.

Hemani- What day of the week would be best for an office party.

Gao- That sounds like a great day. It can be the 21st and we should do it when the office closes at 5PM until 7PM.

Hemani- Should it be a 2 hour event?

Gao- Don't enforce the end time.

Hemani- Do we want to start at 5PM or 6PM, because it is a Halloween office party. I'm getting a vibe of 6PM.

Akel- 6PM.

Hemani- Whenever it ends. So, Friday October 21st, 6PM to 9PM. The next thing is announcements. Would anyone like to speak at this time?

Gao- IM football tonight. Come out and cheer for us.

Akel- What time?

Gao- 6:30PM.

Hemani- I'll take any motions.

Motion to adjourn by Senator Gao.

Hemani- Any objections? Seeing none.

Adjournment called by Chairman Ayaz Hemani at 1:41PM.

Transcribed by Senate Secretary, Theresa Rivera.