

University of New Hampshire  
Student Activity Fee Committee  
Agenda September 19<sup>th</sup>, 2017

- I Call to Order
- II Communications
  - 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
- III Executive Summary
  - i. An Overview of Summer Quorum Approvals
  - ii. MASK Gruesome Proposal (Rights)
- IV Organization Resource Office
  - a. Post Programming / Post Conference Report
    - i. IAN Welcome to New Students PPR
    - ii. ISO Jukebox PPR
    - iii. VSA Jukebox PPR
  - b. Programming / Conference Proposal
    - i. IAN Outdoor Gathering Proposal
    - ii. ISO Dumplings Proposal
    - iii. SASE Conference Proposal
- V Student Activity Fee Organizations
  - a. Post Programming / Post Conference Reports
    - i. DSC U-Day PPR
  - b. Programming / Conference Proposal
    - i. DSC-Mosaico Latino Heritage Dinner Proposal
    - ii. DSC-NACA Pow Wow Proposal
    - iii. MASK Cabaret Proposal
    - iv. MASK Gruesome Proposal
    - v. MUSO Chris Moon Ghost Hunter Amendment
- VI Other Business
  - i. SAFC At-Large Interviews
- VII Adjournment

University of New Hampshire  
Student Activity Fee Committee  
Agenda September 19<sup>th</sup>, 2017

- I Call to Order
  - a. Called to order at 12:45
- II Communications
  - A. Parker Armstrong - Student Activity Fee Chief Financial Officer
    - a. Parker: BMs look out for an email from me this week. To all BMs, the schedule may be crammed, so get your stuff in as soon as possible
      - i. Ian: What is the ORF Balance?
        - 1. Parker: \$132,395.00
  - B. Abigail Kourafas – Student Activity Fee Chief Financial Officer
    - a. Aby: See me if you need anything and make sure to look at the emails I sent out.
  - C. Brett Gagnon – Interim Student Activity Fee Financial Consultant
    - a. Brett: Thank you all for answering my emails. The forms I am handing out are forms for those that need to finish their hiring paperwork. I'll hand those out quickly
  - D. Nate Hastings – Coordinator of Student Organizations & Leadership
    - a. Nate: The Student Org meeting is tomorrow. We'll have a lot of content to go over.
  - E. Jake Adams – Student Activity Fee Chairperson
    - a. Jake: Welcome to SAFC. The deadline for stipends is October 22<sup>nd</sup>. Under half of the orgs got them in on time. If that happens again, we just can't pay anyone.
      - i. Brett: When you are working with your students on filling out stipends, please make sure they fill out everything they need to fill out. Make sure it is complete.
      - ii. Jake: The reason for the deadline is to check for errors on the forms. Next quarter, should not be as difficult, as it will just be for any new people.
    - b. Jake: We now go from 12:40-2:00, instead of 2:10-Whenever. Please be concise.
    - c. Jake: Went over parliamentary procedure. Hold up two fingers for questions and one finger for a comment. You have unlimited questions and two comments. Please use jazz hands if you agree with someone

### III Executive Summary

#### a. An Overview of Summer Quorum Approvals

i. Jake: All the proposals are on BOX. We had 3 meetings before July which fell under FY17. Everything after July is for FY18. Failed proposals during the FY18 will affect this year whereas those from FY17 are a bit redundant.

1. Kai: How do I get onto the BOX?

a. Jake: I will add everyone when I can.

#### b. MASK Gruesome Proposal (Rights)

i. Jake: Exec approved the rights to the play. We didn't want to approve the entire proposal due to the overall expenses. We only approved the rights, everything else will be approved during the meeting.

### IV Organization Resource Office

#### a. Post Programming / Post Conference Report

##### i. IAN Welcome to New Students PPR

1. Rep: Every new semester we have an event that welcomes new students. It is hard for students to come to a new place, so we want to make a connection with them. Any questions?

a. Ian: Why was student attendance was less than half than expected?

i. Rep: It is possible that we needed to advertise better, but I have what we had for the event on the PPR.

##### 2. **Passes Unanimously**

##### ii. ISO Jukebox PPR

1. Rep 1: We were in the Entertainment Center and served food for those watching the acapella groups.

a. Ian: You only had 150 students show up, why is that?

i. Rep 1: We didn't get our proposal back until 2 weeks before the event. At that time, our purpose of the event changed due to us only serving for the Acapella groups

b. Nate: ISO did this last year as well. The entire event was odd. The building emptied by 9:00. It impacted all the different things. These folks were in one of the harder to find areas of the MUB. I'd say some of the flukes were due to the major media event happening at the time.

i. Rep 1: We were also not listed as in the Entertainment Center, but as "Jukebox" which did not help

**2. Passes Unanimously**

iii. VSA Jukebox PPR

1. Jake: No one is here from VSA, so we can do this as is or postpone

2. Parker: Motion to postpone

**3. PPR Postponed until 09/26/2017**

b. Programming / Conference Proposal

i. IAN Outdoor Gathering Proposal

1. Rep: We thought it might be a good idea for us to get together during the semester. We just want to have a small gathering.

**2. Passes Unanimously**

ii. ISO Dumplings Proposal

1. Rep 2: This Thursday, we propose to have an event where we make dumplings. We expect 50 people. We had a lot of students at U-Day. We proposed 140 last year, but that many people did not show up. That is why we made the change

**2. Passes Unanimously**

iii. SASE Conference Proposal

1. No Representative Present

2. Elena Ryan: Motion to Postpone

**3. Motion Passes; Postponed until 09/26/2017**

- V Student Activity Fee Organizations
  - a. Post Programming / Post Conference Reports
    - i. DSC U-Day PPR
      - 1. DSC BM: It went great. We had our own table. All of the advertising materials were under \$200. It is only \$22 more than proposed. The attendance was 900 because each of our orgs had ~150 sign up
      - 2. **Passes Unanimously**
  - b. Programming / Conference Proposal
    - i. DSC-MOSAICO Latino Heritage Dinner Proposal
      - 1. MOSAICO Rep: We are proposing the same budget as last year. We had 148 students last year. We do this every year to commemorate Latino Heritage Month
        - a. Elena: Who is the entertainment?
          - i. Rep: A DJ who comes from Lawrence.
        - b. Parker: They did a good job basing this off their actuals of last year
        - c. Ian: What is the transportation line for?
          - i. Rep: For transporting the food here
        - d. Ian: Are you having a company bring in food?
          - i. Rep: Yes.
        - e. Nate: A lot of the food for DSC events is not locally available, you would see this in comparable proposals
      - 2. DSC Rep: This is a great event, it is a great way to spread Latino heritage.
      - 3. **Passes Unanimously**

ii. DSC-NACA Pow Wow Proposal

1. NACA Rep 1: Pow Wow is a Native American gathering where there are many Native American heritage items present (e.g., jewelry). I believe this is our 8<sup>th</sup> continuous annual Pow Wow.
  - a. Elena: Did you base this on previous years?
    - i. Rep 1: Yes. There is one drummer who is being paid more because they are coming from Canada
  - b. Ian: Why Donations?
    - i. Rep 1: A lot of them are from Native Communities, a lot of the donations are from those people. Vendors donate blankets and other items.

2. **Passes Unanimously**

iii. MASK Cabaret Proposal

1. Parker: Motion to postpone until the end of the meeting until the MASK BM can get here.
  - a. **Motion Passes; Postponed until the end of Regular Business**
2. MASK Proxy: Cabaret is a famous musical, and we can be sure that people would be coming to see this
3. Ian: Do you remember how attendance was for the Spring show?
  - a. Proxy: We did well enough, we did a Sondheim show, I'm going to bump to Parker
4. Nate: Were either of your shows last year musicals?
  - a. Proxy: The Spring show as
5. Nate: was last year's musical well known?
  - a. Proxy: Not as well-known as Cabaret
6. Parker: Student Attendance for last Spring's show was better than projected.
7. **Passes Unanimously**

iv. MASK Gruesome Proposal

1. Elena: Motion to postpone until the end of the meeting until the MASK BM can get here.
  - a. **Motion Passes; Postponed until the end of Regular Business**
2. Jake: As a reminder, the rights have already been approved, this covers everything else
3. Proxy: This will be up during Hollow-weekend. It is a great time to go see a show. It's a great piece.
4. Elena: If it is a two person show why is there so much money allotted to costumes?
  - a. Proxy: The actors go through a lot of costume changes
5. Ian: Students often have other intentions on Hollow-Weekend. How will you hit attendance?
  - a. Proxy: We had a show at the same time last year, and that went okay
6. Abi: Who will the t-shirts go to?
  - a. Nate: Usually everyone involved in the production.
7. Abby: Since the rights are already voted on, how are we seeing this?
  - a. Jake: As an amendment.
8. **Passes Unanimously**

v. MUSO Chris Moon Ghost Hunter Amendment

1. MUSO BM: We had the proposal passed before, but we had an amendment. We wanted to allow Chris's mother to come so she could do readings. Chris Moon is a ghost hunter and it would be great for the season.
2. Jake: The new item is \$3,349 total.
3. Josh V.: What is the expected attendance?
  - a. MUSO BM: 150
4. **Passes Unanimously**


## VI Other Business

### a. SAFC At-Large Interviews

- i. Commenced at 1:20. Initial discussion regarded general procedure for At-Large Interviews.
- ii. Jake: Applicants approved today will be approved by Senate on Sunday. Please try to keep questions consistent for each applicant.
- iii. Interview for Krysta Gingue started at 1:22
- iv. Interview for Nicholas LaCourse started at 1:30
- v. Motion to move into Executive Session
  1. **Moved into Executive Session at 1:40 to discuss candidates**
  2. Moved out of Executive Session at 1:54

## VII Adjournment



	<u>Organization Name</u>		<u>Event Name</u>	
	Mask and Dagger		Gruesome Play Ground Injuries	
	<b>Event Date:</b>	10/26-10/28	<b>Location:</b>	Strafford
	<b>Time:</b>	7pm	<b>PPR Due:</b>	11/7/2017
<b>Proposed Expenses</b>	<b>Amount</b>	<b>Amended Expenses</b>		<b>Amount</b>
Rights	\$400			
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>This proposal only authorizes Mask &amp; Dagger to purchase the rights for the show; all other expenses will be reviewed by the Committee as a whole.</p> </div>				
<div style="border: 1px solid black; padding: 5px; margin: 5px; width: fit-content;"> <p>Revenue reflects the estimated revenue for the entire show, so the subsidy calculated does not include any additional expenses that may be proposed, and is therefore inaccurate.</p> </div>				
Passed in Exec				
<b>Total Expenses</b>	400.00	<b>Total Expenses:</b>	0.00	
<b>Attendance:</b>				
<i>Students</i>	100 @ \$ 5 = \$ 500	<i>Students</i>	0 @ \$ - = \$ -	
<i>Non-Students</i>	40 @ \$ 8 = \$ 320	<i>Non-Students</i>	0 @ \$ - = \$ -	
<i>Additional Revenue</i>		<i>Additional Revenue</i>		
<b>Total Revenue</b>	\$ 820	<b>Total Revenue</b>	\$ -	
<b>Total SAF Subsidy</b>	\$ (420)	<b>Total SAF Subsidy</b>	\$ -	
<i>Cost Per Student</i>	\$ (4)	<i>Cost Per Student</i>	#DIV/0!	
<b>Organization/Event Information</b>				
Primary Contact:	Gabriella Barbuto	Secondary Contact:	Samuel Empey	
Email:	<a href="mailto:gmb1007@wildcats.unh.edu">gmb1007@wildcats.unh.edu</a>	Email:	<a href="mailto:Sje2004@wildcats.unh.edu">Sje2004@wildcats.unh.edu</a>	
<p><b>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.</b></p>				



Committee Decision: \_\_\_\_\_





**POST PROGRAMMING REPORT**

**SAFC DATE: 9/19/2017**

 UNIVERSITY of NEW HAMPSHIRE  <b>\$AFC</b> Student Activity Fee Committee		<b>VSA</b>					
		Event: Juke Box					
		Event Date: 08/26/2017		Time: 7:00 pm - 9:30 pm			
		Location: MUB room 156		PPR Due: 9/9/2017			
<b>Approved Expenses</b>		<b>Amount</b>	<b>Actual Expenses</b>		<b>Actual Amount</b>		
Vietnamese Coffee		\$ 50.00	Vietnamese Coffee and Tea		\$ 31.02		
Traditional Souvenir		\$ 150.00	Traditional Vouvenir		\$ 55.44		
			Event preparation		\$ 44.31		
<b>Total Expenses</b>		<b>\$ 200.00</b>	<b>Total Expenses</b>		<b>\$ 130.77</b>		
<b>Attendance:</b>				<b>Attendance:</b>			
Students	50 @	\$ -	\$ -	Students	235 @	\$ - = \$ -	
Non-Students	@			Non-Students	@	\$ - = \$ -	
<b>Total Revenue</b>			<b>Total Revenue</b>		\$ -		
<b>Total SAF Subsidy</b>		<b>\$ 200.00</b>	<b>Total SAF Subsidy</b>		<b>\$ 130.77</b>		
<b>Organization/Event Information</b>							
Primary Contact:	Thu Phuong Dang		Secondary Contact:	Raymond Zhu			
Email:	<a href="mailto:td1098@wildcats.unh.edu">td1098@wildcats.unh.edu</a>		Email:	<a href="mailto:lkwraymondzhu@gmail.com">lkwraymondzhu@gmail.com</a>			

**Committee Decision:** \_\_\_\_\_





Organization NameEvent 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 CDTPPR Due

#VALUE!


<b>Proposed Expenses</b>	<b>Amount</b>	<b>Amended Expenses</b>	<b>Amount</b>
Early Bird Registration Fee (6 @\$110)	\$ 660	<div style="border: 1px solid black; padding: 5px;">           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.         </div>	
Hotel (2 rooms @ \$131/night @ 1 night)	\$ 262		
Flight tickets (~\$250 each)	\$ 1,500		
Transportation	\$ 400		
Meal (\$15/meal, 3 meals/day/person)	\$ 540		
<b>Total Expenses</b>	<u>3,362.00</u>	<b>Total Expenses:</b>	<u>0.00</u>
<b>Attendance:</b>		<b>Attendance:</b>	
<i>Students</i> 6 @ \$ - =	\$ -	<i>Students</i> 0 @ \$ - =	\$ -
<i>Non-Students</i> 0 @ \$ - =	\$ -	<i>Non-Students</i> 0 @ \$ - =	\$ -
<i>Additional Revenue</i>	\$ 2,962	<i>Additional Revenue</i>	
<b>Total Revenue</b>	<u>\$ 2,962</u>	<b>Total Revenue</b>	<u>\$ -</u>
<b>Total SAF Subsidy</b>	<u>\$ 400.5</u>	<b>Total SAF Subsidy</b>	<u>\$ -</u>
<i>Cost Per Student</i>	\$ 66.75	<i>Cost Per Student</i>	#DIV/0!

**Organization/Event Information**

Primary Contact: UNH SASE

Secondary Contact: [Nha Huynh](#)Email: [unhsase@gmail.com](mailto:unhsase@gmail.com)Email: [nh1039@wildcats.unh.edu](mailto: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](mailto:SAF.CFO1@unh.edu) or [SAF.CFO2@unh.edu](mailto:SAF.CFO2@unh.edu) if you have any questions about the Proposal or PPR process.


		<b>Diversity Support Coalition</b>			
		Event: U-Day 2017			
		Event Date: September 12, 2017		Time: 3:30-6:30pm	
		Location: T-Hall Lawn		PPR Due: September 26, 2017	
<b>Proposed Expenses</b>		<b>Amount</b>	<b>Actual Expenses</b>		<b>Amount</b>
Alliance advertising materials		\$ 200	Alliance advertising materials		\$ 202.11
BSU advertising materials		\$ 200	BSU advertising materials		\$ 197.86
Hillel advertising materials		\$ 200	Hillel advertising materials		\$ 200.95
Mosaico advertising materials		\$ 200	Mosaico advertising materials		\$ 200.00
NACA advertising materials		\$ 200	NACA advertising materials		\$ 199.96
UAC advertising materials		\$ 200	UAC advertising materials		\$ 199.44
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>U-Day is the biggest opportunity for our organizations to gain prospective members, and we have found in years past that these promotional items are great advertisements that will remind prospective members of upcoming weekly meetings and a good way to attract them to our tables. Each org under Diversity Support Coalition (Alliance, Black Student Union, Hillel, Mosaico, Native American Cultural Association, and United Asian Coalition) is buying advertising materials and promo items such as stickers, temporary tattoos, pens, water bottles</p> </div>					
<b>Total Expenses</b>		<b>\$ 1,200</b>	<b>Total Expenses</b>		<b>\$ 1,200.32</b>
<b>Attendance:</b>					
<i>Students</i>	1000	@	\$ -	=	\$ -
<i>Donations</i>		@	\$ -	=	\$ -
<b>Attendance:</b>					
<i>Students</i>	900	@	\$ -	=	\$ -
<i>Non-Students</i>		@	\$ -	=	\$ -
<b>Total Revenue</b>		<b>\$ -</b>	<b>Total Revenue</b>		<b>\$ -</b>
<b>Total SAF Subsidy</b>		<b>\$ 1,200</b>	<b>Total SAF Subsidy</b>		<b>\$ 1,200.32</b>
<b>Organization/Event Information</b>					
Primary Contact:	Auderien Monareh		Secondary Contact:	Cenrara Widi	
Email:	<a href="mailto:agm1@wildcats.unh.edu">agm1@wildcats.unh.edu</a>		Email:	<a href="mailto:csw1012@wildcats.unh.edu">csw1012@wildcats.unh.edu</a>	

**Committee Decision:** \_\_\_\_\_








	<u>Organization Name</u>		<u>Event Name</u>	
	Mask and Dagger		Cabaret	
	<b>Event Date:</b>	2/15/18-2/17/18	<b>Location:</b>	Hennessey
	<b>Time:</b>	7pm, 7pm. 2pm, 7pm	<b>PPR Due:</b>	3/3/2018
<b>Proposed Expenses</b>	<b>Amount</b>	<b>Amended Expenses</b>		<b>Amount</b>
Rights	\$1,400			
Lights	\$400			
Sound	\$200			
Set	\$ 500			
Costumes	\$ 1,000			
Props	\$ 800			
<b>Transportation</b>				
Uhaul	\$ 200			
<b>Advertisement</b>				
T-shirts	\$ 500			
<b>Programing</b>				
Music Director	\$ 250			
Pit	\$ 500			
<b>Total Expenses</b>				
		5,750.00	<b>Total Expenses:</b>	0.00
<b>Attendance:</b>				
<i>Students</i>	100 @ \$ 5 =	\$ 500	<i>Students</i>	0 @ \$ - = \$ -
<i>Non-Students</i>	100 @ \$ 8 =	\$ 800	<i>Non-Students</i>	0 @ \$ - = \$ -
<i>Additional Revenue</i>				
<b>Total Revenue</b>		\$ 1,300	<b>Total Revenue</b>	\$ -
<b>Total SAF Subsidy</b>		\$ 4,450	<b>Total SAF Subsidy</b>	\$ -
<i>Cost Per Student</i>		\$ 45	<i>Cost Per Student</i>	#DIV/0!
<b>Organization/Event Information</b>				
Primary Contact:	Gabriella Barbuto		Secondary Contact:	Samuel Empey
Email:	<a href="mailto:gmb1007@wildcats.unh.edu">gmb1007@wildcats.unh.edu</a>		Email:	<a href="mailto:Sje2004@wildcats.unh.edu">Sje2004@wildcats.unh.edu</a>
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Committee Decision: \_\_\_\_\_

	<u>Organization Name</u>		<u>Event Name</u>	
	Mask and Dagger		Gruesome Play Ground Injuries	
	<b>Event Date:</b>	10/26-10/28	<b>Location:</b>	Stratford
	<b>Time:</b>	7pm	<b>PPR Due:</b>	11/7/2017
<b>Proposed Expenses</b>	<b>Amount</b>	<b>Amended Expenses</b>		<b>Amount</b>
Rights	\$400			
Lights	\$1,700			
Sound	\$200			
Set	\$300			
Costumes	\$1,300			
Props	\$500			
<b>Advertising</b>				
T-shirts	\$400			
<b>Storage Unit</b>				
Uhaul	\$200			
<b>Total Expenses</b>				
		5,000.00	<b>Total Expenses:</b>	0.00
<b>Attendance:</b>				
<i>Students</i>	100 @ \$ 5 = \$ 500	<i>Students</i>	0 @ \$ - = \$ -	
<i>Non-Students</i>	40 @ \$ 8 = \$ 320	<i>Non-Students</i>	0 @ \$ - = \$ -	
<i>Additional Revenue</i>				
<b>Total Revenue</b>	\$ 820	<b>Total Revenue</b>	\$ -	
<b>Total SAF Subsidy</b>				
		\$ 4,180	<b>Total SAF Subsidy</b>	\$ -
<i>Cost Per Student</i>		\$ 42	<i>Cost Per Student</i>	
				#DIV/0!
<b>Organization/Event Information</b>				
Primary Contact:	Gabriella Barbuto		Secondary Contact:	Samuel Empey
Email:	<a href="mailto:gmb1007@wildcats.unh.edu">gmb1007@wildcats.unh.edu</a>		Email:	<a href="mailto:Sje2004@wildcats.unh.edu">Sje2004@wildcats.unh.edu</a>
<p><b>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.</b></p>				

Committee Decision: \_\_\_\_\_



Organization Name

Event Name

MUSO

Chris Moon, Ghost Hunt

**Event Date:** 10/22/2017

**Location:** Strafford Room

**Time:** 7:00:00 PM

**PR Du** [REDACTED]

Proposed Expenses	Amount	Amended Expenses	Amount
Chris Moon	2,500.00		
Hotel	\$ 99		
Chris's Mom	\$ 750		
<b>Total Expenses</b>	<b>3,349.00</b>	<b>Total Expenses:</b>	<b>0.00</b>
<b>Attendance:</b>	\$ 150	<b>Attendance:</b>	
Students @ \$- = \$	-	Students 0 @ \$- = \$	-
Non-Students @ \$- = \$	-	Non-Students 0 @ \$- = \$	-
Additional Revenue		Additional Revenue	
<b>Total Revenue</b>	<b>\$ -</b>	<b>Total Revenue</b>	<b>\$ -</b>
<b>Total SAF Subsidy</b>	<b>\$ 3,349</b>	<b>Total SAF Subsidy</b>	<b>\$ -</b>
Cost Per Student	#DIV/0!	Cost Per Student	#DIV/0!

**Organization/Event Information**

Primary Contact:  
Email:

Secondary Contact:  
Email:

**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**