



Associated Students
-of the-
University of Washington

Finance & Budget Committee

Monday, November | Husky Union Building Room 303 | 1:00 PM

Minutes

Call to Order at 01:10 pm

Roll Call

Mitchell Klein [he/him] – Committee Chair; ASUW Finance & Budget Director

Lillian Williamson [she/her] – President’s Proxy; ASUW Vice President (*absent, excused*)

Shaheer Abbasi [he/him] – ASUW Personnel Director (*tardy, excused*)

Kisa Batool [she/her] – ASUW Director of Programming

Kimberly Chen [they/them] – Student Senate Liaison

Naomi Zamarripa [she/her] – Student Senate Liaison

Hugh Gramelspacher [he/him] – At-Large Student Member

Brandon Iseri [he/him] – At-Large Student Member

Greta Jarecki [she/her] – At-Large Student Member

Sania Megchiani [she/her] – At-Large Student Member

Rene Singleton [she/her] – SAO Representative [non-voting] (*tardy, excused*)

Ella Chuang [she/they] – ASUW Operations Coordinator [non-voting]

Recognized Guests: *None*

Approval of Agenda

Greta moves to approve the agenda.

Kisa seconds.

No objections. No abstentions. Agenda is approved.

Approval of Minutes

Kisa moves to approve the minutes from 10/31 and 11/7.

Naomi seconds.

No objections. No abstentions. Minutes from 10/31 and 11/7 are approved.

PUBLIC FORUM

None.

CONSENT AGENDA

None.

NEW BUSINESS

Special Appropriations Proposal Hearings

Hong Kong Democracy & Human Rights Association

Mitchell invites the RSO representatives into the room. He prompts the Committee to introduce themselves.

The committee introduces themselves and the RSO representatives introduce themselves as well. The RSO begins their presentation.

Mitchell opens the committee up for a Q&A session with the RSO.

Naomi asks what the timeline is for using the funding since the event is so soon.

The RSO says they would start contacting the print shops on the Ave right away. For the 3-d printing, they would use the Mill and buy the filament using the budget number given by ASUW to get started producing those right away.

Naomi asks how they got numbers for their expected attendance.

The RSO explains they've had screenings in the past.

Greta asks if they have a specific print shop in mind and if \$200 is more than enough for the posters and 3-d printing.

The RSO says that they're estimating off of past numbers.

Naomi asks if they have a backup budget with extra money set aside.

The RSO says they have money from previous years' donations to make up for any unexpected costs.

Shaheer asks about the budget spreadsheet the committee was given and asks whether it is accurate given it says the requested funds are for room reservations and not marketing like the RSO said they'd be using Special Appropriations funds for.

The RSO says they believe the sheet they have is from the SAO fund.

Mitchell explains there are a lot of funds available and many have similar submission forms and such.

Shaheer asks for clarification that they are asking for \$200 for marketing and souvenirs.

Mitchell asks what the souvenirs are for.

The RSO says it's for the attendees to remember the event and reflect more on the movie.

Naomi asks if the souvenirs will have the RSO's contact information on it so attendees can stay in contact with the RSO.

Shaheer asks if the committee can deliberate and then return to Q&A.

Mitchell closes Q&A and gives the RSO a chance to go outside or stay in the room during discussion.

Mitchell points out the souvenirs would be considered gifts and therefore cannot be funded by the SA funds.

Naomi says she wants to approve the request, despite the souvenirs. She wants to add a clause that it can only be used towards marketing.

Mitchell says they can.

Naomi says she is in support of funding the event and says printing things is expensive and they will still probably use the funds on posters.

Kisa asks if the funding can be used elsewhere, like for other costs not explicitly stated.

Mitchell clarifies they have to use the money for what they have to use it for. If they had leftovers and wanted to use it for something else they could come back and present to the committee.

Greta says it's a little difficult because their numbers are not exact but she would like to fund it. She asks if 3-d printed objects for their display counts as marketing.

Mitchell says he would refer that to Rene because its non-traditional.

Rene reminds the committee that the event is on Thursday and printing posters would probably take a while. She poses the question of the effectiveness of advertising this late.

Mitchell poses a thought experiment to prove that a lot of people plan more than 3 days in advance.

Rene says that because it's so last minute it's difficult to know exactly what the Committee is funding.

Naomi asks why the Committee saw this request so late.

Ella explains that RSOs must meet with their SAO advisors before they are able to present to the Committee and that this RSO had difficulty getting scheduled.

Mitchell says the scheduling process will get faster as he, Ella, and the SAO advisors settle into their roles.

Shaheer asks if they've done any marketing yet.

Greta says that given the event is on Thursday, she thinks they should grant \$100 to see if they can print their materials in time but if they are unable to use it, the money would return to ASUW.

Mitchell says to answer Shaheer's previous question and says he does not know but asks someone in the Committee to check.

The committee does a little research to check the RSOs socials and finds the RSO has done a little advertising within the last week.

Mitchell remarks that it is all very last minute and it's tough because the committee should send a representative to check the RSO for accountability

Greta remarks she wishes she had asked how many people are in the RSO and expected to attend the event, which would determine how much funding they'd need to dedicate to outside marketing. She reiterates that they won't be able to print the posters in time and it would not be a very effective form of advertising.

Kisa said she is concerned as well about how they'll be able to pull it off since it's so last minute.

Greta mentions that if anyone were to see the poster, they most likely wouldn't attend an event scheduled two days from now.

Kisa says instead of for marketing, the posters should be used to be given out as a souvenir, which would be against ASUW bylaws.

Mitchell asks Ella if anyone had been rejected by the Committee last year.

Ella says no, but the Committee did ask an RSO to revise their proposal and return to present.

Kisa says she wants to ask how much money it would take for Instagram ads.

Naomi suggests the committee recommend enough funding to cover immediate marketing like Instagram ads.

Kisa asks about specific print shops.

Naomi remarks there is a print shop on the Ave across from Cafe on the Ave that prints within the day.

Mitchell asks if the committee agrees with Naomi.

The RSO comes back.

Mitchell explains to the RSO that the ASUW cannot fund souvenirs/gifts and that the Committee has concerns around advertisements and marketing.

Greta asks if a majority of the attendees are in the RSO.

The RSO says they don't keep an active roster but that they see a lot of new faces.

Naomi asks if how much they would need for just marketing since the committee can't fund souvenirs.

The RSO says they would start with Instagram ads and Reddit immediately and says for everything else they'd need \$80.

Mitchell asks where they would do the 3-d printing.

The RSO says the campus makerspaces for 3-d printing and a print shop on the Ave.

Mitchell asks which print shop.

The RSO says they don't know.

Mitchell follows up and asks if they know how long a print shop will take to print.

The RSO says that in the past they've been able to get printing done within a day or two.

Naomi asks how much posters have cost in the past.

The RSO says those typically cost around \$30-\$40 for one large posterboard and can print the smaller poster in the RSO Resource Center, \$5-10 each but can use their RSO budget for those. They clarify this request is for extra advertising to improve the event turnout.

Greta moves to approve the request for \$100 to go towards printing posters and 3-d printing for their exhibition display.

Shaheer seconds.

No objections. No abstentions. Motion carries and \$100 has been allocated to the Hong Kong Democracy and Human Rights Association.

The RSO asks for confirmation that they're able to use the funds for Instagram ads and asks how they would submit receipts for reimbursement.

Mitchell confirms that they may use the funds for Instagram ads and reminds the RSO of the funding stipulations saying they must include the ASUW logo on their promotional materials and must announce ASUW as a sponsor of the event. He says Ella will follow up with them on next steps and that their SAO advisor will handle all financial requests.

Mitchell tables the Red Cross hearing until next week because they did not show up.

ASL RSO Inclusive Design Request

Mitchell says Thomas, the OID Director has not sent him a copy of the bill. He provides context, saying the event is next week and the request is for less than \$1,000 and therefore does not technically need to be voted on by the F&B Committee. He is recommending the bill be sent directly to the Board of Directors on Thursday.

Mitchell also updates that the Judicial Committee did not pass the Inclusive Design Fund Policy due to not getting to review the policy and therefore will be looked at this week.

Mitchell moves to refer this bill to the Board of Directors.

Naomi seconds.

Budget Allocation Process

Mitchell asks the Committee to open to Section 12 of the Financial Policy. He clarifies that the policy is slightly outdated to technical difficulties with the Records page. He says that there are a few amendments that need to be added.

Shaheer enters at 1:18pm.

Mitchell says he wants to look at the Budget Packet procedures and explain this process to the Committee before the end of the quarter so entity directors can review them over winter break as well. He says the Board of Directors will approve the budget for the first time around the end of Winter Quarter in late February, in which Student Activities Fee Committee will review the budget and send back their recommendations. The Committee will need to create policies regarding the budget packet process for the ASUW.

Mitchell reads out the key points of the Budget Allocation process and explains them in further depth. He then asks if the Committee has anything they want to include in the Budget Packet.

Rene suggests the Committee revisit this after the Committee has met with the entities.

Naomi asks if they can begin discussing this now and revisit it more after the Committee has met with the entities.

Mitchell agrees and places a limit of 10 minutes for discussion. He also briefly gives examples of past questions on the Budget Packets. Seeing as no one has ideas yet, Mitchell closes discussion.

Office of Communications Purchase Request

Mitchell moves to table the Communications request until next week.

Naomi seconds.

No objections. No abstentions. Motion carries.

OLD BUSINESS

None.

DISCUSSION ITEMS

ASUW Taskforces

Mitchell says Naomi will represent the Committee on the taskforce exploring compensations for ASUW interns. He also explains there is a new taskforce chaired by

Kisa regarding the exploration of extracurricular learning resources (reviving the former ASUW Experimental College).

Policy Review

Mitchell skips this item, citing that they will talk more about policy next week.

Establishing Budget Liaison Assignments

Ella leads the assignment of the last few liaison positions.

Mitchell asks the committee to reach out in the next week to their entity directors and meet with them. He asks if anyone has any questions.

Naomi asks what they should say in their email.

Mitchell explains what the budget liaison's role is and explains the timeline of meetings with the entities. He clarifies he would like the Committee to reach out to the directors by next Monday. He says the email should just be an introduction and an explanation of what the liaison's role is to the director(s).

Budgetary & Funding Updates

Mitchell says the Finance Bill giving money to Stage Notes was passed by the Board.

Announcements

Kisa says the Student Food Co-Op Humble Feast has been postponed to December 1st due to venue issues and encourages everyone to buy a ticket.

Mitchell reminds the Committee to reach out to their entity directors this week and says if they don't respond to cc him, Shaheer, or Lillian.

Greta asks for clarification regarding deadlines for scheduling a meeting.

Mitchell says it is expected for the Committee to reach out by next week, but they don't have to meet next week.

REPORT

ADJOURNMENT

Naomi moves to adjourn.

Shaheer seconds.

No objections. No abstentions. Motion carries, meeting is adjourned at 2:23pm.