



Associated Students
-of the-
University of Washington

Finance & Budget Committee

Monday, November 28th | Husky Union Building Room 303 | 1:00 PM

Minutes

Call to Order at 01:09 pm

Roll Call

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

Lillian Williamson [she/her] – President’s Proxy; ASUW Vice President

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

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] (*absent, excused*)

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

Recognized Guests: *Lubna Hassanain, MESC Director*

Approval of Agenda

Greta moves to approve the agenda.

Hugh seconds.

No objections. No abstentions. Agenda is approved.

Approval of Minutes

Naomi moves to approve the minutes from 11/21/22.

Kisa seconds.

No objections. No abstentions. Minutes from 11/21/22 are approved.

PUBLIC FORUM

None.

CONSENT AGENDA

None.

NEW BUSINESS

Special Appropriations Hearings & Updates

Mitchell says there is a presentation but it is scheduled in 5 minutes so he and Ella will give updates.

Ella says the HKDHRA filled out the follow-up form.

Mitchell, reading off of the form, says that the event went relatively well but had a lower turnout than expected. He says the RSO commented that they believe the F&B Committee's process is very "intensive" and that they wished the committee met more often or were able to hold a meeting in more advance of their event. Mitchell clarifies that last comment is less relevant since the RSO failed to respond to a scheduling email that pushed their hearing back a week.

Mitchell also mentions the Stage Notes event won't happen for a while but that the Chinese Student Association just submitted an application and will present either next week or at the beginning of Winter Quarter.

Mitchell welcomes the RSO Capillaries Journal to the meeting and allows the Committee to introduce themselves.

The RSO representative introduces herself and gives a presentation.

Mitchell opens the committee up for Q&A.

Rene asks the RSO to explain what the funding will be spent on.

The RSO says the money will be used for publishing, specifically 48 Hour Publishing and has the quotes from past quarters which typically costs \$600 with shipping, but they are also looking at on-campus printing sources which could cost \$25 for their Open Mic Night.

Rene asks how many people get the publication.

The RSO says they prioritize people who contributed to the journal, then whoever attends the event, and then the greater community. They say that they usually use the journals as advertising and hand them out when they table.

Rene asks for clarification on how many journals will be published.

The RSO says it depends but this quarter they are looking to print about 15-20 copies.

Rene asks how much that would cost.

The RSO says it would be about \$300.

Rene asks how much money they need for the Open Mic.

The RSO says it would be \$25 for the venue but that they are having club members fund most of the food and other items.

Brandon asks for clarification on how much they are asking for.

The RSO says they are requesting \$1,200 and asks if they received paperwork that indicated a different number.

Brandon confirms he sees one for \$2,000.

The RSO says they sent a version to Rick Young, their SAO Advisor and they thought the SAO forwarded the new information.

The RSO shares their screen with the updated spreadsheet and information.

Greta asks if they are asking for \$1,200 for the whole year or for the following quarters.

The RSO clarifies it is for Fall, Winter, and Spring quarters.

Greta explains that for funding, the Committee aims to have the price per student to be around \$10 each. She says she understands that it's difficult to estimate how many

students this will reach but that the Committee needs an estimate to see if the amount requested fits within the guidelines.

The RSO asks if they can apply to the fund multiple times throughout the year.

Mitchell says they can apply as many times as they want and can apply for those now and the Committee can schedule them in advance to align closer with the timeline for the events. He says the total amount granted has to be less than \$2,000 but it can be any amount that adds to that.

The RSO says they would have approximately 40 people at their Open Mic Night but that they table and typically reach more than that.

Mitchell asks for clarification regarding how many journals are printed or sent out each iteration.

The RSO says typically they print 50-60 but they are downsizing this quarter due to lack of funding.

Mitchell asks if that number would increase in Winter and Spring.

The RSO says they are looking for any kind of funding for this Friday's Open Mic Night. They say that even if they don't get funding for this quarter, they will apply in the future to make sure that at least the contributors of the journal get a copy.

Mitchell asks if they're charging admission.

The RSO says they will not be.

Kisa asks for clarification regarding \$1,100 for printing is for Winter and Spring.

The RSO clarifies it would be for Autumn, Winter, and Spring. They would be printing less in Autumn but hopefully more in Winter and Spring.

Mitchell moves the Committee into deliberation.

Greta says it would make more sense to just think about funding for this quarter.

Naomi says the form they got is for the Open Mic but the presentation implies that the money is for printing the journals.

Mitchell says they will probably give the printed copies out after the Open Mic Night to the authors.

Kisa also agrees that the Committee should focus on just Autumn quarter

Mitchell notes that he is open to Greta's suggestions but cautions the committee that he committee gets busy in Winter and Spring and so it will be harder to schedule the RSO for both.

Kisa says they'll probably have more time to advertise in Winter and Spring and suggests the RSO come back for Winter and Spring as one meeting.

Mitchell reminds the committee to keep the two events separate since one is on Friday and the other is in the future. He also mentions he'd request a quote as a funding stipulation. Though the event is on Friday, he thinks that it might be difficult to get that information before the event. He says they might consider giving many stipulations.

Naomi asks if they can approve it with the wrong application and without having met with their advisor.

Mitchell says that he would suggest meeting with their advisor as a stipulation as well.

Greta says with the \$10 rule, the max they could fund would be \$150.

Kisa says that because their expected turnout is 30 people, so they should be able to get \$300.

Greta mentions if not all 30 will benefit from the funds since only 15 copies would be distributed would mean only 15 students would benefit, therefore 15 times \$10 is \$150.

Rene says that the Committee would probably need to fund the Open Mic Night and not the printing, but that the RSO could cover the costs for the Open Mic Night without Committee funds.

Greta asks if it could be considered a gift.

Mitchell says if the journal is treated like a program it would be permissible, but not if it were only designated for the authors.

Rene says this is odd because the journal is different than a program. She says the funding they previously got had different policies but those funds are now closed. She says that their requests might not fit in with F&B Committee policies and to think about that.

Kisa asks when they submitted the application.

Mitchell says it was on 11/18, or 10 days ago.

Mitchell proposes that the Committee approves \$30 for the Open Mic Night and suggests the RSO come back later in Winter Quarter for their future events to give all stakeholders more time to think it over and explore the options and viability a little more. So no funding for journals this time, but for future events possibly.

Naomi asks how much they'd need for the Open Mic Night.

Mitchell says they need a quote and that they can make a stipulation to get a quote by end of Wednesday to get it in before the Board meeting.

Shaheer Abbasi enters at 1:45pm.

Mitchell asks for any thoughts, comments, questions, concerns.

Naomi asks what the maximum amount is for the Open Mic Night.

Mitchell says she can propose one and the committee can decide but he says \$25-30 is probably appropriate.

Naomi asks about advertising.

Mitchell mentions that it seems like most of the advertising is from word of mouth through the authors.

Naomi proposes \$30 with the stipulations that the RSO talks to Rick, get a quote for the venue, and gets that sent in by Thursday, but also says that the committee can't pay for the journals this time around. She mentions she doesn't want to do anything without the advisor's okay.

Mitchell makes a motion to approve \$30 to Capillaries Journal with the stipulation to have a quote from the location and that they must meet with their advisor by no later than Wednesday at 11:59pm and that the money should be used for facilities rentals and not printing the journals.

Kisa seconds.

No objections. Shaheer and Mitchell abstain. The motion carries 8-0-2.

Mitchell addresses the RSO and reiterates the approval is for \$30 for room rental given the RSO gives the committee a quote for the room and sets up a meeting with the advisors by Wednesday evening. He encourages the RSO to apply again in Winter and Spring and to talk with advisor about it due to legal and policy considerations that need to be made when it comes to printing journals.

The RSO says they met with their advisor 3 times recently and asks what they should be meeting with their advisor for this time.

Mitchell says they should email and talk to them about getting confirmation. He clarifies that he was under the impression that they had not met with their advisor and had not received confirmation from the advisor. He says he will reach out to the advisors again as well.

The RSO says that its strange since the advisors were the ones who suggested she apply. She also says the Open Mic event is based around giving out the journals and asks if that should be the focus of her future applications.

Mitchell confirms and reminds her to schedule more meetings in the future closer to the Winter and Spring Quarter event dates.

OLD BUSINESS

Budget Allocation Process

Mitchell says the highlighted areas are narrative things he needs to change but that he would like the committee's thoughts on the questionnaire portion and asks if anyone has questions.

Naomi asks if they will have a chance to look at it later.

Greta says the document was shared but she didn't get an email for it.

Mitchell says he shared it through an Outlook group. The Committee spends a few minutes figuring out the technological difficulties in accessing the document.

Mitchell asks if anyone hasn't heard back from their entity directors.

Greta explains she hasn't.

Lillian and **Mitchell** say to CC them on an email to try and get the directors to respond.

Greta asks if the Committee will just approve the packet or a bunch of things related to the packet.

Mitchell says his plan is to just go through each page of the packet and approve it at once but he has to consult Rene on what the Bylaws say.

Naomi asks if that is how they will spend their time next week.

Mitchell says they will probably have one Special Appropriations hearing but that it will be an easy one and a majority of their time will be spent on this document. He also says that he and Ella will be reviewing the packet this week and that the committee members have the whole week to review and comment on the document as well.

DISCUSSION ITEMS

Budget Liaisons & Reports

Mitchell asks if the Committee would like to do entity reports this week. He says that seeing shaking heads, they will skip this discussion item for today.

Budgetary & Funding Updates

Mitchell says one of the POS systems has been purchased; that the Bike Shop's is ordered but the Bean Basket needs to catch up a little because they opened when the pandemic hit. He says the bike shop will probably open in the second week of January. He also says that the Personnel Committee will be meeting for the first time next week.

Shaheer says it's mostly training though and to not expect anything to get approved.

Mitchell also says that there will probably not be a subcommittee as previously discussed because it is within the job descriptions of some ASUW employees (himself, Shaheer, Lillian, Ella, and Sara Duan, the Personnel Coordinator) anyway. He says they will most likely make the changes and present the findings to the Personnel and F&B Committees.

Announcements

Mitchell reminds the volunteers they need to complete the volunteer training as soon as possible and to let him know if they haven't and need to complete it.

REPORT

None.

ADJOURNMENT

Naomi moves to adjourn.

Shaheer seconds.

No objections. No abstentions. Motion carries and the meeting is adjourned at 2:07 pm.