



Associated Students
-of the-
University of Washington

Finance & Budget Committee

Monday, December 5th | 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, unexcused*)

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

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

Kimberly Chen [they/them] – Student Senate Liaison (*absent, excused*)

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, unexcused*)

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

Recognized Guests: *None*.

Approval of Agenda

Greta moves to approve the agenda.

Sania seconds.

No objections. No abstentions. Agenda is approved.

Approval of Minutes

Kisa moves to approve the minutes from 11/28/22.

Brandon seconds.

No objections. No abstentions. Minutes from 11/28/22 are approved.

PUBLIC FORUM

None.

CONSENT AGENDA

None.

NEW BUSINESS

Special Appropriations Hearings & Updates

Mitchell asks if Ella has any updates.

Ella says she sent the follow-up form to Capillaries Journal but has not heard back.

Mitchell says that's probably because their event was half a business day ago.

Mitchell shares the Special Appropriations Tracker excel sheet with the Committee and gives a rundown of applications they have received but not scheduled. He explains a few timelines regarding Winter quarter hearings. He asks if anyone has any questions.

Greta asks if we will be changing the meeting time for next quarter.

Mitchell says he wasn't planning on it, however he is open to holding a special meeting to discuss it. He says as far as the law goes, the plan is to continue meeting from 1-3pm on Mondays during Winter and Spring quarter.

Mitchell motions to put the Committee into recess until 1:20pm when Chinese Student Association is ready to present.

Kisa seconds.

The Committee enters a brief period of recess.

Chinese Student Association

Mitchell introduces himself to the RSO officers and prompts the Committee and the RSO representatives to introduce themselves as well. He gives a brief rundown of the timeline.

The Committee and RSO introduces themselves. The RSO begins their presentation.

Mitchell thanks the RSO for their presentation and opens up the Committee for Q&A.

Greta asks what the \$2000 requested funds would go towards.

The RSO says their SAO Advisor said they could pool money from the HUB RSO fund, GPSS, and ASUW funds to pay for Kane Hall, supplemented by the ECC funds. Any leftovers would be used on honorarium.

Mitchell asks for confirmation that at the moment the ASUW funds are planned to be used on the facilities rental. He informs the RSO and the Committee that because they will be paying using outside funding they will probably not end up paying sales tax and will have a few extra hundred dollars to use on honoraria.

Kisa asks what are some confirmed ways they can get money if they were unable to cover the costs.

The RSO says most of the revenue would be from ticket sales and from food sale. They acknowledge there are restrictions on food but they are aware and prepared to work around the restrictions. They also said they would spend a couple months fundraising, which typically amounts to around \$2000. They have previously applied to private companies' sponsorship programs and have been successful in the past.

Greta asks the RSO to explain how they planned to use the different rooms they've reserved for the event.

The RSO says Kane 120 would just be a prep room for their performers and no attendees would actually enter the room. Kane 130 would be the performance stage and where a majority of the students would be. They clarify they reserved the rooms for longer than necessary to account for setup and cleanup. Kane 225 would be used for the various activities and food sales.

Mitchell closes Q&A and moves the committee on to a period of deliberation. He explains the RSO is welcome to stay in the Zoom room or Ella can open a breakout room for them instead.

Greta asks Mitchell if ASUW can fund room reservations for Kane 120 since the students wouldn't be using the room.

Mitchell says it is part of the performance and therefore permissible. He says they would even be able to fund most of the performers, aside from any UW groups. He explains when Arts + Entertainment hires performers there are charges that go beyond normal honorarium they are allowed to fund.

Naomi says she liked their presentation and that she thought it was well-thought out. She says it's one of the largest RSO events on campus and an event that has happened many times in the past.

Kisa agrees and says she thinks they were really prepared. She reiterates how it's a tradition on campus and that she appreciates they have a backup plan.

Mitchell says this is a prime example of an event that has happened before and that the pass-down of knowledge between years is well done.

Kisa moves to approve \$2000 for CSA to use on facilities reservations.

Hugh seconds.

No objections. No abstentions. Motion carries and \$2000 is approved for the Chinese Student Association.

Mitchell says that because this request is over \$1000 it will be sent to the Board of Directors on Thursday. He congratulates the RSO and clarifies that Jon, their SAO Advisor, will handle the use of their funds. He tells them to email Ella if they don't end up needing the money for facilities.

OLD BUSINESS

Budget Allocation Process

Mitchell asks Ella to pull up the Budget Proposal Packet on the screen. He goes through the entire packet, reading it out loud. He explains the Budget Proposal Spreadsheet is in the Committee folder and invites the Committee to review it. He reads aloud the instructions and explains the table. He gives the Committee until 1:55pm to review the packet.

Brandon asks if this packet will be sent out to the directors.

Mitchell says the timeline is that the F&B Committee will approve it and then it'll be sent to the Board of Directors for approval. He says this is one of the few items that the Board of Directors might change, but it would be unusual for them to do so. He says that barring any delays, the packet would be sent to the Board on Thursday after being

approved today and subsequently sent to entity directors on Friday. He reiterates that the timeline has moved up compared to past years due to the Student Activities Fee Committee moving up their timeline.

Mitchell asks if the Committee has any questions. Seeing none, he asks if the instructions and timeline given to the entity directors makes sense. He says that originally, the instructions had the F&B Director meeting with the directors early in the process, but this did not make sense. Therefore, he moved that action item into the middle of the process to better support the directors.

Mitchell continues to say he expects the liaisons to be familiar with their entities and understand their budgeting needs. He tells the Committee to reach out to their entities in the first week of January. He then asks if they have still struggled to connect to their entities.

Many of the committee members say they have had a little bit of trouble contacting their directors. **Mitchell** says he will be sure to follow-up with them again.

Mitchell says the purpose of the entities meeting with him is to act as a last check of their budget to ensure there are no mistakes and he understands what their reasoning is. He then says after the proposals are submitted he will have Ella keep track of entities that will be coming in to present. He clarifies the Committee can pick who they want to present to further explain their requests. He asks if there are any questions or thoughts regarding the timeline.

Greta says she thinks an entity director should be able to complete the packet within the time given and that she likes the questions. She suggests changing the time of the due date from 5pm to 11:59pm.

Mitchell asks if there are any questions regarding the Budget Questionnaire portion.

Greta asks if the language makes it clear that the director is expected to meet with their SAO Advisor before scheduling a meeting with the F&B Director.

Mitchell says he made a few changes, including adding a parenthetical to ensure that the directors know each step of the instructions is mandatory and a clause saying the directors should keep their F&B liaisons up to date throughout the process. He asks if anyone has any suggestions for the Budget Questionnaire portion.

Mitchell says he is not as worried about the number of questions and says he thinks that they are needed since UW is in a state of dynamic change.

Greta asks if the Committee's only two options are a 5% or 10% budget cut.

Mitchell says that question's main purpose is to identify areas of entities' budgets that are questionable or lower priority. He clarifies that the Committee can decrease an

entity's budget as much as they want, theoretically to zero but the Board of Directors would have to be on board with that change.

Hugh asks if the directors are paid the same wages.

Mitchell explains the directors do get paid the same wages. He said that the hope in decreasing operating budgets is to increase personnel budgets for next year.

Hugh asks if wages are going up next year because Seattle's minimum wage is going up.

Mitchell says that everyone will get an increase in January. He says it is up to him and Shaheer to discuss how much of a change but the plan is to increase everyone's budgets by at least 5%. He said there's already an adjustment made in the budget so it wouldn't be too much extra.

Naomi asks what constitutes what factors from a financial aspect would go into approving the addition of a co-director to an entity.

Mitchell says that the Committee would be looking at salary issues with the Personnel Committee and that they Personnel Committee has their own packet for Personnel changes. He explains during that process an entity would make a request and present their case to the Personnel Committee. He says the Personnel Committee would look at a small portion of the budget related to these changes. He uses the AISC as an example as last year they requested an Assistant Director and proved a significant need.

Ella brings up ASC's request from last year, wanting co-directors and two additional positions.

Mitchell explains the process of the entity giving a request, the request going to the Personnel Committee, and then to the F&B Committee. He clarifies the F&B Committee would not be examining the Personnel implications of the requests but the budgetary implications.

Naomi asks if the directors are aware of this process and clarifies that it is not her job to relay to the directors.

Mitchell says that is not her job since each entity has their own Personnel liaison. He also says that in the past there was a question in the Budget Packet regarding whether or not an entity was submitting a Personnel change request but explains he thinks this was unnecessary and removed it.

Mitchell says that it is in the bylaws that he has to give entities 3 business days to complete the Appeals Form, however this does mean that entity directors will have very little time to submit the form.

Approval of the FY 24 Budget Proposal Packet

Greta moves to approve the FY24 Budget Proposal Packet.

Kisa seconds.

No objections. No abstentions. Motion carries and the FY24 Budget Packet is approved.

DISCUSSION ITEMS

Budget Liaisons & Reports/Budgetary & Funding Updates

Mitchell motions to table Discussion Items except for Announcements until next meeting.

Hugh seconds.

No objections. No abstentions. Budget Liaison Reports have been tabled.

Announcements

Mitchell asks if the established meeting time still works for everyone.

Greta says she has a class next quarter that has conflict.

Naomi says she has a class in the exact time block of the meeting.

Mitchell asks for thoughts.

Kisa says she would have to leave at 2:30 because she has a class.

Naomi asks if the Committee could do a when2meet to determine a new meeting time.

Mitchell says that he is open to discussing a new meeting time and will send out a When2Meet.

REPORT

None.

ADJOURNMENT

Kisa moves to adjourn.

Brandon seconds.

No objections. No abstentions. Motion carries and the meeting is adjourned at 2:30 pm.