



Associated Students  
-of the-  
University of Washington

Finance & Budget Committee

Monday, January 23<sup>rd</sup> | 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] – Presidential Proxy; ASUW Vice President (*absent, excused*)

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

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

VACANT – Student Senate Liaison

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**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: *Jennifer Pope, SAO Advisor*

Approval of Agenda

**Kisa** moves to approve the agenda.

**Greta** seconds.

*No objections. No abstentions. Agenda is approved.*

### Ratifying Adjournment

**Mitchell** moves to ratify the adjournment from last meeting since quorum was lost.

**Kisa** seconds.

*No objections. No abstentions. Adjournment from 1/9/23 is ratified.*

### Approval of Minutes

**Kisa** moves to approve the minutes from 1/9/23.

**Greta** seconds.

*No objections. No abstentions. Minutes from 1/9/23 are approved with written amendments, additions, and deletions.*

### PUBLIC FORUM

*None.*

### CONSENT AGENDA

*None.*

### NEW BUSINESS

#### Special Appropriations Hearings & Updates

**Mitchell** asks Ella if she has any updates.

**Ella** says that the Bhakti Yoga Club had their event this last weekend and that she will send a follow-up email this week. She says the Harry Potter Club event is after the next meeting.

**Mitchell** says the committee will pick who attends the Harry Potter Club event at the next meeting. He updates the committee that the Board voted to table the Chinese

Students and Scholars Association bill due to concerns regarding a raffle at the event and CSSA eventually withdrew their application but plan on possibly applying for a different event in the future. Mitchell encourages the Committee to read the Board minutes if they are interested in the discussion Board had about the bill.

### Taiwanese Overseas 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.

*Hugh Gramelspacher enters at 1:23.*

*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.

**Kisa** asks about the vouchers the RSO mentioned.

**The RSO** says the vouchers are a replacement for cash or credit cards and can be used to purchase food or play games.

**Kisa** asks what the price range is for the vouchers.

**The RSO** says the minimum is \$5 and they are sold in increments of \$5.

**Kisa** asks what's the average amount of money people spend at this event.

**The RSO** says most people buy \$20-\$30 of vouchers and most of the food items are in between \$5-\$10.

**Greta** asks what the \$2000 requested would be going towards.

**The RSO** says the money would go to the venue, which would cost \$6000 total. They will also be borrowing the HUB kitchen since they are making all the food sold at the event.

**Kisa** asks where the rest of their funding is coming from.

**The RSO** says they are applying to other school funds and are also seeking sponsorships from other companies, local businesses, and restaurants to help fund the expenses.

**Greta** says she sees a lot of charges for personnel (sound technicians, event staff, etc.) on the HUB quote and asks if that was requested by them or required by the HUB.

**The RSO** says that the staff is required by the HUB and that they don't know if that can be changed.

**Mitchell** clarifies that for an event that large, they are required to have at least one member of HUB staff present. He also says the HUB wants people trained to manage the rented equipment present at the event.

**Kisa** asks for clarification what the \$5 charge on the application is since the RSO mentioned there is no cost of attendance.

**The RSO** says it is probably a mistake since there is no cost for admission, but the vouchers to buy food and play games are \$5.

**Kisa** asks what the ticket setup charge is on the HUB quote.

**The RSO** says yes.

**Mitchell** asks if the HUB is running the ticket sales.

**The RSO** says no because the HUB said they can sell their own vouchers.

**Mitchell** asks what system they are using to sell the vouchers.

**The RSO** says they bought empty raffle tickets and have a custom TOSA stamp to mark the vouchers.

**Mitchell** asks how they will collect the money for the vouchers.

**The RSO** says cash, Venmo, and Square (credit/debit cards).

**Greta** asks what the benefit of the vouchers is and whether or not the students can buy directly from the vendors.

**The RSO** says that the vendors are all TOSA staff and collect the vouchers in place of cash. The students must use vouchers.

**Mitchell** asks what vendors they will be using.

**The RSO** says they are still in negotiations but for sure will be having Seattle Best Tea.

**Kisa** asks for clarification regarding their use of HUB projectors and lighting and for clarification regarding a \$22.25 charge for ticket services since the RSO won't be using HUB ticketing.

**The RSO** says they are negotiating with the SAO and the HUB to try and figure out what is necessary for their event. They say that the invoice was created in reference to their last in person event in 2019 so it might be a little inaccurate.

**Greta** points out that the estimates are based on a time block of 8am to 10pm and asks whether the personnel charges would be changed to reflect when exactly specific personnel are present.

**Mitchell** says that it depends on the RSO leadership's holding the HUB to what they give them. He says that the HUB estimates change often.

**Greta** says that's something the RSO should think about.

**Kisa** asks what other sources of funding they are pursuing if this request would be rejected.

**The RSO** says they would ask for more sponsorships.

**Kisa** asks if they often get sponsorships

**The RSO** says they got \$5000 from sponsorships in 2019 and were able to cover all the costs with that money in addition to the money they got from formal funding.

***Mitchell** moves the committee into deliberations. **Kisa** invites the RSO to exit the room or stay.*

**Mitchell** explains to Kisa that in the future he wants the RSOs to stay in the room as many would benefit from hearing the Committee's discussion. He says that that is also why he is asking RSOs to arrive 10 minutes early to their presentations.

**Greta** says that she thinks this is a successful event but that she's confused about all of the extra charges on the quote and doesn't want them to pay for stuff they don't need.

**Kisa** agrees with Greta. She says that she doesn't see any problems with approving this event and wants to know everyone else's opinions. She thinks that the RSO is really prepared for this event and given its past success and precedent. Kisa also says she wants to go to this event and asks Mitchell what his thoughts are.

**Mitchell** defers to the rest of the committee before he shares his thoughts.

**Sania** agrees and says it makes sense but that the extra charges are weird.

**Greta** says she wants a detailed budget for what exactly the \$2000 would be going towards.

**Mitchell** asks if anyone else can see a detailed budget or whether or not the document given is just total cost and requested funds.

*The committee finds the aforementioned budget sheet and sees that there is not much detail.*

**Mitchell** suggests the committee table it for a week and have the RSO come back with a more detailed budget, more information on their ticket plans, and what the \$13,000 budget is for. He wants them to have a more critical eye on their documents before they give it to the Committee. He wants them to meet with Mitchell, Kisa, and Rene to talk

about the HUB quote. It is an event that has a lot legacy so he says he is concerned with the lack of information they have given.

**Kisa** says that most of their money would be vendor based and that she agrees with Mitchell on the tabling motion. She thinks it would be nice if there was more detail.

**Mitchell** says that they might not even need \$2000 if half of the charges are going to be taken out.

**Greta** says maybe the “food staging area” is just a place for them to distribute the food given to them by the vendors.

**Brandon** says that he thinks the committee should table it.

**Kisa** says she sees the committee approving this in the future, she just wants more clarity and more information to justify it in the future.

**Kisa** moves to table this request until next week with the implicit expectation that the RSO reviews their current status and quotes and return to the committee with more information.

**Greta** seconds.

*No objections. No abstentions. Motion carries and this request is tabled until next week.*

### Arab 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.

**Kisa** asks where the food will be coming from and whether or not the funding would be used.

**The RSO** says that they have an agreement with Cloud Food Court to get halal food and that would be \$1000. None of the ASUW funds would go towards the food, though they are renting food warmers from the HUB. THE RSO says they submitted a food permit already.

**Greta** asks how they are collecting ticket sales.

**The RSO** says the ticket sales are being collected through social media (Instagram) and Venmo and that the HUB wants an RSVP list to ensure that they do not exceed capacity. The tickets are \$20 per UW student and \$25 per non-UW students.

**Kisa** asks how much they hope to raise from this event.

**The RSO** says that anything more than \$100 would be enough as their club has been working off of \$100 for a quarter.

**Mitchell** says that they could probably expect over \$1000 given their ticket estimates. He asks if ASUW would be covering the full venue.

**The RSO** says yes.

**Greta** asks how they plan to publicize their event and whether or not they expect many non-club members to participate.

**The RSO** says the club is one of the larger minority clubs and that they are hoping a lot of other organizations participate. They mention organizations like the BSC are already helping to promote their event. They have been doing a lot of Instagram promotions. The RSO clarifies they haven't added the ASUW logo yet but will if this request gets approved.

**Mitchell** asks how the DJ would be paid.

**The RSO** says the ECC fund will cover it.

**Kisa** asks about the requested amount from their application. She refers to a \$700 for decorations.

**The RSO** says that that is old information that has been reduced to \$450.

**Mitchell** asks if they are asking for \$1710.

**The RSO** says that they are asking for enough to cover the venue and decorations. They are unsure about exact numbers because of taxes and shipping estimates.

**Mitchell** says the committee can't approve an indeterminate amount.

**The RSO** says they are worried about under or over spending.

**Ella** clarifies any money gone unused will be returned to the Committee but the Committee cannot give more money afterwards.

**The RSO** asks if they can just ask for the full \$2000 then.

**Mitchell** says the committee traditionally doesn't provide funding as a backup plan and would need a concrete estimate.

**Greta** says that they could probably figure out shipping and tax through Amazon without confirming the purchase and can bring the Committee an estimate.

**Kisa** asks about backup funding plans or what happens if the Committee can't fund the event.

**The RSO** says the event would be canceled.

**Mitchell** moves the Committee into deliberations.

**Greta** says she likes the event and would be okay with approving this event for \$2000 but adding a stipulation that it only be used to cover the decorations (including shipping and tax) listed by the RSO and the HUB venue reservation.

**Kisa** says she is just concerned about not knowing exactly what the \$2000 is going towards and would want to know a more detailed budget. She does like how detailed the team was when planning this event and is excited to attend this event.

**Greta** asks what part she wants details on.

**Kisa** says she wants clarification for the additional \$200 above the \$1800 confirmed requested funds. She says she is comfortable approving the \$1800, but is unsure about the extra \$200.

**Hugh** says that after the tax and shipping is figured out, the request is pretty straight forward. He says it's reasonable to give them extra money to cover the tax.

**Greta** points out that the Board would look at this on Thursday and between today and Thursday would be able to get an estimate. She says she's comfortable getting the Board to approve the request with the receipts.

**Kisa** says she likes this event and that it has enough time to decide, but she is scared that there is no backup plan.

**Brandon** agrees with the rest of the Committee.

**Mitchell** moves the committee out of deliberations.

**Mitchell** asks the RSO for clarification regarding their use of Venmo for ticket sales.

**The RSO** confirms they plan to use Venmo for their ticket sales.

**Mitchell** says the Committee needs to vote to allow the RSO to use an alternative ticketing system. He says he thinks they need a 2/3<sup>rds</sup> vote.

**Hugh** moves to allow alternative ticketing systems in the form of Venmo.

**Greta** seconds.



*No objections. No abstentions. Motion carries and the use of Venmo as an alternative ticketing system is approved.*

**Mitchell** moves to approve no more than \$2000 for Arab Student Association's Winter Gala, provided an exact amount would be attained prior to the Board meeting on Thursday with a more specific estimate of shipping and fess for their decorations.

**Greta** seconds.

*No objections. No abstentions. Motion carries and \$2000 is approved for Arab Student Association with stipulations.*

*Rene Singleton enters at 2:04pm. Kisa Batool steps out at 2:07pm. Jennifer Pope enters at 2:10pm.*

Chance See

**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.

**Mitchell** asks if they are selling tickets through the HUB.

**The RSO** says they are.

**Mitchell** asks who else is sponsoring the event.

**The RSO** says the HUB RSO fund will cover \$500 and Circle (another RSO) is giving them \$250. They also have 100 free boba from Hungry Panda, a "Chinese Uber Eats." 400 free toys from Pop Mart that will be given to each attendee.

**Mitchell** asks how many tickets they have sold.

**The RSO** says that they have sold around 100 tickets but are giving out some tickets from free. They said they gave away 20 tickets to partner RSOs and are still selling tickets. Their expected attendance is 200 people.

**Greta** asks what the money they are raising from ticket sales is going to pay for.

**The RSO** says they don't have any money saved and it will be used on decorations and other purchases since they are aiming to breakeven.

**Jennifer** asks if the cost of the HUB has changed since they last spoke.

**The RSO** says the HUB hasn't sent an updated quote but it might have changed a little.

**Mitchell** moves the Committee to deliberations. *Kisa Batool enters at 2:21pm.*

**Hugh** says the \$1200.63 sounds good despite the possible quote change.

**Greta** says she would vote yes right now.

**Sania** remarks that its well planned.

**Hugh** adds that it is not even \$2000.

**Mitchell** asks Rene if the sales tax would be taken off if the ASUW covered it.

**Jennifer** suggests that they leave the sales tax in to accommodate for the change in the reservation even though the ASUW wouldn't have to pay the sales tax.

**Greta** moves to approve \$1200.63 for Chance See's Lantern Festival Party.

**Hugh** seconds.

*No objections. One abstention. Motion carries 5-0-1 and \$1200.63 is approved for Chance See.*

#### *Budget Change for Office of Inclusive Design*

**Mitchell moves** to table the Budget Change for the Office of Inclusive Design until next week.

**Kisa** seconds.

*No objections. No abstentions. The motion carries and the Budget Change for the Office of Inclusive Design has been tabled until next week.*

#### *Black Student Commission Capital Funding Request*

**Mitchell** says that the BSC is requesting \$30 in capital funds to replace a shelf in their office. He says the capital improvements fund is currently at over \$2000. The shelf will be from IKEA or Amazon, whichever is cheaper.

**Greta** moves to approve the \$30 for the BSC to purchase a new shelf with the Capital Improvements Fund.

**Hugh** seconds.

*No objections. No abstentions. The motion carries and \$30 is allocated from the Capital Improvements Fund for the BSC.*

Office of Communications Bills

**Mitchell moves** to table all parts of the agenda from the Office of Communications Bills through Reports to next week since the Committee will be losing quorum.

**Kisa** seconds.

*No objections. No abstentions. The motion carries and the remainder of the agenda besides adjournment is tabled.*

**OLD BUSINESS**

Budget Allocation Process

[Tabled]

**DISCUSSION ITEMS**

Budget Liaisons & Reports/Budgetary & Funding Updates

[Tabled]

Announcements

[Tabled]

**REPORT**

*None.*

**ADJOURNMENT**

**Greta** moves to adjourn.

**Hugh** seconds.

*No objections. No abstentions. Motion carries and the meeting is adjourned at 2:28 pm.*