



Associated Students  
-of the-  
University of Washington

Finance & Budget Committee

Monday, January 30<sup>th</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*)

**Avery Perreault** [she/her] – Personnel Director Proxy; ASUW Communications Director  
(*tardy, excused*)

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

**Connor Jung** [he/him] – Student Senate Liaison

**Parker Shaw** [he/him] – Student Senate Liaison

**Hugh Gramelspacher** [he/him] – At-Large Student Member (*tardy, excused*)

**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]

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

Recognized Guests: *None*.

Approval of Agenda

**Kisa** moves to approve the agenda.

**Brandon** seconds.

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

Approval of Minutes

**Greta** moves to approve the minutes from 1/23/23.

**Kisa** seconds.

*No objections. No abstentions. Minutes from 1/23/23 are approved.*

**PUBLIC FORUM**

*None.*

**CONSENT AGENDA**

*None.*

**NEW BUSINESS**

Introductions

**Mitchell** explains the Committee now has two Senate Liaisons and prompts the Committee to introduce themselves with their names, pronouns, major, year, and one fun thing they did this weekend.

*Avery Perreault and Hugh Gramelspacher enter at 1:08pm.*

Special Appropriations Hearings & Updates

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

**Ella** said that she sent follow-up emails but did not receive any responses yet.

Swing Kids

**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 whether or not the estimated attendance of 100 people is for both the winter and spring quarter dance or just one.

**The RSO** says it's for both, so the expected amount would be around 50-55 for each event.

**Greta** asks what the estimated max cost per person is, per ASUW policy.

**Mitchell** says the estimated target cost is \$10 per student, but there is no maximum.

**Mitchell** asks what their advertising looks like.

**The RSO** says they have posters and social media posts, as well as advertising in dance halls in Seattle. They say the Eventbrite page is up already. They have also announced the event in their Discord and others various UW Discord servers. They said that there is some connections between the officers of Swing Kids and swing enthusiasts in Seattle so word of mouth.

**Kisa** asks if this is the first time they've held this event.

**The RSO** says that it has happened longer than they have been at UW.

**Kisa** asks how many people attended the event in previous years and whether or not they got ASUW funding in the past.

**The RSO** says their attendance is very similar to their current estimates so it'll probably be around 50-55. They say that it's a fairly regular event.

**Greta** asks how many members of Swing Kids are expected to attend and whether or not the 50 is outside of their club members.

**The RSO** says the 50 is outside of their club members and that they have around 20 members, maybe a little more. They said the attendance to their weekly lessons doesn't demonstrate how many people will show up to the event.

**Connor** asks if they have faced obstacles in the past that have made planning this event difficult.

**The RSO** says that they haven't been in the club long enough to know but the last event went smoothly. They say that sometimes it can be hard to find a band or volunteers for the event but they have no problems with that this time around.

**Kisa** asks if ASUW has funded the event previously.

**The RSO** says that they put that they did on the application but don't know how much they were approved for.

**Greta** explains her only concern is that the committee tries to keep the estimated cost of attendance per student at \$10, but with their expected attendance and the amount requested is closer to \$12.50.

**Mitchell** says that for context, that the max used to be \$3000 and says that they have funded in the past for over \$2000.

**Mitchell** moves the committee into deliberations and invites the RSO to take a seat and observe.

**Greta** reiterates her only concern is that it's a little more than they would typically spend per student.

**Avery** says that because they've had it before and it's been successful, she thinks it's a good idea. She adds that she understands wanting to make it accessible with a lower ticket price.

**Kisa** says that the quotes for the reservation look good and she doesn't see a problem with funding the full \$2000.

**Mitchell** says that they wouldn't be able to fund the "Miscellaneous Equipment/Food" category, but they wouldn't need to fund that portion anyway.

**Brandon** said that it's fine but asks Greta what number she got for the estimated cost per student.

**Greta** says \$12.50 per person per dance for 80 people each dance.

**Brandon** asked for clarification that the 100 is for both events total

**Mitchell** says that the committee should consider that the CSA event is 4:30-10pm on the same day and is completely overlapping. He says that at that point the ASUW is self-competing and that even though he doesn't expect the target demographics of each event to overlap very much.

**Rene** says that there are 20k undergraduates and that the capacity of the events is really low and because campus is low, she says that the committee could probably sponsor 15 events a weekend to have actual competition and think it's fine.

**Avery** moves to approve \$2000 to be used on the band rental and miscellaneous equipment for Swing Kids.

**Kisa** seconds.

*No objections. No abstentions. Motion carries and \$2000 is approved for Swing Kids.*

### Entity Budget Request Presentations

#### Black Student Commission

**Mitchell** says that the Committee will be seeing hearings from entities with large budget change requests. He says that they will not decide or deliberate today, but encourages them to take notes. He says that they can ask questions afterwards. He says that a large part of the F&B Committee's job is to draft and approve the ASUW Budget for the next school year.

**Calen** introduces himself and gives context to his experiences and how that shaped his budgeting decisions. He explains what the BSC is for and who they help (15 constituent RSOs and 3 additional RSOs seeking activation). He goes over highlights of the various events the BSC has held this last year, including Black Homecoming, a Black Community Blood Drive, and a Black Panther 2 screening in collaboration with UW Athletics. He says that they are trying to develop a Black Student Living Learning Community with HFS.

**Calen** then shows an upcoming event calendar, featuring an average of 4 events scheduled every week. He said that his entity was able to help fund various RSO events that haven't happened since before the pandemic.

**Calen** then goes over his proposed budget. He points out that he's trying to keep revenues at \$0 for all of the RSO events in order to keep events as accessible as much as possible. He says that for Personal Contracts, he is requesting vendor contingencies and performers funds to help support his constituent RSOs since he knows that ASUW cannot spend money on food. He points out that a lot of the constituent RSOs have young exec boards and need a lot of help finding connections and financial aid. He says the honoraria charge for performers is to ensure that events like the Black Art Show can happen.

**Calen** says that for Planning funds, most of the funds are going towards space reservations, providing resources to partnering constituents, potential JCC Collaborations in the Spring.

**Calen** says his Supplies and Materials funds would be used for various events, like having miscellaneous equipment and supplies like utensils and printing.

**Mitchell** thanks Calen for presenting and opens the floor for questions.

**Greta** asks if there's something he chose to leave out of the budget and asks what it is.

**Calen** says that all the things that are left out are things he's on the fence on or thinks can't be funded, like giving award winners some kind of physical trophy.

**Avery** asks what's something this year that they weren't able to do because of this year's budget.

**Calen** says that there's some event venues that work better with their events but cost too much than is allocated in their budget.

**Avery** asks about the low sensory lighting purchases on the budget and whether or not that would also go towards seating and making the office more accessible.

**Calen** says that those requests are taking in considerations from people who have spent time in his office, but he knows that it might fall under capital improvements.

**Sania** asks him to elaborate on the \$0 revenue point.

**Calen** says that he's proud that almost all the events except the big concert at the end of the year are free and open and available for all students, especially first years, to be exposed to the different resources on campus.

**Mitchell** thanks Calen for coming in and says that he will email any additional questions later in the process. He says that they won't discuss their opinions for any entities until the 3<sup>rd</sup> week of February, after which the Committee will make their decisions. After that, they will get the decision and reasoning and can appeal if they wish.

### *Budget Allocation Process Overview*

**Mitchell** says that he will briefly go over the budget process and the Committee will determine a date for their retreat.

**Mitchell** says that this week, the next week, and week after that, the Committee will be reviewing the budget packets and various entity presentations. He says that for the presentations, the committee will record their thoughts and opinions while the directors share their thoughts and opinions on their budget proposal. Mitchell says that they are free to email the directors questions, but to CC him or Ella. During that time, but mainly after, the Committee will consider the different proposals. Each entity will be assigned around four Committee members, with Mitchell and Ella taking on half of the entities, to be considered. The week following that, the Committee will have a 5-hour-long budget retreat to finalize all of the different proposals.

**Mitchell** says that it will be during the week of February 20<sup>th</sup>-26<sup>th</sup> and that he currently thinks it will be Friday from 3-8pm since the SAF Committee meets from 1-3pm on

Fridays. After many committee members vote in the poll, he says that it looks like Sunday the 26<sup>th</sup> from 12pm-5pm works best for everyone.

**Mitchell** said that since the HUB is closed on Sunday's, he will choose a new location to meet. He said that he will send an official email about it later this week.

*Kisa exists at 2:15pm.*

**Mitchell** says that the next day, Monday the 27<sup>th</sup>, will be their last day to approve the budget. Then he says the Budget will get sent to the Board of Directors and then SAF Committee for final approval. He then says that if SAF sends it back, the Committee will look at it again and make adjustments.

**Mitchell** says that he wants the committee to consider the acronym CASH: Calculated, Achievable, Suitable, and History of Success. Calculated: Where did the numbers come from? Does the amount match the purpose? What fiscal collaborations are planned? Achievable: Is the workload reasonable for the entity, are there clear plans for what the budget will be used for? Suitable: Do the budget items match the mission of the entity? How many students expressing a need for the budgeted items? History: has the entity consistently used most of their budget? Have the budgeted items been asked for before? What happened?

**Mitchell** says that this year he will be including each entity's mission in the budget so the Committee can fully consider whether or not the requested funds are conducive to that mission. He says that he will assign entities by the end of next meeting, but that members should pay attention to all of the presentations.

### *Office of Communications Finance Bill*

**Mitchell** says that this bill is an act to allocate funds to the Office of Communications to purchase cameras. He points out that Avery will have to abstain from voting on this bill.

**Avery**, as sponsor of the bill, reads it out loud.

**Mitchell** says that he wrote half of this bill at the end of last year when he was the interim Communications Director. He says that Avery went over the inventory this year with the Office of Communications Multi-Media Curator and her advisor and brought that number from \$4000 down to \$1050. He says that since the original allocation was for different equipment, the F&B Committee must re-review this bill and approve it with the updated items.

**Avery** adds that the Multi-Media Curator has been using his personal camera at all the events and that it's inaccessible to assume that the person in this position will have access to this equipment.

**Greta** moves to approve an allocation of \$1050 for the purchasing of camera equipment for the Office of Communications.

**Sania** seconds.

*No objections. Two abstentions. The motion carries 6-0-2.*

*Budget Change for Office of Inclusive Design*

**Mitchell** says that this bill was drafted in November but needed the Personnel Committee to look at it and that they haven't met until this quarter. He reads the bill out loud. He mentions that this is a Board Bill because the F&B Committee isn't allowed to pay employees but must make a recommendation. Mitchell says that he worked with the two employees over the summer and made them log their hours very specifically for this purpose. He says that they are to be compensated at their Fall Quarter rates.

**Hugh** asks if this is because of the job description did not include the summer hours or the salary didn't accommodate it.

**Mitchell** says that the job description includes the job duties they did over the summer but does not allocate summer working hours for them.

**Hugh** asks how the pay is set up because they are being paid at different rates.

**Avery** clarifies one is a Director position and the other is an Assistant Director rate.

**Mitchell** says that the Director gets paid a little bit more than the Event Consultant.

**Avery** adds that she worked with the two employees over the summer and they were very willing to work despite not having summer hours.

**Mitchell** says that usually if someone wants to work, that's on them, but this is a rare case where they were requested to work but didn't pay them.

**Hugh** asks if this was based off of their hours from last year.

**Mitchell** says that yes, it's based on their Fall Quarter rates.

**Greta** moves to approve.

**Avery** seconds.

*No objections. No abstentions. The motion carries and \$382.62 is approved for the Office of Inclusive Design to be paid for work completed over the summer.*

**OLD BUSINESS**



## **DISCUSSION ITEMS**

### *Budget Liaisons & Reports*

### *Budgetary & Funding Updates*

**Mitchell** says that everything that was passed last week was passed. He says that the tabled TOSA bill will be reviewed next Monday along with one other Special Appropriations Fund hearing. He also updates that he is spending \$20 for a white noise machine for employees that have confidential conversations in their offices. He says the Board discretionary fund has over \$5000 in it.

### *RSO Event Attendance*

**Mitchell** reminds the Committee that as part of the funding stipulations, the RSOs must admit 2 members of the F&B Committee to their events for free. Mitchell asks if anyone is free to attend the CSA event. He says he will ask Kisa.

**Mitchell** asks if anyone is free for the Harry Potter Club Yule Ball event.

**Avery** says she'll go if Mitchell goes. He agrees.

**Mitchell** says the Swing Dance is the same day as the CSA event. He says that he will ask Kisa to go.

**Mitchell** says the ASA Winter Gala, Timeless Taiwan, and MESH Gala are also coming up.

### *Announcements*

**Mitchell** asks the Committee to let him know if anyone has any allergies so he can prepare for the Budget Retreat.

## **REPORT**

*None.*

## **ADJOURNMENT**

**Greta** moves to adjourn.

**Brandon** seconds.

*No objections. No abstentions. Motion carries and the meeting is adjourned at 2:48 pm.*