1. **CALL MEETING TO ORDER**

Programmer Lensch called the meeting of the department of Event Programming to order on August 16th, 2017 at 5:35 pm in the Fourth Floor of the Joe Crowley Student Union in room 405. Presiding Secretary, Kaitie Christensen

1. **ROLL CALL**

Director Kinel was absent excused

Programmers Lensch, Bickel, Dutcher, Feng, Hemphill, Lew, and White were present

A quorum was present

1. **PUBLIC COMMENT**
2. **MINUTES**
	1. No minutes to approve at this time.
3. **BUDGET REVIEW**

Programmer Feng said no one spent any money

1. **REPORTS**
	1. Erica Bickel, Programmer

Programmer Bickel said she and Gabi worked on Wolf it down. They were in contact with BLF lights and wanted to bring those if the budget allowed

* 1. Matt Dutcher, Programmer

Programmer Dutcher said for taste of reno they had everything set up for tables, chairs, servicepalooza. It looks nice. Three food trucks have committed, one signed a contract, and they will get the other contracts signed after retreat. The fourth one has verbally agreed but they have poor communication so they will look into others.

* 1. Ronald Hemphill, Programmer

Programmer Hemphill said that for paint the n they have the buses and the parking lot for jot Travis. They got paint donated and they just need to pick it up on the 24th. They need to get the paint supplies and figure out the water bottle situation

Dr. Beattie asked how much paint were, under 2000?

Programmer Hemphill said yes

Dr. Beattie asked if the shuttles were under 2k

Programmer Hemphill said 350 dollars with parking services

Programmer Bickel asked if ROTC was involved

Dr. Beattie said yes, they confirmed and they were going to set up a Givepulse. The gate will be unlocked

Programmer Dutcher said he offered to help but remind him a day before

Dr. Beattie asked if they put in for the truck

Programmer Kinel said yes

Dr. Beattie said a car wouldn’t make it to the end

* 1. Paulina Kinel, Programmer

Programmer Kinel said since they were cosponsoring with the club fair they were in contact with Jared and they had all the tables and chairs requested. They were doing half or more from Camelot. They have requested sound and lights, but they aren’t doing lights from sound and lights.

Programmer Lensch asked if they were doing a barbeque and what grill they were doing

Programmer Kinel said Camelot

Dr. Beattie asked who paid for food

Programmer Kinel said programming was paying for food and clubs and orgs was paying for the tables and chairs. They were paying for the grill

Dr. Beattie asked if they would spend more than 2000 on food

* 1. Gabi Lew, Programmer

Programmer Lew said they were working on Wolf It Down. They had most of it done, were waiting on ESI and the BLF lights. Also, they were looking at going shopping next Tuesday after five. They will probably do 5:30

Programmer Lensch said to be aware to confirm with front desk to get the cards so it’s easier

Programmer Lew asked how many people could shop that day.

Dr. Beattie asked if they turned in requests with central station

Programmer Lew said she would do that after the meeting

* 1. Holly White, Programmer

Programmer White said she met with Dr. Beattie and Blue Crew, it’s their event but she is helping a tabling event where they push things for BLF and hand out blue crew gear. They ordered Qdoba. Asked if people would be available from 10-2:30 that day, to help with set up and take down

Dr. Beattie asked how much they were spending

Programmer White said 2200

Dr. Beattie said they need to put in a request for a check

* 1. Kyle Feng, Assistant Director

Programmer Feng said he was working on BLF. After this he will check the closet for water bottles. He had a list of stuff from wolf it down. Since they are starting to buy stuff, last time when he explained receipts it was confusing. They will turn their receipts in to Delana, and they will upload a photo of the item

Programmer Lew asked if they had the app

Programmer Feng said he would set it up by Sunday. He had to send out the email

* 1. Austin Lensch, Assistant Director

Programmer Lensch said they were working on BLF and will continue for the next three weeks. They announced their first artist on social media and was working with Inkblot and Mia. He just got all of the intern applications, and he will do interviews next week. They should have interns by the 26th, he wanted to have a pre-welcome week meeting. Make sure you include them. He will be sending Homecoming information after BLF. Most of the space should be reserved already.

Programmer White asked if interns could help with Welcome week

Programmer Lensch said yes, they would be expected to be at events unless they have class. For their first week, it’s more lenient because they were thrown in without notice.

* 1. Emilia Kinel, Director
1. **OLD BUSINESS**
	1. There is no old business at this time.
2. **NEW BUSINESS**
	1. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals.
		1. Paint the N- Welcome Week

Programmer Feng moved to approve the Pain the N

Programmer Hemphill seconded

Programmer Hemphill said so far, they have dedicated 300 dollars to getting water bottles. They will look with Feng to see about other water bottles that are available.

Programmer Kinel said the custom tattoo things were just the water tattoo where you put it on and put the water on top. She will work with Austin to get the welcome week logo. Because it was a good deal to get 3000 of them they can pass them out throughout the week. It was better to get it in bulk. The granola bars, they were checking online but they shouldn’t need that much. They got the paint donated. It’s under 2000.

Programmer Lensch asked if they needed to make any amendments

Motion was approved

* + 1. Taste of Reno- Welcome Week

Programmer Hemphill moved to approve

Programmer Dutcher seconded

Programmer Hemphill said he was planning on doing four food trucks, these will be making an amendment to adjust. Overall, they are planning on doing 175 meals per food truck. Misc. is for any utensils they may need.

Programmer Hemphill moved to make an amendment to increase line item three to 1400 dollars

Seconded by programmer Dutcher

Programmer Feng asked which food truck that was for

Programmer Hemphill said Kenny’s food truck was asking for 8 dollars a meal, which is 1400 flat

Amendment carried

Programmer Hemphill moved to amend line item four, to move it from 1000 to 1225

Programmer Dutcher seconded

Programmer Hemphill said they were going to go with Cali tacos, but that was the fourth company that wasn’t cooperating well. They thought to bump up the budget to allocate for another food truck.

Amendment carried

Motion was approved

* + 1. Wolf it Down Pancake Feed- Welcome Week

Programmer Bickel moved to approve

Programmer Lew seconded

Programmer Lew said this event was for Wolf it down, the budget included pancake mix, syrup, chocolate chips, orange juice and milk, grills, plates and utensils, ESI security, tablecloths, buckets, and miscellaneous. They want to make an amendment.

Programmer Lew Moved to add line item 11, for the DC. The DC is charging them to mix the pancake batter and cook the bacon. That will be around 1500 dollars.

Programmer Bickel seconded

Programmer Bickel said they must increase the cost for bacon because they already advertised they would have bacon, and pork prices have gone up, she received an article from the head of the DC. It wasn’t as expensive last year, and they increased the cost

Programmer Lensch said they had to do the same thing last year because it’s easier to order through the DC

Programmer Bickel said they used to mix the pancake batter

Programmer Feng asked if they would strike line item four

Programmer Lew asked if they had to buy the bacon ahead of time

Programmer Bickel said no

Amendment was approved

Programmer Bickel moved to add line item 12 for two light towers from Cashman equipment at the price of 250

Programmer Lew seconded

Programmer Lensch said this helped them see the pancakes

Amendment carried

Programmer Bickel moved to strike line item four, bacon

Programmer Lew seconded

Motion carried

Wolf it Down Budget carried

* + 1. Fall Club Fair- Welcome Week

Programmer Kinel moved to approve the fall club fair budget

Seconded by programmer Hemphill

Programmer Dutcher said right off the bat, he was going to move to amend line item two and increase it to 573 dollars, which was the price for grills and propane

Programmer Kinel seconded

Amendment carried

Programmer Dutcher said he wanted input. Would 200 dollars be enough for the food

Programmer Lensch said no, he thought they should increase that. They spent about 800 dollars for summer barbeques. Between 500 to 800 dollars.

Programmer Dutcher moved to amend line item three to 800 dollars.

Programmer Kinel seconded

Amendment carried

Budget for Club Fair was approved

1. **OPEN DISCUSSION/COMMENTS AND ANNOUNCEMENTS**

Programmer Lensch said over the next week, they were looking at having a meeting on August 26th, a Saturday. They will go through the event and look at what they are expecting. They will get their hour by hours. Also include what to wear for the events, they should have polos or Nevada gear. They are looking at getting programming t-shirts

Programmer White asked what time the meeting was

Programmer Lensch said they didn’t know yet, Mia would contact them. Reminded that they have retreat tomorrow so drop off the bags, retreat is a lot of fun and they get to bond. Look at the email that Bradley sent.

Programmer Kinel said she had a final in the morning and would be there as soon as it was over

Programmer Lensch said that was fine but let Mia know

Dr. Beattie said retreat was cabins with bunkbeds and rubber mattresses. Bring a towel, sleeping bag, blankets. Tahoe will fluctuate. Bring a sweatshirt.

Programer Lensch said they had a schedule so they would know what to prepare for. Wear comfortable outfits. On Monday or Tuesday he will send out when they are doing intern interviews, he will need help stapling tickets and putting together packets for the Wolfshop. Come in when you can. Be on your A game, it’s a big week. They get to provide the best and some of the first experiences for the students. They will remember these events and the people that they meet, realize that your hard work is paying off. Take 15 minutes to go in a corner and dance, do something fun so you don’t freak out, as well as during your event. They are two weeks out, so that is important with requests and anything that is over 2000 dollars. Those need to be put in ASAP because it’s past the date. Contracts, make sure that Kyle gets a copy as well as central station. He suggests for credit card requests, put one in the day of for misc. for Walmart. Be willing to take on any task and don’t feel offended. If they ask you to do to something, take it on.

1. **PUBLIC COMMENT**

Dr. Beattie said BLF and Welcome back week were coming up. It’s very stressful. They will work a lot and get tired, remember to be polite. Being in programming means changing things on the fly and making things happen last minute. Sometimes changes work out, keep that in mind. They will talk about retreat later, they had a lot going on this week so programmers needed to be on their game. They have returning programmers, templates, etc. Austin can send out examples of his hours for hours. It won’t go down how you plan it, but it’s easier to make adjustment and be accountable. They will talk about a lot at retreat. Be on top of it, get cars checked out and requests put in. If they are getting t-shirts, be aware what time the Wolfshop closes. They build up a positive relationship by doing things right and making students happy. The last three years programming has improved and built a relationship. The people prior did well. It will be stressful and by the time you walk out of BLF you will be over it. Then you have March from the Arch, and they need to start working on that. Get through this week, be polite, be nice to your interns. Most of them will come in with no knowledge of anything, they have no friends or relationships, even if you have a weird kid still be nice. Most programmers are weird, and that’s fun because it’s eclectic. Make them feel at home because their head will be spinning. BLF is a traumatic experience for interns. You are programmers, you are not the people at the party, you are the people hosting the party. Make sure you are not inappropriate while working. Several years ago, they had an incident were programmers were not very professional and there were angry students all over. There were programmers dancing on stage, the ASUN president was very upset, it resulted in the termination of someone. It’s easy to get carried away. There will be events throughout the year where they won’t need all the programmers. They need all hands on deck for BLF. Don’t try to intervene, call him or get security. They hire security for a reason so don’t try to break up fights or get involved. Security companies pay for insurance. Keep your eyes open, if people aren’t doing their tasks, let him know. There are big budgets, make sure they are fun. It’s all worth it and it shows the freshman the university cares.

1. **ADJOURNMENT**

Programmer Lensch adjourned the meeting of the department of programming at 6:14 pm

**NOTES**:

*Unless otherwise marked by an asterisk, all items are action items upon which the Department may take action. ASUN supports*

*providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate*

*physically handicapped persons desiring to attend the meeting. Please call the Speaker of the ASUN at (775) 784-6589 in*

*advance so that arrangements may be conveniently made.*