

Department of Event Programming

Executive Board of the Associated Students 85th session

Minutes for Tuesday, October 3rd 2017 at 7:00 PM

Joe Crowley Student Union, 3rd Floor, President's Conference Room

1. **CALL MEETING TO ORDER**

Director Kinel called the meeting of the department of Event Programming to order on October 3rd, 2017 at 7:08 pm in the President's Conference room on the 3rd floor of the Joe Crowley Student Union. Presiding Secretary, Zanae' Jones.

2. **ROLL CALL**

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

Programmer Kinel was absent excused.

A quorum was present

3. **PUBLIC COMMENT**

Gabriela Ortiz Flores said hello and that she knows that a lot had gone on in the past few days. If anyone needed to talk with or support she said to feel free to reach out to her. She also said that she realized that no one had her phone number therefore she sent out her phone number to the department.

4. **MINUTES**

- a. Programmer Hemphill moved to approve the minutes from August 16th, 2017. Assistant Director Lensch seconded to approve the minutes. Motion carried and minutes were approved.

5. **BUDGET REVIEW**

Assistant Director of Budget and Finance said that the department ended up spending under what they approved of and spent \$11,148.47 during welcome week. Cost per student was \$1.05. Currently there is \$202,000 left in the departments account however, that does not account for the net loss from the BLF event. Therefore the departments balance lowered because they have to take \$83,000 dollars to subsidize for that. Currently the department has \$200,000 dollars left in operating and \$1500 in host. In host line is everything used to give out food or swag. If the department does have other events in the future that involves food the department may ask Senate to move money from operating to host. There are no changes to homecoming. In the budget proposals, homecoming will cost about \$19,335 for homecoming this year.

Director Kinel asked if Assistant Director Feng could touch a little about being on the revenue line and if and when we meet the revenue line. Director Kinel asked if the department had a revenue line.

Posted at 1664 N. Virginia St., Reno NV 89557 in the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, Mathewson- IGT Knowledge Center, and online at www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact Mia Kinel at directorofprogramming@asun.unr.edu



Assistant Director Feng said he did not believe so and so he checked to make sure. Assistant Director Feng said that it expects the department to have a revenue of \$50,000 however, that includes tickets and spring concerts so that sounds pretty realistic.

Director Kinel asked if there were any questions for Assistant Director Feng.

Gabriella Ortiz Flores asked how much did the department started off in host.

Assistant Director Feng said that in host the department started off with \$10,000 dollars and the reason why it is so low is because for a Taste of Reno it costs about \$4000 just for the four trucks and after that the department had to pay \$1,500 to the DR and also going to Costco.

Gabriella Ortiz Flores asked if the department had \$1500 left in the account for host.

Assistant Director Feng said yes.

Director Kinel asked if there were any other questions for Assistant Director Feng.

6. REPORTS

a. Erica Bickel, Programmer

Programmer Bickel said she was currently working on March from the Arch and the pageant. Programmer Bickel and Dr. Beattie went to a meeting to talk about staging and etc. for March from the Arch. As for the pageant she encouraged other programmers to reach out to any clubs or organizations that they know. Programmer Bickel also said that the pageant has nine girl and boy candidates so they can account for one more each. Programmer Bickel said that the pageant has not had no problem with getting participation except for this year for some reason and there may be less of Greek life participating. She sent an email out to MBC tonight and otherwise she has been texting individual people that may be in clubs and wanted to nominate someone.

Gabriella Ortiz Flores asked if Programmer Bickel got her email.

Programmer Bickel said yes she received her email.

Gabriella Ortiz Flores said perfect.

b. Matt Dutcher, Programmer

Programmer Dutcher said that he was a part of March from the Arch and the Undies Run. As for the Undies Run they had everything figured out except they didn't know another place to donate clothes to. Other than that, the department had to amend to things on the budget proposal. One was security and did not think that ESI was that much. Programmer Dutcher was told that the department needed 15 to 16 security guards which is pretty crazy. Programmer Dutcher also said that hopefully the department won't be out there later than midnight. As for March from the Arch Programmer Dutcher said he took a step back from that event because they had three programmers on the project already. Programmer Dutcher has had to get quotes from a couple of things and a meeting happened to go over the line up for the cars and the parking order in the parking lot.

Gabriella Ortiz Flores asked how much security is.

Programmer Dutcher said security was \$1200 and amended it at the meeting.

Gabriella Ortiz Flores asked if the department is getting four U-Haul trucks.

Programmer Dutcher said yes and that was what was recommended from programmers last year.

Director Kinel said the reason that the department recommended 4 U-Hauls was because last year the department only received two and the department ended up scrambled and had to find a place for the clothing overnight. So the department could transport all the extra clothing from the Gateway Plaza to the Joe Crowley Union and store it in their back storage just for a few hours.

Gabriella Ortiz Flores said she had one more question and asked if anyone chatted with the Joe about parking for the trucks.

Programmer Dutcher said he was not sure and said Ron was the one that meet with members in charge of the Joe Crowley Union for parking. Programmer Dutcher asked Programmer Hemphill about the meeting he had.

Programmer Hemphill said that he had talked to the members in charge of the Joe Crowley Union about the trucks in the Gateway Plaza.

Programmer Dutcher asked Gabriella Ortiz Flores if that was the parking lot she was talking about.

Gabriella Ortiz Flores said yes and asked where they are going to store the clothes overnight.

Programmer Dutcher asked Director Kinel if they will have to store the clothes overnight.

Director Kinel said that was a great question that was touched on later that meeting and asked if anyone had any other questions.

c. Ronald Hemphill, Programmer

Programmer Hemphill said the Undies Run has been approved through the SUAD and there was one person from parking and asked for a course map and the he had gave that to them. Everything was good to go and also said the Programmer Dutcher talked to ROTC. Programmer Hemphill said he was also working on Nevadaville with Programmer Lew and both of them had gotten everything done. Programmer Bickel told him that they have gotten the twinkle lights and has also figured out the dimensions. Programmer Hemphill said they went with 12 feet long and 12 feet wide and 8 feet tall to avoid any issues with twinkle lights and the structure. Programmer Hemphill and Lew had also worked with getting judges and contacted alumni services from the alumni center. However if that had fallen through they have back up judges, such as, Megan Pepper and other professionals on the campus.

Director Kinel asked if anyone had any other questions for Programmer Hemphill.

Gabriella Ortiz Flores asked if Programmer Hemphill reached out alumni to see who else the department could use for judges.

Programmer Hemphill said Programmer Lew emailed the alumni and asked if the department could get five alumni's as judges.

Programmer Lew said the alumni got back to the department and have not given us any names at the moment. However, the alumni does understand that the department is requesting the names. Programmer Lew went to the March from the Arch meeting tomorrow morning with the alumni and hoped to have an update.

- d. Paulina Kinel, Programmer
Programmer Kinel was absent excused.
- e. Holly White, Programmer
Programmer White said in regard to March from the Arch Programmer White was in charge for the map for lineup. Programmer White said by when the department meets next she should have a clearer picture what the map for the lineup looks like. The staging will no longer be in the parking lot and will be staging on Virginia Street. Once everything was ordered and she hoped to have things done by Friday. Programmer White was in contact with Hot August Nights and the department had the cars for them. Programmer White was notified that the Mayor will be in a fire truck during the event. Volunteers will also help. After the department meetings everything was ordered and organized. Programmer White said she was also with Programmer Lew regarding the talent show and they met with the Joe last Friday to discuss how everything is going to look and the map of the ballroom, etc. Programmer White said she will let Programmer Lew talk about the music because Programmer Lew has been on the ball with all of that.
- f. Kyle Feng, Assistant Director
Programmer Feng said he was not as involved with Homecoming as he should be and after the meeting he talked to Director Kinel. He also will help with the BLF debrief for next year's board because the department faced quite a bit of challenges. The department is doing a debrief for next year's board because the last director did not leave must information for this year's board.
- g. Austin Lensch, Assistant Director
Programmer Lensch said that he had his second meeting with the interns and said it was a lot of fun. They played activities and he thinks they are having fun and learning a lot. Assistant Director Lensch said that the department was welcome to join them at the interns meetings and just know that I would prefer that you sit there and not talk over him. He also said that a member of the department could chime in on their experiences as a programmer and keep on topic what they talk about that week and how the department member had dealt with that. Also it is another chance to get to know interns even more. Assistant Director Lensch set a requirement to meet with the department's mentee once before next Tuesdays meeting. Please note that was a requirement for them. He said he was going to check that before next Tuesday and try to meet with them for 30 minutes and let them in on the process for homecoming events so that way they can learn as much as possible. He said it was okay to give the interns a task to help them along with the process because they are still learning. Don't expect them to know exactly what the member of the department's talking about but, they may know. But also be there to help if they do not. Other than that, he worked with Inkblot and everything is finalized with Inkblot. Inkblot had poster designs done and everything is up on Facebook. He said to please invite family and friends. Inkblot had everything set and had been finalized. He

worked with Director Kinel to get information regarding welcome week soon after Homecoming.

Programmer White said that she talked to the Wolf Shop about T-shirts and don't know if Assistant Director Lensch had talked to them however, she left her contact information. She had not heard back from them and that was last Friday and she was not sure what was going on as far as getting shirts for March from the Arch to hand out.

Director Kinel said she had a contact with that she can talk to that she meet through the BLF event and said that she will forward that on to Programmer White.

Programmer White said okay.

Director Kinel asked if there were any more questions.

Assistant Director Lensch said that the only thing he did for that was get the designs and give it to Programmer White so he had no contact with the Wolf Shop.

h. Emilia Kinel, Director

Director Kinel said that she had couple of this to talk about. Recently the department had run into issues and that could have been avoided with appropriate transitions from the last department to this department. She said she was extremely frustrated but because of this she said she was turning over a new leaf and we are going to complete a concrete plan for the next year's department so they don't run into the same issues. She said to keep a lookout for that and said she will be putting together a binder and it will have a debrief from the members of the departments perspectives on individual projects. She said once homecoming events start the members should take a note of how they feel and anything they deemed viable for the next department. She said she will do the same for her position and asked the members of the department to do the same. Director Kinel said the department needed to schedule a regular meeting time and she sent out a doodle poll for a time the department will meet for the rest of the semester. She also said to look out for that and that homecoming meetings was this week and it was time to ask captains to ask the department questions and she went over the homecoming packet, questions, or changes with them. Thursday at 8:00 will be the homecoming meetings and Friday at 7:00. Both of the meetings will be in room 423. The pageant met that Thursday at 7:00 in room 317. She made one the meetings mandatory and the members of the department could choose which one to attend. She reminded the department that they will had to be motion at the start of the Nevadaville which is October 13th and ending of the day of the homecoming game. In the expectations Director Kinel did write that the members of the committee had to attend a Senate meeting once every month. She had noticed that not many people had gone to Senate meetings. Director Kinel asked for any questions.

7. OLD BUSINESS

- a. There is no old business at this time.

8. NEW BUSINESS

- a. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals.
 - I. March From the Arch- Homecoming
Programmer White moved to approve the budget for the March From the Arch.
Programmer Bickel seconded.
Motion carried.

Director Kinel moved into discussion.

Programmer Bickel said that they had to submit the budget proposal a little earlier than the department had meetings and that was why it was not as detailed as usual. The proposal had estimates of what they had at the time.

Programmer Bickel moved to change the name of donation to sponsorship for alumni.

Assistant Director Lensch seconded.

Motion carried.

Director Kinel asked if the department had to go into roll call.

Secretary Jones said no.

Director Kinel asked if there was any more discussion.

The department moved to a vote.

Everyone said yes.

Motion carried.

Director Kinel moved back into general discussion.

Programmer Bickel said awesome and basically the sponsorship was going to cover some of the security and bounce houses and detail that for alumni. Programmer Bickel said that was what she was going to do that week.

Programmer Dutcher asked if there are kids going into that as well.

Programmer Bickel said yes.

Assistant Director Lensch said that if the department did want to purchase shirts the department would have to add that to the budget for this event. He did not know that they would be able to get this in time because it is a week out and that is not on anyone in the department because they did not get the design in until too late. If that was something the department wanted to do they would have to increase the budget.

Director Kinel said for the BFL budget to get the shirts faster it only cost her a little extra and that if the department wanted to see that get done it would just cost a little extra.

Gabriella Ortiz Flores said another thing you can do is approve it in the budget now and if was okay if the department didn't end up spending it.

Programmer White said she would put it into the budget anyways just so if they can get it done by Saturday the money would already be set aside.

Programmer Bickel asked if she knew an estimate of how much the shirts would cost.

Director Kinel said it would cost an extra \$1500.

Programmer Bickel moved to approve line item 5 for \$3000 for the Wolf Shop.

Director Kinel asked if she was changing line item 5.

Programmer Bickel said yes.

Director Kinel said she was looking for a second.

Programmer Dutcher seconded to approve the line item 5 for \$3000.
Motion carried.

Director Kinel said that the department had added an extra \$3000 to line item 5 for Wolf Shop budget. Director Kinel moved back to general discussion.

Programmer White said she thought that was it.

Director Kinel asked Secretary Jones if it was time to do a roll call vote.

Secretary Jones said no.

Director Kinel said that all those in favor to approve the March From the Arch budget the department designated by saying I.
Amendment carried.

II. Nevadaville- Homecoming Budget

Programmer Hemphill moved to approve the budget proposal for Nevadaville.
Programmer White seconded.

Director Kinel moved to discussion.

Programmer Hemphill said that it was a low maintenance event and had groups planned to come in from 8 am to 3 pm to set up their structures and if anything, they will need the \$100 dollars for rope, twine to wrap up structures or anything else that they will need.

Programmer Lew asked if anyone had a suggestion on how to rope off the areas or the best way to do that.

Director Kinel said that after they meet the next week they will know a better estimate of how many people will be there and have a clearer picture on how to rope everything off so I would wait.

Programmer Lew said that she was not sure if she had to put on a credit card request because she was not sure what they were buying.

Director Kinel said that was okay and they will talk about that later and asked for any more questions.

Amended carried for the budget.

III. SPCA Service Day

Director Kinel said that Programmer Kinel is not here so I will present this for her and said that there is no obligation to attend because it is a service day. She said SPCA was an animal thrift store and all the proceeds that they make will benefit the homeless animals to Nevada which is pretty great and relevant to our theme. Programmer Kinel added a mishanilious line just in case an emergency popped up.

Director Kinel said all those in favor designate by saying I.
Motion carried.

Gabriella Ortiz Flores said her question was not about the budget and asked it is not on Give pulse yet.

Assistant Director Lensch said that he did not know how many people were invited or if that was a requirement and said that that would be up by this week.

Gabriella Ortiz Flores asked if she contacted Chris.

Director Kinel said they did not contact Chris in the past but that is something that could have been discussed. I know that last year they were not available.

Director Kinel said all those approved to approve the SPCA budget designate by saying I.
Motion carried.

IV. Wolf Pack Circus- Homecoming

Programmer Lew moved to approve budget for Wolf Pack Circus.
Programmer White seconded.

Director Kinel moved to general discussion.

Programmer Lew said for this event she had just found out the quote. The quote for ESI security was for \$300 and they put done \$250. She said she was really bad at that part.

Programmer Lew moved to approve line item 1 to \$300.
Programmer Bickel seconded.
Motion carried.

Director Kinel moved back to general discussion.

Programmer Lew said that they have the budget for Joe staffing for \$2,000 and don't have a quote from them yet. Drinks for Judges quote was for \$3000 because they take time out of their day to come to talk to the department or help us. Programmer Lew said that they have two judges so far and \$250 for mishanilious. Programmer Lew also asked do they allow line saving.

Director Kinel said to approve the budget and then go into the questions.

Programmer Lew asked to ask in public comment.

Director Kinel said yes.

Director Kinel said all those in favor of approving Wolf Pack Cirus Homecoming budget.

Motion carried.

V. Undie Run- Homecoming

Programmer Hemphill moved to approve the Undies Run budget.

Programmer Dutcher seconded.

Director Kinel opened up open discussion on this matter.

Programmer Dutcher seeked to amend line item 4 to \$350 to \$400.

Programmer Bickel seconded.

Motion carried.

Programmer Hemphill moved to amend budget proposal for a U-Haul for \$400.

Gabriella Ortiz Flores asked if that included mileage.

Programmer Hemphill said yes and it may be an estimate but said that he did not have a quote yet because budget would need to be approved. It would be \$39.95 per U-Haul and \$89 cent.

Director Kinel said that they cannot talk about the budget until it is approved.

Director Kinel moved to approve the amendment.

Programmer White seconded.

Programmer Hemphill said it would be \$39.95 per truck and \$0.89 per mile.

Gabriella Ortiz Flores asked if they knew how many miles they were going.

Programmer Hemphill said that they were going two different stops. The places are Catholic Church and Salvation Army. This is an overestimation and we would rather be safer than sorry.

Gabriella Ortiz Flores said that she recommends to raise the budget.

Director Kinel moved to a vote all those in favor designate in saying I.
Amendment failed.

Programmer Dutcher said that Assistant Director Lensch had a good point.

Assistant Director Lensch moved to approve the budget to \$500.

Programmer Dutcher asked if Programmer Hemphill said \$395 per truck.

Programmer Hemphill said no, it was \$39.95 per truck.

Programmer Hemphill moved to change line item 6 to \$500.
Programmer White seconded.

Gabriella Ortiz Flores asked if their original estimate included insurance for the truck.

Programmer Hemphill replied with no.

Gabriella Ortiz Flores said that was why she recommended they went higher in the budget.

Director Kinel asked for any questions.

Amendment passes.

Director Kinel said the department will move into a vote for passing the budget for \$2,044 for the homecoming Undie Budget.
Motion passed.

VI. Pack Pride Pageant- Homecoming

Programmer Bickel moved to approve the pack pride pageant budget.
Programmer Hemphill seconded.

Director Kinel moved to discussion.

Programmer Bickel said all the estimates should be realistic.

Gabriella Ortiz Flores said if she got a quote from athletics.

Programmer Bickel said that she thought Dr. Beattie did.

Gabriella Ortiz Flores said no she did not think so.

Programmer Bickel asked if she thought they needed to amend more money.

Gabriella Ortiz Flores asked if they received a quote.

Programmer Bickel said they used the quote from last year but she knew that ESI had their pries increase.

Assistant Director Feng said the budget for this seems reasonable.

Programmer Bickel said that is what she thought and that she will make sure in case.

Director Kinel asked for any more discussion.

Director Kinel moved into a vote of approving homecoming budget.
Motion carried.

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

Director Kinel asked Programmer Lew if she wanted to talk about her questions now.

Programmer Lew asked if that they were allowing line or seat saving.

Director Kinel said yes, that had been a problem during the past. No saving in any form will be tolerate and department will have to regulate lines and be aware we had to do that.

Programmer White said the Joe does not allow glitter, balloons or paint and she wants know if they could section things off for people and if they do bring those things we can fine them.

Director Kinel said no, nothing is allowed in the Joe in the ballrooms. In the packet said that would not be tolerated. Judges, the department, and sectioned off for the performances will only have their seat saved.

Programmer Lew asked that in the instance that it does happen do they come to get us or organization that did it.

Director Kinel said in the past they found the organization.

Assistant Director Lensch said that he can put into the PowerPoint so that they know they can not do that.

Programmer Lew asked how the point system works.

Director Kinel said Assistant Director Feng and Lensch and I will be sitting down beforehand to handle the point system and presenting that to the teams during the meeting.

Programmer White asked if the submissions are done.

Director Kinel said yes they closed Sunday.

Programmer Lew said that they asked us in the map of the Joe on how they are doing check in at the Joe.

Director Kinel said they are doing that afterwards and asked for anymore questions.

Gabriella Ortiz Flores asked how many submissions they received.

Director Kinel said that a lot less they had in the past. For silver division got 5 or 6. White division got no submissions. She had not received a roster or maybe they applied online. She said she will give an update later.

Assistant Director Lensch asked if there was a date for there hours due and also will they be having pre homecoming to go over everything.

Director Kinel said next week that they will have a general meeting to approve budgets and have a pre-event homecoming meeting after that. The hours would need to be sent to her by October 11th by midnight.

Gabriella Ortiz Flores asked if she could send her the hours.

Director Kinel said yes.

Gabriella Ortiz Flores asked if teams are getting points for attending.

Director Kinel said yes.

Gabriella Ortiz Flores asked if they were limiting people for volunteering.

Director Kinel said yes, she believes programmer Kinel had those numbers for restrictions they would be dealing with.

Programmer White asked if they had to do a google map on where each thing is going to be for March From the Arch.

Director Kinel said the best way to do that is to get a bird's eye view and map it out that way.

Gabriella Ortiz Flores said if she needed help with it to let her know.

Programmer Hemphill asked what would be a good time to pick up the U-Hauls because the dealerships close on at 4pm regarding the U-Haul run.

Director Kinel said that the U-Hauls were during the day and should be picked up before it closes.

Assistant Director Lensch said that he would talk to account coordinate for the JOe to get a parking pass for the individuals for the afternoon and next morning.

Gabriella Ortiz Flores said that pick up the U-Hauls at a time where you know that you will be using it.

Director Kinel asked for any more questions.

10. **PUBLIC COMMENT**

Gabriella Ortiz Flores said that if they send out a paying requisition that they attach the budget proposal to the payment request.

11. **ADJOURNMENT**

Director Kinel adjourned the meeting of the department of programming at 7:50 pm.