**Committee on Budget and Finance**

**Senate of the Associated Students, 85th Session**

**Agenda for Tuesday, September 26th, 2017 at 3:00 p.m.**

**Rita Laden Senate Chambers, 3rd floor of the JCSU**

1. **CALL MEETING TO ORDER**

Meeting was called to order at 3:00 pm in the Rita Laden Senate Chamber, on the 3rd floor of the JCSU. Presiding secretary was Secretary Cunneen.

1. **ROLL CALL**

Senator Becker was present

Senator Bussman was present

Senator Flangas was absent excused

Senator Kuykendall was present

Senator Mall was present

Senator Martinez was present

Senator Sarwar was absent unexcused

Senator Thummel was present

Qourum was met

# 3. PUBLIC COMMENT

There was no public comment at this time

1. **MINUTES**

There was no minutes to be heard at this time.

1. **OLD BUSINESS**

There was no old business to be discussed at this time.

# 6. NEW BUSINESS

1. **Financial Reviews**

The Committee will conduct a financial review of the following accounts: Biggest Little

Festival (1702-105-0105), Programming Board (1702-105-0111) and Budget and Finance Committee (1702-105-0102). The Committee will hear a presentation by the account managers and the will examine expenditures within each account to ensure full financial disclosure and transparency to the ASUN.

Assistant Director Feng reporting on BLF financial analysis: Ticket sales were lower than expected, several rumors that people were using same wrist band as last year. A lot of the alumni were buying lower priced wrist bands, students were going home for Memorial Day weekend. Last year a big portion of the revenue was from the public, this year we didn’t do that because of security issues. Next year we are planning to charge food trucks more. Expenses were broken down. We spent more on talent than anticipated, some artists weren’t available, so we had to go for the second more expensive options. Spent more on sound and lights, different artists wanted different equipment. We got a lot less noise complaints. UNR Police Department and security was more expensive, but it was a better idea to have more security, there were only 34 instances of trouble this time. Increased security helped make the festival more safe for students and medical. Ordered more fencing to secure more areas, to close off food area and behind the stage, lowered some costs if last year students didn’t use them a lot. Had a net loss of $102,000, no public attendance, people reusing wrist bands, increased security, we are not a business, our goal is to make the campus fun for the students.

Senator Thummel: how much more was this net losses than you expected?

Director Feng: $20,000 more, in order to cover costs, we could charge students $5 for spring concert.

Senator Kuykendall: it fell short of $51,700, going forward how can we better predict what we will make in revenue?

Director Feng: moving forward we are going to advise the board on ticket sales, and be promoting it through orientation, we didn’t hit as much revenue as expected, loss is coming out of programing account, charging money for spring concert.

Senator Thummel: do you still plan on having it opened only to students?

Director Feng: yes, opening it up to the public is good financially, but our events are only for students, we could possibly make next BLF from 5pm to 10pm because not a lot of students showed up and less security.

Senator Becker: do you think having a rock wall and obstacle course was worth it?

Director Feng: we didn’t see a lot of students there so we are considering less or no attractions next year.

Senator Kuykendall: did you keep data on when students showed up or how many meant to attraction?

Director Feng: based on the students that signed wavers we can see how many used the attractions.

Senator Bussman: are you going to change the process?

Director Feng: we considered speaking to wolf shop about scanning cards to see if they were still valid.

Senator Becker: what was the difference between sounds and lights budget?

Director Feng: $36,000.

Senator Becker: it went up $3,000?

Director Feng: the artists requested the equipment they wanted so they didn’t need to bring additional stuff, we had to borrow a huge generator for them.

Senator Kuykendall: difference from on campus sales, $6,680, a large part of last year’s ticket sales came from off campus, would you consider people from off campus being allowed to come?

Director Beattie: there was the same amount of incidents last year.

Senator Kuykendall: maybe we can suggest to next program board to allow the public to come to the concert.

President Teixiera: the decision approved by administration, a big part of it getting approved was just letting students come, we can’t get other students in trouble if they cause a liability.

Director Rodriguez: there was 32 vs 34 number of incidents. The target revenue was $100,000, this year we shot for $160,000. Programming board budget had their target revenue reduced from $50,000 to $30,000. Spent less on this year’s BLF, the sound and light company wanted a contract because it was Labor Day, we paid half of the bill, the sound and lights should be less than the $39,000 on the record, this year it was $20,000. If you put the correct number in the price goes down, a lot of factors go into this. I’m not a fan of inviting the public. Last year marijuana was not legal, this year students were getting high at the event. The people that got into trouble were drunk or on other drugs, so we are wondering what is going to happen next year, we are hoping the use of substances will be less next year. Noah and I made the decision to go from $160,000 to $100,000.

President Teixiera: a lot of students used wrist bands from last year, so we lost revenue.

Director Beattie: there was the same number of instances, they didn’t have problems finding bottles of alcohol in area because programming swept the area, they are learning.

Director Rodriguez: a young man tried to take a baby carriage into the event, told him no, man said he was going to kill himself and the police had to be called. The cases this year were not what we saw last year.

Senator Kuykendall: in terms of amount of incidences, looking at figures, 863 more people last year came to event, so tickets were $12, the off campus sales had a factor in that. How can we increase attendance of just students?

Director Feng: the swag we ordered didn’t come until day before BLF, putting it on another date, using social media more.

Senator Thummell: what about of ticket sales for day of the concert?

Director Feng: we did have same day sales.

Senator Bussman: how many more people were there for the later artists compared to earlier artists?

Director Feng: next year we are thinking about making the time of the festival from 5pm to 10 pm, and maybe getting only three big headliners.

Senator Becker: you were able to justify spending more on security but we had more incidents this year, maybe next year we can have a breakdown of alcohol or drug related incidents?

Director Beattie: more incidents might be a good thing because the security could help more students if they needed too.

Senator Mall: at front a lot, the security was excellent, people were throwing alcohol over fence and everyone was caught?

Director Feng: people were turned away for being too drunk.

Senator Bussman: were we having problems at the side stage again?

Director Feng: moving the field onto the intramural field. So that all students can see.

Senator Martinez: will you be implementing ideas into the legacy binder for next director? How is the feedback going to be applied?

Director Feng: we have all the notes and we will read the minutes from this meeting and make sure that the director of programming has everything.

Director Rodriguez: Cassandra Hurdle had a break down and an after event report.

Senator Kuykendall: can you come to senate to present? If there are any question you can be there to answer.

Programming board account

Director Feng: everything they spent has been on welcome week and for training. There was an $11,000 charge for Shaun King. For welcome week, we had attendance of 10,000 and the cost was $11,000, we came in under budget. Our approved budget for homecoming was $19,305.

Senator Kuykendall: can we try to minimize costs in other areas to make up for BLF, how are you going to reduce costs for this year’s homecoming?

Director Feng: we are going to use less supplies, and make sure we utilize resources we already have, for wolf it down we bought too much syrup.

Director Feng: all tickets they purchased from food trucks came out to $8 each, the main point is too get students engaged.

Senator Kuykendall, to Senator Thummel: last year it was $6 compared to this years $5, there is an access cost for wolf it down.

Director Rodriguez: instead of using all the resources at once, us what we need and then we can return unused things. There was a meeting three weeks ago, environmental health and safety, concern for bbqs on campus if the meat was being cooked, happy that batter was made correctly.

Senator Kuykendall: programming workbook, blue crew blank

Director Feng: we were paired up with blue crew to help promote them and BLF.

Senator Bussman: for Shaun King and other performers, why was the attendance different?

Director Feng: a lot of reasons.

Director Rodriguez: the program board didn’t pay for Lauren Cooley, disappointed at how late booklet was laid out, was supposed to have a prominent ad for Lauren Cooley.

Senator Kuykendall: early into the semester, hitting hard on homecoming, we want to see a reduction in cost, don’t need to sacrifice anything big.

Senator Bussman: are early speakers more political?

Director Rodriguez: we have gone years without speakers, we have had Bill Nye, the speakers vary.

Budget and Finance committee.

Director Rodriguez: nothing has come out of the account besides ASUN account, half of it came out of last year’s budget, the remaining amount was about $2,000. Remainder is left for next fiscal year.

Senator Thummel: on the case sheet, page three, under current budget, there is amount under reserves that wasn’t there in July.

Director Rodriguez: its not there anymore, it was a roll over. We are in the process of finding out roll over, when money rolls over, they put it into a different account and then go back and adjust it.

Senator Kuykendall: with $1,100 left in account?

Director Rodriguez: you’ll have money left over, we have to pay $1,100, in an ideal world you squeeze all events into one year but we can’t always do that.

Senator Kuykendall, the difference from last year is a lot less, two separate retreats, $5,400.

Director Rodriguez: rafting was $4,000, we saved a lot of money this year.

Senator Kuykendall: we should put this into the legacy binder, are there any concerns about having retreat in Tahoe?

Director Rodriguez: nothing happened. This year the behavior was a lot better.

Senator Kuykendall: this year was way less expensive and much safer. Shout out to Bradley. Maybe consider SAS change to establish it as a separate account?

Director Rodriguez: doesn’t know why ASUN retreat is in this account. You can put it into other accounts, leave reserve and whatever has gone unallocated.

Senator Kuykendall: can work with Senator Thummel for SAS changes.

Senator Kuykendall: no process for how we report financial reviews to senate?

Director Rodriguez: no process, you decided how you want your reporting style to be.

Senator Kuykendall: I can leave a structure for the committee, maybe draft a template for reporting and how to favorably refer a bill or approve financial review or red flag an account.

Senator Thummel: will we take that on?

1. **Liaison Delegations**

The Committee will delegate responsibilities of reporting to and from specific departments within the ASUN. Universal duties and accountability measures will be decided by the committee.

Senator Kuykendall: I thought about how different parts of the university are difficult to get too, financial analysis that is using their funds, for the different colleges there are differences, bring it back to ASUN, one of my goals as chair was too provide more immediate transparency, having more than financial reviews is necessary, delegate people to different sections of ASUN to discuss how they are spending their money weekly. General idea.

Senator Thummel: Your idea is to meet with them bi weekly?

Senator Kuykendall: maybe we can have a meeting and get a spread sheet break down and have a list of expenses to read during meeting, having mini financial reviews to report?

Senator Mall: it would be great to have a template.

Senator Bussman: would you be assigning us to directors?

Senator Kuykendall: you would be assigned to the heads of the departments. Executive account is split among many people, and we are open to suggestions. Wanted to bring this to the body to collaborate.

Senator Becker: so we would have specific departments? Not all of them may require a weekly meeting, who spends the most money?

Senator Kuykendall: that would be programming and the executive boards.

Senator Becker: we could break the executive board down.

Director Rodriguez: what would the goal be?

Senator Kuykendall: to stay current on all expenses.

Director Rodriguez: have them walk you through the budgets, might not be able to do financial reviews in the month of October. First training was four and a half hours long. May be factors beyond our control that might affect any financial reviews

Senator Bussman: switch to work day

Director Rodriquez: switching to new programming, going from system that’s been in place for 40 years, to system with real time data, haven’t worked out how to do that. Been without accounting technician.

Senator Bussman: is that security clearance?

Director Rodriguez: We can’t work with Costco, yes security clearance. Brace ourselves to not having access to info.

Senator Thummel: rough estimate, when will you have clearance?

Director Rodriguez: Oct 2nd.

Senator Kuykendall: liaison delegation, going to be challenging. Suggest tabling until later date until we figure out what is happening with work day

Senator Becker: need to figure out most active departments.

Senator Kuykendall: can do independent research for what we are spending our money on. If we are working on projects, don’t want to wait to financial reviews we can bring it up now

Director Rodriguez: some post proposed budgets on agendas.

Senator Bussman: idea has merit, good parts of financial review come from sitting down with them and having context behind expenditures. Have one dedicated person who would know a lot about what is happening.

Senator Kuykendall: tabling, do you want it next week?

Senator Becker: after the work day switch has been made.

All agree after work day.

# 7. PUBLIC COMMENT\*

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

# 8. ADJOURNMENT

Meeting was adjourned at 4:03 pm.

#  NOTES

Unless otherwise marked by an asterisk, all items are action items upon which the Senate 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.

Posted at or before 9:00am on the third business day before the meeting.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities 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 Senator Kuykendall at senatorkuykendall@asun.unr.edu.