

**Department of Event Programming**  
**Executive Board of the Associated Students 85th Session**  
**Minutes for Tuesday, October 10, 9:00 am.**  
**Joe Crowley Student Union, 3<sup>rd</sup> Floor, President's Conference Room**

1. **CALL MEETING TO ORDER**

Director Kinel called the Programming meeting to order at 9:00 am in the President's Conference Room, 3<sup>rd</sup> floor of the Joe Crowley Student Union. Presiding secretaries, Andrea Godoy and Zanae' Jones.

2. **ROLL CALL**

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

Programmer White was tardy excused.

A quorum was present.

3. **PUBLIC COMMENT**

There was no public comment at this time.

4. **MINUTES**

Director Kinel sought to approve the minutes from October 3, 2017.

Programmer Hemphill moved to approve the minutes from October 3<sup>rd</sup>, 2017.

Programmer Lew seconded.

Motion carried.

5. **BUDGET REVIEW**

Assistant Director Feng had no report.

6. **REPORTS**

a. Erica Bickel, Programmer

Programmer Bickel said she was working on March from the Arch and the pageant. She was working on getting security and will pay for it today. She and Programmer Lew will order the crowns and sashes.

b. Matt Dutcher, Programmer

Programmer Dutcher said he sent over the stuff to the alumni, it was all the stuff over \$2000. He also ordered the porta potties. They will be going by the Mackay Statue on the quad. He did go over the budget by \$5. The u-hauls will be parked at 2 pm in Gateway Plaza and will stay there overnight. They will get picked up at 8 am the next morning so they can drop off the clothes St. Vincent's and the Salvation Army. The interns will be helping him but he might need more help. He said he will let them know.

Associate Director Ortiz-Flores asked if he contacted the Joe about parking the u-hauls.

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Posted at 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](http://www.nevadaasun.com).

If you would like a copy of any of the agenda items listed, please contact Director of Programming, Mia Kinel, at [directorofprogramming@asun.unr.edu](mailto:directorofprogramming@asun.unr.edu)



Programmer Dutcher said yes; parking the u-hauls overnight was their plan.

c. Ronald Hemphill, Programmer

Programmer Hemphill said, for undie run, everything was good. He will be getting the credit card checked out to buy the tarps and cardboard for the u-hauls for Gateway. He will be calling U-Haul after the meeting to finalize the request. For Nevada Ville, he needed the numbers and names of the teams to finalize the maps so he can hand out the map to all organizations for Nevada Ville on Friday.

d. Paulina Kinel, Programmer

Programmer Kinel said she was working on the pageant and service day. Service day was done. For the pageant, she needed to order the sashes and crowns and finalize the two judges.

Director Kinel asked if anyone had ideas for judges.

Programmer Dutcher suggested Daniel Fred is a great guy and he is involved on campus.

Assistant Director Lensch asked if they tried Kimberly Thomas or Carin Lindloff.

Programmer Kinel wanted another male judge since they had two females already.

Programmer Dutcher said Daniel Fred works with the associate director on campus. Associate Director Partridge should have his contact information.

Assistant Director Lensch suggested they also reach out to the new Dean of Students, Mike Segawa. He said at the last senate meeting that he would go to events and student meetings.

Associate Director Ortiz-Flores asked if they ordered shuttles for service day.

Programmer Kinel said yes.

Associate Director Ortiz-Flores said they talked about possibly doing it in shifts for service day; she asked if they were still doing that.

Director Kinel said they restricted amount of attendees.

Associate Director Ortiz-Flores asked if campus escort would be a part of it.

Programmer Kinel said she was not sure.

e. Gabi Lew, Programmer

Programmer Lew said she was doing Nevadaville and the talent show. For the show, she still needed one more male judge like Programmer Kinel said. She might email the suggestions they just discussed.

Programmer Kinel said she was just waiting on a response from Dr. Cox so they might not need a judge.

Director Kinel said Dr. Cox emailed her; she will forward them the email but Dr. Cox said he was out of town.

Programmer Lew wanted to meet with sound and lights. Sound and lights had been in contact with the Joe so it was good they were talking to each other, but they weren't talking to her. She still needed the team names so she can contact the captains since music was due tomorrow. For Nevadaville, the biggest thing was that since they wanted it to be setup through homecoming, she was talking to buildings and grounds to see if they can have the sprinklers turned off that long. They were already off

this week so if they are off next week that will be two weeks they are turned off. Otherwise, they will clean up when they can turn on sprinklers.

Director Kinel asked they tell her right away once they know since the packet currently said it will be setup for one week.

f. Holly White, Programmer

Programmer White said for the talent show, she met with everyone she needed to. For the Talent Show, she met with the Joe and Dr. Beattie to figure out the details. For March from the Arch, she made the map and lineup. She said she sent that over and will send all the updated information. She had not heard any problems with the map.

Assistant Director Lensch asked what time she reserved the ballrooms for rehearsals.

Programmer White said sound and lights will set up from 10-12 and rehearsal was after. They also had a waiver for the bouncy houses

Assistant Director Lensch asked if they had waivers for those on stage.

Programmer White said yes.

g. Kyle Feng, Assistant Director

Assistant Director Feng said he had no updates but he can help if they had anything. If they are buying things, send the receipts to him and put them in the Nevada Box folder.

h. Austin Lensch, Assistant Director

Assistant Director Lensch said tonight, he will have another intern meeting from 6-7 pm Pack Place. Hopefully, they will have a room in the Joe reserved for future meetings. He had reserved the President's Conference Room but his reservations were overridden. If they wanted to come to the meeting, they can. She asked who had already met with their interns.

Programmers White, Lew, Dutcher and Hemphill said they did.

Assistant Director Lensch asked they include interns in homecoming and make them feel welcome. Interns should enjoy their time here. Like Assistant Director Feng said, if they needed help planning or finalizing events, let him know.

i. Emilia Kinel, Director

Director Kinel said first off, for meeting etiquette be sure to stick hands out to be called on. It makes it easier for the secretaries and they should be doing what they can to make their jobs easier so they don't hate us. She was a little nervous hearing them say cards are being out this week. They are less than a week out and was nervous they were still making purchases. She and Associate Director Ortiz-Flores had to sing off on cards and they weren't always in the office so that meant programmers won't get the cards right away. For Nevada Box, she and Associate Director Ortiz-Flores had been working hard on organizing Nevada Box. They need to get in the habit of putting everything there and they need to decide if they will upload it after the event or as they go.

Programmer Kinel asked what exactly they needed to upload.

Associate Director Ortiz-Flores said everything; budget proposals and anything related to the event. This way, future boards can see what was done for each event and what happened instead of trying to contact other people. Future boards can look there for the events.

Director Kinel said she will draft up a list of what she wants there. Please be checking your emails, she was still surprised they weren't checking emails. Also, make sure to turn on the notifications for GroupMe. She had already heard some complaints about homecoming and them being disassociated.

Please be careful. In the next budget item, they will be discussing previous budgets. There were some discrepancies from her side.

**7. OLD BUSINESS**

There was no old business at this time.

**8. NEW BUSINESS**

a. The department reviewed, discussed, and debated the following event and budget proposals.

I. Biggest Little Festival

Assistant Director Lensch moved to approve the budget for Biggest Little Festival.  
Assistant Director Feng seconded.

Assistant Director Feng said what happened was that when senate approved the budget, BLF was already there and they were under the impression that the budget had been approved but it wasn't. They were approving it now for the record. Since there was so much stuff, they broke it down into artist fees and festival expenses. They can break it down more but it would take a while.

Associate Director Ortiz-Flores asked what festival fees included.

Assistant Director Feng said it ranges.

Director Kinel said they didn't break it down since it was reviewed in Budget and Finance and was on record that way.

There was no further discussion; the body moved to a vote.

Budget approved.

II. Shaun King

Assistant Director Lensch moved to approve the budget for Shaun King.  
Programmer Hemphill seconded

Director Kinel was taking responsible for this as well. This was discussed with among herself and professional staff but was never given a hard amount to present to the department so it slipped through the cracks. This was a past expenditure for King's contract for \$11,000.

Associate Director Ortiz-Flores asked if they had security expenses included.

Director Kinel said all she was only given the \$11,000

Dr. Beattie asked if security was paid for by Director Rodriguez out of the Center for Student Engagement account.

Assistant Director Feng said it was not on their sheet and did not see any IPM's or anything like that.

There was no further discussion; the body move to a vote.

Budget was approved.

Dr. Beattie said he found the invoice for the security and sent it over to them.

Assistant Director Feng said it was never reflected in the case sheets.

Dr. Beattie said he forwarded the bill on October 5<sup>th</sup> and asked they pay it. Since it was only sent over a few days ago, it won't be reflected in the case sheets yet.

Assistant Director Feng moved to bring back the budget for Shaun King back to the table.  
Programmer Hemphill seconded.  
Motion carried.

Assistant Director Feng moved to add line item two: ESI Security \$378.  
Assistant Director Lensch seconded.  
Amendment carried.

- III. March from the Arch  
Programmer White moved to approve the budget for March from the Arch.  
Programmer Hemphill seconded.

Director Kinel said they needed additional funds for security. She added a miscellaneous item for cushion.

Programmer White said some misc. will be used for adding people to march with a banner. Some of that money will go to the banner to be used in the parade.

Director Kinel asked if this was enough for security.

Associate Director Ortiz-Flores said yes, the quote was for \$1200 and they only approved \$800.

There was no further discussion at this time; the body moved to a vote.

Budget was approved.

- IV. Department Retreat  
Director Kinel said the Associate Director Ortiz Flores and herself had discussed on having a retreat prior to homecoming to get the bond back. She said they will discuss times and dates after the meeting.

Assistant Director Lensch moved to approve the budget for the department retreat.  
Programmer Dutcher seconded.  
Motion carried.

Director Kinel said item one was for food, because Associate Director Ortiz Flores had not been to In and out.

Associate Director Ortiz-Flores said she had just been advised that they needed to talk to Director Rodriguez.

Director Kinel was planning on doing something like that.

Dr. Beattie said they should be good then.

Budget was approved.

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

Programmer White asked if all the submissions were correct that she talked about yesterday.

Director Kinel said the resident halls are participating but, the captains need to give a rosters because she was not sure what division they are in.

Programmer White said for floats and stuff, she thought they had one missing.

Director Kinel said they can look after.

Assistant Director Lensch asked if Programmer Kinel was able to view the page that he sent.

Programmer Kinel was able to view it, but what came up was a basic page with the make an impact signup.

Assistant Director Lensch asked if she could register for the event and let him know if it was working so they can make sure the link works when it is sent out.

Programmer Dutcher asked what the deal was with Costco.

Dr. Beattie said they were waiting to hear back from Costco. He said that they may have to pay for all the taxes because they don't accept how the University pays.

Programmer Dutcher said they will do Walmart for cups and Home Depot for tarps

Associate Director Ortiz-Flores asked if they were doing points for the undies run.

Director Kinel said they will discuss that after the meeting.

**10. PUBLIC COMMENT**

There was no public comment at this time.

**11. ADJOURNMENT**

Director Kinel adjourned the meeting at 9:30 am in the President's Conference room.

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Mia Kinel

Phone: 7026357506

Programmer: Kyle Feng

Phone: 7026309388

## EVENT INFORMATION

Event Name: Biggest Little Festival

Event Date: September 2, 2017

Event Synopsis: a day full of nationally-recognized and local musical talent, student art, local food trucks, vendors, and non-profits as well as various activities and attractions!

Event Location: Intramural Fields

Hours of Event: 3-10 PM

Expected Attendance: 5,000

Target Audience: Students

Learning Outcomes:

1. To create a University community.
2. To integrate new University students.
3. To provide a safe and fun environment for University students to enjoy.

## BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. Artist 1	\$55,000.00	WME Entertainment
2. Artist 2	\$30,000.00	Paradigm Agency
3. Artist 3	\$ 12,000.00	Paradigm Agency
4. Artist 4	\$ 6,000.00	Paradigm Agency
5. Artist 5	\$ 5,150.00	Paradigm Agency
6. Festival Expenses	\$ 103, 216.09	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

**Total: \$ 211,366.09**

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Mia Kinel

Phone: 7026357506

Programmer: Kyle Feng

Phone: 7026309388

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**EVENT INFORMATION**

Event Name: Shaun King

Event Date: September 25, 2017

Event Synopsis: to underscore our commitment to the free exchange of ideas, consideration of diverse points of view, speech and dialogue as fundamental and essential to a higher education.

Event Location: JCSU, Ballrooms

Hours of Event: 7-9:00 PM

Expected Attendance: 500

Target Audience: Students

Learning Outcomes:

1. Learning.
2. Discovery.
3. Engagement.

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**BUDGET INFORMATION** *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1.Shaun King	\$11,000.00	The Lavin Agency
2.Security	\$378	ESI
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

**Total: \$11,378.00**

## ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

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**CONTACT INFORMATION**

Programmer: Mia Kinel

Phone: 7026357506

Programmer:

Phone:

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**EVENT INFORMATION**

Event Name: March From the Arch

Event Date: October 14, 2017

Event Synopsis: Homecoming's annual March From the Arch.

Event Location: Reno Arch/Quad

Hours of Event: 8-11:00 PM



Expected Attendance: 1,000

Target Audience: Students, General Public

Learning Outcomes:

1. To partake in Nevada tradition.
2. To get students involved in the Reno community.
3. To bring community members to UNR's campus.

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**BUDGET INFORMATION** Please itemize your ENTIRE event budget below:

DESCRIPTION	AMOUNT	VENDOR
1. Security	\$ 400.00	ESI Security
2. Miscellaneous	\$ 250.00	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

**Total: \$ 650.00**

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## ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

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**CONTACT INFORMATION**

Programmer: Mia Kinel

Phone: 7026357506

Programmer:

Phone:

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**EVENT INFORMATION**

Event Name: Department Retreat

Event Date: 10/12/17

Event Synopsis: Meant to strengthen the bond between the Department members, and enhance leadership abilities, in light of Homecoming week.

Event Location: TBA

Hours of Event: 6-8:00 PM

Expected Attendance: 15

Target Audience: Students

Learning Outcomes:

1. To strengthen Department's leadership abilities.
2. To remind Department of responsibilities and duties.
3. To provide a safe space for discussion and learning.

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**BUDGET INFORMATION** Please itemize your ENTIRE event budget below:

DESCRIPTION	AMOUNT	VENDOR
1. Food	\$150.00	
2. Leadership Strengthening	\$200.00	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

**Total: \$ 350.00**