

Department of Event Programming
Executive Board of the Associated Students 85th Session
Minutes for Thursday, December 7, at 7:00 PM
Joe Crowley Student Union, 3rd Floor, President's Conference Room

1. CALL MEETING TO ORDER

Director Kinel called the Department of Event Programming meeting to order at 7:00 pm in the President's Conference Room, 3rd Floor of the Joe Crowley Student Union. Presiding secretary, Andrea Godoy.

2. ROLL CALL

Director Kinel, AD Feng, AD Lensch, and Programmers Bickel, Dutcher, Kinel, Lew, and White were present.

Programmer Hemphill was tardy excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. MINUTES

The minutes from November 9, 2017 were unavailable at this time.

5. BUDGET REVIEW

AD Feng said he thought the loss from BLF was coming out of Programming's account which meant they would be going into spring with \$85,000. After the last Budget and Finance meeting, he found out that isn't the case, so they are going into spring with \$172,000 which is great. He reapportioned the estimates for the spring events since they now have more money. If they look in Nevada Box, the body will be able to view the new version of the document.

Programmer Dutcher said during Senator Kuykendall's report, Senator Kuykendall mentioned something about family weekend and the budget being screwed up. Programmer Dutcher said he missed what was mentioned exactly.

AD Feng said he looked at his predecessor's numbers when making the budgets, but he missed a zero.

Director Kinel said the budget was for \$20,000 not \$2,000.

AD Feng said they had \$25,000 for family weekend.

6. REPORTS

a. Erica Bickel, Programmer

Programmer Bickel said she was working on the open mic night. She wanted a local host and asked the body tell anyone they know who is interested in poetry to contact her.

AD Feng asked if she reached out to *Brushfire*.

Programmer Bickel said not yet but she will.

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.

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.



- b. Matt Dutcher, Programmer
Programmer Dutcher said he was working on 3 things. First is the welcome back week event; that is all setup and they just need to pay. For family weekend, he had the initial meeting. His third project was that he was assigned Sex Week with Director Henderson. They decided to change it from Sex Week to 10 Days of Health because one week wasn't fitting in Director Henderson's job duties in the SAS. HE will go into more details after this meeting when they discuss the inclusion series events. 10 Days of health will be spread out over two weeks Monday-Friday. They might need some help later on; he'll let them know.
- c. Ronald Hemphill, Programmer
- d. Paulena Kinel, Programmer
Programmer Kinel said she is working on Making Ties with ASUN. She had a meeting with Associate Director Ortiz Flores and they decided on some changes. She will discuss the changes when they approve the budget. She and Programmer Lew won't have to go to SEAB since it was a low risk event. Her intern is contacting Chris Partridge and Pack Provisions to see if they want to take half of the blankets made. The other half will go to whoever they decide.
- e. Gabi Lew, Programmer
Programmer Lew said Programmer Kinel talked about Making Ties. On her end for the event, she contacted UNR PD to see if they wanted blankets to hand out downtown to the homeless or if they had a preferred homeless shelter the blankets can be donated to. They changed the event location from Pack Place so that the event can spread out in the heart of the Joe by the theater. This way, they can get more foot traffic. They will also have hot cocoa and cookies. She wanted to have senators come and to bring their business cards too. That way constituents can talk to their senators.

Director Kinel said the original form for SEAB didn't include the Joe Heart.

Programmer Kinel said they talked to SEAB already. They sent an email and SEAB said they still don't need to attend.

Director Kinel said they need to clear the event with the Joe to make sure they can be there.

Programmer Lew also had the Coffee crawl with Programmer White. She and Programmer White, along with their interns, have all contacted different vendors. Her vendor was the Coffeabar and they were in. Family Weekend days are being changed. The theme is camp/camping; she will think of a cute name. Friday is bowling at the Coconut Bowl. Saturday will be a breakfast with the morning/afternoon being open to spend time with students and a magician at 4 pm. They will give out hot cocoa and smores with the ghost tours. Sunday be a hike to the N. It will be like paint the N but families can take pictures. Then they will hike back down for a barbeque. The barbeque will end the weekend.

- f. Holly White, Programmer
Programmer White said they are getting vendors and contracts done for the Coffee Crawl during break. AD Lensch suggested they include Bytes so they will have to increase the budget later.
- g. Kyle Feng, Assistant Director
AD Feng said he will start working on the spring concert over break. He will contact the manager of the Reno Ballrooms to see what dates work for them that are around the same time frame as when the department wants to do the concert. He will look into artists that match the genre preference poll. He will also work with Director Kinel over break to make a sponsorship agreement when they do co-sponsored events so everyone knows what they are expected to do and who is doing what.

Programmer Bickel asked if they knew the genres.

Director Kinel said she will tell them in her report.

h. Austin Lensch, Director

AD Lensch said he was doing a few things. One was working with Inkblot for Welcome Back Week. He submitted the changes to them and they are updating the poster and the t-shirt designs. He will send it to Programmer Hemphill when they are ready. Inkblot is keeping the design similar to last year but will change the font to match the poster and they are doing blue instead of gray. The last intern meeting was this week. Interns had a busy semester but he assigned projects over break. The assignment is to deconstruct homecoming and address the issues they faced. They will also create a how-to for outreach and increased school spirit. Interns will present to the board in the spring and he wanted them to all be there. He is creating a survey to see how the semester was so next year's director can change it how they see fit. He also assigned them events to plan. Lexi and Brady are doing family weekend, Bryan and Alyssa are doing the inclusion events, and Maddie and TJ are doing Mackay Week. He asked they help interns with the process and keep him updated. He will be meeting with Senator Mah to update the programming internship in the SAS.

i. Emilia Kinel, Director

Director Kinel said they had the results of the genre survey like AD Feng mentioned. They had 1903 participants, which was great but they were not anticipating those kinds of numbers. She will recommend that next year's department does the poll. Pop was the winner followed by rap and EDM. Rap was 1% off from pop and then EDM in third, which wasn't surprising. In discussion with Associate Director Flores and Assistant Directors Feng and Lensch, they agreed pop gets very expensive very quickly. They will be planning the concert using the poll but with as much as the budget allows. She is contacting the ballrooms that they use every year and Moonlight and Sounds to get a date. It was looking like early March. She said this will be the last agenda meeting for the semester. She wanted to say that she was very proud of what they had done and said they deserved a round of applause. There will be changes in spring and she will present them later. Overall, they have done a great job and had a great semester. She hoped they didn't lose momentum. Some programmers have been lapsing in meeting with their interns; be sure to include them more and sign off on their logs. Interns can only reach out so much so meet them half way.

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. Quesadillas and Tabling

AD Lensch moved to approve the budget proposal for Quesadillas and Tabling.
Programmer Lew seconded.

Intern Smith they initially had the event from 10-2 but after talking to AD Lensch, they moved the event from 11-2 for lunch rush. They will talk to SEAB about the change. It shouldn't be a big problem. She will also talk to Sound and Lights to change the request. They need a t-shirt design before going to the Wolf Shop. They also called Camelot for griddles and will only need 1. They reserved 6 tables and 4 chairs with Facilities, but they can ask for more. They needed the work up from last year to see what they ordered.

AD Lensch asked if they can look at the swag line item.

Director Kinel was thinking back to last year.

AD Lensch said that it was about \$6 for shirts last year so they would need \$3000 for 500 shirts.

AD Lensch moved to increase line item 6 to \$3,000

Programmer Dutcher seconded.

Motion carried.

Associate Director Flores asked if they needed condiments or if it was included in the miscellaneous line item.

Director Kinel said yes, they are in the miscellaneous items.

There was no further discussion; the body moved to vote.
The budget was approved.

II. Open Mic Night

Programmer Bickel moved to approve the budget proposal for Open Mic Night.
Programmer White seconded.

Programmer Bickel said it was easy event; they have had it for long time. This is 4th or 5th time she planned this event. The event is to allow students to express themselves. They are paying for pizza and the Joe staff. They don't need ESI as far as she knew but included it to be safe.

Associate Director Flores said they were talking earlier today about having an MC. She asked if they need to pay them.

Programmer Bickel said no; most people in the area do it for free. She didn't think it would be an issue.

AD Lensch said if they don't use ESI money, they can use it for miscellaneous items like posters. He asked if they need to change that line item now to read miscellaneous.

Associate Director Flores said they can add the miscellaneous item now.

Programmer Kinel said The Blind Onion included prices for their staff.

Programmer Bickel said it should be included with the joe staff, but they can double check. She was sure they have enough funds.

AD Lensch moved to add line item 4: Miscellaneous (posters, etc) for \$150, vendor: @One.
Programmer Bickel seconded
Motion carried.

Programmer Hemphill entered the room at 7:21 pm.

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

III. Rink on the River

Programmer Lew moved to approve the budget proposal for Rink on the River.
Programmer White seconded.

Programmer Dutcher said they had a couple of things to amend. First was the event name; it was now Ice with the Aces since the stadium isn't on the river anymore. Most of what was listed in the proposal was a shot in the dark because they needed a proposal. He now has the exact amounts: ESI will be \$156 and the rink will be \$1100. He asked what would happen if more people showed up than 500-600. He asked if they needed to pay more money to allow more people to enter.

AD Lensch didn't know. Last year, they didn't define how many people would come so they got away with numbers. He said they would leave as is and if they do need to pay more they will figure it out.

Director Kinel said attendance last year was 750. They were responsible for waivers and wristbands, so the department checks everyone in. The stadium isn't technically aware of how many attend, so just leave it.

AD Lensch said last year the stadium requested they have about 300 students at a time but because most students only stayed for about 30 minutes, they never hit the limit. They won't have 750 students all at once.

Associate Director Flores asked if they are responsible for wristbands. She thought the stadium gave them the wristbands.

Director Kinel said they are responsible for putting them on.

Programmer Dutcher moved to amend line item 1 from \$250 to \$156.

Programmer White seconded.

Motion carried.

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

The budget was approved.

IV. Coffee and Cocoa Crawl

Programmer Hemphill moved to approve the budget proposal for Coffee and Cocoa Crawl.

Programmer Bickel seconded.

Programmer White said this was their crawl. They needed to amend the proposal but so far, 4 vendors are confirmed. They needed to add a miscellaneous line item for table cloths and things like that. She will talk about the other vendor later.

Programmer White moved to add line item 8: Miscellaneous, \$25, vendor Walmart.

Programmer Lew seconded.

Motion carried.

Programmer White said they will add Bytes to the budget. They may not have all the vendors listed but if they do confirm, then they will have 5 total vendors. They can add more tables later.

Programmer White moved to add item 9: Vendor 5-Bytes for \$150.

Programmer Lew seconded.

Motion carried.

Programmer White said after this, that made the budget total \$2,050.

Programmer Bickel asked if they thought of having thermoses to give the coffee out. Last year, some of the vendors didn't have any so they needed to borrow or buy them.

Director Kinel didn't remember.

Programmer Lew said they can talk to each vendor about that later.

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

The budget was approved.

V. "Making Ties"

Programmer Hemphill moved to approve the budget proposal for Making Ties.
Programmer Dutcher seconded.

Programmer Lew said they had money to buy fleece. Each blanket was about \$40 and they needed to make 20 blankets. They also had money for cookies, cocoa, and cups.

Director Kinel asked if they looked at getting fabric donated.

Programmer Lew said no but she can do it.

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

VI. Comedian

AD Feng moved to approve the budget proposal for the Comedian.
Programmer Hemphill seconded.

Director Kinel said she decided they will be forgoing a comedian since they are cutting it close with the budget. She wanted to bring a spring comedian but not as a part of welcome back week.

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

VII. Fence Repair

Programmer Hemphill moved to approve the budget proposal for Fence Repair.
AD Lensch seconded.

Programmer Hemphill said he will not be driving U-Haul trucks anymore. He was working with the Salvation Army to fix the fence. Everything is good; he just needed a date for them so it can be fixed. Once a date is set, they can pay them. He had to put down some money himself to get the process started but that was fine.

Associate Director Flores asked if he had to put down his own money.

Programmer Hemphill said they needed 1/3 of the payment.

Associate Director Flores said it would be 1/3 of \$113.

Programmer Hemphill said yes.

Associate Director Flores said he needs to get reimbursed; she asked if he had the receipt.

Programmer Hemphill said he can ask for one.

Associate Director Flores asked him to ask for one. She wants to make sure he gets reimbursed.

There was no further discussion at this time; the body moved to vote.
The budget was approved.

VIII. TedX

Programmer Hemphill moved to approve the budget proposal for TedX.
Programmer Dutcher seconded.

Director Kinel said they aren't actually planning the event; they are just putting up \$15,000 to purchase 15 tickets since tickets are valued at \$1000 each.

Speaker Jackson can clarify that. The student discount for TedX tickets is also possible because of ASUN's contribution. Student tickets are \$30 whereas community tickets are upwards of \$75-\$90 depending on when they are bought.

Director Kinel said \$15,000 provided them the ability to create a raffle. She and inkblot are working on a social media campaign but because they didn't have much time, the tickets will be given out through a contest. There was some discussion about giving tickets to interns, but no one compensated by them is allowed to win tickets. Otherwise, they get into taxation issues with money being taken out of their salaries.

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

The budget was approved.

9. OPEN DISCUSSION/ COMMENTS AND ANNOUNCEMENTS

Programmer Dutcher thought the Making Ties with ASUN was a good event. Some of the people that spoke at Senate the other day disapproved of ASUN's actions. He thought this would provide a casual and open environment to meet ASUN officials.

Associate Director Flores agreed; they needed to do some intensive marketing towards folks that don't normally come to ASUN events. They should reach out to the Center, cultural organizations, and anyone they can think of.

Speaker Jackson said she had great contacts if they needed any organizations.

10. PUBLIC COMMENT

Associate Director Flores said she had a few things to mention. If they purchase something for an event and you haven't been reimbursed yet, please fill out the reimbursement paperwork. The other thing, she knew they are going on break soon. Don't forget to email her updates about events and let her know what is going on; don't forget about her. She wanted to make sure that if anything comes up, she can handle it. She will be here all winter long and can help out when needed.

11. ADJOURNMENT

Director Kinel adjourned the meeting at 7:37 pm.