

# Committee on Event Programming

Executive Board of the Associated Students 86th Session

Minutes for Wednesday, July 11, 2018 at 4:30 p.m.

Joe Crowley Student Union Room 420

## 1. CALL MEETING TO ORDER

Director Lensch called the meeting of the Department of Event Programming to order at 4:33 PM in room 420 of the Joe Crowley Student Union on July 11th 2018. Presiding Secretary Zachary Jacoby.

## 2. ROLL CALL

Director Lensch, Assistant Director Thummel, Assistant Director Lew, and Programmers Abbs Bannoura, Christy, Killan, Kinel, Kuykendall, White were present.

Programmer Mastrangioli was absent excused.

## 3. PUBLIC COMMENT

There was no public comment at this time.

## 4. MINUTES

The committee will consider the approval of the minutes from May 12, 2018. The committee will discuss the minutes from May 12, 2018 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

## 5. BUDGET REVIEW

- a. The Assistant Director of Budget and Finance will provide an update of the budget so the department is aware of the remaining balance of the budget before approving a budget proposal.

Assistant Director Thummel stated that the only major expenses were the two grocery trips for the previous barbecue events that the department held early that month.

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Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, 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 Lensch at [directorofprogramming@asun.unr.edu](mailto:directorofprogramming@asun.unr.edu).

## **6. REPORTS**

- a. Alyssa Abbs, Event Programmer
- b. Demitri Bannoura, Event Programmer
- c. Holly White, Event Programmer
- d. Justin Kuykendall, Event Programmer
- e. Madison Mastrangioli, Event Programmer
- f. Nicholas Killian, Event Programmer
- g. Paulena Kinel, Event Programmer
- h. Trevor Chisty, Event Programmer
- i. Austin Thummel, Assistant Director
- j. Gabrielle Lew, Assistant Director
- k. Austin Lensch, Director

Director Lensch told the department that everyone should share what they have been working on this summer in their reports.

Programmer Abbs reported that she had strep throat. She shared that she was having a good summer so far and that she recently got in contact with MGC to plan the Wolf It Down event. Abbs stated that everything was going smoothly so far. She then ended her report.

Programmer Bannoura shared that he recently got back from vacation and had contacted James Cox from the Joe Crowley. He stated that he wants to have food trucks at the KC sidewalk event, however James Cox has yet to reply.

Programmer White shared that she is working on the Taste of Reno event and that she would meeting with a member of their team to discuss logistics this week. She stated that she would have a rough draft prepared by Monday. White also spoke to Central Station about making sure that the vendors at Taste of Reno fill out SAEB forms.

Programmer Kuykendall stated that he submitted the budget proposal for the Wolf It Down event this past Monday. He shared that the dumpsters on campus could not be rented out for the event. Kuykendall shared that he threw out a sizable amount of maple syrup that was stored for the event as it was expired.

Director Lensch shared that dumpsters can be requested as long as they are in a separate message. He stated that the dumpsters needed to be at the event.

Programmer Kuykendall shared that he would send out the message to request dumpsters as soon as possible.

Programmer Killian shared that he would be working on the design for reusable water bottles. He stated that he would hand out the water bottles that ASUN already had. Killian shared that the design could be created at the De La Mare library for a cheap cost.

Director Lensch shared that he may have to go through the Wolf Shop, but he would let Killian know soon.

Programmer Kinel shared that she was also working on Wolf It Down. She attend a givepulse training recently and would be putting the event on givepulse soon. Kinel shared that some feedback from last year's

event was that there was not enough signage. She stated that she is open to suggestions about what signage should be used.

Director Lensch shared that the signage should direct students to the event.

Programmer Kinel asked if we should use a shuttle for the event.

The department agreed that they did not want to use a shuttle.

Programmer Christy shared that he was working on finding transportation for the Paint the N event. He spoke to two different companies, however neither has responded. Christy shared that he would be renting a speaker from the @one for the event. He shared that everything for the Club Fair was settled.

Assistant Director Thummel stated that he was looking for the department's yearly budget. He shared that he made some estimates for the events this upcoming year and that he was also busy planning BLF. Thummel stated that he sent out a google sheet for everyone to share their receipts for event purchases.

Assistant Director Lew shared that she was working with Inkblot to create a Welcome Week Poster. She shared that she was waiting on handbills for BLF and that tickets would be on sale soon. Lew said that she would be out of town next week.

Director Lensch stated that the orientation season was going well as was BLF planning. He shared that the space and staging company for BLF has been reserved. He stated that he was working on miscellaneous things as well.

## **7. OLD BUSINESS**

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.
  - a. Paint the N
  - b. Taste of Reno
  - c. The Undie Run
  - d. Wolf It Down
  - e. Club Fair BBQ
  - f. Marketing Materials

Assistant Director Thummel moved to discuss the Paint the N event.

Programmer Kinel seconded the motion and it passed.

Programmer Christy moved to change the vendor the Walmart.

Programmer Kuykendall seconded the motion and it passed.

Programmer Christy moved to change line item 3 to Walmart.

Assistant Director Thummel seconded the motion and it passed.

Programmer Kuykendall moved to add line item 6 with an item name of "Shuttle" at \$2000.

Programmer Christy seconded the motion and it passed.

Programmer Christy moved to add line item 7 with an item name of "Misc" at \$500.

Programmer White seconded the motion and it passed.

The department voted in favor of approving the Paint the N event.

Programmer White moved to discuss the Taste of Reno event.

Programmer Kinel seconded the motion and it passed.

Programmer Killian shared that the budget was identical to last year's except that he added an additional food truck.

Programmer White shared that the new food truck would be used to make sure that the event does not run out of food. She stated that she wanted to raise the price of the event to \$1200.

Director Lensch stated that the price should not be changed and that Programmer White should look into reserving the BoDawgs food truck.

The department voted in favor of approving the Taste of Reno event.

Assistant Director Thummel moved to approve the Undie Run event.

Programmer Kinel seconded the motion and it passed.

Programmer Bannoura shared that this budget was also identical to last year's budget.

Programmer Bannoura moved to change the vendor for line item "Cups" to Walmart.

Assistant Director Thummel seconded the motion and it passed.

Programmer Bannoura shared that a company called Duds and Suds could clean the clothing for the event.

Director Lensch shared that the current estimated number for collected clothing should not be changed. He also shared that he would send Programmer Bannoura a contact for the Joe Crowley to help with the clothing collection.

The department voted in favor of approving the Undie Run event.

Programmer Kuykendall moved to approve the Wolf It Down event.

Programmer Kinel seconded the motion and it passed.

Programmer Kuykendall stated that he would keep the food items the same as last year. He chose to use griddles instead for more cooking space. He also shared that porta potties would be used to stop students from going inside buildings.

Programmer Kuykendall moved to change the vendor for line items 1,2,6 to Walmart by unanimous consent.

There is no dissent to the motion and it passes.

Director Lensch stated that a 4th griddle should be added just in case they need more cooking areas.

The department voted in favor of approving the Wolf It Down event.

Programmer Christy moved to discuss the Club Fair event.

Programmer White seconded the motion and it passed.

Programmer Christy moved to add line item 8 named "Misc" at \$800.

Assistant Director Thummel seconded the motion and it passed.

The department voted in favor of approving the Club Fair event.

Assistant Director Thummel moved to discuss the Marketing Materials.

Assistant Director Lew seconded the motion and it passed.

Assistant Director Lew shared that this would be for flag bases to keep the flags in ASUN from falling over.

The department voted in favor of approving the event.

## **9. PUBLIC COMMENT**

There was no public comment at this time.

## **10. ADJOURNMENT**

The meeting was adjourned at 5:20 PM.

## **11. 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.