

Committee on Budget and Finance

Senate of the Associated Students, 86th Session

Minutes for Friday, September 14th, 2018 at 10:00 a.m.

Presidents Conference Room- 3rd Floor Joe Crowley Student Union

1. CALL MEETING TO ORDER

Senator Grant called the meeting on Budget and Finance to order at 10:06 am on Friday, September 14th in the President's Conference Room on the Third Floor of the Joe Crowley Student Union. Presiding Secretary, Andrea Godoy and Morgan Zimmerman.

2. ROLL CALL

Senators Grant, Burton, Feil, Sewell, Wilcox, and Aziz were present.

Senators Hudson and Hughes were absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. MINUTES

a. The Committee will consider the approval of the minutes from May 3rd, 2018. The Committee will discuss the minutes of May 3rd, 2018 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

The minutes were unavailable at this time.

b. The Committee will consider the approval of the minutes from September 7, 2018. The Committee will discuss the minutes of September 7th and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

Senator Grant seeks to approve minutes through unanimous consent

Senator Wilcox moves to approve minutes through unanimous consent

No decent, motion carries, minutes are approved.

5. OLD BUSINESS

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

6. NEW BUSINESS

a. **Financial Reviews**

President Jackson said "This budget for the most part is really made for the purposes of voluntary transfer, so there are commitments that we have that we transfer money to every year. Some of those are special requests, Senior Awards Donald Tibbett's Award,

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, the Pennington Student Achievement Center, 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 Grant at senatorgrant@asun.unr.edu.



Tedx University of Nevada, Distinguished Service Award, and then the reserves are just based on the different allocations within the budget. So, that's all housed within this account. There have been no expenditures made from this account, but different transfers will be made throughout the year.

Senator Grant said thank you to President Jackson, and asked for any questions.

Senator Burton asked if the first expenditure would be for Tedx University of Nevada?

President Jackson said most likely.

Senator Grant asked what the money in the reserves account would be used for if necessary.

President Jackson said if there was a shortage in another account then reserves would be transferred. Those funds are just unallocated, uncommitted dollars that come from general revenues that aren't put into a specific account yet.

Senator Grant said thank you and asked for further questions. There were no further questions at this time.

Senator Grant said meeting will move on to elections.

President Jackson said she will start with election account, asked to scroll down a bit. This was for ASUN elections specifically. Before there was Director of Elections, there used to be an elections chair who was appointed by president and approved by the senate. But this last session it was switched. So, this is an employee now that is housed under the Center for Student Engagement; which is why you will see a cut in student wages and fringe because that's in a different account now. Voter initiatives is set up for different voter engagement software that we have, this estimate was created of the software for TurboVote. We still have an operating and a host for things like elections barbeque, different sway and promotional items that are used to inform people about ASUN elections coming up. So, right now there have been no expenditures out of this account, very soon hopefully we will have a student employee that is in charge of elections that will plan out the year and decide how to spend that money.

Senator Grant said thank you President Jackson, asked for any questions. Seeing none, those were pretty simple with no expenditures. From here we will move to a review of Biggest Little Festival, which is going to be a presentation from Assistant Director Thummel.

Assistant Director Thummel said pulling up the financial breakdown would be better. Said he would start with discussing revenues, for ticket sales there was a total of 27,829 once you factor in the fee from the Reno Event Center and the 10% commission from the Wolf Shop sale, it comes to about \$24,304 that ASUN has as an income. Being open with you guys, those numbers were definitely lower than what we were expecting, there are a multitude of reasons for that. In late May/early June, when myself, Gaby and Gabi originally started planning we intended to have event like it had been in the past on the intramural fields. We were originally in talks to with all of the organizations and business to ensure that we would have the Biggest Little Festival on the fields like in the past two

years. Unfortunately, we ran into a number of complications with that. One of the biggest issues we ran into was trying to get them registered into our vendor registration system. Last year transitioned into workday, which is our new accounting system. With this new system, this year whenever we need to pay someone, they have to be entered into the new registration system, which took a lot longer than we had anticipated. In the past years this has typically been a pretty streamline process. That was one issue that was unforeseen and was not anticipated. The issue with getting these contracts finalized was that until they are 100% finalized we can't send out marketing materials. So, with that we were waiting to get these contracts finalized, and once we did we only had less than two weeks to start putting out marketing materials once we finished up the contracts. Not being able to get the word out had a huge impact on sales. One of the other big contributing factors to lower sales was having to change the event location. So, like I said we were planning it out on the fields but due to smoke conditions in Reno, it had to be moved. Basically what happened is, in the contracts artists can show up the day of, and if the conditions are not up to their standards they can pull out the day of, and we would still have to pay them. So, we saw that as a risk and we didn't know what was going to happen with the smoke, whether it would be there or whether it wouldn't. We decided it was the better move to move the event inside to the Reno Events Center. We were then scrambling to make sure everything was finalized there. That's why when you look at our expenses there are many items that have zeroes. Those were factors that we were going to have that were necessary if we were going to have the event outside, but then since we moved the event inside we didn't end up having to pay for them. However, we did end up having to incur the extra \$20,000 fee for the venue. That was definitely something that affected attendance. On top of that, ticket sales changed, originally we would sell them at the Wolf Shop, and we started doing that. Once that happened and we finalized things with the events center we had the issue of how we were going to sell tickets. We ended up having to sell them through ASUN for cash only, and the day of at the door accepting cards. All of these factors, and students not knowing where to go did impact sales. Our expenses were a lot lower, as we realized how many changes were happening, and how many issues we were running into we tried to scale back. We knew we weren't going to have the same festival vibe as we originally intended, we still felt we wanted to provide students a concert to go to and something to get them excited for the beginning of the year. We still do believe everyone there did have a good time. We have many situations thrown at us that we hadn't run into before, at least or not to this scale. Our expenses were much lower this year, they were around \$126,000, where as in the past they were usually around \$200,000. We definitely did scale it back in anticipation of that. Moving forward, myself and Austin have started talking on how to improve this event. Later on down the road, we will put together a memo that will be sent to President Jackson about changes that need to be made to make the event more financially responsible. The event ran very well, unfortunately we didn't have as many people as we wanted show up, but it ran well overall. In terms of looking forward, we will be looking into different avenues to ensure it is more financially feasible. Starting some of the planning process right now, that way the next board can transition to pick up where we left off and transitioning to that for years to come. Perhaps, making event date at later time and not at beginning of the semester. As it was hard to get contracts finalized in time, based on when we get sworn in, or not doing the event at all and finding something else to do that is more feasible. We are looking at the options right now, and definitely looking at options to see how we can make this event more financially feasible in the future.

Senator Grant said thank you to Assistant Director Thummel, from here we will open it up into a discussion for the committee.

Senator Burton asked how much money was saved through other expenditures, other than the revenue that you gained. What money was saved?

Assistant Director Thummel said he would have to run the numbers again, he believes it was around \$2,000 that was saved by switching into the event center, but the extra fee of \$20,000 was definitely something that was tacked on top.

Senator Grant said I have a question, I understand that money was saved in expenses, but didn't make revenue line. What was the difference there?

Assistant Director Thummel said the way our budget worked was, we had \$57,000 actual dollars and the rest was \$135,000 revenue line, basically works as a loan. That money is used in good faith, and we are expected to make that money back. So, when you take the \$57,000 plus ticket sales of \$24,000, and subtract that from \$126,000 it comes to about 45,000 that we were behind. In terms of what we are going to do about that money that is still something that I have to discuss with Director Lynch. In terms of what we can do about it, we can either find another even that we can throw this year in order to make up that deficit, that extra 45,000, or if we need to cut that \$45,000 from our budget. That is still something that we are talking to Director Lynch about.

Senator Feil asked if the memo that is set to be written to President Jackson could be expanded upon

Assistant Director Thummel said there are a lot of issues that we ran into that were not issues in that past with BLF, I want to include those things in the memo, and how they can be prepared. The biggest thing is just how much time there is from when we are sworn in to when we have to have this concert. Noting other alternatives, possibly pushing the concert back, possibly having it as a spring concert, none of this is finalized though. Or if we can start planning some of the parts now, that way it is already set in place for the next board and they can just pick it up from where we left off. Their board would start planning for next years, and so on and so forth. Things like that, and also just any other alternatives we can come up with for how we can make this a little bit more financially responsible because in the past there have been issues with low attendance and revenue as well. I think the timing of the event is what contributed to us being farther below the revenue line than we anticipated. There was just not enough time over summer.

Director Rodriguez said and just because I am looking at the bigger picture, your number is actually less than \$45,000, it was actually at \$37,000. So, we only needed about an additional \$37,000 not \$45,000.

Senator Feil said I know this is possibly a harder question, how is this going to affect future events throughout this year. Do they need to be dialed down, what kind of impact is going to happen because of this?

Assistant Director Thummel said there are two major routes we could take to go about this later on in the year regarding whether we scale back that money, I am still in talks with Director Lynch as far as what we are going to do, but I will keep you guys updated.

Senator Burton asked if it has been discussed to have BLF closer to homecoming since you said it is difficult to have it so close to the beginning of the year right when you're sworn in. Maybe just having it pushed out to homecoming to increase attendance. Especially because Director Lynch was looking revamp that/

Assistant Director Thummel said like I said, I think that was definitely one of the biggest issues. I think that homecoming would be around a good time. My goal with the memo that is going to be sent is just to note all of the possible options and help advise for the future. That's definitely something we could look into.

Senator Sewell asked under the 10% of ticket sales, under the Wolf Shop Commission that's only for the tickets that they sold, not the total. Correct?

Assistant Director Thummel confirmed.

Senator Grant said I have a question, I know Director Rodriguez said that we are at around a \$37,000 deficit, do you think that its possible to plan an event that will raise that much revenue or cut back on events throughout the year. Do you see us making up that \$37,000 deficit or do you see us dipping into the reserves to maintain that?

Assistant Director Thummel said in terms of dipping into other accounts that is a question for president Jackson. In terms of our department, our goal is to obviously put on the best events as possible. If it is looking like we aren't going to be able to put on an event to raise that amount of money, we aren't going to do it. My job is to make sure we are operating as financially responsible as possible. This is something that we will discuss with Director Lynch, I think our best bet is the spring concert. That's not confirmed yet, so we are in talks as to how we will do that.

Senator Feil said part of the problem you said was the time span. Have you guys started planning the spring concert yet in preparation, or is that still in the works?

Assistant Director Thummel said they've talked about it and it is something that they have put money aside for, but that might change now. Once I present on programming I will probably have a better idea of how our events as a whole will be laid out. I can give you an update on that too.

Senator Grant asked if there were any further questions for Assistant Director Thummel. Seeing none, thanked Assistant Director Thummel, and said he thought the discussion on BLF was great.

Director Rodriguez said she is really proud of the accounting office for stepping up and selling tickets. We had only tried it once and it was for night of all nations, which was only about 500 tickets. I want you to know that the staff in there feels really confident that whatever happens from here on out that we are prepared to sell tickets, so you will not have to go through the Nevada Wolf Shop anymore. We are set up to do this in the office.

Senator Grant thanked Director Rodriguez.

7. **PUBLIC COMMENT**

There was no public comment at this time.

Senator Grant said he thinks the discussion was great, and if it is kept up the committee will be off to a great semester.

Director Rodriguez said keep up the clapping, she likes it.

8. **ADJOURNMENT**

Senator Grant adjourned the meeting at 10:26 am.

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.