

Committee on Event Programming

Executive Board of the Associated Students 86th Session
Minutes for Thursday, February 14, 2019 at 7:30 p.m.
Joe Crowley Student Union Room 423

1. CALL MEETING TO ORDER

Director Lensch called the Department on Event Programming to order at 7:31 pm in room 423 on the Fourth Floor of the Joe Crowley Student Union. Presiding secretary, Breanna Czerlanis.

2. ROLL CALL

Director Lensch, Assistant Director Lew, Assistant Director Thummel, Programmer Abbs, Programmer Bannoura, Programmer Killian, Programmer Kinel, Programmer Kuykendall, Programmer Mastrongioli, and Programmer White were present.

A quorum was present.

3. PUBLIC COMMENT

Alyssa Lavelle said she has the hour by hour for the Mackay and Cheese event she has been working on with Victor Feng. She said for the prevent meeting they should meet in the programming office at 10:00 am. She asked Victor Feng if they should wear Nevada Gear.

Victor Feng said yes.

Alyssa Lavelle said Programmer Mastrongioli will be picking up the macaroni and cheese if someone would like to help her. She said set up begins at 10:15 am and they have to pick up easels from the information desk in the Mathewson-IGT Knowledge Center. Alyssa Lavelle said the event begins at 11:00 am. She said they will be serving food and drinks. She said she would like to have people encouraging students to read the signs on the easels about Mackay and getting feedback about the event. She said the event will go until 2:00pm or until they run out of food. She asked Victor Feng if he had anything to add.

Victor Feng said no. He said they just have to bring some things from the programming office to set up for the event.

Alyssa Lavelle said they are going to set up what they need to bring from the programming office before hand so they can just roll it down to the event site.

Director Lensch asked if there were any questions.

There were no questions at this time.

Director Lensch asked Alyssa Lavelle to repeat the time everyone needed to be in the programming office.

Alyssa Lavelle said 10:00 am.



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 Director Lensch at directorofprogramming@asun.unr.edu.

Director Lensch asked if there was any other public comment.

Kelsey LeBoaf said the Nuggets of Gold event will be on Wednesday, February 20th. She said the prevent meeting will be at 9:30 am in the programming office. She said the food from Burger King will be delivered to the campus so no one will have to go and pick it up. She said the event begins at 11:00 am. Kelsey LeBoaf said they will just need to hand out nuggets and they will also need people in the ASUN kitchen cooking the vegan and gluten options.

Gaby Ortiz Flores asked if they had permission to use the kitchen.

Kelsey LeBoaf said they got the freezer reserved to store the food. She asked if they also have to reserve the kitchen to use the microwave.

Gaby Ortiz Flores said yes.

Kelsey LeBoaf said okay. She said people will be cooking and handing out nuggets. She said everyone else will be by the band giving them support. She said the event ends at 2:00 pm and then they will clean up. She asked if there were any questions.

Director Lensch asked Kelsey LeBoaf to repeat what to wear and what time to meet before the event.

Kelsey LeBoaf said they should wear Nevada gear and meet in the programming office at 9:30 am.

Director Lensch asked if there was any more public comment.

Justin Balconi said the Grab and Go Breakfast will be February 19th. He said himself and McKenzie will pick up the coffee and bagels. He said the prevent meeting will be at 7:30 a in the programming office. He said they will have to transport the stuff to the locations on campus. He said they will split everyone up and send them to one of the two locations and have different shifts. He said the event begins at 8:30 am and ends at 10:30 am. He said they will clean up and have a debrief after the event ends. Justin Balconi said they should wear Nevada gear and he reminded them the prevent meeting is at 7:30 am in the programming office.

Director Lensch asked if there was any other public comment.

Alyssa Lavelle asked if Justin Balconi could say where he needs people in the Group Me.

Justin Balconi said yes.

Director Lensch said tomorrow they should send shifts in the Group Me and people can select when they can make it. He said Monday night send out which people will be at each location.

Assistant Director Lew asked if Justin Balconi already sent out times.

Justin Balconi asked if Assistant Director Lew meant the Doodle Poll.

Assistant Director Lew said yes.

Justin Balconi said McKenzie said she made one but he did not know if she sent it out.

Assistant Director Lew said she did send it out.

Director Lensch asked where the Doodle Poll was sent out.

Assistant Director Lew said Group Me.

Justin Balconi said yes, McKenzie said she did send it out.

Director Lensch said the Programming members and interns should fill out the Doodle Poll by Friday night at midnight. He suggested they fill it out after the meeting ends.

Assistant Director Lew suggested they should bring warm clothes since the events are outdoors.

Director Lensch asked the interns to stay after the meeting to talk about options to move events to indoor spaces if needed.

Justin Balconi said he sent the Doodle Poll in the Group Me again.

Director Lensch said before they leave the room, they should fill out the Doodle Poll. He asked if there was any other public comment at this time.

Gaby Ortiz Flores reminded them that the kitchen is for Pack Provisions now. She said they need to reserve space in the fridge if they need it at least one week in advance and food cannot be left in there for more than a couple days. She said they need notice so they can make room for anything that needs to be stored and so they can properly label it so any volunteers do not accidentally give it away. She said they can talk to Pack Provisions if they need to get into the kitchen to clean stuff. She said they need to keep it in mind since it is mainly Pack Provisions now. Gaby Ortiz Flores said if it is not open with a volunteer they will need to talk to the front desk. She said she has a key to the kitchen if they need to get into the kitchen to get the nuggets they can.

Director Lensch asked if there was any more public comment.

There was no more public comment at this time.

4. MINUTES

a. February 7, 2019

The minutes from February 7, 2019 were not approved at this time.

5. BUDGET REVIEW

Assistant Director Thummel said he does not have much to talk discuss. He said he met with the Committee on Budget and Finance and there were no concerns. He said he gave the committee an overview of what the Department on Event Programming budget was looking like, and he put a copy of it on Nevada Box if they would like to look it over. He said if they have any questions, they should let him know.

Director Lensch asked if there were any questions for Assistant Director Thummel.

There were no questions at this time.

6. REPORTS

Director Lensch reminded the department members to give quality reports.

a. Alyssa Abbs, Event Programmer

Programmer Abbs said she has been working on the drag show event with Ben Ryaolus. She said they have things booked and the contract for the stage is in the process. She said the host will be announce next Tuesday and tickets will go on sale 9:00 am Wednesday. Programmer Abbs said they have 150 community tickets that will cost \$15 each.

Director Lensch asked them to invite people to the show and spread the word about it. He said to let their friends know if they want to go that they should reserve their ticket early. He said they only have 600 tickets for students.

Programmer Abbs said 636 student tickets.

Director Lensch said if student tickets run out and they only have community tickets left, people may have to pay. He said none of the interns and Programmers have to buy tickets. He said if any other ASUN member would like to go they have to either buy or reserve a ticket. He asked if there were any questions.

Gaby Ortiz Flores asked if the 636 tickets included the reserved seating.

Programmer Abbs asked if Gaby Ortiz Flores was asking about the reserved seats for QSU.

Gaby Ortiz Flores said yes.

Programmer Abbs said yes it does include them.

Director Lensch asked if that has been communicated to them.

Programmer Abbs said yes.

Gaby Ortiz Flores asked if it includes the performers' seats.

Programmer Abbs said no.

Director Lensch said they took out the performers' seats and seats for their plus ones.

Programmer Abbs said yes.

Gaby Ortiz Flores thanked Director Lensch and Programmer Abbs.

Director Lensch asked if there were any other questions.

There were no questions at this time.

b. Demitri Bannoura, Event Programmer

Programmer Bannoura said not much has changed for his part of the family weekend event. He said the deposit for the Coconut Bowl has been processed and will be sent by the end of

next week. He said he will talk to Raul Rodriguez to see if there is a way to set up a text reminder so they can get event reminders and notify them when their bowling lane is ready. He said hopefully they will be going to SCAB next Wednesday.

Director Lensch asked if there were any questions for Programmer Bannoura.

Assistant Director Lew said she will work with Programmer Bannoura to craft an email to send out to families and students.

Director Lensch asked if there were any more questions.

There were no questions at this time.

c. Holly White, Event Programmer

Programmer White said a lot has been done for Beat UNLV. She said she had trouble with Camelot, and she got word for Gaby Ortiz Flores that it should be good. She said Camelot usually sends a quote unlike other vendors who send waivers as well. She said this time Camelot sent a waiver as well and they think they will be able to sign it and send it back to them. She said otherwise they will have to go for plan B. Programmer White said the credit card request for emergencies and for Walmart were put in that day. She said the guys did a lot for the event as well.

Director Lensch said for Programmer White, Programmer Kuykendall, and Programmer Killian they will be doing their prevent meeting for Beat UNLV next Thursday after the normal meeting. He said to make sure their hour by hour was submitted by midnight Wednesday. He asked if there were any questions.

There were no questions at this time.

d. Justin Kuykendall, Event Programmer

Programmer Kuykendall said for family weekend he has been communicating with Silver and Blue. He said they got back to him about updating the items that were requested to be changed on the invoice. He said he contacted the person in charge of hotel pricing and got the prices for The Row. He said they just need to get prices for different hotels. Programmer Kuykendall said President Marc Johnson's secretary got back to him today and said he will not be able to speak at the event. He said Director Lensch suggested to reach out to the deans to see if they would come and talk. He said for Beat UNLV Programmer Killian killed it with the towels and Programmer White has been good with he administrative stuff. He said he will go shopping for everything. He said eh worked with cheer so the mascots will be coming out and he still needs to work with band. Programmer Kuykendall said he is concerned with it snowing.

Director Lensch suggested they look at the tend ay forecast and consider finding an indoor venue. He said if they move the event indoors, they will have to have the event catered and reconsider how the event looks. He said they should look tonight and figure out a plan with each other. He said the event could still be outside in the snow, but people may not come.

Programmer Kuykendall said right now the forecast says it will be sunny with a high of 41. He said they have cool prizes for the event.

Gaby Ortiz Flores asked about the prizes.

Programmer Kuykendall said he envisioned getting some Wolf Pack jerseys from the Wolf Shop and having the players sign them.

Programmer White said the event will be from 12:00 pm and 3:00 pm so the weather should be fine. She said the athletics department will sign the jerseys because she has had them sign jerseys before.

Director Lensch reminded them to raise their hand out and wait to be called on to speak.

Gaby Ortiz Flores apologized.

Director Lensch said she is fine.

Gaby Ortiz Flores said that the towels for Beat UNLV looked cool.

Director Lensch asked if there were any questions.

There were no questions at this time.

e. Madison Mastrangioli, Event Programmer

Programmer Mastrangioli wished everyone a happy Valentine's Day. She said has been working on getting a speaker for the Diversity Summit. She said she needs to confirm things with the Joe Crowley Student Union and get things together for the event. Programmer Mastrangioli said the event is not until April 11th so they still have some time. She said it will get done though. She said if anyone needs help, they should let her know. She said she is picking up the macaroni and cheese for Alyssa Lavelle. She said if anyone would like to help her it would be appreciated.

Director Lensch said she should each out to Kaitlyn from ESI to get a quote and get the contract signed by Gaby Ortiz Flores sooner rather than later to get on their calendar before they book events.

Gaby Ortiz Flores said if you book less than two or three weeks out the price goes significantly up.

Programmer Mastrangioli said okay.

Director Lensch asked if there were any questions.

There were no questions at this time.

f. Nicholas Killian, Event Programmer

Programmer Killian said he has been working on the Bring Your Own Banana event. He said Ben Ryaolus has been killing it and treating him like his intern. He said they are on track in all areas for the event. He said for Beat UNLV he had his logistical meeting to finalize all the details for Gateway Plaza. He said the meeting went well. Programmer Killian said they will set up the event how they want it. He said they got the order in for the towels and the graphic came right in time. He said the towels are supposed to come in on the 25th.

Director Lensch asked if there were any questions for Programmer Killian.

Programmer White asked if the Wolf Shop still wanted to table.

Gaby Ortiz Flores said yes.

Programmer White asked if they had enough tables.

Programmer Killian said yes, they will be having tables circle the entire Gateway Plaza.

Director Lensch asked if there were any questions.

There were no questions at this time.

g. Paulena Kinel, Event Programmer

Programmer Kinel said she has been working on Donut Give Up with Victor Feng and he has been doing a good job. She said Victor Feng got everything situated with Doughboys. She asked Victor Feng if he would like to talk about it.

Victor Feng said he called Doughboys and asked for sixty dozen of donuts which will turn out to be \$473 with the student discount. He said he thought they're giving them two dozen for free. He said he asked about the giveaway stuff and they said they can give them twelve cards for one donut. He said it's better than nothing.

Director Lensch said that is good.

Gaby Ortiz Flores asked for clarification.

Director Lensch said last meeting they talked about possibly getting a few coupons from Doughboys. He said last year they planned this big egg hunt around campus where they hid coupons around campus. He said they were thinking of hiding the coupons in napkins randomly as they hand out donuts to people.

Gaby Ortiz Flores said she thought the ideas was cute. She said she thought they were going to hide the coupons all over campus.

Director Lensch said no, they just got the idea from the event last year. He asked if there were any other questions.

Programmer Kinel said she sent the budget yesterday for the event. She said once the budget is approved, she will get the emergency credit card and the regular credit card request. She said they still have to do some signage with Gaby Ortiz Flores. She said they will be attending SEAB next week.

Assistant Director Lew said to get the signage to her as soon as possible. She said they are relying on Director Andrade from now on. She said it will take longer now communication wise.

Programmer Kinel said okay.

Director Lensch said that is for Bring Your Own Banana and Donut Give Up. He asked if there were any questions.

There were no questions at this time.

h. Austin Thummel, Assistant Director

Assistant Director Thummel said aside from working on the budget, which he already discussed, he has been working with the leadership team for Spring Concert. He said they got a few quotes from vendors and will give details later since it is still in the works.

Programmer Kuykendall asked if they are still solidifying an artist.

Gaby Ortiz Flores said they were supposed to get a contract to her today, but they did not.

Director Lensch said they sent confirmation via e-mail, but the confirmation does not hold any weight until the contract is fully signed. He said they have been grilling them and staying on top of it. He said they are working on a contract for their opener as well.

Gaby Ortiz Flores said the process takes a long time. She said they have to approve the offer and they want to make sure they can meet the bands tech requirements. She said she negotiated adjustments because the tech did not make sense for a college campus. She said it took them about two weeks to agree to one e-mail that she sent three times.

Programmer Kuykendall said SEAB mentioned Spring Concert and students were in the room to hear it. He asked if students ask if there is a Spring Concert if they should confirm it.

Director Lensch said they are in the process of planning the Spring Concert. He said at this time he would not publicize it or announce it until it is up on social media. He said if people ask about it say the event is in the works and anything regarding the event will be posted on social media.

Director White asked when they will know about the drag show.

Director Lensch said Tuesday. He said the concert is signed and good to go. He said the poster was also already made and he wanted to coordinate it with when tickets were going on sale. He said the contract has been signed for two weeks.

Gaby Ortiz Flores said yes.

Director Lensch said they wanted to wait until closer to the event. He asked if there were any questions.

There were no questions at this time.

i. Gabrielle Lew, Assistant Director

Assistant Director Lew said a couple years ago Director Lensch created four signs for the history of Mackay Week. She said they're foam signs that can sit on an easel. She said the Mackay and Cheese event is already using the signs, but they encourage the rest of the events to use the signs as well. Assistant Director Lensch said they asked the Mathewson-IGT Knowledge Center to borrow easels to hold the signs up. She said she would like the rest of them to request the easels, except for Hilliard Plaza since it will not work. She said use the signs so people can look at the history of Mackay.

Programmer Kuykendall asked where they request the easels.

Alyssa Lavelle said she can give Programmer Kuykendall the phone number.

Programmer White said last year the news came out for Mackay Week so they may end up on the news. She said the news just asks about Mackay Week.

Director Lensch said they should have probably explained it better. He said Mackay Week is to celebrate John Mackay and the Mackay family. He said the purpose is to shed light on the contributions they have made that allowed the university to expand. He said they failed on their end to communicate to them to incorporate Mackay stuff into the events. He said they should make sure to highlight Mackay. He said if they search UNR John Mackay there is a UNR history website with information. He said they should read it and they will have all the information if they need. He said if people at the events ask about the event, they should let them know the purpose of the event is to celebrate the Mackay family and have fun.

Gaby Ortiz Flores said the biggest contribution the Mackay family did was they funded so much of the university which allowed it to expand.

Director Lensch said he thought it was about \$1 million dollars which today would be around \$25 million. He said that was what they were telling people at orientation. He asked if there were any questions.

There were no questions at this time.

j. Austin Lensch, Director

Director Lensch said next week they should be at every event and the only excuse for not being there is having class. He said they have everyone's class schedules and they can check them to confirm it if they need to. He said it is vital that they're all there supporting the team. Director Lensch said as Alyssa Lavelle mentioned, there needs to be at least one or two people at every event talking to students and getting feedback. He said they should ask how the student found out about the event, if they had a good experience, what could be done better, what kind of events they like, and similar questions. He said they should jot down little answers and talking points which they can discuss during debrief. He said they should start to mingle with students more. Director Lensch said he is working with Gaby Ortiz Flores, the Department of Diversity and Inclusion, and Director Amerzada on getting a speaker for the Diversity Summit. He said that has been a process as well and nothing goes perfectly with the contracts. He said he is also working on the Spring Concert. Director Lensch said the Spring Concert and family weekend detailed budgets are due to him by midnight on Wednesday or next week. He said the Beat UNLV hour by hour is due to him next Wednesday by midnight. He said for next weeks meeting to go over the hour by hour for Beat UNLV and approve the budgets for some events. He said the meeting will be quick, but they should make sure to still be there. He asked if there were any questions.

There were no questions at this time.

7. OLD BUSINESS

There was no old business discussed at this time.

8. NEW BUSINESS

There was no new business discussed at this time.

9. PUBLIC COMMENT

Programmer White said on the Doodle Poll it says Monday and there is no school on Monday.

Justin Balconi said it is supposed to be Tuesday.

Director Lensch asked if there was any other public comment. He said the interns need to stay after the meeting to have a short discussion about locations. He said they all need to stay on top of dates and deadlines. He said the ASUN Banquet is April 9th from 6:00 pm to 8:00 pm in the Joe Crowley Student Union ballrooms. He said they will be voting on awards in a few weeks. He said they do Programmer of the Year and Programming Intern of the Year. Director Lensch said last year they did a Hidden Valley Ranch award. He said last year the previous Director went above and beyond to help a student who had gotten hurt during an ice-skating event. He said the parents of the student thanked the previous Director by giving her a bottle of Hidden Valley Ranch bottle. Director Lensch said the Hidden Valley Ranch award is for someone who is extremely helpful and kind. He said if they have suggestions for other fun awards to tell them. He said near the end of the year they can do superlatives just between the if they would like. He said they should think about it and let them know next week. Director Lensch said they should fill out the RSVP even if they cannot go. He said President Jackson is working on a letter that you can show to your professors if you have class. He said the letter will not get you out of class, but it would explain why you're missing the class is a legitimate reason and the professors have the discretion to decide if they would count it as an absence or not. He said the banquet is not mandatory, but if they do not have class, he expects them to be there. He asked if there were any questions or any other public comment.

Programmer Bannoura asked if they should fill out the Doodle Poll if they can only be there for only part of the time.

Justin Balconi said yes.

Director Lensch asked if there was any other public comment.

There was no public comment at this time.

10. ADJOURNMENT

Director Lensch adjourned the meeting at 8:04 pm.