

Committee on Event Programming

Executive Board of the Associated Students 86th Session

Minutes for Thursday, April 4, 2019 at 7:30 p.m.

Joe Crowley Student Union Room 317

1. CALL MEETING TO ORDER

Director Lensch called the Department on Event Programming to order at 7:32 pm in Room 317 on the Third Floor of the Joe Crowley Student Union. Presiding secretary, Breanna Czerlanis.

2. ROLL CALL

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

Programmer Abbs was absent unexcused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. MINUTES

a. **March 28, 2019**

Assistant Director Thummel moved to approve the minutes from March 28, 2019 by unanimous consent.

There was no dissent; motion carries.

The minutes from March 28, 2019 were approved.

5. BUDGET REVIEW

Assistant Director Thummel said he will meet with Gaby Ortiz Flores on Friday to go over the budget. He said so far, the budget looks good and he just needs to figure out a few things on his end for it. He said he has everything from Mackay Week. He said he has the stuff from Beat UNLV, but he will double check. Assistant Director Thummel said he also has the stuff from the Fail Forward events and the Drag Show. He said he has some stuff for Family Weekend, and he needs the rest as soon as possible. He said their terms are ending soon and he needs to put together the final budget.

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



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.

There were no questions at this time.

6. **REPORTS**

a. **Alyssa Abbs, Event Programmer**

Programmer Abbs did not give a report at this time.

b. **Demitri Bannoura, Event Programmer**

Programmer Bannoura said Family Weekend was happening this weekend He said they are just working on the last minutes things. He said the stuff for Coconut Bowl is good, He said the shirts from the Wolf Shop came in as well. Programmer Bannoura said he hoped everything goes well for the event. He said they will go over the logistics after the meeting.

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

There were no questions at this time.

c. **Holly White, Event Programmer**

Programmer White did not give a report at this time.

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

There were no questions at this time.

d. **Madison Mastrangioli, Event Programmer**

Programmer Mastrangioli said the Diversity Speaker event is going well. She said her and Programmer Kinel sent in the hour by hour. She said they reserved the iPads and the car. She said they also put in the credit card request. She said the event is coming up on April 11th.

Director Lensch said himself, Gaby Ortiz Flores, and Director Amerzada were going to call the speaker on Monday to wrap up any details. He said they will tell Programmer Mastrangioli and Programmer Kinel if there's any information the find out.

Programmer Kinel asked about submitting another credit card request.

Director Lensch said they originally submitted two. He said h approved the emergency one and declined the one for materials. He said they can check with Central Station to find out for sure. He said if they need another one, they should get it in by tomorrow morning. He asked if there were any questions for Programmer Mastrangioli.

There were no questions at this time.

e. **Nicholas Killian, Event Programmer**

Programmer Killian did not give a report at this time.

f. **Paulena Kinel, Event Programmer**

Programmer Kinel asked if she should go over the hour by hour for the Diversity Summit Speaker.

Director Lensch asked her to send it out and they will go over it later. He said she can go over the basic details from the hour by hour.

Programmer Kinel said the Diversity Summit Speaker event will be on April 11th. She said they should wear their polos and nametags and the interns should wear Nevada Gear. She said they will meet at 5:30 pm in the Programming office.

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

There were no questions at this time.

Director Lensch asked Programmer Kinel to send out the hour by hour again since the details will be finalized after the meeting with the speaker on Monday. He reminded the Programmers and interns to read over the hour by hour and to be aware of what is going on. He said they will go over it at the prevent meeting.

Programmer Bannoura asked when they should be done at the Diversity Summit Speaker event.

Director Lensch said they should plan to be there until 10:00 pm. He said the speaker is done at 8:30 pm and there will be meet and greets as well as interviews after. He said they also need to clean up after the event. He said the should be done before 10:00 pm, but they should plan to be there just in case. He asked if there were any questions.

There were no questions at this time.

g. **Austin Thummel, Assistant Director**

Assistant Director Thummel did not give a report at this time.

h. **Gabrielle Lew, Assistant Director**

Assistant Director Lew said the tickets for the Spring Concert were now on sale and they should encourage people to reserve the tickets. She said Director Lensch will talk about it more. She said Programmer Kinel and Makenzie Clark will be helping with signs. She said Alissa Lavelle and Michael Aboussie will be shopping for the green room items. Assistant Director Lew reminded the interns about the final project and letters to the future board. She said their final project is called What's in the Bag. She said she asked the interns to put items in a bag to represent what they learned this year. Assistant Director Lew said they will be presenting them the Tuesday after the next and the Programmers were welcome to come and watch the presentations. She said that will also be their last intern meeting.

Director Lensch asked if there were any questions.

Programmer Kinel asked if Assistant Director Lew could post the time for the intern presentations in the GroupMe.

Assistant Director Lew said yes, and she will remind everyone when the meeting is closer.

Programmer Kinel thanked Assistant Director Lew.

Director Lensch asked if there were any questions.

There were no questions at this time.

i. **Austin Lensch, Director**

Director Lensch said he, Assistant Director Thummel, and Assistant Director Lew worked with Senator Flangas to make changes to the Department of Event Programming in the SAS. He said the changes went through Senate last night and were approved. He said he will pull up the changes and show them how to access it if they would like to read it. He said they can go to the ASUN website and look at the agenda for the Senate meeting on April 3rd. Director Lensch said anything crossed out was removed from the SAS and anything highlighted was added. Director Lensch went through what was removed and added to the Department of Event Programming section of the SAS. He said Assistant Director Thummel's position changed titles and included data collection now. He said the next Department of Event programming can plan events based on the data that shows what events students want to see on campus.

Programmer Kinel left the room at 7:42 pm.

Director Lensch said they changed Assistant Director Lew's duties in regard to the interns and they added working with Inkblot.

Programmer Kinel entered the room at 7:43 pm.

Director Lensch said they changed the part that discussed the interns to include them planning events. He said they are still required to plan Beat UNLV. He went through some of the parts where they changed the wording.

Programmer Kinel left the room at 7:43 pm.

Director Lensch asked if there were any questions about the changes.

There were no questions at this time.

Director Lensch said they should be aware of the SAS changes if they are planning to apply or know people who are planning to apply to the Department of Event Programming next year. He said applications are open for ASUN positions right now. He said the executive board applications are due on April 9th and the other applications are due April 12th. He encouraged them to apply and encouraged them to encourage others to apply. He said the applications are available through Workday.

Assistant Director Lew said the applications for Attorney General, Director of Clubs and Organizations, and the Director of Event Programming close on April 9th. She said the res close on April 12th. She said the applications for Programmers and Commissioners closes on April 26th.

Director Lensch thanked Assistant Director Lew for the information. He said they should get their applications in asap. He said as Programmer Bannoura said during his report, Family Weekend was this weekend. He said they will go over the hour by hour later. Director Lensch said the ASUN banquet will be on April 9th.

Programmer Kinel entered the room at 7:45 pm.

Director Lensch said the doors for the banquet open at 5:30 pm and it will be held in Ballroom C. He said they should dress professionally since it is a fancy and formal dinner. He said they will take pictures as the Department of Event Programming. He said dinner will be served at 6:00 pm. He reminded them to be professional in how they are acting. Director Lensch said they are representing ASUN. He said he would not like to deal with any issues in his last days as Director. He said Thursday is the Diversity Speaker event. He said they already talked about the time. He said he was requiring them to bring one or two friends from outside the Department of Event Programming and ASUN. Director Lensch said they should like to add people to the event attendance. He said there is an RSVP link on Twitter, but they do not need to fill it out to get in. He said they will have an iPad at the event to fill out the form as people enter. He said the event is open to everyone and they should spread the word about it. Director Lensch said their end of the year reflection and letters are due on April 14th. He said their last meeting will be on April 18th and they will go over the Spring Concert hour by hour. He said Assistant Director Lew and Assistant Director Thummel will be leading the Spring Concert. Director Lensch said the Spring Concert will be on May 19th and they are expected to be there all day. He said he already received emails from some people who said they are not able to make it. He said if there is anyone else who cannot make it they should email him and CC Assistant Director Lew and Assistant Director Thummel on it so they know as well. He said on April 25th they will not have a meeting, but they are planning a celebration dinner that they can come to if they would like. He said Assistant Director Lew announced the artist for Spring Concert at Senate. Director Lensch said their headliner is Boombox Cartel who is an EDM artist. He said they are not allowed to post about it yet because in the contract they must use Boombox Cartel's logo on advertising, and they are working on that. He said they should not post about it yet, but if people ask, they can say. Director Lensch said they should encourage people to get tickets. He said they will announce everything soon. 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

a. Marketing Materials

Assistant Director Lew motioned to approve the budget for Marketing Materials.

Assistant Director Thummel seconded.

Director Lensch asked Assistant Director Lew to explain.

Assistant Director Lew said the budget is for the EasyUp since they found it missing a leg. She said it cannot be fixed and they need to get a new one.

Director Lensch said once they get the new one, they will keep it in the Programming office. He said he is worked with Gaby Ortiz Flores about it. He said it will only be for the Department of Event Programming unless someone requests through the Director of Programming to use it. He said they use it the most so it should be kept in their office. He said they do not know who broke it. He asked if there were any questions.

Programmer Bannoura said he thought they were not the ones who broke it.

Assistant Director Lew said it does not matter who broke it.

Director Lensch said they have no way to prove what happened. He said they do not have enough documentation. He said the Department of Event Programming uses it the most so they will buy the new one. He asked if there were any questions or discussion.

There was no further discussion or questions at this time.

There was no dissent; motion carries.

The budget for Marketing Materials was approved.

9. PUBLIC COMMENT

There was no public comment at this time.

10. ADJOURNMENT

Director Lensch adjourned the meeting at 7:51 pm.