

# Committee on Event Programming

Executive Board of the Associated Students 86th Session  
Minutes for Thursday, February 28, 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 7:36 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 Abbs, Programmer Bannoura, Programmer Kinel, and Programmer White were present.

Programmer Killian and Programmer Mastrongioli were present.

A quorum was present.

## 3. PUBLIC COMMENT

Dylon Higa said he reached out to Nevada Money Mentors. He said they told him the only thing they need from the Department on Event Programming in marketing. He said they have the Great Room in the Joe Crowley Student Union reserved. He said the Nevada Money Mentors do not have much in mind and they were planning a presentation. Dylon Higa said they only need them to spread the word. He said he and Kelsey also met with Commissioner Young about the upcoming art fair and doing a similar set up to the Club Fair. Dylon Higa said Commissioner Young asked if they could to a similar BBQ set up.

Gaby Ortiz Flores asked who was asking about this.

Dylon Higa said Commissioner Young.

Director Lensch said Commissioner Young is from the Department of Clubs and Organizations.

Gaby Ortiz Flores said okay.

Director Lensch asked Dylon Higa if there was a date for the art fair event.

Dylon Higa said he would have to get back to Director Lensch with the date.

Director Lensch said he is concerned that they have a lot going on currently. He said planning and hosting a BBQ at this time is probably not the best idea for their Department. He said once



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).

they have a date, they could maybe cater the event or work something easier out. Director Lensch asked Dylan Higa to get a date for the event and let him know the date. He said once they have the date, they can talk to Assistant Director Thummel about the budget and let them know.

Dylan Higa said okay.

Director Lensch asked if there was any other public comment. He asked Dylan Higa if Nevada Money Mentors would be making the poster or if they need help working with Inkblot. He said if they are not making the poster and would like the Department to make it, they need to get the information to Gaby Ortiz Flores as soon as possible so it can be made and the event can be promoted on social media. Director Lensch suggested sending any information to the Department as well so they can share the information with the Senators and to try and get the word out. He said Dylan Higa should let Gaby Ortiz Flores know if Inkblot needs to make anything. He asked if there was any other public comment.

There was no public comment at this time.

#### **4. MINUTES**

- a. February 7, 2019
- b. February 14, 2019
- c. February 21, 2019

Assistant Director Thummel motioned to approve the minutes from February 7, 2019, February 14, 2019, and February 21, 2019 by unanimous consent.

There was no dissent; motion carries.

The minutes from February 7, 2019, February 14, 2019, and February 21, 2019 were approved.

#### **5. BUDGET REVIEW**

Assistant Director Thummel said his update for tonight was short. He said the Holocaust survivor event is no longer taking place. He said the money that would have been allocated toward that event is now being allocated toward the Diversity Speaker Summit. He said Director Lensch will most likely discuss it more during his report.

Director Lensch said he would like to give some background information on the Holocaust survivor speaker event. He said President Jackson was working with another Department on an event for Autism awareness and the Holocaust speaker was not working out during the next few months. He said they no longer need the funds for the Holocaust speaker event. He asked if there were any questions for Assistant Director Thummel.

There were no questions at this time.

#### **6. REPORTS**

##### **a. Alyssa Abbs, Event Programmer**

Programmer Abbs said everything is done for the Drag Show. She said they will have the names of the contestants and judges by the weekend and they will have their contact information. She said she got into contact with Monique Normand about the hygiene drive for Family Weekend. She said Monique Normand gave her the items that Pack Provisions needs. She said she took on a few more tasks for family weekend.

Director Lensch asked if they could try to set up a meeting between him, Programmer Abbs, Gaby Ortiz Flores, Kim, and anyone else from QSU next week to go over all the details for Drag Show.

Programmer Abbs said yes.

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

Gaby Ortiz Flores said the meeting was a good idea. She said she will be gone the beginning of the following week before Drag Show and will be back the 13<sup>th</sup>.

Director Lensch said Programmer Abbs should reach out to QSU to see what their schedules are like and then email him and Gaby Ortiz Flores.

b. **Demitri Bannoura, Event Programmer**

Programmer Bannoura said he got the designs for the t-shirts and marketing from Inkblot for Family Weekend. He said he will contact the Wolf Shop to get the t-shirts ordered. He said he is just getting some lose ends tied up for the event.

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

There were no questions at this time.

Director Lensch said they are going to start up their meeting for Family Weekend next Tuesday at 2:00 pm for everyone involved in Family Weekend.

c. **Holly White, Event Programmer**

Programmer White said she does not have much to report. She said Beat UNLV if over and she thought it was a good event. She said the game was also good. Programmer White said she was at the game and she did not who else from the Department was there. She said she will just be finishing up somethings with Programmer Killian and ensuring everything is all paid.

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

There were no questions at this time.

d. **Madison Mastrangioli, Event Programmer**

Programmer Mastrangioli did not give a report 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 said everything for Donut Give Up was finished for now. She said they have done the forms for the credit cards, emergency credit cards, and the emergency car. She said they will be using the emergency car to pick up and pay for the donuts. She said Victor Feng got an email from facilities that said they received their request. She said Victor Feng

called Doughboys to ensure everything was still good. Programmer Kinel said they just need to order the donuts and pay for everything.

Director Lensch said for Fail Forward events they should have everything planned the week before Spring Break. He said he does not want them to stress during the break. He said they have two weeks until Spring Break and they should account for that and get things done for events that are after Spring Break.

g. **Austin Thummel, Assistant Director**

Assistant Director Thummel reminded the Programmers who worked Beat UNLV to send him any invoices for the event.

Programmer White said okay.

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

There were no questions at this time.

h. **Gabrielle Lew, Assistant Director**

Assistant Director Lew said she got the marketing for Fail Forward that day and she will look at it soon. She said everything for it will hopefully go out for it soon. She said for Drag Show things are beginning to be printed and she still needed to get a few things to Alyssa. She said she is working with Geoff Green to use the same site that they used for Drag Show ticket for the Spring Concert.

Director Lensch asked if she could find a way to help them advertise to the community more to up the community ticket sales.

Assistant Director Lew asked if Director Lensch was talking about the Drag Show.

Director Lensch said yes. He asked her to brainstorm some ideas during the weekend that they can help with to market the tickets.

Assistant Director Lew said she can work on it.

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

There were no questions at this time.

i. **Austin Lensch, Director**

Director Lensch praised Programmer White and Programmer Killian for the Beat UNLV event. He asked them to get all the items from the event onto Nevada Box by next Thursday. He said the hour by hour for Drag Show is due by next Wednesday at midnight. He said after Programmer Abbs meets with Kim she can make any edits on the hour by hour if she needs to. Director Lensch said he already talked about getting the Nevada Money Mentors information to Gaby Ortiz Flores. He said if any of the fees for the Joe Crowley Student Union need to be covered by the Department a budget must be submitted. He said he was currently working on the Diversity Summit Speaker and the Spring Concert which are going well. Director Lensch said he will have more updates on those events for them soon, but things are happening and they are moving forward. He said he is in the process of creating an

assessment for the Drag Show with someone from the research office on campus. He said she will be helping them create good assessment questions. He said with the new ticket site they will have emails from everyone who got tickets and will be able to send the assessment out to them. Director Lensch said Vice President Bradley needs someone from the Department to help determine the overall ASUN awards at the banquet. He said the RSVP for the banquet was due already.

Assistant Director Lew said she will forward the email to nominate people for the overall ASUN awards to the interns.

Director Lensch said they should fill it out and nominate people from ASUN. He said they should nominate people for their hard work. He said each Department will have a member to set on the Committee with Vice President Bradley on Tuesday, March 26<sup>th</sup> to review and determine the winners of each award. He asked them to look at their calendars to see if they are free that day around 6:30 pm.

Programmer White said she can help out.

Director Lensch thanked Programmer White. He said he will tell Vice President Bradley and she will probably reach out to Programmer White. He said the meeting would probably be no more than 30 minutes. Director Lensch said they will just review and discuss each nominee and then pick a winner. He said they need to come up with which Programming awards to do during the banquet. He said right now the only ones they have are Programmer of the Year and Intern of the Year. Director Lensch said he would like to come up with some other fun awards. He asked if anyone had any ideas. He said they are going to choose which awards and will do no more than five. He said the week before Spring Break they will vote and then find out who won at the banquet. Director Lensch asked them to brainstorm some ideas for awards.

Programmer White asked if they were going to do the Hidden Valley Award again.

Director Lensch asked if she would like to.

Programmer White said she thought it was cute.

Director Lensch said everyone should know what the Hidden Valley Award is. He said last year Programmer Kinel, who was Director last year, went out of the way to help a student who had fallen on the ice. He said the parents of the student were so grateful they gave her a Hidden Valley Ranch bottle as a thank you. He said last year the Hidden Valley Award was for someone who was kind and went out of their way to help someone. He said Programmer Kinel won last year. Director Lensch said it's a cool award and it has history in the Department. He asked for any ideas for awards. He asked they wanted to have an event of the year award.

The Programmers agreed.

Director Lensch said next week they can nominate which events they would like to vote on. He asked for three more ideas for the list to choose for awards.

Programmer Kinel said it would be cool to have a Most Inclusive Event award since it has been a big change in the Department with dietary restrictions or other things.

Director Lensch said that was a cool idea. He asked if there were any other ideas for awards.

Programmer Bannoura suggest an award for the Most Creative Programmer.

Director Lensch said he would put Most Creative so it could include the interns. He asked for one more award idea.

Programmer Kinel asked if both Programmers and interns would be recognized for the event awards.

Director Lensch said yes.

Programmer White said she thought they should do another award for the interns.

Director Lensch said all the awards are open to anyone except Programmer of the Year.

Assistant Director Lew suggested an award for a leader or someone who takes initiative.

Director Lensch asked if there were any other ideas. He said next Thursday they will announce what the awards will be and there will be some type of nomination process. He said every Programmer will have a chance to be nominated for Programmer of the year and every intern will have the chance to be nominated for Intern of the Year. He said for Event of Year they will take any nominations for what they think should win. Director Lensch said he sent this announcement in the GroupMe, but he was going to say it here to make it clear. He said he originally asked them to attend one executive board or Senate meeting in February and March. He said he realized it was a lot to ask and not fair in the long run. He said he changed it to one meeting in March or February. Director Lensch said Dylon Higa, Assistant Director Lew, Assistant Director Thummel, and Programmer Killian went to meetings. He said the rest of them still have a few more weeks to got to a meeting. He said they should make sure to attend one of the two meetings. He said he wants them to attend the meetings, so they are aware of other ASUN things and know everyone else. Director Lensch 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. Spring Concert**

Assistant Director Thummel moved to approve the budget for Spring Concert.

Assistant Director Lew seconded.

Director Lensch asked if there was any discussion on the budget.

Assistant Director Thummel said talent was discussed a lot with President Jackson and arrived at the amount of \$2,750. He said went through who they are using for staging and sound. He said the barricades includes the price of fencing, protopodites and regular barricades. He said they are waiting on a quote for that, but the price should be good.

Assistant Director Thummel said the price for ESI was good as well. He said the rest of the price were based on the prices from last years budget. He said they are still waiting for the Joe Crowley Student Union to give them a price.

Assistant Director Lew moved to add line item 9 miscellaneous for \$4,750.

Assistant Director Thummel seconded.

Director Lensch asked if there was any discussion on the amendment. He said the original agreement with President Jackson was for \$68,000. He said he would like to make sure they have extra money in the budget for things like food for the artist or other random things that come up. He asked if there were any questions.

There were no questions at this time.

There was no dissent; motion carries.

Director Lensch asked if there was any further discussion or any questions about the budget as a whole.

There was no further discussion or questions at this time.

There was no dissent; motion carries.

The budget for Spring concert was passed.

**b. Family Weekend**

Programmer Abbs moved to approve the budget for Family Weekend.

Programmer Bannoura seconded.

Director Lensch said they will discuss the budget and then amend it. He said they originally approved the lump sum and not a detailed budget.

Programmer Bannoura said for the Wild Island and the Coconut Bowl the amount is just under \$5,000. He said the brunch catering will be \$4,000 and the Joe Crowley Student Union staffing will be \$170. He said for the Sunday lunch they planned on getting catering from Dickey's BBQ and Grateful Gardens. He said other utensils, chips, and game night items will come form Walmart. Programmer Bannoura said the t-shirts will be ordered from the Wolf Shop.

Director Lensch asked if there was any discussion or questions.

Programmer Abbs moved to add line item 13 hygiene kits for \$800.

Programmer Bannoura seconded.

Director Lensch asked if there was any discussion on the amendment.

Programmer Bannoura said they plan to do hygiene kits at the brunch on Saturday.

Director Lensch asked if there was any further discussion or questions on the amendment.

There was no discussion or questions at this time.

There was no dissent; motion carries.

Director Lensch asked if there was any discussion on the budget.

Programmer Bannoura moved to amend line item 12 miscellaneous to \$4,407.50.

Assistant Director Thummel seconded.

Director Lensch asked if there was any discussion on the amendment.

Programmer Bannoura said they had originally budgeted \$18,000 for the event and it is not reflected in this budget. He said he would like to extend the miscellaneous.

Director Lensch asked if there were any questions or discussion on the amendment.

Gaby Ortiz Flores said that was a large amount for miscellaneous. She asked where they planned to spend the money.

Programmer Bannoura said in the event they needed more games for Game Night. He said everything else should be good, but just in case they get charges for something by the Joe Crowley Student Union it would come from miscellaneous. He said they do not plan to spend it all, but to have it just in case something comes up.

Gaby Ortiz Flores suggested they think about ordering more food for the BBQ.

Director Lensch agreed with Gaby Ortiz Flores. He asked if there were any other questions or discussion on the amendment.

Programmer Bannoura asked if they order more food for the BBQ if it could come out of the miscellaneous.

Director Lensch said yes.

There were no other questions or discussion on the amendment.

There was no dissent; motion carries.

Director Lensch asked if there was any other discussion on the overall budget.

Gaby Ortiz Flores asked if Wild Island received the deposit.

Programmer Bannoura said yes.

There was no further discussion at this time.

There was no dissent; motion carries.

The budget for Family Weekend was approved.

**c. Diversity Speaker Summit**

Assistant Director Lew moved to approve the budget for the Diversity Speaker Summit.

Assistant Director Thummel seconded.

Director Lensch said he would like to update them all. He said the originally passed a budget for \$15,000 for the speaker. He said the speaker they decided on was more expensive than the original amount. He said they are adding the extra \$5,000 to the event just in case. Director Lensch said their contribution goes toward ESI security and other green room items. He said Programmer Kinel and Programmer Mastrongioli will submit a more detailed budget when they have everything figured out. He asked if there were any questions.

There were no questions at this time.

There was no dissent; motion carries.

The budget for the Diversity Summit Speaker was passed.

## **9. PUBLIC COMMENT**

Programmer Kinel when the hour by hour for Donut Give Up was due.

Director Lensch said by the night of the Drag Show, March 13<sup>th</sup> at midnight. He said that goes for Bring Your Own Banana (BYOB) as well.

Programmer White asked if they are going to be selling ticket for Spring Concert or general public tickets.

Director Lensch said tickets will be free for students and there will be no community tickets. He said they will use the same online system as they did for the Drag Show. He said it will help them sell more tickets since students will not have to come to ASUN to get the tickets. He asked if there was any other public comment.

Gaby Ortiz Flores asked if the Department of Event Programming was now responsible ESI and green room items for the Diversity Summit Speaker.

Director Lensch said he misspoke when he said that. He said they were just adding the extra \$5,000 now since they have that ability and he had discussed it with President Jackson. He said it will come out of their account, but they might want to talk to Director Amerzada's Department now that the Department on Event Programming approved more money. He said the Department on Event Programming were in charge or coordinating it and it might be easier if they just paid for it and the \$5,000 the Department on Diversity and Inclusion approved could go to the speaker.

Gaby Ortiz Flores said they should talk about it.

Director Lensch agreed. He asked if there was any other public comment.

Gaby Ortiz Flores thanked them for the flowers.

Director Lensch said their next meeting will be Thursday, March 7<sup>th</sup> at 7:30 pm. He said they will be going over the hour by hour for the Drag Show. He said he did not receive any budgets to be approved so they will only be going over the hour by hour and reports. He said if anything

needed to be approved before Spring Break, they should send it to him by midnight next Wednesday. He asked if there was any public comment.

There was no public comment at this time.

**10. ADJOURNMENT**

Director Lensch adjourned the meeting at 8:07 pm.