

Department of Event Programming

Department of Event Programming of the Associated Students 94th Session

Agenda for Monday, July 20th, 2026, at 12pm

In Person- Frankie Sue Del Papa President's Conference Room (JCSU Room 332)

3rd Floor of the Joe Crowley Student Union

Virtual-

<https://teams.microsoft.com/meet/275396122432438?p=ob4ViRjGi6moAnDjc6>

Meeting ID: 275 396 122 432 438

Passcode: oT3m6Ax7

1. CALL MEETING TO ORDER

Call Meeting to Order must be listed by Secretaries or Director.

2. COMPLIANCE WITH NEVADA OPEN MEETING LAW

- a. Was the agenda posted three full working days by 9 am, not including the meeting date?
- b. Is the meeting taking place on the day of the week, month, day, year at the time and location listed on the agenda?
- c. Is the Teams link working and available to the public, and is it being recorded?
- d. If the answer to any of these questions is no, this meeting must be ENDED IMMEDIATELY unless NOML covers a legitimate correction

3. LAND ACKNOWLEDGEMENT

We acknowledge that the University of Nevada, Reno is situated on the traditional homelands of the Numu (Northern Paiute), Wašiw (Washoe), Newe (Western Shoshone), Nuwu (Southern Paiute) peoples. These lands continue to be a gathering place for Indigenous Peoples and we recognize their deep connections to these places. We extend our appreciation for the opportunity to live and learn on their territory

4. ROLL CALL

Roll Call must be listed by Secretaries or director.

- a. Event Programmer, Vivianna Ferrer De Morias

NOTES

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Please email Director Munoz at directorofprogramming@asun.unr.edu to arrange for appropriate accommodations should you need any or if you would like a copy of any of the listed agenda items or supporting materials.

- b. Event Programmer, Sarah Klein
- c. Event Programmer, Taytem Lommori
- d. Event Programmer, Mary Slater
- e. Event Programmer, Kloe Sorge
- f. Event Programmer, Mari Stone
- g. Event Programmer, Jackson Tegtmeyer
- h. Assistant Director, Rena Arneson
- i. Assistant Director, Jaden Ottaviano
- j. Director, Antonio Munoz

5. PUBLIC COMMENT (INFORMATION ONLY)

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

6. ADOPTION OF MINUTES (FOR POSSIBLE ACTION)

The following minutes have been submitted to approve:

Meeting Minutes from June 17th, 2026.

7. REPORTS (INFORMATION ONLY)

Officers of the Department of Event Programming may give a report if they have pertinent information. The Director may also ask an Officer to give a report. If an Officer has no pertinent updates, they may indicate by saying “No Report.”

- a. Director, Antonio Munoz
- b. Assistant Director, Rena Arneson
- c. Assistant Director, Jaden Ottaviano
- d. Event Programmer, Vivianna Ferrer De Morias
- e. Event Programmer, Sarah Klein
- f. Event Programmer, Taytem Lommori
- g. Event Programmer, Mary Slater
- h. Event Programmer, Kloe Sorge
- i. Event Programmer, Mari Stone
- j. Event Programmer, Jackson Tegtmeyer

8. OLD BUSINESS (FOR POSSIBLE ACTION)

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

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9. NEW BUSINESS (FOR POSSIBLE ACTION)

a. Welcome Week Budgets

The Body will discuss the following Welcome week events and budgets regarding their events:

- 1a. Paint the N
- 2a. Battle Born BBQ
- 3a. Undie Run
- 4a. Wolf it Down
- 5a. Fall Club Fair
- 6a. Farmers Market & Resource Fair – Flower making station
- 7a. Defensive driving course

10. PUBLIC COMMENT (INFORMATION ONLY)

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11. ADJOURNMENT

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Antonio Munoz, Rena Arneson, Jaden Ottaviano
Email(s): directorofprogramming@asun.unr.edu, adbudget@asun.unr.edu, admarketing@asun.unr.edu

Learning Outcomes:

1. Students will be able to kickstart the year by experiencing University traditions.
2. Students will form connections with each other and be able to socialize.
3. Students will be able to connect with the Reno community by hiking up to and painting the N!

EVENT INFORMATION:

Event Name:	Paint the N	Date:	8/23/26
Event Location:	Reno Sports Complex, Front of Lawlor	Time:	8am-12pm
Expected Attendance:	200	Cost Per Student:	\$9.62

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Pizza a. (15 Cheese x \$6.99) b. (15 Pepperoni x \$6.99)	\$209.70 a. \$104.85 b. \$104.85	Little Caesars
2. Snacks a. Gatorade 28ct. (7 x \$15.78) b. Granola Bar 60ct. (3 x \$11.48) c. Gummies 90ct. (2 x \$13.94)	\$172.78 a. \$110.46 b. \$34.44 c. \$27.88	Sam's Club
3. Painting Supplies a. Flag Markers 100ct. (\$9.97) b. Paint Rollers (25 x \$4.97) c. Storage container (\$8.98) d. Paint Brushes (13 x \$1.47)	\$657.31 a. \$9.97 b. \$124.25 c. \$8.98 d. \$19.11	Home Depot

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e. Paint (3 x \$165)	e. \$495.00	
4. REMSA (\$75/hour x 4 hours)	\$300.00	REMSA
5. UNR PD (1 Officer (\$91/hour) x 4.5 hours)	\$409.50	UNR PD
6. MISC (10%)	\$174.93	

TOTAL EVENT BUDGET:	\$1,749.29
TOTAL ASUN BUDGET:	\$1,924.22

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Vivianna Ferrer de Morais,

E-mail(s): vferrerdemorais@unr.edu ,

Learning Outcomes:

1. Students will be able to connect with their peers and meet new people as we kick off welcome week
2. Students will get to speak to different Greek life organizations
3. Students will be able to play yard games, grab a picnic blanket and enjoy a meal

EVENT INFORMATION:

Event Name:	Battle Born BBQ	Date:	8/24/2026
Event Location:	KC Lawn	Time:	11-4pm
Expected Attendance:	4,000	Cost Per Student:	\$0.103205

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

HDESCRIPTION:	AMOUNT:	VENDOR:
1.Classic Franks, 8 count x500	\$500	walmart
2.Great Value Hot Dog Buns, 8 count x500	\$740	walmart

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3.LightLife, Smart Dogs, Plant Based Hot Dogs, 8 Count x2	\$9.04	walmart
4.Udis Gluten free hotdog buns	\$7.49	amazon
5.2' x 3' Propane Griddle x3	\$389.78	Celebrations party rentals
6.Pepsi sodas		From pepsi form
7.Picnic Blankets x2	\$40.00	amazon
8.ESI Security	\$1,696.53	ESI
9.Paper hotdog trays x8	\$264.00	Amazon
10. Napkins	\$20.36	Walmart
11. Aluminum Pans	\$6.27	Walmart
12. Gril Tongs	\$20.89	amazon
13. Ketchup Packets	\$50.00	Amazon
14. Mustard packets x2	\$26.48	Amazon
15. Katie Walden DJ	\$250.00	
16. Disposable gloves for food serving	\$11.00	amazon

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17. Ballon arch	\$13.99	amazon
18. Pringles	\$13.98	walmart
19. Electric pump for ballons	\$13.99	amazon
20. Utz Classics Snack Box, Variety Pack, 1 oz, 40 Count x2	\$54.40	walmart
21. 10% misc.	\$412.82	

TOTAL EVENT BUDGET:	\$4,128.20
TOTAL ASUN BUDGET:	\$4,541.02

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/E-mail(s):

Kloe Sorge: (775) 232-2949 programmerSorge@asun.unr.edu

Mary Slater: (702) 204-2680 mdslater@unr.edu

Learning Outcomes:

- 1.Students will learn about environmental awareness and the importance of recycling clothes.
- 2.Students will learn about the importance of donating clothes and supporting their community.
- 3.Students will learn about civic responsibility and contributing to society's overall well-being.

EVENT INFORMATION:

Event Name:	Undie Run	Date:	August 25, 2026
Event Location:	MIKC Lawn	Hours of Event:	7:00 pm-9:00 pm
Expected Attendance:	350	Cost Per Student:	\$5.71

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. REMSA (\$75/hr x 3 hours)	\$225	REMSA
2. ESI Security x 3 hours	\$1,233.84	ESI
3. <i>Poster Boards (\$1.00 x 2)</i>	\$4.00	The Dollar tree

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5. Poster Letters	\$1.25	The Dollar Tree
6. Body Paint (14.99 x3)	\$44.97	Amazon
7. Wristbands 500 ct	\$9.49	Amazon
8. Boxers x \$11.99 a. Small x 2 b. Medium x 2 c. Large x 5 d. Extra L x 1	\$131.89	Amazon
10. Snacks a. Otter pops (\$9.98 x2) b. Water 80pk (\$8.98 x 4) c. Chips 50 pk (\$18.48 x 2)	\$92.84	Sam's Club
11. Ice 20lbs (\$5.48 x 2)	\$10.96	Walmart
12. MISC 10%	\$245.76	

TOTAL EVENT BUDGET:	\$1,754.24
TOTAL ASUN BUDGET:	\$2000.00

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Mari Stone and Sarah Klein

E-mail(s): programmerklein@unr.edu and programmerstone@unr.edu

Learning Outcomes:

1. Introduce Campus traditions to new students at the University of Nevada
2. Create an inclusive and welcoming space where students can connect with one another.
3. Learn about ASUN, Upcoming events and Multicultural Greek Councils

EVENT INFORMATION:

Event Name:	Wolf it Down	Date:	8/26-8/27
Event Location:	The Quad	Time:	10pm-1am
Expected Attendance:	5,000	Cost Per Student:	\$2.55

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Pancake Mix 7.74 x 40	\$309.60	Sam's Club
2. Paper plates 20.98 x 16	\$335.69	Sams Club
3. Gluten Free Pancake Mix 4.98 x 10	\$49.80	Walmart
4. Apple Juice 11.98 x 14	\$167.72	Sams club
5. Orange Juice 7.84 x 20	\$156.80	Sams Club
6. Celsius 23.98 x 20	\$479.60	Sams club

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7. Mini Alani 22.58 x 10	\$225.80	Sams club
8. Mini Alani 22.58 x 10	\$225.80	Sams Club
9. Syrup 2.48 x 17	\$42.33	Walmart
10. PAM 7.48 x 6	\$44.88	Sams club
11. Napkins 12.84 x 3	\$38.52	Sams club
12. Whipped Cream 2.87 x 30	\$86.10	Walmart
13. Chocolate Syrup 11.98 x 5	\$59.90	Sams Club
14. Strawberry Syrup 2.64 x 10	\$26.40	Walmart
15. Chocolate Chips 3.72 x 10	\$37.20	Walmart
16. Sprinkles 3.00 x 5	\$15.00	Walmart
17. Plastic Forks 18.99 x 5	\$94.95	Amazon
18. 2 oz Portion Cups 14.98 x 2	\$29.96	Amazon
19. Blue Table Clothes 25.99 x 1	\$25.99	Amazon
20. Server Aprons 22.99 x 1	\$22.99	Amazon
21. Chaffing Dishes 34.99 x 2	\$69.98	Amazon
22. Gas food Warmers 16.99 x 1	\$16.99	Amazon

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23.	Lighters 2.99 x 3	\$8.97	Walmart
24.	Gloves Medium	\$17.92	Amazon
25.	Gloves Large 8.96 x 2		
26.	Batter Dispensers? CLOSET?		
27.	Spatulas 25.99 x 1	\$25.99	Amazon
28.	ESI Security 2 Supervisors – 36.63/hr x 4hrs 10 Security – 29.40/hr x 4hrs	\$1469.04	ESI Security
29.	Light Towers x 5	\$790.17	United Rentals
30.	Portable toilets quote (One Standard, One ADA, and a handwashing station)	\$644.50	United Rentals
31.	Propane griddle 82.50 x 3	\$389.78	Celebration Event Rentals
32.	Stage (16x16) stage Stairs Black skirt	\$970	Fun Events
33.	Mechanical Bull 195 x 3 hours	\$585	Fun events
34.	BH Adrenaline obstacle Course	\$395	Fun Events
35.	Fun Events Delivery/Picked Fee and Credit card Fee Delivery-200 Credit Card fee- 46	\$246	Fun Events
36.	Poster Boards	\$19.99	Amazon
37.	Silver and Blue Catering	\$3,258.43	Caterfax
38.	DJ Youssef	\$150	
39.	Balloon Towers (2 ct.)	\$19.99	Amazon
40.	Balloons (50 ct.) x 3	\$20.97	Amazon
41.	Misc 10%	\$1,157.38	

TOTAL EVENT BUDGET:	\$11,573.75
TOTAL ASUN BUDGET:	\$12,731.13

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

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E-mail(s): directorofprogramming@asun.unr.edu, adbudget@asun.unr.edu,
admarketing@asun.unr.edu

Learning Outcomes:

1. Students will be able to receive free food!
2. Students will learn more about how to get engaged on campus.
3. Students will be connected with resources on campus.

EVENT INFORMATION:

Event Name:	Fall Club Fair	Date:	8/27/28
Event Location:	The Quad	Time:	4-7pm
Expected Attendance:	5,000	Cost Per Student:	\$0.34

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Pizza a. Cheese (100 x \$6.99) b. Pepperoni (100 x \$6.99) c. Tip (10%)	\$1,537.80	Little Caesars
2. Misc. (10%)	\$153.78	

TOTAL EVENT BUDGET:	\$1,537.80
TOTAL ASUN BUDGET:	\$1,691.58

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Taytem Lommori and Jackson Tegtmeyer

E-mail(s): programmertlommori@asun.unr.edu & programmertegtmeyer@asun.unr.edu

Learning Outcomes:

1. Learn how to create a new welcome week event to reach a new audience of students!
2. Learn how to balance out and plan an event efficiently.
3. Learn about ASUN, and Different resources available to students on campus.

EVENT INFORMATION:

Event Name:	Farmers Market & Resource Fair	Date:	8/28
Event Location:	KC Lawn	Time:	12pm – 2pm
Expected Attendance:	350	Cost Per Student:	\$9.23

BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Flowers a. Roses White 25ct (3 x \$45.00) b. Babies Breath 10ct (20 x \$18.29) c. Pink Carnations 25ct (2 x \$29.29) d. Peach Carnations 25ct (2 x \$29.29)	\$2234.25 a. \$135.00 b. \$365.80 c. \$58.58	Reno Wholesale Flowers

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e. White Veronica 10ct (3x \$20.14) f. Sun Flowers 10ct (3 x \$16.43) g. lavender Snapdragons 10ct (5 x \$27.29) h. Yellow Tulips 10ct (4 x \$31.14) i. Purple Tulips 10ct (4 x \$31.14) j. Mauve Mini Carnations 10ct (10 x \$11.00) k. Eucalyptus Gunni 5ct (10 x \$19.95) l. Cocculus 10ct (10 x \$14.29) m. Orange LA hybrid Lillies 10ct (3 x \$42.86) n. Yellow LA hybrid Lillies 10ct (3 x \$42.86) o. White Oriental Lillies 10ct (3 x \$64.29) p. Lavender Roses 25ct (2 x \$45.00) q. Pink LA hybrid Lillies 10ct (3 x \$42.86)	d. \$58.58 e. \$60.42 f. \$49.29 g. \$136.45 h. \$124.56 i. \$124.56 j. \$110.00 k. \$199.50 l. \$142.90 m. \$128.58 n. \$128.58 o. \$192.87 p. \$90.00 q. \$128.58	
2. Bouquet making supplies a. Ribbon White (\$14.99) b. Paper Holders (2 x \$37.99) c. Flower Stand (3 x \$169.99) d. Water buckets (\$27.99) e. Variety color ribbon (3 x \$24.99)	\$703.90 a. \$14.99 b. \$75.98 c. \$509.97 d. \$27.99 e. \$74.97	Amazon
3. Misc 10%	\$293.82	

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TOTAL EVENT BUDGET:	\$2938.15
TOTAL ASUN BUDGET:	\$3231.97

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admarketing@asun.unr.edu

Learning Outcomes:

1. Identify common driving hazards and how to avoid them.
2. Apply defensive driving techniques in everyday driving situations.
3. Practice safe driving habits to reduce the risk of collisions.

EVENT INFORMATION:

Event Name:	Defensive Driving Course	Date:	8/1/26
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BUDGET INFORMATION: *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Defensive Driving Course (\$55.72 x3)	\$167.16	National Safety Council

TOTAL EVENT BUDGET:	\$ 167.16
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NOTES

This agenda has been posted at the ASUN Offices in the Joe Crowley Student Union, online at www.nevadaasun.com and notice.nv.gov a minimum of three (3) business days prior to the meeting in accordance with Nevada Open Meeting Law (NOML).

Items on the agenda may be taken out of order. The Director may combine two or more agenda items for consideration. The Director may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Please email Director Munoz at directorofprogramming@asun.unr.edu to arrange for appropriate accommodations should you need any or if you would like a copy of any of the listed agenda items or supporting materials.

Department of Programming

The Associated Students of the University of Nevada 94th Session

Meeting Minutes for Wednesday, June 17th, 2026 at 3 P.M.

332, 3rd Floor of the Joe Crowley Student Union

1. CALL MEETING TO ORDER

- a. Director Munoz calls the meeting of the Department of Programming to order at 3 P.M.

2. COMPLIANCE WITH NEVADA OPEN MEETING LAW

- a. Was the agenda posted three full working days by 9 am, not including the meeting date? Yes it was.
- b. Is the meeting taking place on the day of the week, month, day, year, at the time and location listed on the agenda? Yes it is.
- c. Is the Zoom link working and available to the public? Yes it is.

3. LAND ACKNOWLEDGEMENT

"We acknowledge that the University of Nevada, Reno is situated on the traditional homelands of the Numu (Northern Paiute), Wašiw (Washoe), Newe (Western Shoshone), Nuwu (Southern Paiute) peoples. These lands continue to be a gathering place for Indigenous Peoples and we recognize their deep connections to these places. We extend our appreciation for the opportunity to live and learn on their territory."

4. Roll Call

- a. Event Programmer, Vivianna Ferrer De Morias- Absent Excused
- b. Event Programmer, Sarah Klein- Present
- c. Event Programmer, Ryenn Lommori- Absent Excused
- d. Event Programmer, Taytem Lommori- Present
- e. Event Programmer, Mary Slater- Present
- f. Event Programmer, Kloe Sorge- Present
- g. Event Programmer, Mari Stone- Present
- h. Event Programmer, Jackson Tegtmeier- Present
- i. Assistant Director, Rena Arneson- Absent Excused
- j. Assistant Director, Jaden Ottaviano- Present
- k. Director, Antonio Munoz- Present

5. PUBLIC COMMENT

- a. There is no public comment at this time.

6. ADOPTION OF MINUTES

- a. There are no minutes to be approved at this time.

7. REPORTS (INFORMATION ONLY)



POSTED ON OR BEFORE 9:00 a.m. ON THE THIRD WORKING DAY BEFORE THE MEETING

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. Requests for supporting material for an agenda item should be directed to the Archives of the Associated Students.

If you would like a copy of any of the agenda items listed, please contact the Senate Secretary at senatesecretary@asun.unr.edu

- a. Event Programmer, Vivianna Ferrer De Morias reports, "Hello Programmer Ferrer de Morais for the record. I hope everyone is having a relaxing summer so far. Since the retreat, I have finished battle born BBQs event proposal as well as almost finalizing the budget. In addition, I have been connecting with FSL to work out our collaboration. This upcoming week I will be meeting with Ricky and Val to discuss our plan more in depth. In addition, I am waiting on a quote from celebrations! party rentals as well as finalizing security with ESI. Have a great weekend!"
- b. Event Programmer, Sarah Klein reports, "I've been finishing up my Workday onboarding and making sure everything is submitted and up to date. My main priority has been planning Wolf It Down. I'm finalizing the budget and coordinating the details needed to set us up for success. I have been in communication with several vendors to secure quotes and confirm availability. I've been collaborating with Programmer Stone throughout the process, and we're both excited to create an event that feels fun, welcoming, and memorable for our students."
- c. Event Programmer, Ryenn Lommori reports on working on her upcoming events for the Welcome Week.
- d. Event Programmer, Taytem Lommori reports that her and Programmer Tegtmeier have been collaborating on the proposal for the farmer's market.
- e. Event Programmer, Mary Slater, reports on familiarizing herself with workday and working with Programmer Sorge on the "Undie Run"
- f. Event Programmer, Kloe Sorge, reports on working with Programmer Slater on the "Undie Run" and completing the supply list for that event.
- g. Event Programmer, Mari Stone, reports on finalizing the budget for "Wolf it Down".
- h. Event Programmer, Jackson Tegtmeier, reports on working on Programmer Lommori on the "Open Week" budget.
- i. Assistant Director, Rena Arneson reports, "Hi everyone! I hope you are all enjoying your summer! I am so sorry I cannot be there at our first department meeting. I do not have much to update you all on, but if anyone needs help finalizing their budget or if they want me to look over it, feel free to send it my way. Additionally, I will likely touch base with each of you in mid-July to figure out how we are going to distribute our event surveys. I am hoping to use Lounge, but we will have to wait and see. If anyone needs anything or has any questions, feel free to Teams me or email me!"
- j. Assistant Director, Jaden Ottaviano reports, "Hello everyone! For our marketing, I'd just like to remind everyone that the deadline to submit mock marketing is on the 28th. I have received a mock for Wolf it Down so far. For an update, Inkblot will no longer be creating designs for us, just printing materials. So, this means all designs will be finalized between me and Director Mendoza. As such, I might have to go back and forth with you guys a little more. I will be meeting with her after everything is submitted to me to make necessary adjustments and finalize things so we can start printing. Also, I will request that if submitting a Canva design, please send me a copy of the original design so that I can make edits. We will be using Canva for final designs, and Director Mendoza will post them directly from Canva. If you want any say in the Instagram caption, let me know or put it in the notes on Canva if using Canva. I will be meeting with Gabby Turner and Director Mendoza next Tuesday to discuss Welcome Week Marketing and printing/distribution schedules, so if you would like to get anything into me before that or have any questions you would like to ask, please reach out by that Monday. I also met with Club Colors, with whom we ordered Homecoming T-Shirts last year, to discuss how they can help us this session. They will basically print anything with a logo on it, so if you want to utilize them for stickers, shirts, magnets, stress relievers, or anything, you can contact me and I can connect you with them for a quote. Keep in mind that unlike Inkblot, this will come out of our budget. For the internship side of things, I have been working with Chief of Staff Atkinson and AD Phannes to work out interviews for Programming and Clubs & Orgs interns. We will

conduct interviews the week before NevadaFIT and the week of. It will be a quick turnaround, but I would like to secure interns before Welcome Week so that they can shadow each of you during the events. This will be a valuable experience for them and will help me get a grasp of basically who vibes with who for mentorship pairings. We will be posting an advertisement for the Event Programming Internship on Instagram sometime this summer, so I ask that you guys help spread this out so we can get several valuable candidates. Also, if you know anyone who may be interested, feel free to direct them to the application. It will open on July 6th and close on August 7th. I know this was a lot of information, so please reach out if you need any help or need further explanation.”

- k. Director, Antonio Munoz reports, “Good afternoon, everyone, and thank you all for being here today. I also want to thank you for spending part of your weekend with ASUN at our summer retreat, hosted by Director Barrera. I want to start by saying I’ve really appreciated meeting with each of you during our one-on-one meetings. You all have been doing an amazing job, so take a moment to recognize that work for yourselves, I am genuinely proud of everything you’ve accomplished so far. As we move forward, please make sure you are on the lookout for the Lounge system integration going live on July 1st. This will be the new system used to formalize and process your events with the university. Because it is a new system, I strongly recommend that you work together, support one another, and don’t hesitate to ask questions as you navigate it. If you cannot find an answer, please reach out to me, and if I am unable to resolve it, I will defer to Lindsey and Maddy, our professional staff. Our Welcome week SEAB meeting will be held on August 5th at 11am so I will need you to be there to present your events to the Board! I also want to take a moment to acknowledge Lindsey, she has been incredibly helpful with everything I’ve needed. Even in her first month, she has been quick to learn and has been absolutely killing it. I highly encourage you all to take the opportunity to meet and connect with her when you can. Finally, please continue to check Teams, BOX, and your emails regularly for updates. If you haven’t already, make sure your notifications are turned on so you don’t miss any important information. We will be meeting again some time in July to pass your event budgets so make sure to get those done! Thank you all again for your time, and for the work you continue to put into ASUN.”

8. OLD BUSINESS (FOR POSSIBLE ACTION)

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

9. NEW BUSINESS

- a. Welcome Week Assignments
 - i. The Body will discuss events Officers are assigned to for Welcome Week and deadlines for tasks regarding their events.
 - ii. Director Munoz reminds everyone to complete their budgets for their Welcome Week events in time, before the next department meeting, to get the budgets passed.
 - iii. All marketing will be produced in-house from this point forward.
- b. Expectations for the Programming Board
 - i. The Body will discuss expectations for Officers throughout the 94th Session, including attendance, professionalism, communication, and overall commitment to

- the Board's goals and initiatives.
 - ii. Director Munoz reviews the expectations for the 94th session regarding attendance and deadlines.
- c. How to Contact Director Munoz
 - i. The Body will discuss the preferred methods and expectations for communicating with Director Munoz, including response times, meeting requests, and professional communication standards.
 - ii. Director Munoz reviews his schedule and when it is best to meet with him during the summer.

10. PUBLIC COMMENT

- a. Luis Aguilar-Herera comments on the fun everyone had during the retreat and once again introduces Lindsay Albergas, the newest CSE pro staff. And if anyone doesn't have Box or Wordpress access of their Woldcard isn't working then contact him to get it resolved.
- b. Lindsay Albergas comments on submitting the events to the university's scheduling department and a reminder that we are still using Packlife for the time being.

11. ADJOURNMENT

- a. Director Munoz adjourns the Department of Programming at 3:24 P.M.