

# STUDENT ASSOCIATION MEETING

State University of New York, College at Geneseo



## *Executive Committee*

President: Brendan Quinn  
Vice-President: Jarah Magan  
**Directors:**  
Academic Affairs: Diana Zuniga  
Business Affairs: Adam Gross  
Inter-Residence Affairs: Vinita Mishra  
Public Relations: Chad Salitan  
Student Affairs: Jason Park, Acting  
Student Programming: Nicholas Guy  
Advisor: Tamara Kenney

## *PROFESSIONAL STAFF*

Dir. of SA Programs,  
Personnel & Finances: Kate Rebban  
Administrative Assistant: Nancy Chirico  
Graphics Coordinator: Kristen Fuest  
Program Advisor:  
Service Manager: Dianne Krenzer

Student Association meetings are Wednesdays at 6:15 pm in the College Union Hunt Room. All are welcome to attend.

## **MINUTES #5, Wednesday, September 5, 2007**

Page	Business Meeting Agenda
12	<b><i>Call to Order, Approval of Agenda, Approval of Minutes</i></b>
12-13	<b><i>Updates</i></b>
13	<b><i>Old Business</i></b> <b>None</b>
13	<b><i>New Business</i></b>
13	<b>15-0708:</b> BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the fundraising request of the Geneseo Crew Club, Account 1402, for the Bottle Drive fundraiser on 8-9 September to raise up to \$100. <i>First and only reading</i>
13	<b>16-0708:</b> BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the fundraising request of the Geneseo Crew Club, Account 1402, for the "Rent-a-Rower" fundraiser on 8-9 September to raise up to \$150. <i>First and only reading</i>
13-14	<b><i>Open Discussion</i></b>
14	<b><i>Adjournment</i></b>

**Call to Order:**

The Meeting was called to order at 6:17 pm with all members of the Executive Committee present.

**Approval of the Agenda:**

Adam proposed to amend the agenda. Proceeds of the fundraiser of the Crew Club should be for operating budget rather than for a replacement racing shell. The agenda was approved 5-0-1, with Adam abstaining.

**Approval of the Minutes**

The minutes were approved 6-0-0.

**Updates**

**President, Brendan Quinn updates:**

Brendan is doing some tasks required for beginning the year. He also prepared a presentation for today's open discussion.

**Vice-President, Jarah Magan updates:**

She attended the Senate exec meeting. There was a senate interest meeting yesterday. There are still 4 spots open so if anybody's interested, e-mail Jarah at savp@geneseo.edu to get the forms to become a senator.

**Director of Business Affairs, Adam Gross updates:**

Forms have been updated on the Student Association website. All the requests are due by 4pm on Thursdays. Information about the treasurer training session is in club mailboxes. Please sign-in when you come to SA meetings. Sign in by updates or it will be counted as your club missing the meeting. Also do not forget to sign out when you leave the meeting.

**Director of Inter-Residence Affairs, Vinita Mishra updates:**

IRC will be having its first meeting this Monday, 9/10, at 7pm in the Hunt Room. IRC is still looking for a Vice Chair. If anybody is interested, please contact Vinita.

**Director of Public Relations, Chad Salitan updates:**

There are refreshments in the back and he brought signs for organizations. The fall break vacation bus is all planned. For more information, go to [www.geneseo.edu/~ticketoffice](http://www.geneseo.edu/~ticketoffice). As a SA funded organization, clubs are entitled to free advertisement in The Lamron publicity page. Please contact Chad if there are events you want to advertise.

**Director of Academic Affairs, Diana Zuniga updates:**

There are three positions still open in AAC, treasurer, communications director and secretary. If anybody is interested, contact Diana at aac@geneseo.edu for more information. On 9/19 in Welles 121 at 1:30pm, there will be a task force curriculum review meeting. It will be an open forum and open to all students. Please attend the meeting if you have any suggestions on the curriculum, want to share any opinions, or have any questions. Diana will be the moderator.

**Interim Director of Student Affairs, Jason Park updates:**

The first meeting for the Intercultural Dinner will be at 7:30pm in the Hunt Room after the SA business meeting.

**Director of Student Programming, Nick Guy, updates:**

This Friday at 10pm, in the Union Ballroom, will be the "real life Hitch". The speaker is the person that the movie "Hitch" was based on. He is a winner of the National Speaker of the Year so it should be entertaining. AC will be looking for new Limelight, Accents and Special Events coordinators in early October. Talk to Nick if you are interested. He also stressed the importance of putting SA logos on publicity, etc. If you cannot put on the SA logo, make sure to put "supported by mandatory student activity fees" on things like the whats-up submissions.

**Kate Rebban, Director of SA Programs, Personnel, & Finances updates:**

The annual Student Association audit is complete. The auditor will be here in the SA office next Wednesday at 5pm to present the findings. If you are interested in attending, please let Kate know.

**Tamara Hurlburt, SA Executive Committee Advisor updates:**

She is working on small projects with Brendan.

**Open Updates**

**Geneseo Environmental Organization updates:**

Jesse, from GEO, updated that they will be helping out the Geneseo Valley Conservancy on 9/15. Please email amk15@geneseo.edu if you are interested in helping GEO.

**Pride Alliance updates:**

Joe said that Pride's Drag Ball will be on 4/26/08.

**Model United Nations updates:**

Humza said MUN will have a meeting tomorrow on parliamentary procedure in South 338 at 7pm. If you are interested but cannot make it to that meeting, there will be a mini-model on Saturday at 2pm, in Newton 214, to qualify to be a delegate to go to the Georgetown conference. Please e-

mail Mun at Mun@geneseo.edu to be included in the mini model. Jarah asked if other people can come watch the mini model. Humza said everybody is welcome to come watch.

#### ***Shakti updates:***

Haleema said there will be tryouts for Geneseo Bhangra on Saturday at 2pm.

### **Old Business**

None.

### **New Business**

**15-0708:** BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the fundraising request of the Geneseo Crew Club, Account 1402 for the Bottle Drive fundraiser on 8-9 September to raise up to \$100.

#### *First and only reading*

Caitlin, from Crew, explained that the Crew Club will be doing a fundraiser for the operating budget, by collecting recyclable bottles at the boat house on Conesus Lake. People can drop off bottles from 9-5pm on either day.

Discussion: Nick asked how Crew Club was going to advertise for the event. Caitlin answered that Conesus Lake Association announced about the bottle drive at their meeting last week. They are spreading word in the community through that and the fundraiser will be something small. Jarah said that SA funded organizations are not supposed to advertise their events until it is approved by SA. Diana agreed with Jarah. Nick stressed that SA needs to approve the events before clubs can advertise them. But since this is the first meeting, we should clear this now so it does not happen again. Jarah stressed that an event should not be advertised before it is approved. Adam mentioned that it is a rule and that advertising before approval may just be wasting the club's time if it does not get approved. He also made sure that if the funds in an account must be used by end of the fiscal year. Katherine, from GEO, asked for a clarification on dates of the fiscal year. Kate answered that fiscal year starts on June 1 and ends on May 31. Jarah told Caitlin she should bring this information back to the club so it does not happen again.

15-0708, first and only reading, passed 6-0-0

**16-0708:** BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the fundraising request of the Geneseo Crew Club, Account 1402 for the "Rent-a-Rower" fundraiser on 8-9 September to raise up to \$150.

#### *First and only reading*

Caitlin explained that Crew Club members will be available to do yard work, taking out docks, etc. So far, two people are interested in it.

Discussion: Jarah made sure this is not like slave labor. Crew Club approves the task before they do them. Vinita asked if there is a time limit to how much crew members can work. Caitlin said they are reserved by the hour. Adam asked how many people work per task. Caitlin said 4 people will be working on the gardening job and 5 people for the dock task for 9 dollars per hours per person. Kate said that money raised should be deposited as soon as possible. She asked if the customers were going to pay by cash or check. Caitlin said they can make out a check to the crew team or pay by cash. Diana asked if more people can ask for tasks to be done on that day. Caitlin answered that it would be better if customers can reserve them before hand but if they have time, they will honor any requests. The Crew Club got this idea from a crew club in Vermont. Adam asked if the requests for tasks go through one person. Caitlin said it goes through the executive board and people can ask for a task through e-mail. The executive board also decided what they will do and what tasks to not accept. Jarah said she liked that Crew Club got the idea from another club and sharing ideas.

16-0708, first and only reading, passed 6-0-0

### **Open Discussion**

Brendan gave a presentation about Student Association. SA includes every undergraduate student at Geneseo who pays a mandatory \$85 fee per semester, which is part of the comprehensive fee in the college bill. The fee is entirely controlled by Student Association. SA has a budget of 1.2 million dollars which includes everything from staff, programming, and insurance. The fee is completely determined by students and approved by students and the elected Executive Board of Student Association. The President, Brendan, runs meetings, directly supervises staff like Kate, appoints SA advisor, and makes all nominations and appointments which are approved by the Executive Board. Brendan signs off on all contracts of SA. He also appoints people to committees and serves on committees as well. He is part of the College Council which is the highest board in the college, CAS Board of Directors which he is a Vice President of, Foundation Board of Directors and others. The president must keep neutrality in order to be the person students and staff can come to in order to solve problems, etc. The Vice President, Jarah, has a new task of building closer relations with the Club Sports Association. CSA receives a lot of funds from the SA and it is important for them to have close contact with SA. Jarah also handles student half of the college senate. She also chooses the senators and is a member of the executive board of the college senate. She also chairs fee review committees for when there are reimbursements of activity fees. She puts together the meetings and runs them. The Director of Business Affairs, Adam, manages the budgets, writes the agenda, and memos. Routine memos about missed meetings, violations and frozen budgets come from Kate. Please do not forget to check club e-mails and mailboxes since SA does correspondence through them. Adam also chairs the budget committee in the spring. Brendan appoints the committee and they make final decisions about the SA budget. In SA, there are three standing committees, IRC, AC, and ACC. Vinita, as the Director of Inter-Residence Council, is the chair of IRC. IRC is the largest standing committee in terms of people. They support programming for residence halls and also has campus wide programs. IRC consists of 29 representatives from each residence halls. Nick is the Director of Student Programming which makes him the chair of Activities Commission. AC is the smallest in terms of people but has the biggest budget of \$450,000. The individual students elected in the fall choose movies, limelight events, concerts, etc. Nick also handles the Class Council starting this year. Activities Commission's meetings are on Thursdays in the Union Boardroom. Diana, the Director of Academic Affairs, is the chair of Academic Affairs Committee. AAC consists of representatives from academic departments and academic student organizations. AAC funds their programs, mixers, and retreats that are open to all students. They meet 7pm in the Hunt room on Tuesdays. Diana also meets often with the Provost. Jason is the appointed interim Director of Student Affairs. The elected DSA could not accept her position. Jason cannot vote on the executive committee since he was not elected. There will be an election in October for his position. The Director of Student Affairs creates a resource guide for off-campus students, conducts the voter registration drive, budget advocacy, and works closely with cultural groups and ACE. Chad, the Director of Public Relations, creates the new student records for incoming freshmen, does all SA publicity, utilizes The

Lamron publicity page for advertisements for SA and SA supported clubs, goes to organization's meetings, and works on publicity when there are referendums on SA mandatory student activity fees. Chad will handling the vacation bus program starting this year. These directors were elected last spring in an election conducted by USAEC, which Bob Schwitter is now the chair of. There will be elections in October for class officers and the Director of Student Affairs. SA Executive Committee directors are elected in March. SA also includes services like Technical Services, The Lamron, GSTV, GOLD, Public Safety Aides, and Upstate Escapes. SA allocates about \$30,000 for Late Knight programs, and gives roughly \$30,000 for scholarships, research and travel grants. If any clubs need to make a contract, they must speak to Carey Backman first and talk about the process. There are packets for contracts including W-9 forms in the SA office. Once the performers look everything over and signs it, return everything to Nancy Chirico with Carey's initials and the President will sign the contract. For clubs protection, do not conduct verbal agreements since SA will not be responsible for those and will not fund them. Also, do not advertise the event until the contract process is finished and everything is signed off. There is a new SA logo. Please put them on all physical publicity. If your club is supported by SA, you must put the SA logo on all events even if it's just a meeting. Brendan stressed the importance of this policy. Make sure everybody in your club is aware of this policy since your club will be penalized if it is not followed. If there are any questions about this policy, contact Brendan. There is a SA logo stamp in the SA office and a digital form is on the website. When you come to business meetings, do not forget to sign in and sign out. If you leave in the middle of the meeting without signing out, it will be counted as a missed meeting. With two missed meetings, your club's budget will be frozen. It will be unfrozen after you come to two SA meetings. With three missed meetings, your clubs budget will be frozen for the rest of the semester. It is important for a representative to come to meetings to ensure smooth reading procedures for your coming readings. Also the meeting is important so clubs can share their programs and accomplishments. When you speak in the meeting, please say your name and also the organization you are from so it can be noted in the minutes. The Executive Board officers have office hours in the SA office, CU316. Please talk to Adam before you submit your readings to make sure you are not missing anything. If your organization does fundraisers, sells tickets, etc, make sure to deposit the money right away. There is a new rule of consignment. If you are selling products bought by SA money, store them in the Ticket Office and sign them out when you sell them so SA can keep track of how many you sold and how much money should be coming in. Also, tickets being sold for events must be done through the Ticket Office. You must meet with the SA Service Manager, Dianne Krenzer, in the Ticket Office. There is also a new system of encumbrance for individual expenditures of \$2000 or more. These are SUNY guidelines and CAS (SA's fiscal agent) rules. Have everything in by 3pm Wednesdays before you need the check. Have the contract, if needed, a check request, and encumbrance form that SA is currently working on, ready. Please make sure you have all these things ready since these rules are not flexible and SA cannot process the check if these rules are not met. Please read the financial policy for rules. Nick added that if anybody has questions about anything feel free to come to the SA office or ask any of the executive board members, Kate, or Tamara. They are there to help and to make sure organizations can utilize funds in correct ways and put on fabulous events.

### Adjournment

The meeting was adjourned at 7:08pm.

Respectfully Submitted,  
Nobu Iwata

Recording Secretary