



# AS Finance Council

April 19, 2023 1:00 p.m. Teams Online

**Members: Present:** Brandon Denny, Chair (AS Business Director), Sargun Handa, Vice Chair (AS President), Bella Bedard (Activities Rep), Madi Gilbert (Central Services Rep), Gabe Wong (Delegate for AS Student Senate President), **Absent:** MJ Manaois (ADEI Rep)

**Advisor:** Raquel Vigil, Assistant Director for Business Services and Planning

**Secretary:** Sam Hughes, VU Business Services Program Support

**Guests:** Kalie Benson, ASP Special Events Coordinator; Casey Hayden, Assistant Director Student Activities & Media

## MOTIONS

**FC-23-S-04** Approve the minutes of April 7, 2023. **Passed**

**FC-23-S-05** Approve the minutes of April 12, 2023. **Passed**

**Brandon Denny, chair, called the meeting to order at 1:00 p.m.**

### I. Call to Order

### II. Approval of the Minutes- April 7, 2023 & April 12, 2023

*MOTION FC-23-S-04 by Wong*

Approve the minutes of April 7, 2023

Second: Bedard      Vote: 3-0-1      Action: Passed

*MOTION FC-23-S-05 by Bedard*

Approve the minutes of April 12, 2023

Second: Wong      Vote: 3-0-1      Action: Passed

### III. Revisions to the Agenda- Info item B, AS Productions Field Day Large Event Funding Proposal discussed before info item A, KUGS Operations Manager Position Grant Proposal.

### IV. Public Forum

### V. Information Items

A. AS Productions Field Day Large Event Funding Proposal      Doc. 2, Doc. 3

Benson, the AS Productions (ASP) Special Events Coordinator, is planning the annual spring late night event which will be held May 19<sup>th</sup>. Every year, a late-night event is held during the fall and spring quarters. This event is referred to as Field Night and is intended to resemble an elementary school field day this quarter. For this event, ASP is partnering with the Rec Center as a co-sponsor. The funding proposal is for \$1,000 to fund an inflatable obstacle course that ASP Special Events does not have the budget for. Benson said this event brings together a lot of students and allows them to end off the school year on a good note. Denny asked how many people are planned to be at the event. Benson said around 800-1,000 people, and that the late-night events are typically the biggest events of the year and are a tradition. ASP Special Events is funding \$4,700

towards the event but the budget falls short. This proposal is intended to fill that gap and ensure ASP Special Events does not go over-budget when planning their de-stressing event towards the end of the year. Denny asked what other activities will be held at the Field Night event. Benson is working on partnering with a club or organization on campus to put on a show. ASP will also partner with the Rec Center to offer Zumba, badminton, volleyball, dodgeball, swimming, and more. Wong asked what the plan is for food at the event. Benson said ASP typically partners with Pizza Time to order around 100 pizzas for the event, which is also the plan this year. Bedard asked if the funding in this proposal will only go towards the inflatable obstacle course or if it will go towards other expenses as well. Benson said the funding will mostly go towards the obstacle course but may go towards other event expenses.

*Benson left the meeting at 1:10pm. Hayden joined the meeting at 1:12pm.*

Vigil asked if Hayden, as the advisor, is in support of the funding request for this event. Since the proposal is for \$1,000, Vigil wonders if ASP has enough funds available to absorb the cost. As of March 31, 2023, the remaining budget for ASP Special Events is \$4,888.10. There is also \$52,322.61 remaining for ASP Administration and the overall remaining budget for ASP is \$98,009.23. Hayden is in support of the funding request for this event and said that the request is accurate to what ASP Special Events has in their budget. The main goal this funding request is to ensure that ASP Special Events is not going over-budget for late night, but Hayden said there could be unspent wage dollars in the ASP Administration budget to absorb the cost. Denny asked if the cost estimate for this event is similar to the fall late night event cost. Hayden said the Rec Center held the last event, but ASP held the fall VU Late Night event, which incurred a cost of around \$7,000. Gilbert said the intention of the Large Event Reserve fund is for covering things that go above-and-beyond what is budgeted for, and that this late-night event appears to be a yearly occurrence. Given this, Gilbert asked if the inflatable obstacle course or other expenses for this event go above-and-beyond what would normally be budgeted. Hayden said ASP tries to do two late night large events per year which are budgeted for, but when students get into the finer details of planning the event, that is when the event can go over budget. Hayden said this is when the Large Event fund can come in to support the additional costs for activities that will add value to the event. Denny asked if there is any update about the cost of Lawnstock, which will also be coming to the Large Event Reserve fund. How will this event play into the council's overall position regarding the Reserve funds? Hayden said the funding request was submitted a while ago, but in the past the request has been in the range of \$20,000 for the past few years. The hope is to receive the same level of funding this year. Vigil said, "I am in support of Gilbert's question. As per the policy, the statement purpose [of the Large Event Reserve fund] reads as: "For funding events that will enhance the Western Student experience and are beyond the scope of the Programs & Services allocated operating Budget". My question would be how does a \$1,000 potential overage in an ongoing allocated program meet the purpose of Large Event funding?". Vigil said this feels like a conversation that the budget authority should be having with the programmers to discuss where ASP is budget-wise. Vigil said that there have been discussions about transferring ASP funds internally to cover shortages, and asked if this would be the case for this \$1,000 expense too. Hayden said, "I hear you, and I think that is a way to look at it. I'm good with that. I think the reason we got to this place of proposing a \$1,000 funding request is budget tracking and the fact that every budget coordinator is their own coordinator who is responsible for their funds. We try to support that type of

budget management and consider what options are available if a budget might go over. We haven't typically done this very often in the past where we will pull from unspent admin wage dollars. I think it's something we can and should explore more, and we are doing that with the Underground Coffeehouse". Denny said given the large remaining ASP budget for the quarter it would be better to absorb the cost within ASP because there is still Lawnstock to consider for the Large Event Reserve Fund. Additionally, Denny said because it is near the end of the fiscal year it makes sense to use the unspent wage dollars to absorb the cost and not have it come to the Large Event Fund. If it were earlier in the year this would be something to be more cautious over, but since we are in spring quarter Denny does not see an issue with that. Wong asked if the ASP special events budget will be unable to cover the full cost of this event and the event planned for later in the quarter. Hayden said if all the estimated costs come in as they are anticipated, it would go beyond the ASP Special Events allocation, but there is excess that will be unused in the admin budget that could cover it.

B. KUGS Operations Manager Position Grant Proposal

Doc. 1

Denny asked if the grant does not get approved, but if additional support is given to Jamie Hoover (KUGS General Manager) in the form of a Student Operator Position (SOP), would this be a potential alternative to the KUGS Operations Manager? Hayden said in the current budget proposal for KUGS, the Operations Coordinator student position line item has been removed because the hope was for the grant to be approved. This was also a way to reduce the operational asking dollars from KUGS. If the grant is not approved, that line item would need to go back into the budget proposal to stay at baseline student staffing. As far as if an SOP would serve as an alternative, there is not a clear answer. Hayden said it is a question of if KUGS would be able to create a new student position that provides enough support. The main issue still comes in around holidays and intercessions because the single pro-staff member at KUGS is unable to take time away while still ensuring the student can receive a break as well. Additionally, a new student position would need a grant to cover the cost or there would need to be an operational increase to student positions. Hayden still believes that the KUGS Operations Manager position would best to support the station. Wong said "My understanding is that generally student employees aren't supposed to be there in place of salaried staff. I would be hesitant about hiring a student to do a position like the Operations Manager". Denny agrees and doesn't want students doing the job of pro-staff, but also wants to get support for the KUGS General Manager that is sustainable in the long term.

*Hayden left the meeting at 1:37pm.*

Denny said that the focus for next year's budget is reducing the deficit and operationalizing positions. Both Denny and Eric Alexander (Executive Director for Student Engagement & Director of the VU) are currently supportive of the grant timeline, but going forward there will be more push towards operationalizing positions and evaluating how that fits into the overall AS budget. This will be further discussed next week. The tentative date for presentation of the S&A fee is May 5<sup>th</sup>. Right now, discussions point towards a 4% increase in all constituent areas, but the main focus is reducing the budget deficit.

## **VI. Action Items**

**VII. Other Business**

**VIII. ADEI Updates**

**IX. Adjourn**

***The meeting was adjourned at 1:44 p.m.***