

Clean Energy Committee Meeting Finance Workshop Tuesday 4PM March 8, 2016

CEC Members Present: Rhianna Hruska, Jonas Upman, Anna Rhoads, Yesha Maggi, Stephen D'Annibale, Alexis Cariello

-Discussion on what can or cannot be funded:

- possible to hire students if the student has a resume that fits the job description

- this makes it so people do not just hire their friends for the job opening

-If students go on conference trips they need to have a way to share what is learned back to the community

-Think about the applicant group's mission when deciding whether to fund a certain guest speaker

-Gifts: example: sweatshirts or shirts given to group members

- special revenue funds (which has its own org #) can be spent on shirts/food

- needs to be fundraised by the group in some way (example: bake sale or arts & crafts fair)

-depends on how the gear may be used:

- is the gear checked out

- who stores/owns them

- can it be used by club members for future years to come

-if changes in budget are needed, ask the applicant to come back and amend the original proposal

- “approval for reallocation of funds”

-often just give a lump sum of money

- all inclusive fees

- the presenter chooses how to spend their money

-Take into account risk when meeting with applicants and deciding whether to fund projects

- ask questions about safety equipment

- travel (advisor may go with them if it is out of state)

- building in risk management questions in the application or meetings/hearings

-before money is released group needs to submit proof of safety if a plan is not initially in place

-award letter would not be released until then

-S&A Board typically asks for a month in advance before an event is funded

- exceptions can be made, they are just not ideal

- set a deadline that gives applicants time
- “string of people that needs to approve the budget”
- add disclaimer that it may take time to allocate the money
 - flow of money
 - award letter (sent to Emily)
 - if new budget/project, then Nancy Eastman assigns a budget number (which takes a few days)
 - Charlotte McLaughlin takes the budget number and loads the money onto the budget number
 - Emily would batch load budgets to make sure things are easier for Charlotte
 - which usually happens on Fridays
- budget # was lost, which happens but rarely
- Business Services side – severely under staffed
- Emily uses all email correspondence throughout the process
- “CB” budget loading document
 - cc the clean energy email account to see where a certain budget number is in the process
- how money gets from student fees in our budget
 - loads certain amount
 - granting green tags, administrative
- big pot of Clean Energy Fee is called a Fund
 - smaller allocations called organizations
- history of orgs since CEC has started
- signatures from department sponsors are meant so the department knows what is going on
- Emily Pieper will sign off on student activities projects
- create flow chart of this process so current and future CEC members can reference it
- precedent of notifying applicants that the money takes time to load
- numbers are place holders to keep track of the spending
- expenditures of the project fund for Clean Energy Committee in Banner (budgeting system)
- hard to determine how much was spent this academic year on projects
- student fees are state money
- Emily will send a budget breakdown to clean energy account

-once project is signed off by sponsors applicants can contact these staff to order materials:

-S&A: Student Activities Advisor

-Academics: Tina Pearson or Michelle Bartlett

-RAD: Most likely Alex Baldwin

-Yesha is interested in the possibility of reducing the student fee

-breakdown of Clean Energy Fee

-potential to cap at a certain amount (example \$12)

-send RAD staff member information to Emily once it is determined

-bridge connection with the S&A Board

-Student Activities Page → Student Leader → online version of the Student Activities Handbook

-Clean Energy Committee webpage now links to the WordPress site

-Possibility for the Clean Energy Committee to be at the Spring Quarter Arts and Crafts Fair

-The first hearing for Spring Quarter will be Monday April 4th from 3:15-5PM

General Meeting for next quarter/scheduling

-Evaluation Week meeting on Tuesday

-potential to dedicate a certain amount of money to Tacoma campus

-find a staff contact at Tacoma

-Earth Week events can be funded at the first hearing of Spring Quarter

-check the ORCA drive to make sure that files will not get deleted