



CHAPMAN UNIVERSITY

ALLOCATIONS COMMITTEE MEETING AGENDA

Wednesday, November 9th, 2022

I. Call to Order – 7:05pm

a. Roll Call

- i. **Present:** Bailey, Noora, Mo, Whitney, and Tiffany
- ii. **Absent:** Richie (Excused), Pamela

b. Approval of Agenda

- i. **Motion:** Bailey– (7:09pm)
 1. **Second:** Mo– (7:10pm)

II. Old Business

a. **American Society for Biochemistry and Molecular Biology – (7:10pm)**

- i. **Description:** Food for Dr. Rishikesh Chavan’s talk
- ii. **Amount:** \$250
- iii. **Discussion/Questions:**
 1. **Mo Hijazi:** *There shouldn’t be an issue since this event has worked in the past*

iv. **Motion to... Approve in Full**

1. **Mo Hijazi– (7:13)**
2. **Second: Noora – (7:13pm)**
 - a. **Yes: 3**
 - b. **No: 0**
 - c. **Abstentions: 0**
 - d. **Motion Passed**

b. **Sharon Cohen – (7:14pm)**

- i. **Description:** Kesem’s Fall National Leadership Summit

ii. **Amount:** \$347.33

iii. **Discussion/Questions:**

1. **Tiffany** We tabled due to the request not being submitted through the right form
2. **Whitney** : Up to you all about tabling or denying the request
3. **Mo:** Doesn't hurt to table the request, since she might not have looked at her email, but we also want to have consistency on our decisions
4. **Mo:** Emphasize the importance of submitting this request on time, and we won't be able to make an exception next time around

iv. **Motion to Recommend to...table the request**

1. **Mo** – (7:18pm)
2. **Second: Noora** – (7:18pm)
 - a. **Yes: 3**
 - b. **No: 0**
 - c. **Abstentions: 0**
 - d. **Motion Passed**

III. Funding Request Appeals

- a. N/A

IV. New Business

- a. *Discussion of the Allocations Operating Documents (7:20pm)*
 - i. **Whitney:** Email from Delaney about the proposed document. Have allocations discuss the proposed changes. Discuss the roles of the committee
 - ii. **Mo:** At the end of the semester, we should review the expenditures in order to cater towards improving the committee. Helpful to look about our expenditures every semester
 - iii. **Whitney:** Do we want a semester report in order to review expenditures? E.g. the checks paid out, .
 - iv. **Bailey:** I think that would be really helpful
 - v. **Whitney:** Discussion on the Allocations Committee attendance and how many senators need to sit on the committee going into the Summer.
 - vi. **Tiffany:** I think that would be really helpful to have at least 5 senators always sitting on the committee to fully review requests

- vii. Mo: It's important to have returning senators sit on the committee. Maybe add that a voting senator needs to be a returning senator
- viii. Bailey: I think that would be really helpful to know if such situations have happened in the past.
- ix. Tiffany: Do we want to add that to the document?
- x. Mo: Yeah. Kayla mentioned we want to have a higher quorum of 3 senators plus the chair.
- xi. Tiffany: Yeah, I think that would be really helpful and a bit easier to meet quorum if we always have 5 senators sitting on the committee.
- xii. Whitney: Just to clarify, we want to have 5+ senators of which 1 is a student orgs senator and 1 being a returning senator (if possible)?
- xiii. Whitney: Discussion on if Allocations Meeting should be open to the student body. In order for students to see how our meetings are run, but non-members of the committee are unable to vote.
- xiv. Mo: Totally agree that the meetings should be open to the student body
- xv. Whitney: Article 6 (Requirements) about organization compliance with the university policy. Remove if Students are in good academic standing with the university, since it isn't really checked. What do we do if an meeting that is being put on by non-undergraduate students?
- xvi. Mo: Good point. Verbiage on how will fund it up to the next academic year, since the events being planned by the student (at the time of being of being an undergraduate?)
- xvii. Tiffany: I agree with that, since Career and Graduate applicant's test dates are often in the summer after graduation.
- xviii. Whitney: So far, we have been pretty strict with this, but we can extend the deadline to the end of Summer.
- xix. Whitney: Dean Price is open to expanding the Academic Orgs range to allow for Academic Conferences and Career and Graduate tests.
- xx. Tiffany: If this does get passed, would the money for Career and Graduate go somewhere else since Academic Orgs line is taking care of it now?
- xxi. Whitney: If it's passed, I recommend for it to go back to the Student Organizations fund.
- xxii. Whitney: Discussion around general club meetings. Do we want to have a dollar amount or how many meetings we want to cap at? (General Club Meetings)

- xxiii. Whitney: Lists of General Issues: 1) Events for Profit (would the organization pay SGA back if profit was made, if not, then a meeting would need to be held) Should SGA be getting part of the profits? 2) Appeals Process (Denials or Partial Funding need to be sent out with reason with the appeal process.) If there wasn't substantial information submitted, it'll go back to Allocations. If not, it'll go to an *ad hoc committee* consisting of the chair, director of finance, and director of justice. Who will review the requests is up for debate. 3) Infractions (not much that we've dealt with recently). 4) Items funded storage/ownership (Who owns the SGA funded items) 5) Items and events for profit (expecting to be paid back)
- xxiv. Mo: Important to take the time to go over, but it will take time. Would it be ok to go over it on our time? And regroup in our next meeting
- xxv. Whitney: Yeah, but the review board will be meeting on Friday, but have the comments and suggestions by this Friday.

b. Current SGA Budget (As of 11/9/22 Meeting) (7:54pm)

- i. **Academic Organizations: \$53,979.17**
- ii. **Student Organizations: \$42,057.05**
- iii. **Conference: \$17,582.00**
- iv. **Co-Sponsorship: \$13,357.23**
- v. **Career and Graduate: \$12,467.00**

c. Senate Requests (Requests that are \$1000+)

i. Future Pharmacists Club – (7:54pm)

- 1. **Description:** Requesting for Jackets
- 2. **Amount:** \$760
- 3. **Discussion/Questions:**

- a. Bailey: Confused on the numbers between the breakdown and the difference of \$15 and \$11.
- b. Whitney: The difference is about \$15, but SGA is only able to fund up to a certain amount.

c. Mo: They are such a small committee, and it'll be nice to support this group of committee. Additionally, we have funded AMSA request's as well.

d. Noora:

4. Motion to Recommend to fund in full

a. Noora – (7:58pm)

b. Second: Mo – (7:58pm)

i. Yes: 3

i. No: 0

i. Abstentions: 0

i. Motion Passed

ii. Ping Pong Club – (7:59pm)

1. Description: Requesting for Ping Pong Tables, Tax

2. Amount: \$1,292.97

3. Discussion/Questions:

a. Noora: Only concern is for storage, but they currently have storage for their current tables.

b. Whitney: Been getting email on lack of storage, and the lack of storage space. Clubs have been reaching out for SGA advocacy on getting storage space for clubs.

c. Noora: I feel comfortable tabling until we figure out storage

d. Mo: Where are they keeping their other ping-pong tables?

e. Whitney: Storage in AF until the Student Union, but unsure at the moment. The club has been reaching out to different departments

f. Mo: It'll be good to advocate for storage, since it is difficult to fund since there is no storage available at the moment

4. Motion to Table the Ping Pong Club's request

a. Mo – (8:03pm,)

b. Second: Bailey – (8:03pm)

ii. Yes: 3

ii. No: 0

ii. Abstentions: 0

ii. Motion Passed

d. **Career and Graduate:**

i. N/A

e. **Conference**

i. **Leah Zahn – (8:03pm)**

1. **Description:** SCCUR Annual Conference

2. **Amount:** \$590.56

3. **Discussion/Questions:**

a. **Whitney:** we've funded 2 conferences for leah this semester, but we have tried to fund up to 1 conference per student

b. **Mo:** As long as we have the money to fund it, I think we should fund it, since students are putting in a lot of work towards attending and presenting. It'll be really helpful for the student especially in applying for grad school.

4. **Motion to Fund in Full**

a. **Mo – (8:07pm)**

b. **Second: Noora – (8:07pm)**

i. **Yes: 3**

i. **No: 0**

i. **Abstentions: 0**

i. **Motion Passed**

f. **Co-Sponsorship**

i. N/A

g. **Academic Organizations**

i. **American Chemical Society – (8:08pm)**

1. **Description:** Requesting food for the “Mingle with ACS and ASBMB” Event

2. **Amount:** \$67.645

3. **Discussion/Questions:**

a. **Tiffany:** Request not submitted 14 days ahead of event

4. **Motion to Deny**

a. **Noora – (8:08pm)**

b. Second: Mo – (8:08pm)

i. **Yes: 3**

i. **No: 0**

i. **Abstentions: 0**

i. **Motion Passed**

ii. Women in Animation – (8:09pm)

1. **Description:** ???

2. **Amount:** \$400

3. **Discussion/Questions:**

a. **Tiffany:** Not too sure what is being requested, since the budget sheet totals to \$460

b. **Mo:** Good idea to table to get more information

4. Motion to...table request till we get further information

a. **Noora – (8:10pm)**

b. **Second: Mo – (8:10pm)**

ii. **Yes: 3**

ii. **No: 0**

ii. **Abstentions: 0**

ii. **Motion Passed**

iii. Society of Women Engineers [SWE] – (8:10pm)

1. **Description:** Requesting for Snacks and Stationary Supplies for Study Session

2. **Amount:** \$104.55

3. **Discussion/Questions:**

a. **Mo:** Study session/general meeting, so it'll be beneficial for the attendees.

4. Motion to fund in full

a. **Noora – (8:11pm)**

b. **Second: Mo – (8:11pm)**

iii. **Yes: 3**

iii. **No: 0**

iii. **Abstentions: 0**

iii. Motion Passed

iv. Lambda Pi Eta – (8:11pm)

1. **Description:** Requesting food for the Lambda Pi Eta's Graduate School Panel
2. **Amount:** \$102.34
3. **Discussion/Questions:**
 - a. **Noora:** Good opportunity to hear from other past students

4. Motion to...Fund in Full

- a. **Noora** – (8:13pm)
- b. **Second: Bailey** – (8:13pm)

iv. **Yes: 3**

iv. **No: 0**

iv. **Abstentions:**

iv. Motion Passed

v. Chapman Animation and Visual Effects Student Association – (8:14pm)

1. **Description:** Requesting reimbursement for the Meeting with Faculty Event
2. **Amount:** \$58.13
3. **Discussion/Questions:**
 - a. **Tiffany:** The requests was submitted after the event

4. Motion to...Deny

- a. **Mo** – (8:14pm)
- b. **Second: Noora** – (8:14pm)

v. **Yes: 3**

v. **No: 0**

v. **Abstentions:**

v. Motion Passed

vi. Chapman Animation and Visual Effects Student Association – (8:15pm)

1. **Description:** Requesting reimbursement for CAVESA Halloween
2. **Amount:** \$71.29
3. **Discussion/Questions:**
 - a. **Tiffany:** The requests was submitted after the event

4. Motion to...Deny

- a. **Noora** – (8:15pm)

b. **Second: Mo** – (8:15pm)

vi. **Yes: 3**

vi. **No: 0**

vi. **Abstentions: 0**

vi. **Motion Passed**

vii. **Research and Development Club** – (8:15pm)

1. **Description:** Requesting Krispy Kreme Doughnuts and Coffee for the RnD Club’s “Mindfulness Panel w/ Dr. Gail”

2. **Amount:** \$95

3. **Discussion/Questions:**

4. **Motion to...Fund in Full**

a. **Mo** – (8:16pm)

b. **Second: Bailey** – (8:16pm)

vii. **Yes: 3**

vii. **No: 0**

vii. **Abstentions: 0**

vii. **Motion Passed**

h. **Student Organizations**

i. **American Pacific Student Association [APSA]** – (8:18pm)

1. **Description:** Requesting for Decorations and Prizes for the “Into the APSA-Verse” event

2. **Amount:** \$225.94

3. **Discussion/Questions:**

a. Tiffany: Request not submitted 14 days ahead

4. **Motion to...Deny**

a. **Mo** – (8:17pm)

b. **Second: Bailey** – (8:17pm)

i. **Yes: 3**

i. **No: 0**

i. **Abstentions: 0**

i. **Motion Passed**

i.

ii. **Kesem at Chapman University – (8:18pm)**

1. **Description:** Requesting for Kendall Kearnan to attend “the Kesem’s Fall National Leadership Summit”
2. **Amount:** \$358.26
3. **Discussion/Questions:**
 - a. Tiffany: Request not submitted 14 days ahead

4. **Motion to...Deny**

- a. **Mo – (8:18pm)**
- b. **Second: Bailey – (8:18pm)**

ii. **Yes: 3**

ii. **No: 0**

ii. **Abstentions: 0**

ii. **Motion Passed**

V. Adjournment – 8:18pm

- a. **Motion:** Mo– (8:18pm)
- b. **Second:** Bailey– (8:18pm)
 - i. **Yes:** 3
 - ii. **No:** 0
 - iii. **Abstentions:** 0
 - iv. Unanimous