



CHAPMAN UNIVERSITY

ALLOCATIONS COMMITTEE MEETING AGENDA

Wednesday, March 29, 2023

I. Call to Order – (4:02)

a. Roll Call

- i. **Present:** Tiffany, Cintya, Whitney, Lauren (on zoom), Cristina (leaves at 4:15), Pamela
- ii. **Absent:** Richie

b. Approval of Minutes

- i. **Motion:** Cintya (4:02)
 1. **Second:** Pamela (4:02)

c. Approval of Agenda

- i. **Motion:** Cintya (4:03)
- ii. **Second:** Cristina (4:04)

II. This Week's SGA Budget

a. Budget is currently being worked on.

III. Old Business

i. Olivia Garcia – (4:04)

1. **Event Date (if applicable):** March 15, 2023
2. **Description:** SGA has funded \$665 (the full amount), but the Wilkinson College has also granted \$500. Do we want to split the costs with the College or fund the entire thing?
3. **Funding Line:** Academic Orgs
4. **Amount:** \$665

Commented [F(1)]: There's a doc titled "Submission" in this folder that contains the wrong information (t-shirts request from Emma Han.

Commented [LT2R1]: which folder is it?

5. **Discussion/Questions:**

- a. **Tiffany** – Should we fund the entire thing or have the college pay the \$500 and cover the rest. It has been approved and allocated previously.
- b. **Whitney** - it will actually be split equally between SGA and the college
- c. **Cintya** – it would be helpful to get money, since we have been stressed about the budget
- d. **Whitney** – it's for an academic conference
- e. **Tiffany** – historically it is split between Wilkinson and SGA
- f. **Cristina** – we should split if half and half, think it could be beneficial to show how we work with others

6. **Motion to...Fund in partial \$332.50 (split with Wilkinson)**

- a. **Cristina** – (4:08)
- b. **Second:** Cintya – (4:09)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ii. **Noelle Habashi** – (4:09)

- 1. **Event Date (if applicable):** May 26, 2022
- 2. **Description:** RICA
- 3. **Funding Line:** Academic Orgs (C&G)
- 4. **Amount:** \$171
- 5. **Discussion/Questions:**
 - a. **Whitney** – Applied last year but fell through the cracks and never reviewed and approved, for RICA exam last summer

6. **Motion to...fund in full**

- a. **Cintya**– (4:10)

- b. **Second: Pamela– (4:10)**
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
 - iii. **Shannon Coyle – (4:10)**
 - 1. **Event Date (if applicable):** August 7th, 2022
 - 2. **Description:** GRE
 - 3. **Funding Line:** Academic Orgs (C&G)
 - 4. **Amount:** \$205
 - 5. **Discussion/Questions:**
 - a. **Tiffany–** same issue of Noelles, submitted check request form without funding form
 - b. **Cristina-** liked her statement, think it's cool
 - c. Pamela - don't think anything is bad
 - 6. **Motion to...Fund in Full**
 - a. **Pamela– (4:12)**
 - b. **Second: Cristina– (4:12)**
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

IV. Funding Request Appeals

i. **American Classics in Literature – (4:12)**

- 1. **Event Date (if applicable):** N/A
- 2. **Description:** Books & Additional Costs for Food
- 3. **Funding Line:** Academic Orgs
- 4. **Amount:** \$865

- a. *The Wine of Youth* - \$16.99 per item (x13)
- b. *Walden* - \$3.95 per item (x13)
- c. *Desert Solitaire* - \$10.59 per item (x13)
- d. *The Coast of Chicago* - \$12.69 per item (x13)

5. **Discussion/Questions:**

- a. **Tiffany** – The total costs for the books are \$627.09. Reached out and followed up on the book costs and clarified everything. Don't feel comfortable funding the additional cost of food
- b. **Cristina** – doesn't feel comfortable funding the food either, just the books
- c. **Whitney** – does it include the tax?
- d. **Tiffany** – yes
- e. Whitney - The remaining \$100 requested is miscellaneous cost, we do not want to fund that
- f. **Cristina** – are they still gonna want the money if we don't give them the food?
- g. **Tiffany** – yes and we will make sure for food and additional costs we need to know exactly what it is used for.

6. **Motion to...Approve in Partial for \$627.09**

- a. **Cristina**– (4:16)
- b. **Second: NAME** – (4:16)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

V. **New Business**

a. **Senate Requests (Requests that are \$1000+)**

- i. **Kapamilya/KASA/NSU/Pua'Ikeana** – (4:17)

1. **Event Date (if applicable):** April 28, 2023
2. **Description:** Cross Cultural Formal
3. **Funding Line:** Student Orgs
4. **Amount:** \$6,925
 - a. Venue - \$3,500
 - b. Security Deposit – \$1,000 (Paid Already)
 - c. Food - \$1,000
 - d. Beverage - \$750 (Does this include alcohol?)
 - e. DJ - \$300 (Is this a Chapman Student?)
 - i. \$125.93: Paid
 - f. Opportunity Drawing - \$101.83
5. **Discussion/Questions:**
 - a. **Tiffany** – had to clarify if it includes alcohol, if it's a chapman student, etc. Normally for this year we have not been funding opportunity drawings. The idea of the funds is to make sure they're split evenly among everyone.
 - b. **Whitney**- cannot accept Venmo payments (what is on their posters), need cash box from the office. Student signed contract, that is not supposed to happen, so Whitney might not even be able fund it (per dj contract and venue contract). We did fund the event last year, it's a good opportunity
 - c. **Whitney** – she already paid the security deposit, would need to talk with student orgs to talk about the contracts. From the statement they included: it seems they have paid the outside vender license (DJ) - so that would be a reimbursement and retroactive funding, venue deposit has been paid by secretary (so this would also be reimbursement and retroactive). Contracts need to be signed by student orgs in order to be paid out.

- d. **Whitney** – beer and champagne, we cannot fund that. Maybe email them tonight- we should probably email tonight to explain that.

6. Motion to...Table

- a. **Cintya**– (4:24)
- b. **Second: Pamela**– (4:24)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ii. Wilkinson College – (4:24)

1. **Event Date (if applicable):** April 24, 2023
2. **Description:** Earth Day Celebration
3. **Funding Line:** Co-Sponsorship
4. **Amount:** \$1,350.50
 - a. Ice Cream - \$697
 - b. Water - \$53.97
 - c. Succulents - \$298.50
 - d. Flower Pots - \$117
 - e. Paint Set - \$26.99
 - f. Table Cloth - \$75
5. **Discussion/Questions:**
 - a. **Tiffany** – Are we funding more tote bags? I believe we funded the tote bags already? Possibly already funded \$580 for the tote bags over interterm.
 - b. **Cintya** – it's going to senate regardless so we can clarify there
 - c. **Tiffany** – looks like they didn't actually request the totes again

6. **Motion to recommend to...Fund in Full**
 - a. **Cintya**– (4:27)
 - b. **Second: Pamela**– (4:27)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- iii. **Student Athlete Advisory Committee – (4:28)**
 1. **Event Date (if applicable):** April 28, 2023
 2. **Description:** Student Athlete Formal
 3. **Funding Line:** Co-Sponsorship
 4. **Amount:** \$1,500
 5. **Discussion/Questions:**
 - a. **Tiffany** – What exactly are we funding? Their ticket sales total \$4,720, and the costs total \$2,913.69. Also, we can't fund the bar/alcohol.
 - b. **Whitney**- not student orgs, would be considered a co-sponsorship, it is department adjacent. We should come with questions for the senate: do you have a contract drafted through the university,. What is it funding, what all have you paid for already, etc.?
 - c. **Tiffany** – the invoices we have received to do match currently with the totals
 - d. **Whitney** – make sure to get all receipts.
 - e. **Tiffany** – they listed last years budget, so hopefully we get a better cost breakdown
 - f. **Whitney** – expected attendance of 300, good opportunity for student athletes. On campus location is great to pursue if they are concerned about cost.

- g. **Cintya** – worries we cannot make an educated recommendation, based on the holes in the description. Alcohol is also a big concern.
- h. **Pamela** – agreed there is a lot of obstacles and it is confusing to make a recommendation.
- i. **Whitney** – would recommend funding in partial and give a very clear breakdown for why we can fund some things but not other things. We can bring to senate not giving a recommendation.

6. Motion to bring this request to senate

- a. **Pamela**– (4:35)
- b. **Second: Cintya**– (4:35)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

b. Requests that are under \$1,000:

- i. **Lily Jose** – (4:35)
 - 1. **Event Date (if applicable):** February 19, 2022
 - 2. **Description:** GRE
 - 3. **Funding Line:** Academic Orgs (C&G)
 - 4. **Amount:** \$205
 - 5. **Discussion/Questions:**
 - a. **Tiffany** – same issue we have seen previously, check request submitted without funding request (assuming).

- b. **Whitney** – did she include personal statement?
- c. **Tiffany** – no
- d. **Whitney** – this is an incomplete application, email and ask for personal statement.
- e. **Tiffany** – she didn't submit the check request on time, and not within our fiscal year when the test was taken
- f. **Whitney** – if we denied she would most likely appeal, which is outlined in the allocations document.
- g. **Tiffany** – originally submitted 12/1/22, was denied because not 14 days ahead of test (10 months after the test was taken). Never ended up replying to tiffanys email.

6. **Motion to...Deny**

- a. **Cintya**– (4:43)
- b. **Second: Pamela**– (4:43)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ii. **Coalition of Artistic Students in Theatre** – (4:43)

- 1. **Event Date (if applicable):** March 31, 2023
- 2. **Description:** Coffee Cart
- 3. **Funding Line:** Academic Orgs
- 4. **Amount:** \$471
- 5. **Discussion/Questions:**
 - a. **Tiffany**– unsure if they had a contract
 - b. **Cintya**- the event is in two days
 - c. **Whitney** – asked Lauren about the context about CAST requesting a coffee cart, if they have sodexo contract, etc.

We would need to figure it out ASAP because the event is soon.

- d. **Whitney** – email if they have received approval from sodexo, and if so, do they have a contract with the coffee cart. Because it is under \$1,000 and you guys want to fund it, Whitney can try to figure out a solution
- e. **Tiffany** – mentioned the event being on St. Patrick's day and March 31, so need email clarification.
- f. **Cintya** – if she had to decide now, she would fund in full

6. Motion to...Fund in full contingent on upholding chapman fiscal policy

- a. **Cintya**– (4:51)
- b. **Second: Pamela**– (4:52)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

iii. **Tri-Beta (1) – (4:52)**

- 1. **Event Date (if applicable):** April 3, 2023
- 2. **Description:** Raising Canes
- 3. **Funding Line:** Academic Orgs
- 4. **Amount:** \$277.66
- 5. **Discussion/Questions:**
 - a. **Tiffany**– they have two more requests fyi
 - b. **Whitney** – extra \$27 for plates and napkins
- 6. **Motion to...fund in full**
 - a. **Pamela**– (4:52)
 - b. **Second: Cintya**– (4:52)
 - i. **Yes:** unanimous

- ii. **No:** XXX
- iii. **Abstentions:** XXX
- iv. **Motion Passed** / Motion Failed.

iv. **IEEE – (4:53)**

1. **Event Date (if applicable):** April 5, 2023
2. **Description:** Canva Workshop (Tacos, Sodas, and Silverware)
3. **Funding Line:** Academic Orgs
4. **Amount:** \$175
5. **Discussion/Questions:**
 - a. **NAME** – XXX
 - b. **NAME** - XXX
6. **Motion to...XXX**
 - a. **Pamela** – (TI:534ME)
 - b. **Second: cintya**– (4:53)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

v. **Bernadine Cortina – (4:53)**

1. **Event Date (if applicable):** April 6, 2023
2. **Description:** The Association for Asian American Studies
3. **Funding Line:** Academic Orgs (Conference)
4. **Amount:** \$117
5. **Discussion/Questions:**
 - a. **Tiffany** – Wilkinson has granted \$500.
 - b. **Pamela** – great
 - c. **Tiffany** – high gpa so impressive
 - d. **Lauren** – would represent chapman well
6. **Motion to...Fund in full**

- a. **Pamela**– (4:54)
- b. **Second:** Cintya– (4:54)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

vi. Delight Ministries – (4:55)

- 1. **Event Date (if applicable):** April 8, 2023
- 2. **Description:** Spring Event 2023 (Pastries, drinks, and utensils)
- 3. **Funding Line:** Student Orgs
- 4. **Amount:** \$115
- 5. **Discussion/Questions:**
 - a. **Tiffany** – dates of events do not line up; we need to enforce the correct 14 days ahead.
 - b. **Lauren** – it could be a mistake and that changing the date can cause an impact on the request, potentially a genuine accident
 - c. **Tiffany** – issue is that we have a precedent of denying if it is not within 14 days
 - d. Whitney – we can fund for april 8th but only the event on april 8th

6. Motion to...Fund in full (contigent on april 8th)

- a. **Cintya**– (5:01)
- b. **Second: Pamela**– (5:01)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

vii. Tri-Beta (3) – (5:02)

1. **Event Date (if applicable):** April 15, 2023
 2. **Description:** Tri-Beta STEM in Higher Education Event
 - a. Zitos' Pizza: \$250
 - b. Stem Learning Equipment: \$343.17
 3. **Funding Line:** Academic Orgs
 4. **Amount:** \$593.17
 5. **Discussion/Questions:**
 - a. **Pamela**– lots of funding for tri beta, is Zito's necessary?
 - b. **Cintya** – worry it might lead to concerns that we are favoring tri beta
 - c. **Whitney** – maybe we should make a standard for next year with a cap for the amount of food funding, etc.
 6. **Motion to...Fund in partial for 343.17**
 - a. **Pamela**– (5:04)
 - b. **Second:** Cintya– (5:04)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- viii. **SoC Trailblazer Program – (5:05)**
1. **Event Date (if applicable):** April 11, 2023
 2. **Description:** 1st Generation Alumni Panel (Raising Canes)
 3. **Funding Line:** Co-Sponsorship
 4. **Amount:** \$97.91
 5. **Discussion/Questions:**
 - a. **Pamela**– good that it is coming out of co-sponsorship line
 - b. **NAME** - XXX
 6. **Motion to...fund in full**
 - a. **Pamela**– (5:05)

- b. **Second:** Cintya– (5:05)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ix. Marissa Thompson – (5:06pm)

1. **Event Date (if applicable):** April 13-15, 2023
2. **Description:** National Conference on Undergraduate Research
3. **Funding Line:** Academic Orgs (Conference)
4. **Amount:** \$420
5. **Discussion/Questions:**
 - a. **Tiffany** – Wilkinson has granted \$500.
 - b. **Cintya** – Elaborate personal statement. Unique to each applicant within this conference

6. Motion to...fund in full

- a. **Cintya** – (5:07)
- b. **Second:** Pamela – (5:07)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

x. William Yonts – (5:07)

1. **Event Date (if applicable):** XXX
2. **Description:** National Conference on Undergraduate Research
3. **Funding Line:** Academic Orgs (Conference)
4. **Amount:** \$357.96
5. **Discussion/Questions:**
 - a. **Tiffany** – \$500 from Wilkinson approved
 - b. **NAME** – Quality personal statement

6. Motion to...fund in full

- a. **Cintya** – (5:08)
- b. **Second:** Pamela – (5:09)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

xi. Delta Sigma Pi – (5:09)

- 1. **Event Date (if applicable):** April 14, 2023
- 2. **Description:** Spring Decorating Event
 - a. Easter Decorations: \$94.03
 - b. Food: \$64.66
- 3. **Funding Line:** Academic Orgs
- 4. **Amount:** \$200
- 5. **Discussion/Questions:**
 - a. **Whitney** – Bunny basket and materials only for one person. Prizes/awards for individuals have not typically been funded this year.
 - b. **Pamela** – I think it's okay
 - c. **Cintya** – Not a significant amount of money
 - d. **Lauren** – In favor of funding
 - e. **Cintya** – Initiating 11 new members

6. Motion to...fund in full

- a. **Cintya** – (5:12pm)
- b. **Second:** Lauren – (5:12pm)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

xii. Tri-Beta (2) – (5:13pm)

1. **Event Date (if applicable):** April 10, 2023
2. **Description:** Food for Meeting (Raising Canes)
3. **Funding Line:** Academic Orgs
4. **Amount:** \$277.66
5. **Discussion/Questions:**
 - a. **Tiffany** – Not submitted 14 days in advance.
 - b. **NAME** - XXX

6. Motion to...deny

- a. **Cintya** – (5:13pm)
- b. **Second:** Pamela – (5:13pm)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

xiii. Bijou Allard – (5:13pm)

1. **Event Date (if applicable):** April 27, 2023
2. **Description:** Western Psychological Association
3. **Funding Line:** Academic Orgs (Conference)
4. **Amount:** \$145.31
5. **Discussion/Questions:**
 - a. **Pamela** – Great resume; in favor
 - b. **Lauren**– 4 day conference; lots of experience for not much money

6. Motion to...fund in full

- a. **Cintya** – (5:13pm)
- b. **Second:** Pamela – (5:14pm)
 - i. **Yes:** unanimous
 - ii. **No:** XXX

iii. **Abstentions:** XXX

iv. **Motion Passed** / Motion Failed.

xiv. **Chapman Pua'Ikeana – (5:15pm)**

1. **Event Date (if applicable):** May 6, 2023
2. **Description:** Additional Funded for Aloha Mau
3. **Funding Line:** Student Orgs
4. **Amount:** \$318.76
5. **Discussion/Questions:**
 - a. **Tiffany** – They had to switch vendors from Celebrations! To Signature, so this is the difference.
 - b. **NAME** – Legal wouldn't accept outside terms and conditions from previous vendor
 - c. **Cintya** – glad they are trying to make it right
 - d. **Lauren** – appreciate them trying a cheaper option, but contract issues aren't necessarily their fault

6. Motion to...fund in full

- a. **Lauren** – (5:16pm)
- b. **Second:** Cintya – (5:16pm)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

c. Discussion on the Allocations ByLaws & Decision Emails

i. Motion to...table

1. **Pamela** – (5:17pm)
2. **Second:** Cintya – (5:17pm)
 - a. **Yes:** XXX

VI. Adjournment – (5:17pm)

a. **Motion:** Cintya – (5:17pm)

b. **Second:** Pamela – (5:17pm)

i. **Yes:** unanimous

ii. **No:** XXX

iii. **Abstentions:** XXX

iv. **Motion Passed** / Motion Failed