



CHAPMAN UNIVERSITY

ALLOCATIONS COMMITTEE MEETING AGENDA

WEDNESDAY, APRIL 5TH, 2023

I. Call to Order – (4:03)

a. Roll Call

- i. **Present:** Tiffany, Cintya, Whitney, Cristina, Richie
- ii. **Absent:** Pamela, Lauren

b. Approval of Minutes

- i. **Motion:** Cintya (4:03)
 - 1. **Second:** Richie (4:03)

c. Approval of Agenda

- i. **Motion:** Add Riyas/ISCO to agenda
 - 1. Cristine (4:04)
- ii. **Second:** Richie (4:04)

II. This Week's SGA Budget

- a. **Academic Orgs:** \$6,715.15
- b. **Career and Graduate** \$1,404
- c. **Academic Conference** \$
- d. **General Conference:** \$9,852.19
- e. **Student Organizations:** \$20,039.92
- f. **Co-Sponsorship:** \$2,024.43

III. Old Business

- i. **American Chemical Society – (4:05)**
 - 1. **Event Date (if applicable):** N/A

Commented [LT1]: @Gassmann Mennes, Whitney could you please add the budget numbers/estimates? super important for this week especially :)

2. **Description:** T-Shirts for ACS (x100)
 - a. \$18.57 per T-Shirt
3. **Funding Line:** Academic Orgs
4. **Amount:** \$1,978
5. **Discussion/Questions:**
 - a. **Tiffany** – Elyse has approved the T-Shirt Designs, and we can only fund up to \$18 per T-Shirt (\$1,800 is our max)
 - b. **Tiffany** – Schmid has also funded \$200 for this, and 11 T-Shirts will be for the faculty.
 - c. **Richie** – is the \$200 that is funded subtracted from the total?
 - d. **Tiffany** – No, this is after the \$200 subtracted, wish this was suggested earlier in the year
 - e. **Whitney** – is the year part of the design? Potentially could be reused for later used if there wasn't a year list
6. **Motion to recommend to...fund in the partial amount of \$1800**
 - a. **Cristina** – (4:09)
 - b. **Second:** Richie – (4:09)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ii. **Kapamilya/KASA/NSU/Pua'Ikeana– (4:09)**

1. **Event Date (if applicable):** April 28, 2023
2. **Description:** Cross Cultural Formal
3. **Funding Line:** Student Orgs
4. **Amount:** \$6,925
5. **Discussion/Questions:**
 - a. **Whitney** – they came to the student orgs yesterday, to see if they can backtrack contracts and have things go through

legal- to potentially lower costs...but vendors do not seem willingly okay with backing out and finding a new contract. Strongly advise legal considerations

- b. **Cristina** – will we be within our time frame if we were to table and wait for more information.
- c. **Tiffany** – if we table to the 14th they will still be good with the dates
- d. **Cristina** – potentially table to make sure we have all legal good and contracts for venue and dj
- e. **Tiffany** - don't want to fully deny yet, but we need to figure out contract and deposit
- f. **Whitney** – if they move the event to chapman it could lower costs but the students are still on hook for the location contract deposits
- g. **Whitney** – university does not recognize venmo

6. **Motion to...table**

- a. **Cristina**– (4:13)
- b. **Second: Richie**– (4:13)
 - i. **Yes**: unanimous
 - ii. **No**: XXX
 - iii. **Abstentions**: XXX
 - iv. **Motion Passed** / Motion Failed.

iii. **Student Athlete Advisory Committee – (4:13)**

- 1. **Event Date (if applicable)**: April 28, 2023
- 2. **Description**: Student Athlete Formal
- 3. **Funding Line**: Co-Sponsorship
- 4. **Amount**: \$TBD
- 5. **Discussion/Questions**:

- a. **Cristina** – big thing: don't have their own budget because it is part of athletics, they only get around \$3,000 from there. The contract that is currently being negotiated.
- b. **Whitney** - has athletics been working with legal?
- c. **Cristina** – yes. Bartenders and drinks will be funded by athletics, not SGA, so within our bylaws. They rewrote the funding breakdown, and it is much more concrete.
- d. **Tiffany** – the Dj, lighting, and food will be funded by us
- e. **Cristina** – event is off campus, so outside food okay with sodexo
- f. **Cristina**- the only SAAC event we do
- g. **Whitney** – venue cost is \$3,00 grand, what else?
- h. **Cristina** – we will get actual contract tomorrow and will send someone Friday to Senate
- i. **Tiffany** – will co-sponsorships line be updated?
- j. **Whitney**- we will have to vote to reallocate during the start of senate, will reanalyze where we are not using current funds. Someone besides Whitney will need to make said motion.

6. **Motion to...send this to senate**

- a. **Cristina**– (4:19)
- b. **Second:** Cintya – (4:19)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed /** Motion Failed.

b. Reviewal of the Allocations Template

1. **Motion to...table**

- a. **Richie**– (4:19)

- b. **Second:** Cristina– (4:19)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed /** Motion Failed.

IV. Funding Request Appeals

V. New Business

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

i. QSA, QTPOCC, and Shift Happens – (4:20)

1. **Event Date (if applicable):** April 15, 2023
2. **Description:** A Starry Night: Queer Prom
3. **Funding Line:** Co-Sponsorship
4. **Amount:** \$6,184
5. **Discussion/Questions:**
 - a. **Cristina** – how many people are they estimating in attendance?
 - b. **Richie** – around 100 (60/70 students 30/40 nonstudents)
 - c. **Whitney** – they will use sodexo and want pipe and drape which is the majority of the event
 - d. **Richie/cristina** - cool event
 - e. **Cristina** – how does it cost so much for only 100 students?
 - f. **Whitney** – that's the set price from signature for pipe and drape (\$5,000)
 - g. **Tiffany** – perhaps they can use something else?
 - h. **Richie** – the poster says the 15th but its actually the 21st, phew
 - i. **Tiffany** – would the CCC or office of DEI can fund as well?
 - j. **Cristina** – have we asked if they looked anywhere else?
 - k. **Richie**- DEI could help play a role

- l. **Tiffany** – really want the event to happen, but SGA probably shouldn't be the fully fund, hopefully can work with other orgs
- m. **Whitney** – We have not forced revenue collection for past ticketing events, but the bylaws request that we do
- n. **Tiffany** – a question to bring to senate: how much are tickets? Will we be refunded with ticket? How much is dei funding?
- o. **Whitney** - Dei is funding \$1000
- p. **Cristina** – could they go to party city instead? Maybe to talk to them about it, could suggest other décor and help

6. **Motion to...recommend to fund in partial for food (1,122.14)**

- a. **Richie**– (4:30)
- b. **Second: Cristina**– (4:40)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed /** Motion Failed.

ii. **Coalition of Artistic Students in Theatre (C.A.S.T.) – (4:31)**

- 1. **Event Date (if applicable):** May 12, 2023
- 2. **Description:** End of the Year Gala
- 3. **Funding Line:** Academic Orgs
- 4. **Amount:** \$5,800
- 5. **Discussion/Questions:**
 - a. **Tiffany** – C.A.S.T. has cancelled the Coffee Cart Event, and it looks like the department of theatre will be funding this event as well.
 - b. **Whitney** – this is an event we have regularly funded in the past

- c. **Richie** – is there food included in this
 - d. **Tiffany** – yes, \$1500 (department of theater will also help)
 - e. **Whitney** – make sure they are going through legal properly, signature versus outside pipe and drape vender...is it approved?
 - f. **Whitney** – they were awarded \$3500 last year for the same event. If we are being stringent with QProm, then we need to be strict for this as well.
 - g. **Tiffany** – they are requesting multiple ceiling drapery (6)
 - h. **Richie** – Pricey
 - i. **Whitney** – clarify what all the theater department is funding at senate
 - j. **Cintya** – what do they do with this décor? Do they reuse? Can they be reused for the future?
 - k. **Cristina** – I am so torn on drapery
 - l. **Whitney** – would recommend making a decision on what is comfortable for funding in partial
6. **Motion to...reccomend to fund in partial for food and flowers (1,876)**
- a. **Cristina**– (4:43)
 - b. **Second:** Richie– (4:43)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- iii. **Accounting Society – (4:43)**
- 1. **Event Date (if applicable):** May 12, 2023
 - 2. **Description:** Annual Spring Banquet
 - 3. **Funding Line:** Academic Orgs

4. **Amount:** \$8,000
5. **Discussion/Questions:**
 - a. **Tiffany** – We can't fund alcohol, and how do they get the \$8,000 amount. And I'm confused about the cost breakdown and how things add up.
 - b. **Whitney** – banquet was closer to \$2,000 last year
 - c. **Cristina** – want to email to see why price was raised

6. **Motion to...table**

- a. **Cristina** – (4:44)
- b. **Second:** Richie– (4:44)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed /** Motion Failed.

iv. **Calliope Art & Literary Magazine – (TIME)**

1. **Event Date (if applicable):** N/A
2. **Description:** Printing for the Spring 2023 Issue
 - a. Printing: \$1,900
 - b. Jotform (Reimbursement): \$78 (\$39 per month)
3. **Funding Line:** Academic Orgs
4. **Amount:** \$1,978
5. **Discussion/Questions:**
 - a. **Tiffany** – They will be receiving \$2,500 from the English Department. Gonna be a reimbursement so not sure
 - b. **Whitney** - would recommend against subscription, and if you do fund in months
6. **Motion to recommend to...reccomend to fund in partial for printing (1,900)**
 - a. **Cristina**– (4:45)

- b. **Second: Richie– (4:45)**
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- v. **Riya Belani – (4:45)**
 - 1. **Event Date (if applicable):** April 20, 2023
 - 2. **Description:** American Physiology Conference
 - 3. **Funding Line:** Academic Orgs (Conference)
 - 4. **Amount:** \$426.70
 - 5. **Discussion/Questions:**
 - a. **Cristina – sounds great, under \$750**
 - b. **NAME - XXX**
 - 6. **Motion to recommend to...fund in full amount**
 - a. **Cristina– (4:46)**
 - b. **Second: Richie– (4:46)**
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- vi. **Iranian Student Cultural Organization – (4:46)**
 - 1. **Event Date (if applicable):** N/A
 - 2. **Description:** T-Shirts & Tank Tops
 - a. T-Shirts: \$16 x 12
 - b. Tank Tops: \$12.25 x 58
 - 3. **Funding Line:** Student Orgs
 - 4. **Amount:** \$1,072.44
 - 5. **Discussion/Questions:**
 - a. **Richie – sure**

- b. **Whitney** – spoke with them about reselling policy, design needs to be approved by Elyse
- c. **Everyone** – that shirt design looks fire

6. Motion to recommend...fund in full contingent on Elyse

Approval

- a. **Cristina**– (4:49)
- b. **Second:** Richie– (4:49)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

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

i. **Chapman Kapamilya – (TIME)**

1. **Event Date (if applicable):** March 24, 2023
2. **Description:** Intern Board Meeting
3. **Funding Line:** Student Orgs
4. **Amount:** \$50
5. **Discussion/Questions:**
 - a. **Tiffany** – Isn't 14 days ahead, cannot fund.
 - b. **NAME** - XXX

6. **Motion to...deny**

- a. **Cristina** – (4:50)
- b. **Second:** Cintya – (4:50)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ii. **Chapman Spikeball – (4:50)**

1. **Event Date (if applicable):** April 8, 2023

2. **Description:** Spikeball College Sectionals Tournament (Housing, registration fees, transportation costs)
 3. **Funding Line:** Student Orgs
 4. **Amount:** \$950
 5. **Discussion/Questions:**
 - a. **Tiffany** – not submitted 14 days ahead, and needs to be submitted through submittable due to housing and Transportation cost
 6. **Motion to...deny**
 - a. **Cristina**– (4:51)
 - b. **Second: Richie**– (4:51)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.
- iii. **Research and Development – (4:51)**
1. **Event Date (if applicable):** March 29, 2023 X
 2. **Description:** Raising Cane's Chicken Fingers
 3. **Funding Line:** Academic Orgs
 4. **Amount:** \$126
 5. **Discussion/Questions:**
 - a. **NAME** – XXX
 - b. **NAME** - XXX
 6. **Motion to...fund in full**
 - a. **Cristina**– (4:52)
 - b. **Second: Cintya**– (4:52)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX

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

iv. Chapman Chess Club – (4:52)

1. **Event Date (if applicable):** April 15, 2023
2. **Description:** Food for Tournament
3. **Funding Line:** Student Orgs
4. **Amount:** \$238.67
5. **Discussion/Questions:**
 - a. **Tiffany** – This is for an intercollegiate tournament hosted by the Chapman Chess Club – will be inviting other chess clubs from Vanguard University and UCI.
 - b. **Cristina** – great
 - c. **Richie** – good for university
 - d. **Tiffany** – considering its external, we good to go
 - e. **Whitney** – need to make sure they are working with student orgs for any travel arrangements

6. Motion to...fund in full

- a. **Richie**– (4:53)
- b. **Second: Cristina**– (4:53)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

v. **Iranian Student Cultural Organization – (4:54)**

1. **Event Date (if applicable):** April 22, 2023 X
2. **Description:** Craft Supplies & snacks for a senior meeting
3. **Funding Line:** Student Orgs
4. **Amount:** \$92
5. **Discussion/Questions:**
 - a. **Richie** – good

b. **NAME** - XXX

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

a. **Richie**– (4:55)

b. **Second:** Cristina – (4:55)

i. **Yes:** unanimous

ii. **No:** XXX

iii. **Abstentions:** XXX

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

vi. **Calliope Art & Literary Magazine – (4:55)**

1. **Event Date (if applicable):** May 7, 2023 X

2. **Description:** Calliope Spring 2023 Launch Party

3. **Funding Line:** Academic Orgs

4. **Amount:** \$700

5. **Discussion/Questions:**

a. **Tiffany** – \$500 for contra, \$200 for drinks, did this in fall

b. **Cintya** – what is the precedent

c. **Whitney**– we funded \$650 previously (event space, not drinks)

d. **Tiffany** – this is not a recommendation, so we do need to make a decision.

e. **Cristina** – idk how we feel because it is a lot of money, and we are giving more

f. **Tiffany** – feel better about funding event space maybe, not space and drinks

g. **Cristina** - is SGA gonna benefit from doing this, how?

h. **Whitney** – we have already funded \$3k and \$650

i. **Cristina** – we don't need to fund every time just because we have in the past. Could they do something else?

- j. **Whitney** – is this a necessary expense? We need to flush out that definition

6. **Motion to...table**

- a. **Cristina** – (5:04)
- b. **Second:** Richie – (5:04)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

vii. **Accounting Society** – (5:04)

1. **Event Date (if applicable):** May 12, 2023 X
2. **Description:** Partner Panel Event (Photographer for Accounting Society Banquet)
3. **Funding Line:** Academic Orgs
4. **Amount:** \$862
5. **Discussion/Questions:**
 - a. **Tiffany** – It looks like the photographer was included in the other funding requests for the AS.
 - b. **Cintya** – how many hours?
 - c. **Tiffany** – four
 - d. **Cristina** – do we know if its part of the \$8,00 expenditure
 - e. **Tiffany** – account balance is confusing; it seems included but not positive
6. **Motion to...table**
 - a. **Cristina** – (5:07)
 - b. **Second: Richie**– (5:07)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX

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

viii. **Chapman Red Cross – (5:07)**

1. **Event Date (if applicable):** N/A
2. **Description:** Sweatshirts for board members (x6)
 - a. \$25.99 per Sweatshirt
3. **Funding Line:** Student Orgs
4. **Amount:** \$120
5. **Discussion/Questions:**
 - a. **Tiffany** – We can only fund up to \$20 per sweatshirt.
6. **Motion to...fund in full of \$120**
 - a. **Cristina**– (5:08)
 - b. **Second: Richie**– (5:08)
 - i. **Yes:** unanimous
 - ii. **No:** XXX
 - iii. **Abstentions:** XXX
 - iv. **Motion Passed** / Motion Failed.

ix. **Primetime Television Club – (5:08)**

1. **Event Date (if applicable):** XXX
2. **Description:** Production of our pilot and acquire resources (props, set dressing, and equipment)
3. **Funding Line:** Academic Orgs
4. **Amount:** \$500
5. **Discussion/Questions:**
 - a. **Tiffany** – when is this gonna be used? What film...?
 - b. Cintya – very general, “a fundraiser” no spciefics, some money from doge, no specifics
6. **Motion to...table**
 - a. **Richie**– (5:09)
 - b. **Second: Cristina**– (5:09)

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

VI. **Adjournment – (5:09)**

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