

## Union Council Meeting Minutes

April 18, 2016

**Council Members Present:** Juli Aulik, Alumni Rep; Jack Comeau, President; George Cutlip, Alumni Rep (WAA); Susan Dibbell, Ex-Officio; Jessica Franco- Morales, ASM Representative; Mark Guthier, Secretary; Erin Harper, ASM Representative; Madison Laning, ASM Chair; William Lipske, Academic Staff; Mohan Mandali, WUD Representative; Jane Oberdorf, Acting Treasurer; Tyler O'Connell, VP- Development; Philip Ostrov, VP-Internal Relations; Khea Yashadhana, VP-External Relations; Brett Ducharme, ASM Representative; Peter Lipton, Faculty Representative

**Guests:** Rachel Wanat, Emmett Mottl, Jacob Hahn, Heidi Lang, Alex Her, Anna Tolle, Danny Supernaw, Lucas Finnell, Darren Krause, Shauna Breneman

### **Call to Order:**

Jack Comeau called the meeting to order at 5:35pm.

### **Open Forum:**

There were no items brought up for discussion.

### **Approval of 3-14-16 Meeting Minutes:**

Brett Ducharme made a **motion to approve** the 3-14-16 meeting minutes. George Cutlip **seconded**.

**Motion passed.**

### **Financial Update – Susan Dibbell:**

Ms. Dibbell reviewed the snapshot for the period ending in February. Bottom line we're doing well.

- Revenue:
  - Under budget in Programs and Leadership due to lower than expected Theater ticket revenue.
  - The Riding Club and Ski and Snowboard are under budget; which could be because of reporting timing.
  - Sailing revenue down by \$92,000
  - Favorable revenue in Facilities – mostly due to the Union South hotel.
- Expenses
  - Theater expenses high. Ski and Snowboard high, sailing expenses unfavorable.
  - Staff salaries are under budget due to vacancies.
  - UW expenses and assessments under budget due to a change in the methodology Dolt uses to assess fees.

### **Director's Report – Mark Guthier:**

Mr. Guthier reported the following:

- On April 28 Union Staff will meet on the Terrace with Miron and decide when the Terrace will open. The hoped for scenario is May 12. Commencement is May 13 – 15.
- The Assistant Director Program search will begin in the fall semester. The process will start in early summer.
- Sometime soon the UW will submit a report on the alleged recent sexual assault. Leadership Team met today and we do have funding in place to assist with late night transportation.

- WAA hopes to have Alumni Park completed in late October or early November.

#### **Update on Union Budget Approval – Jack Comeau:**

Jack Comeau reported the following:

The Union's budget was approved by SSFC and sent to the Chancellor. SSFC's report to the Chancellor noted that student government would like there to be a stronger budgeting process around the use of WUD funds. Peter Lipton asked for clarification on SSFC's concerns. Mr. Comeau felt like their concerns were addressed thoroughly. Brett Ducharme stated that there is a difference in budgeting philosophy. Madison Laning was at the meeting with the Chancellor and feels that all units receiving seg fees need to be more transparent in their budgeting process.

#### **Revelry Update – Jack Comeau:**

Jack Comeau gave the following update:

Revelry is set and going well. It will be held April 30 at the Orpheum. Mr. Comeau stated that a small number of volunteers are still needed. The headliners have been announced and tickets are on sale now.

#### **New Directorate Members – Jack Comeau:**

Jack Comeau reported that the Council Executive Committee selected Victoria Fok for WUD Publications Director and Caleb Faust was elected to be the new Hooper Council president. Vice Commodore, Kyle Harris-Smith, of the Sailing Club will assume the Commodore position.

#### **Hoopers Risk Assessment Presentations – Hoopers:**

Mr. Comeau stated that Union Council charged that these take place and the assessment was performed by the Outdoor Safety Institute. Each club president summarized the result of their club's audit.

Outing Club, Hannah Deporter

- Has both land and water programs. Water safety is good but land safety needed to be improved. The club spent approx. 30 hours working on a land safety code which included the following:
  - Fall 2016 request to increase budget for leader training trips.
  - Spring 2017 look at beginner programs.
  - June 2017 fully implement structure where ladder of programming will be required.

Susan Dibbell clarified that an outside company was brought in to compare our program to peer institutions. The Union paid for the assessment. Recommendations for each club are listed below.

Ski and Snowboard Club – Danny Supernaw

- Have people fill out emergency contact cards.
- More avalanche safety awareness.
- Lessons require helmets for beginners.

Sailing Club – Caleb Faust

- Universal use of personal flotation devices.
- No alcohol allowed on boats.
- More motorboat access

#### Mountaineering – Wade Dittburner

- Retirement of current ropes.
- Hire an experienced advisor.
- Draft new policies into what constitutes official club trips.
- Most clinics will be taught by outside climbers. Lesson plans must be approved.
- Participants will sign a waiver and have emergency contacts.

#### Scuba Club – Darren Krause

- Seek additional rescue diver certifications.
- Medical files on staff – with professional dive staff.
- Consider additional first aid training.
- Dive insurance – one year to those who pass open water course.
- Suggested funding for exam insurance.
- Increase number of dive masters.
- Need to improve reporting of near miss situations.
- Briefing and debriefings after every dive. A checklist is being developed.
- No decompression diving agreements.
- Go through all equipment.
- Consider sailing club access – differentiate areas.
- Document dive hazards.

#### Riding Club – Anna Tolle

- Staff hiring, training and assessment
  - Hire a full time groom
  - Develop criteria for hiring instructors – become certified
  - Adding first aid equipment on site
- Facilities – no longer relevant due to stable sale.

George Cutlip **made a motion** that that the clubs report back in fall. Brett Ducharme **seconded the motion. Motion passed.**

#### **Hoofers Equestrian Center Liquidation Committee – Susan Dibbell**

Ms. Dibbell reported that committee members were: Ted Crabb, Jane Oberdorf, Tyler O’Connell, Ronnie Pisano, Camber Sannes, Anna Tolle, Joe Webb and Susan Dibbell

Ronnie Pisano reported that the Riding Club ended FY 15 with a deficit of \$63,000. There was an accounting error and once corrected the club ended the year -\$37,000.

Ms. Dibbell reviewed the committee’s charge which was to develop a plan and timeline to terminate the HEC center program at that facility, define the process to liquidate the property and turn it over to the Memorial Union Building Association and identify potential options for the Hooper Riding program to continue.

On February 4 an open forum was held by Mark Guthier, Susan Dibbell, Ronnie Pisano and Jack Comeau.

The first meeting of the committee was held on February 15 and the last meeting was held today (April 18) although there is still some work to be done.

Anna Tolle reported that she formed a continuation committee in February, which consisted of current and past Hooper Riding Club members. The committee researched and visited a variety of facilities and explored various options and they are in the process of proposing to move the Riding Club to Walnut Ridge Farm near Marshall. Hooper Council has approved this proposal which Ms. Tolle reviewed.

Ronnie Pisano summarized the timeline:

- Riding program at Belleville facility ends May 31.
- Prepare property to turn it over to MUBA June 1 – September 1.
- The Union is responsible for costs related to the stable operation (staff, horses, moving, cleaning) beginning on June 1.
- Hooper Riding Club is responsible for club related costs beginning on June 1.
- Hooper Riding Club does not have to be off the current property until September 1.
- MUBA assumes responsibility for mortgage and insurance payments for Belleville facility on June 1.
- MUBA's decision what to do with property on September 1.
- Hooper Council approved Club FY '17 budget and move to Walnut Ridge on April 11.
- Meeting with UW Legal and Purchasing to assure bid process is correct.
- MUBA will get an appraisal of the property.

Juli Aulik commented that this was an amazing turnaround from where things were in January. She asked for clarification on how the Riding Club will end financially in FY 16. Ms. Tolle responded that the club does plan to end FY 16 with a deficit, which is partially due to the liquidation. It is up to the Riding Club, Hoopers Council and the Union to decide how the deficit will be handled. In regards to the FY15 deficit the club will need to come back to Union Council to work out a solution to pay it back. They will most likely ask for a year or two of relief without payment during transition.

Discussion of the details of the proposal were discussed. Philip Ostrov **moved to approve** the recommendation as presented. Brett Ducharme **seconded the motion. Motion passed.**

#### **Hoopers Budget – Lucas Finnel, Hooper Vice President of Finance**

Mr. Finnel reported that Hooper programs are all internally funded except for \$5,000 from WUD. The budgets have been approved by the teams (if applicable), team exec board, club, Hoopers Council, WUD and Union Council exec. The club is expecting a surplus of \$15,000 this year and \$9,000 next year.

- The Sailing Club is projecting a \$9,000 loss for FY 16 and \$283 favorable for FY17.
- Ski and Snowboard is expected to do well this year with retained earnings of \$26,796 for FY16 and a loss of \$6,958 for FY17.
- Mountaineering is expecting a loss for this year of \$3,499 and a loss of \$500 for FY17.
- Outing Club is expecting a loss of \$4,333 for FY16 and a loss of \$7,697 for FY17.
- Scuba is expecting a loss of \$3,969 for FY 16 and \$976 favorable for FY17.
- The Riding Club is expecting a loss of \$37,379 this year and with the new structure \$10,147 favorable in FY17.

Overall Hoofers has retained earnings of \$75,000. The Hooper Fund has a balance of \$150,000 and will be used to subsidize club losses.

Discussion took place on causes for club losses and corrective steps to be taken. Madison Laning stated that she would like to have budgets presented at one meeting and vote at the following meeting to allow time for questions. Jack Comeau responded that Hooper Council and Council Exec have done due diligence on their budgets.

The Hoofers Budget was **approved** as presented. **Motion passed.**

#### **Theater Budget – Katy Lang Outgoing Director of Performing Arts Committee**

Ms. Lang and the four programming AD's were responsible for booking the 77<sup>th</sup> Wisconsin Union Theater Season. The committee's programming goals were as follows:

- Highlight students as performers.
- High Engagement opportunities.
- Campus and Community Partnerships
- Crossover Artists

Total expenses are almost \$600,000, ticket revenues are \$389,470 and support was \$208,000.

Will Lipske **made a motion** to approve the Theater budget as presented. Khea Yashadhana **seconded the motion. Motion passed.**

#### **Publications Study – Tyler O'Connell**

Mr. O'Connell reviewed the Publications Committee Study Charge which was approved by the Program and Leadership Committee and Directorate on April 13, 2016. If Union Council approves the study charge a final report will be brought back to Council at its December 2016 meeting.

Madison Laning **made a motion** to approve the study as proposed. Khea Yashadhana **seconded the motion. Madison Laning moved to amend.**

A discussion took place on whether to amend the charge as recommended by Directorate. Brett Ducharme made a **motion to approve** the proposed charge as follows.

The original charge as amended to include:

- An additional member of the Publications committee to the membership make up.
- The addition of soft scoping language "some areas the study should discuss include the expansion of publications and the effect on the workload of the Pub Director and advisor, funding needs of the committee, meeting room space to fit the needs of the publications and any other matters the study committee feels necessary."
- The addition of items "(C) Officer – Internal Relations" and "(D) WUD Rep – Committee Director" from Directorate recommendations.
- There will be a hiatus on adding new publications unless approved by WUD Exec.

The Publications study was **approved** with the above amendments.

#### **HR Housekeeping Policies – Jack Comeau**

HR Director Tim Borchert updated the HR policies and procedures to reflect current state law and the new HR system. Charges are largely just housekeeping. Brett Ducharme **made a motion** to approve the updated HR policies. Tyler O'Connell **seconded the motion. Motion passed.**

### **Meditation Room – Khea Yashadhana**

Ms. Yashadhana presented the Facilities Committee proposal for a meditation room in the Union. A proposal for a meditation room was approved by Union Council in March 2015. At that time the proposal was tabled because no one on the Facilities Committee had the logistical knowledge to bring the proposal to fruition. A sub-committee was formed to further explore the possibility of opening a meditation room, propose potential rooms and review any logistical issues. The committee's goals were to propose potential rooms that would be appropriate for a reflection room, discuss logistics of maintaining the room, and developing an evaluation plan to insure success. The committee gathered input from potential users here and from other Universities. Based on this research the subcommittee recommends that the Union provide a room in Union South.

The rooms proposed at Union South were room 229 or 241. Another option is mezzanine D in the Red Gym. Discussion took place on the pros and cons for each room as well as how to control access.

Mark Guthier inquired why the committee recommended Union South when the original proposal requested space in Memorial Union. The committee did evaluate rooms in MU first but did not find an appropriate sized room. Susan Dibbell stated that she felt that waiting for MU Phase II to open was too long. Mr. Guthier recommended the Forward video-conferencing room at Union South as a viable option. Philip Ostrov **moved to approve** the report. Madison Laning **seconded the motion**. Will Lipske **moved** that the Union offer up the Forward Room at Union South and work with the Facilities Committee to identify a room in Memorial Union once those spaces come online. George Cutlip **seconded the motion**. **Motion passed**. Will Lipske **moved to amend** the reflection room rules to include Wisconsin Union members and guests. **Motion passed**.

### **WUD Cuisine – Philip Ostrov**

Mr. Ostrov presented a proposal to approve a new WUD Committee, WUD Cuisine. Startup funding was requested from the Anonymous Innovative grant. Mr. Ostrov reviewed the committee chair position description, which is broken into the following four areas:

- Educational Events
- Community Service Events
- Cooking Events
- Tastings

Discussion took place on how this committee would be different from the Dining Committee. Mr. Comeau indicated that each existing WUD committee offered to take a budget cut to finance the Cuisine Committee. Will Lipske **made a motion** to create a WUD Cuisine Committee. George Cutlip **seconded the motion**. George Cutlip **amended the motion** to require WUD Cuisine to provide a follow up report in spring of 2017. **Amendment passed**. The **motion passed** as amended.

### **Summer Sailing Socials – Jack Comeau**

Last year Council charged the Sailing Club to present a plan to reduce alcohol violations and increase safety at their summer social events. Also charged the Facilities Representative to create a follow up report. New procedures implemented did go well but there were still violations.

### **WUD Budget – Tyler O'Connell**

Mr. O'Connell provided a summary of changes to the WUD 2016-17 budget.

**Alt breaks**

Current budget for this fiscal year is \$6,500. Expenses to date are \$4,000. Requesting \$4,500 for FY 17. Changes were in weekend breaks and trip subsidies.

**Art**

Current budget for this fiscal year is \$17,600. Expenses to date are \$7,660. Committee had low membership in fall which hindered what programming they could do. The Wheelhouse program is already very healthy. Marketing is more digital and less print which leads to lower cost. Budget for FY17 is \$17,000.

**Cuisine**

No budget this year. FY17 budget \$7,050.

**DLS**

FY16 budget is \$152,600. Spent to date \$155,439. Can spend rollover fund. FY17 budget \$151,000.

**Film**

Current budget is \$82,000. \$80,627 spent to date. The committee has been able to use sponsorship support to subsidize their budget. FY17 budget \$81,000.

**Global connections**

FY 16 budget is \$8,100. \$6,558 spent to date.

**Hoofers free programming**

FY 16 budget is \$5,500. Year to date \$4,200.

**Music**

Current budget is \$202,050. \$210,977 spent to date. FY17 budget is 250,050, due to the Rathskeller coming back online.

**Performing Arts committee**

FY 16 budget \$30,700. Spent \$30,700 to date. FY17 budget is \$30,050.

**Publications committee**

Current budget is \$25,600. \$15,208 spent to date, but expect to spend all funds from this year. FY17 budget is \$25,000.

**Society and Politics**

FY 16 budget is \$6,500. \$6048 expended to date. \$6,450 FY17 budget.

**WUD and General Admin**

Amounts include addition of WUD Hooper study and stipends for Hooper Club presidents.

Madison Laning expressed her gratitude for putting this all together. Next year it would be helpful to have budget numbers earlier. Philip Ostrov **made a motion** to approve the budgets as presented. Khea Yashadhana **seconded the motion**. The **motion passed**.

Khea Yashadhana reported back on the Council's goals for this past year.

Jack Comeau announced that the transition banquet will be held on April 28.

The **meeting adjourned** at 10:30 pm.