



Union Council Meeting Agenda

Monday, April 18th, 2016

5:30pm - 9:00pm

5:30 pm	Dinner Served Call to Order Approval of the Minutes	Jack
5:30 pm	Financial Update (5 min)	Susan
5:35 pm	Director's Report (5 min)	Mark
5:40 pm	Update on Union Budget Approval (4 min)	Jack
5:44 pm	Revelry Update (3 min)	Jack
5:47 pm	New Directorate Members (3 min) <ul style="list-style-type: none"> ● Hoofers Council President ● Publications Director 	Jack
5:50 pm	Hoofers Risk Assessment Presentation (15 min)	Hoofers
6:05 pm	HEC Liquidation Committee Plan (30 min)	Susan
6:35 pm	Hoofers Budget (15 min)	Ronnie
6:50 pm	Theater Budget (15 min)	Katy
7:05 pm	Publications MODA Spring Edition Nudity Update (5 min)	Jack
7:10 pm	Publications Study (15 min)	Tyler
7:25 pm	HR Housekeeping Policies (5 min)	Jack
7:30 pm	Meditation Room (10 min)	Khea
7:40 pm	Summer Sailing Socials (5 min)	Jack
7:45 pm	WUD Goals (10 min)	Khea
7:55 pm	WUD Cuisine (15 min)	Philip
8:10 pm	WUD Budget (30 min)	Tyler

8:40 pm

April 28th Banquet (5 min)

Jack

9:00 pm

Meeting Adjourned

General synopsis of the 2015 Commodore's Cup

As discussed and per Pre-Event meeting notes, the C Cup BM and Union staff were prepared on the first Friday of Commodore's Cup to meet with Event Volunteers at the agreed upon time in order to discuss the plans for the night and to prepare for the wristband distribution process. Staff were told by Sailing Club Members that the group was not considering the Friday night a part of Commodore's Cup, but instead merely considering it a Friday Night Social. There were also individuals discussing dissatisfaction with the Union's plan for managing the event. Susan and I (Jen) were approached by Kyle Heisler, who—in the open on the upper Terrace—began arguing and yelling at us, expressing anger over the plans that had been made to manage the event. He reported he and all of the other organizers were quitting, at which point Susan informed them that, without organizers, the event would be cancelled. A meeting was planned the next morning with Mark Guthier, Susan Dibbell, and I (Jen) to discuss the plans for the rest of the week's events with any individual interested in taking responsibility for the organization and supervision of the event. After our meeting, compromises were made that allowed the events to continue under the leadership of multiple club members.

The daily events of C Cup were generally quite successful; however, the event was only successful as a result of two factors: 1) the leadership of the club members who made a serious effort to follow the majority of guidelines agreed upon before the event, and 2) the guidelines themselves ensured that the event was safe, the rules were less ambiguous than years past and therefore much easier for those in enforcement roles, individuals were accountable for their behavior as both volunteers and participants, and the integrity of the event was not compromised.

Even with the guidelines in place and the increased accountability and cooperation of organizers, there were issues that occurred; however, they were significantly reduced compared to previous years.

Factors that went well with the 2015 Commodore's Cup

- Wristbanding
 - The wristbands were extremely useful in ensuring that enforcement of alcohol-related guidelines was easy on organizers, Event Volunteers, BMs, and Union management. A new color was provided each day and the process for obtaining wristbands was quick and easy after the first day. This process was more effective than anything we have used in the past to ensure that those participating in events were sober and safe, while allowing those simply there as spectators to drink and socialize on land.
 - Having a CSC guard responsible for providing wristbands out of the Mendota Lodge went very smoothly.

- By the first Sunday of the event, the group developed a very useful log for tracking who had received wristbands each day.
- Some participants were extremely argumentative on the first few days, calling the CSC people names like “Gestapo;” however, by later in the week, very few disagreements or arguments took place, indicating that participants grew accustomed to the guidelines.
- On most days, when at least one or more of the Event Volunteers was prepared to meet at the agreed upon time prior to events, the meetings were helpful in getting all of the involved parties for the day on the same page. It was also helpful that the organizers ended up acting as Event Volunteers nearly every day. As compared to the year before when newer, underage club members who were uncomfortable enforcing rules acted as Event Volunteers, the organizers actually knew the names of attendees and had a rapport which made them more effective in their role.
- With only a few exceptions, the organizers did a fantastic job of making themselves available to answer questions and intervene immediately in the instances of issues. On many occasions, they were invaluable in stepping up and talking to individuals who were being difficult, verbally aggressive, or simply unaware of the rules.

Opportunities for Continued Improvement

- A great deal of time was spent—after decisions had already been made and processes already discussed—hearing the arguments and demands of the organizers after the first night, during which time Susan and I (Jen) were subjected to verbal abuse that would never be tolerated from any other event’s organizer.
- Night Sailing
 - Although the organizers worked with staff every night to get a list of Night Sailors, this issue should be discussed in more depth this year to ensure we do not have individuals who have been consuming alcohol taking out boats after hours.
 - The Building Manager team needs to know ahead of time, for staffing purposes, what the responsibilities of the C Cup BM will be related to Night Sailing
- Alcohol-related issues were significantly cut down from previous years; however, the following issues did occur:
 - 7/18: Individuals who were previously drinking attempted to obtain wristbands and participate in events
 - 7/23: Hoofers instructed informed CSC that a group of participants were passing around cups of beer to members who were wearing wristbands and participating in activities.
 - 7/23: BM witnessed patron with wristband drinking beer. Rules were explained and patron complied.

- 7/24: Participant requesting to be added to Night Sail list drinking with wristband. Issue addressed immediately by organizer and participant was disqualified from Night Sail.
- 7/25: Attendees carried alcohol in and out of Main Lounge, despite multiple warnings that this was against rules. BM and CSC also overheard an Event Volunteer telling someone drinking from a flask on the deck to finish it in the restroom.
- Pre-Event meeting times and Event Schedule issues
 - There were multiple occasions when some or all of the Event Volunteers did not arrive on time for the planned Pre-Event meetings.
 - Organizers were explicitly told that even land activities were to be alcohol free for participants; therefore, since people were consuming alcohol at dinner, the meal was supposed to be the concluding event of the day. Staff was approached multiple times by Event Volunteers who wished to argue this and find loopholes throughout the week. On 7/23, the Talent Show was conducted after dinner despite being informed by the BM that it needed to happen before dinner.

Wisconsin Union
Income Statement - Revenue/Expense
Year to Date
As of February 29, 2016

	PRIOR ACTUAL	REVISED BUDGET	ORIGINAL BUDGET	CURRENT ACTUAL	PRIOR CS %	REV/BGT CS %	ORIG/BGT CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	REVISED BUDGET VAR	REVISED BUDGET %	ORIG BUDGET VARIANCE	ORIG BUDGET %
REVENUE														
Direct Operating Revenue														
Restaurants	\$6,699,237	\$5,572,970	\$5,475,146	\$5,593,785	20.8%	18.5%	18.3%	18.5%	(\$1,105,452)	(16.5%)	\$20,815	0.4%	\$118,639	2.2%
Markets & Cafes	4,849,154	4,593,621	4,519,117	4,639,492	15.1%	15.2%	15.1%	15.4%	(209,662)	(4.3%)	45,871	1.0%	120,375	2.7%
WU Catering	2,815,689	2,405,929	2,319,700	2,513,218	8.8%	8.0%	7.8%	8.3%	(302,471)	(10.7%)	107,289	4.5%	193,518	8.3%
Conf Center Catering	717,308	731,161	727,170	704,740	2.2%	2.4%	2.4%	2.3%	(12,568)	(1.8%)	(26,421)	(3.6%)	(22,430)	(3.1%)
Retail	1,302,563	1,314,466	1,287,840	1,334,694	4.0%	4.4%	4.3%	4.4%	32,131	2.5%	20,228	1.5%	46,854	3.6%
Programs	2,362,683	2,056,494	2,071,012	1,879,050	7.3%	6.8%	6.9%	6.2%	(483,633)	(20.5%)	(177,444)	(8.6%)	(191,962)	(9.3%)
Total Op Revenue	18,746,634	16,674,641	16,399,985	16,664,979	58.3%	55.2%	54.9%	55.2%	(2,081,655)	(11.1%)	(9,662)	(0.1%)	264,994	1.6%
Indirect Revenue														
Commissions	275,780	280,963	278,448	279,630	0.9%	0.9%	0.9%	0.9%	3,850	1.4%	(1,333)	(0.5%)	1,182	0.4%
Rentals	283,442	283,256	244,014	286,856	0.9%	0.9%	0.8%	0.9%	3,414	1.2%	3,600	1.3%	42,842	17.6%
Service Revenue	635,365	608,531	572,732	623,321	2.0%	2.0%	1.9%	2.1%	(12,044)	(1.9%)	14,790	2.4%	50,589	8.8%
Reimbursements	52,936	48,000	56,000	45,292	0.2%	0.2%	0.2%	0.1%	(7,644)	(14.4%)	(2,708)	(5.6%)	(10,708)	(19.1%)
Total Indirect Revenue	1,247,523	1,220,750	1,151,194	1,235,099	3.9%	4.0%	3.9%	4.1%	(12,424)	(1.0%)	14,349	1.2%	83,905	7.3%
Net Operating Revenue	19,994,157	17,895,391	17,551,179	17,900,078	62.2%	59.3%	58.7%	59.3%	(2,094,079)	(10.5%)	4,687	0.0%	348,899	2.0%
Other Revenue														
Student Segregated Fee	6,886,200	7,043,898	7,057,544	7,043,898	21.4%	23.3%	23.6%	23.3%	157,698	2.3%			(13,646)	(0.2%)
Student Seg Fees - UBF	4,916,136	4,928,306	4,937,848	4,928,306	15.3%	16.3%	16.5%	16.3%	12,170	0.2%			(9,542)	(0.2%)
Campus Vending	243,810	233,838	230,004	230,004	0.8%	0.8%	0.8%	0.8%	(13,806)	(5.7%)	(3,834)	(1.6%)		
Membership	40,916	48,801	57,736	37,384	0.1%	0.2%	0.2%	0.1%	(3,532)	(8.6%)	(11,417)	(23.4%)	(20,352)	(35.3%)
Investment Revenue	5,197	12,097	6,800	18,238	0.0%	0.0%	0.0%	0.1%	13,041	250.9%	6,141	50.8%	11,438	168.2%
Investment Rev - UBP			6,064	2,300			0.0%	0.0%	2,300		2,300		(3,764)	(62.1%)
Miscellaneous	76,513	36,305	49,147	39,424	0.2%	0.1%	0.2%	0.1%	(37,089)	(48.5%)	3,119	8.6%	(9,723)	(19.8%)
Total Other Revenue	12,168,772	12,303,245	12,345,143	12,299,554	37.8%	40.7%	41.3%	40.7%	130,782	1.1%	(3,691)	(0.0%)	(45,589)	(0.4%)
Total Revenue	32,162,929	30,198,636	29,896,322	30,199,632	100.0%	100.0%	100.0%	100.0%	(1,963,297)	(6.1%)	996	0.0%	303,310	1.0%
EXPENSES														
Cost of Goods Sold														
Food	6,581,059	5,870,987	5,752,738	5,905,284	20.5%	19.4%	19.2%	19.6%	(675,775)	(10.3%)	34,297	0.6%	152,546	2.7%
Retail Merchandise	64,993	54,528	58,119	56,606	0.2%	0.2%	0.2%	0.2%	(8,387)	(12.9%)	2,078	3.8%	(1,513)	(2.6%)
Total Cost of Goods Sold	6,646,052	5,925,515	5,810,857	5,961,890	20.7%	19.6%	19.4%	19.7%	(684,162)	(10.3%)	36,375	0.6%	151,033	2.6%
Direct Op Expenses														
Salaries, Wages, Fringe	5,458,064	5,070,287	5,183,063	5,088,633	17.0%	16.8%	17.3%	16.8%	(369,431)	(6.8%)	18,346	0.4%	(94,430)	(1.8%)
Supplies & Services	3,547,833	2,958,277	2,715,515	3,068,122	11.0%	9.8%	9.1%	10.2%	(479,711)	(13.5%)	109,845	3.7%	352,607	13.0%
Depreciation - Equipmer	259,686	215,940	214,850	215,283	0.8%	0.7%	0.7%	0.7%	(44,403)	(17.1%)	(657)	(0.3%)	433	0.2%
Total Direct Op Expenses	9,265,583	8,244,504	8,113,428	8,372,038	28.8%	27.3%	27.1%	27.7%	(893,545)	(9.6%)	127,534	1.5%	258,610	3.2%
Support Services														
Salaries, Wages, Fringe	2,237,887	2,295,942	2,341,517	2,202,899	7.0%	7.6%	7.8%	7.3%	(34,988)	(1.6%)	(93,043)	(4.1%)	(138,618)	(5.9%)

Supplies & Services	612,778	652,799	663,821	580,136	1.9%	2.2%	2.2%	1.9%	(32,642)	(5.3%)	(72,663)	(11.1%)	(83,685)	(12.6%)
Depreciation - Equipmer	60,677	79,134	43,213	79,227	0.2%	0.3%	0.1%	0.3%	18,550	30.6%	93	0.1%	36,014	83.3%
Total Support Services	2,911,342	3,027,875	3,048,551	2,862,262	9.1%	10.0%	10.2%	9.5%	(49,080)	(1.7%)	(165,613)	(5.5%)	(186,289)	(6.1%)

Wisconsin Union
Income Statement - Revenue/Expense
Year to Date
As of February 29, 2016

	PRIOR ACTUAL	REVISED BUDGET	ORIGINAL BUDGET	CURRENT ACTUAL	PRIOR CS %	REV/BGT CS %	ORIG/BGT CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	REVISED BUDGET VAR	REVISED BUDGET %	ORIG BUDGET VARIANCE	ORIG BUDGET %
Facilities														
Salaries, Wages, Fringe	\$3,284,654	\$3,213,988	\$3,353,387	\$3,129,993	10.2%	10.6%	11.2%	10.4%	(\$154,661)	(4.7%)	(\$83,995)	(2.6%)	(\$223,394)	(6.7%)
Supplies & Services	789,541	688,272	663,088	694,733	2.5%	2.3%	2.2%	2.3%	(94,808)	(12.0%)	6,461	0.9%	31,645	4.8%
Depreciation - Equipmer	305,646	363,663	369,028	364,478	1.0%	1.2%	1.2%	1.2%	58,832	19.2%	815	0.2%	(4,550)	(1.2%)
Total Facilities Expense	4,379,841	4,265,923	4,385,503	4,189,204	13.6%	14.1%	14.7%	13.9%	(190,637)	(4.4%)	(76,719)	(1.8%)	(196,299)	(4.5%)
Programs & Leadership														
Salaries, Wages, Fringe	573,952	597,619	574,163	592,612	1.8%	2.0%	1.9%	2.0%	18,660	3.3%	(5,007)	(0.8%)	18,449	3.2%
Supplies & Services	544,487	512,113	542,357	446,777	1.7%	1.7%	1.8%	1.5%	(97,710)	(17.9%)	(65,336)	(12.8%)	(95,580)	(17.6%)
Depreciation - Equipmer	9,638	12,896	14,214	12,896	0.0%	0.0%	0.0%	0.0%	3,258	33.8%			(1,318)	(9.3%)
Total Program Expense	1,128,077	1,122,628	1,130,734	1,052,285	3.5%	3.7%	3.8%	3.5%	(75,792)	(6.7%)	(70,343)	(6.3%)	(78,449)	(6.9%)
Depreciation & Major Repairs/Maintenance														
Major Rprs/Mnt - Equip	7,366		8,800		0.0%		0.0%		(7,366)	(100.0%)			(8,800)	(100.0%)
Major Rprs/Mnt - Bldg	562,350	476,699	732,064	474,922	1.7%	1.6%	2.4%	1.6%	(87,428)	(15.5%)	(1,777)	(0.4%)	(257,142)	(35.1%)
Def Bldg Exp - UBP	1,270,558	617,516	(131,760)	617,516	4.0%	2.0%	(0.4%)	2.0%	(653,042)	(51.4%)			749,276	(568.7%)
Depreciation - Bldg	257,281	257,160	257,160	257,160	0.8%	0.9%	0.9%	0.9%	(121)	(0.0%)				
Total Depr & Major Rep	2,097,555	1,351,375	866,264	1,349,598	6.5%	4.5%	2.9%	4.5%	(747,957)	(35.7%)	(1,777)	(0.1%)	483,334	55.8%
Utilities, Taxes & Insurance														
Unemployment Compen	6,306	5,345	9,664	1,509	0.0%	0.0%	0.0%	0.0%	(4,797)	(76.1%)	(3,836)	(71.8%)	(8,155)	(84.4%)
Worker's Compensation	52,136	52,136	52,136	52,136	0.2%	0.2%	0.2%	0.2%						
Telephone	55,200	53,856	53,856	53,964	0.2%	0.2%	0.2%	0.2%	(1,236)	(2.2%)	108	0.2%	108	0.2%
Insurance - Property	75,200	140,800	68,544	140,800	0.2%	0.5%	0.2%	0.5%	65,600	87.2%			72,256	105.4%
Heating/Cooling	105,818	80,380	90,272	46,907	0.3%	0.3%	0.3%	0.2%	(58,911)	(55.7%)	(33,473)	(41.6%)	(43,365)	(48.0%)
Electricity	102,234	117,835	119,368	98,478	0.3%	0.4%	0.4%	0.3%	(3,756)	(3.7%)	(19,357)	(16.4%)	(20,890)	(17.5%)
Water & Sewer	31,502	20,000	20,000	20,000	0.1%	0.1%	0.1%	0.1%	(11,502)	(36.5%)				
Trash Removal	54,464	55,560	55,560	55,560	0.2%	0.2%	0.2%	0.2%	1,096	2.0%				
Total Utilities, Taxes &	482,860	525,912	469,400	469,354	1.5%	1.7%	1.6%	1.6%	(13,506)	(2.8%)	(56,558)	(10.8%)	(46)	(0.0%)
State/UW Assessments														
Municipal Services	63,200	74,400	65,096	74,400	0.2%	0.2%	0.2%	0.2%	11,200	17.7%			9,304	14.3%
Utility Assessments	141,210	122,185	120,632	122,185	0.4%	0.4%	0.4%	0.4%	(19,025)	(13.5%)			1,553	1.3%
UW Assessments	707,878	1,052,604	1,041,360	993,935	2.2%	3.5%	3.5%	3.3%	286,057	40.4%	(58,669)	(5.6%)	(47,425)	(4.6%)
Total State/UW Assess	912,288	1,249,189	1,227,088	1,190,520	2.8%	4.1%	4.1%	3.9%	278,232	30.5%	(58,669)	(4.7%)	(36,568)	(3.0%)
Other Expenses														
Debt Svc UBP/WU	4,201,456	4,463,570	4,518,864	4,463,570	13.1%	14.8%	15.1%	14.8%	262,114	6.2%			(55,294)	(1.2%)
Misc - SWF, S&S	173,889	87,905	232,613	191,624	0.5%	0.3%	0.8%	0.6%	17,735	10.2%	103,719	118.0%	(40,989)	(17.6%)
Reimbursements	52,936	48,000	56,000	45,292	0.2%	0.2%	0.2%	0.1%	(7,644)	(14.4%)	(2,708)	(5.6%)	(10,708)	(19.1%)
Total Other Expenses	4,428,281	4,599,475	4,807,477	4,700,486	13.8%	15.2%	16.1%	15.6%	272,205	6.1%	101,011	2.2%	(106,991)	(2.2%)
Total Expenses	32,251,879	30,312,396	29,859,302	30,147,637	100.3%	100.4%	99.9%	99.8%	(2,104,242)	(6.5%)	(164,759)	(0.5%)	288,335	1.0%

<u>Net Income/(Loss)</u>	<u>(88,950)</u>	<u>(113,760)</u>	<u>37,020</u>	<u>51,995</u>	<u>(0.3%)</u>	<u>(0.4%)</u>	<u>0.1%</u>	<u>0.2%</u>	<u>140,945</u>	<u>(158.5%)</u>	<u>165,755</u>	<u>(145.7%)</u>	<u>14,975</u>	<u>40.5%</u>
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Wisconsin Union
Income Statement Snapshot
Year to Date
As of February 29, 2016

FINAL
03/29/16

	ORIGINAL BUDGET	REVISED BUDGET	CURRENT ACTUAL	ORIGINAL BUDGET VARIANCE	REVISED BUDGET VARIANCE	PRIOR ACTUAL	
REVENUE							
OPERATIONS & PROGRAMS							
RETAIL DINING	\$9,994,263	\$10,166,591	\$10,233,277	\$239,014	\$66,686	\$11,548,391	Restaurants and Markets & Cafes
CATERING	3,046,870	3,137,089	3,217,958	171,088	80,869	3,532,998	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	1,840,758	1,934,277	1,974,758	134,000	40,481	1,942,345	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	2,071,012	2,056,494	1,879,050	(191,962)	(177,444)	2,362,683	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	16,952,903	17,294,451	17,305,043	352,140	10,592	19,386,417	
SEG FEES - WU	7,057,544	7,043,898	7,043,898	(13,646)		6,886,200	
SEG FEES - UBP	4,937,848	4,928,306	4,928,306	(9,542)		4,916,136	
PARTNERSHIP/WISCARD REV	528,395	534,910	556,100	27,705	21,190	552,314	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement, ...
CAMPUS/OTHER REIMBURSE	336,792	340,061	339,246	2,454	(815)	345,636	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	82,840	57,009	27,038	(55,802)	(29,971)	76,226	Membership, interest income, miscellaneous gifts/contributions, ...
TOTAL REVENUE	29,896,322	30,198,635	30,199,631	303,309	996	32,162,929	
EXPENSES							
COST OF GOODS SOLD	5,810,857	5,925,515	5,961,890	151,033	36,375	6,646,052	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	8,241,891	8,418,431	8,546,702	304,811	128,271	9,504,852	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	2,920,088	2,853,947	2,687,598	(232,490)	(166,349)	2,672,073	
FACILITIES	4,385,503	4,265,923	4,189,204	(196,299)	(76,719)	4,379,841	
PROGRAMS & LEADERSHIP	1,130,734	1,122,628	1,052,285	(78,449)	(70,343)	1,128,077	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	257,160	257,160	257,160			257,281	
MAJOR REPRS/BLDGS & EQU	609,104	1,094,215	1,092,438	483,334	(1,777)	1,840,274	Includes UBP commitment
UTILITIES/TAXES/INS/TELEPH	469,400	525,912	469,354	(46)	(56,558)	482,860	
STATE/UW ASSESSMENTS	1,227,088	1,249,189	1,190,520	(36,568)	(58,669)	912,288	
INTEREST EXPENSE/BONDS	4,518,864	4,463,570	4,463,570	(55,294)		4,201,456	
OTHER & OFFSETTING EXPEI	288,610	135,904	236,916	(51,694)	101,012	226,825	Wiscard credit card fees, UBP project swf, cashier testing services...
TOTAL EXPENSE	29,859,299	30,312,394	30,147,637	288,338	(164,757)	32,251,879	
NET INCOME(LOSS)	37,023	(113,759)	51,994	14,971	165,753	(88,950)	



Wisconsin Union

DIRECTORATE

Cuisine Director

The Cuisine Committee is dedicated to increasing the Wisconsin Union's responsibility to our students and the city of Madison by integrating food transparency, improving local communities, educating the practicality and sustainability of food, and simultaneously advancing the Union's culinary options forward. The Cuisine Committee will strive to provide programming that services and reflects the diverse, multicultural backgrounds of the student population. This position works in partnership with a program advisor. Ongoing programs include:

Educational Events: Educational programming will focus on connecting food and community education. It should consist of speakers, demonstrations, excursions, and innovative media presentations. These will be in an effort to promote awareness of local, economically reasonable, sustainable, and transparent food programs in Madison and beyond. As well, educational events should present historical and cultural awareness.

Community Service Events: Community service programming will focus on connecting food waste and food donations to those that need assistance. This is not limited to certain student populations, but can also include the greater Madison community. Many of these events are in partnership with UW Campus Kitchens.

Cooking Events: Cooking programming will focus on providing cooking classes at a reasonable cost to students, giving them the skills to cook great meals within a student budget. Many of these events are in partnership with UW Slow Food.

Tastings: Tasting programming can be arranged with the Wisconsin Union Dining Services staff. Students are the Wisconsin Union's main customers and these tastings will allow interested students from across campus the opportunity to provide more input as customers. In turn, the dining units gain greater insight to their customers' culinary preferences.

Director Duties:

1. Chair weekly Cuisine committee meetings, attend necessary weekly meetings, hold general office hours and participate in cooperative WUD projects and activities.
2. Lead committee members in planning and implementing social education programs.
3. Train committee members in procedures and policies of the Union and the Cuisine Committee, as well as general leadership skills.
4. Work to directly involve Cuisine general membership in the planning of committee programs.

5. Build a sense of community within Cuisine and attempt to develop a sustained and growing committee membership.
6. Actively pursue co-sponsorship opportunities and on-going relationships with a variety of registered student organizations, as well as other UW-Madison groups and departments.
7. Maintain a relationship with Union's Dining Services division, actively pursuing innovative and collaborative programs.
8. Work to market and brand Cuisine and WUD as a whole.
9. Sit on the Union's Cooperative Programming Committee.

Additional Responsibilities of Director:

- Coordinate and organize programming in Union South and in Memorial Union.
- Familiarize yourself with the programming needs of the university community regarding service, cultural, social, and collaborative opportunities.
- Recruit, select, and train Associate Directors. Chair weekly meetings with Associate Directors.
- Work with the committee to establish goals for programming.
- Create an adequate binder of information for the incoming director to understand the intricacies of running the Cuisine Committee.
- Serve on a Union Council Subcommittee.
- Foster a comfortable, friendly and open environment for all committee members.
- Set an example of leadership for committee members and encourage committee members to pursue leadership positions.

Additional Relationships Fostered:

- Cultural Student Organizations
- Campus Kitchens
- Slow Food
- ASM Food Pantry
- Relevant Academic Departments

Term of Office

May - May
Academic Year: 20-25 hours per week

Remuneration

- 60% of in-state tuition
 - Food Stipend: \$50/month
 - Lifetime Union Membership
- Last updated: 4/04/2016

Cuisine Committee Purpose Statement:

To increase the Wisconsin Union's responsibility to our students and the city of Madison by integrating food transparency, improving local communities, educating the practicality and sustainability of food, and simultaneously advancing the Union's culinary options forward.

Motion to (1) approve creation of a new Directorate Committee and (2) approve a new Director Position Description.

(3) WUD Cuisine Financial Request of a Cuisine Director Stipend to Union Council

Union Council Meeting Minutes
March 14, 2016

Present:

Juli Aulik, Alumni Rep
Jack Comeau, President
George Cutlip, Alumni Rep (WAA)
Susan Dibbell, Treasurer
Mark Guthier, Secretary
Erin Harper, ASM Representative
Madison Laning, ASM Chair
Heidi Lang, Ex-Officio
William Lipske, Academic Staff
Tyler O'Connell, VP- Development
Philip Ostrov, VP-Internal Relations
Khea Yashadhana, VP-External Relations
Peter Lipton, Faculty Representative
Brett Ducharme, ASM Representative
Mohan Mandali, WUD Representative

Absent:

Lori Berquam

Guests:

Abigail Greenberg, Deshawn McKinney, Lily Hansen, Adan Abu-Hakmeh

Call to Order/Approval of Minutes

Mr. Comeau called the meeting to order at 5:47pm.

Mr. Comeau move to approve the minutes from February 23, 2016. Peter Lipton seconded.

Minutes approved.

Financial Update

Ms. Dibbell presented the financial update for January 31, 2016. She noted that the "Revised Budget" column is new and reflects the revised budget completed in January. This is where each unit believes they will end the fiscal year.

For Revenue the dining units are holding their own; retail dining is doing well and catering continues to do better than expected due to large conferences. For expenses, "Membership

and Miscellaneous” reflects interest income. Dibbell explained that we are told by campus what to budget. Campus was expecting the interest to be higher than it actually is. “Support services” reflect staff vacancies. Bottom line no significant change from December. We are still projecting a \$100,000 deficit. In summary, we are still doing well and are anxious for spring.

HEC Liquidation Update

Ms. Dibbell provided an overview of what has happened since the February meeting. On February 4, an open forum was held. This was upon the request of Riding Club members. Jack Comeau, Ronnie Pisano, Mark Guthier and Susan Dibbell made themselves available to answer questions.

Dibbell added that the Liquidation Committee started meeting on February 15 and has been meeting weekly. The committee consists of Tyler O’Connell, Ronnie Pisano, Anna Tolle, Ted Crabb, Camber Sannes, Jane Oberdorf, Joe Webb and is chaired by Susan Dibbell. A Continuation Committee has also been formed and is looking at alternative sites/structure for the Riding Club and Team. Ms. Dibbell reported that she has heard from a variety of facilities interested in working with the Club. Ms. Dibbell added that on February 22, Hooper Council voted to end programming at the stable on **June 1**. Given this, the goal is to have the property ready to be turned over to MUBA by **September 1**. The timeline is still in the works as the committee continues to meet and finalize the timeline.

Mr. Lipton, referring to the letter forwarded to Council by the Continuation Committee, suggested that Union Council keep the Riding Club running longer into the peak summer months to optimize the situation. Mr. Lipton’s view is that Union Council should do everything we can to keep the Club going without sacrificing all our money. Mr. Lipton suggested the Continuation Committee’s proposal be considered and find some sort of compromise to honor integrity.

Ms. Dibbell responded that she shared this memo with Union Council at the request of the Continuation Committee. She added that the decision on programming rests with Hooper Council. It is not our place to extend programming. This proposal was sent to Hooper Council and they would not consider it. Ms. Dibbell went on to describe that the Wisconsin Union will assume responsibility for the stable operation beginning on June 1, including paying for staff and horses. The Riding Club must continue to pay bills specific to the Club but there is no rush to get the horses off the property. On June 1 the Club does not disappear, we are doing what we can to find another alternative but Hooper Council did not support the recommendation so we must respect the decision. Mr. Ducharme asked if there was an estimate on how much liquidation will cost. Ms. Dibbell responded no, not yet.

Ms. Aulik responded that the decisions needed to flow from the Club to Hoopers Council to the Liquidation Committee in which we authorized to work on our behalf. Hooper Council has its appropriate scope. She added that she did not think that it would be wise for us to act in any way based on this memo because we delegated our authority to the Liquidation Committee. Ms. Aulik respects the point of view expressed in the letter but at most Union Council could encourage the Liquidation Committee to take it into account.

Ms. Laning asked for clarification on the goal and direction of the Liquidation Committee. Ms. Dibbell responded that the Liquidation Committee is looking at process of how to get ready to turn the property over to MUBA. The committee is looking at things like if a horse was donated within three years what is our requirement if we sell that horse. Looking at legal and ethical issues that go into liquidating the property. What do we have to take into consideration? The committee is focused on removing items from the property and being ready to turn it over to MUBA.

Mr. Comeau recapped how we got to this point. When the Riding Club comes back with the proposal to extend the end date, it is Hooper Council's finances that are at risk. Hooper Council

would not entertain the motion. We can't compel Hoofers to risk the finances of the other clubs so that's why the motion isn't something we are acting on.

Mr. Guthier added that the liquidation plan is assuming that they can get all that needs to be done by September 1. The Union will have to absorb the costs beginning June 1. We will have to put a timeline together of how that will affect our budget.

Mr. O'Connell added that the Liquidation Committee looked into allowing the Riding Club to operate in the summer with passive things but no lessons. We want to help generate revenue in any way possible. The summer camp and lessons however would get in the way of liquidating the property and having it ready by September 1.

Ms. Dibbell summarized that the timeline is still a work in progress, there would be significant issues with a youth camp, just not feasible for this summer and it is not appropriate for Union Council to overstep Hooper Council's vote.

Director's Report

Mr. Guthier reported on fundraising. He spent week on the west coast meeting/attending Alumni Association events and talking with benefactors about support. He made connections with a UW graduate who is now the head of Disney Land. He added that MUBA is drafting a ten year plan for development and fundraising. The Union is launching a strategic thinking exercise over the next 18 months in anticipation of the end of the building project. Finally, Mr. Guthier added that he has created a Director's Advisory board to make connections with the community. There will be four meetings a year.

Publications-MODA Mini

Mr. Comeau announced that the Spring Issue of MODA, life & style magazine includes a nude shoot. It is part of the online issue. The purpose of bringing it up to Union Council is that there are always questions from community and campus members who may ask why tax payer

dollars are going towards pornography. Mr. Comeau is presenting this issue to Union Council to keep everyone informed if questioned on this particular issue.

Administration Policy Updates

Mr. Comeau reported an update to A6-0F (Student Involvement/Selection of Permanent Staff).

He provided background that the definition of academic staff has changed. The procedure includes student input in the highest level of hiring of staff and states that the President may participate or appoint a representative. The changes in the campus HR system required us to categorize positions because the definition of academic staff changed. Mr. Cutlip asked if there should be a check and balance to avoid conflict of interest. Mr. Comeau provided an example from this year; he appointed a student to serve on the Deputy Director search. Ms. Lang cautioned that searches move quickly and we don't want to slow down the process and Ms. Dibbell added that serving on a search committee is a major time commitment.

Mark Guthier clarified that this is only the requirement for Category I positions and in some cases these vacancies only occur every 40 years. These positions ideally don't turnover that often. It means the process will be lengthy and there is plenty of time for advice. Mr. Comeau suggested adding that Council Exec approve the appointment.

Ms. Laning moved to change the procedure to read that the student representative be nominated by the President and confirmed by Council Exec for Category I. Erin Harper seconded the motion.

Ms. Laning also recommended changing language from "his" and "herself" to themselves.

Mr. Guthier accepted the two amendments together.

Mr. O'Connell called the amended motion to question. Ms. Laning's amended motion **passes** including Council Exec approval in category I and changing him and herself to themselves.

Mark Guthier asked for Category II what trigger a student's involvement in the selection of these positions. Mr. Guthier amended Category II to read that the President **will be informed by the**

HR Director of the recruitment process for all Category II positions for review and recommendations.

Mr. Ducharme seconds. Amendment **passes**.

Mr. Comeau then presented Wisconsin Union Policy A5-0 (Computer Support/Information Systems Purpose Statement). He reported that this policy was updated to also include support for Apple equipment. Mr. Comeau shared a concern from Ms Oberdorf that staff and students do not expect Macs for all areas.

Brett Ducharme moves motion. Madison Laning seconds.

Motion to approve **Wisconsin Union Policy A50 passes** unanimously.

External Relations Policy Updates

Mr. Mandali presented Policy ER9-3 (Non-Governmental and Non-Campus Co-Sponsorship Support)

Mr. Mandali said a few terms were out of date. Also, making sure everyone is informed of co-sponsorships.

Ms Laning asked if any students involved in non-Directorate co-sponsored events. Mr, Guthier explained that an example of a non-Directorate sponsored event is Tudor Dinners.

Mr. Mandali moved to put motion on table. Mr. Ducharme seconds.

Ms Laning stated that she would like to see at least some sort of student involvement for sponsorships. Mr. Ducharme suggested sending the policy back to the committee to get better wording for student involvement

Mr. Guthier agreed that the External Relations subcommittee did not talk about changing it philosophically just talked about updating current language. Ms. Aulik seconds.

Motion to send the policy back to External Relations subcommittee for a philosophical discussion **approved**.

Mr. Mandali then presented Policy ER9-1: (Union Web Site Policy)

Mr. Mandali reported that in the first paragraph the committee took out some statistics about the website since it gets updated monthly. In the second paragraph Directorate Committees along with Hoofers are allowed to have external websites and are able to update and get resources from Marketing. All websites have to include a link back to the Wisconsin Union website.

Mr. Mandali moves to pass the policy. William Lipske seconds.

Mr. Ducharme asked that in the future edits be made in red. Mr. Ostrov asked if the committee considered Union policies on external websites. Mr. Mandali responded that this wasn't part of this policy. **Policy ER 9-1 approved.**

Facilities Policy Updates

Ms. Yashadhana presented FM1-2 (SMOKE FREE POLICY):

Ms Yashadhana explained that a definition of smoking was added as well as specific areas for no smoking & smoking. Policy eliminated area in front of Terrace Stage including the stage as a smoking. Smoking is allowed on the lakeshore path. Diagram of new Terrace needs to be added. Ms. Yashadhana moves to pass policy. Brett seconds.

Ms. Aulik asks who has oversight of the lakeshore path. Ms. Yashadhana responded that the campus does. Mr. Lipton asked if smoking is confined to tobacco. Mr. Comeau responded that The Union is bound by state law.

Brett calls to question. Motion **passes**.

Dining Policy Updates

Mr. Ostrov presented edits to WU2-0 (Committees of Union Council)

Mr. Ostrov explained the committee only edited wording. Dining Area used to be called Food and Retail now called Dining Services. Therefore, changed the title to Dining Services. Also, deleted words that are not relevant such as delis, game rooms, guest rooms, outdoor rentals. Changed recycling efforts to the word sustainability.

Mr. Ostrov moved to pass the policy. Tyler seconds. No discussion. Motion **passes**.

Director Selection

Erin Harper makes a motion to move into closed session. Motion **passes**.

Mr. Comeau turned the meeting over to Deshawn McKinney and Officers to present slate.

Ms. Yashadhana provided an overview on the selection process. She spearheaded the

marketing program for new leadership positions. The position descriptions were reviewed and updated last December by the current Directors. Gave applicants roughly 2-3 months to apply.

The goal was to make leadership positions competitive and more attractive. Internally promoted

by word of mouth and used social media. Externally made sure to reach out beyond the walls of

Union. Sent targeted emails to campus leadership organizations and created sharable content

on social media that highlighted current experiences of WUD leaders. Also, an Open House was

held where interested candidates could come in and learn about positions. Ms. Yashadhana

then explained the applicant pool: 46 total, 29 in state, 12 out of state, 5 international & 2 study

abroad. Majors were across the board including economics to art history to computer science.

Mr. McKinney expressed that he was very pleased with the strong and diverse pool in terms of

student organization background, different point of spectrum.

The following students were approved:

Summer Coordinators:

- **Summer Art Coordinator:** Francesca Pessarelli.
- **Summer Film Coordinator:** Stephen Parent.

2016-2017 WUD Committee Directors:

- **Alternative Breaks:** Iffat Bhuiyan
- **Art:** Yusi Liu
- **Distinguished Lecture Series:** William Rosenthal
- **Film:** James LaPierre

- **Global Connections:** Swetha Saseedhar
- **Wisconsin Hoofers:** TBD
- **Music:** Halle Lukisch
- **Performing Arts:** Folarin Ajibade
- **Publications:** Position re-opened until April 1
- **Society and Politics:** Omar Jandal

William Lipske moved to return to open session. Tyler Seconds. Motion **passes**.

Mr. Comeau asked for concluding statements.

Ms Laning referring to the proposed Publications Committee study suggested that there be a statement about future studies and the intentions behind the study including goals. Mr.Comeau: responded that this should be forwarded to the Program & Leadership Committee.

Mr. Cutlip asked to have new officer positions resumes sent.

Mr. O'Connell moves to adjourn. Brett Ducharme seconds.

Meeting Adjourned

2015-2016 Free Program Budget

2016-2017 Free Program Budget

FY16 Approved
\$700,881

FY17 Approved
TBD

FY17 Actual
\$778,881

Alternative Breaks

Accounts - 3600	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$300	\$300	\$200	\$200
Postage	6150	\$20	\$20		
Copier	6460	\$100	\$0		
Miscellaneous	5900	\$80	\$80		
Telephone		\$100	\$100		
Publicity	7800	\$1,000	\$1,000	\$1,000	\$1,000
Educational Programs	7712	\$1,000	\$1,000	\$1,000	\$2,000
Weekend Breaks	7736	\$750	\$900	\$1,500	\$0
Trip Subsidies		\$0	\$0	\$1,500	\$0
Special Events	7730	\$1,700	\$1,700	\$1,500	\$1,500
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$4,750	\$4,800	\$6,500	\$4,500
<i>Meissner Fund Scholarships</i>			\$4,000	\$4,000	\$4,000
TOTAL Available Funds		\$8,800	\$10,500	\$10,500	\$8,500
Associate Directors			4	6	6

Art

Accounts - 3300	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$450	\$230	\$200	\$200
Postage	6150	\$100	\$50		
Copier	6460	\$170	\$0		
Miscellaneous	5900	\$150	\$150		
Telephone		\$30	\$30		
Art Sale Income	2170		\$0	\$0	\$0
Art Sale Expenses	7090		\$0	\$0	\$0
Art Education	7702	\$2,400	\$1,000	\$0	\$1,500
Craftshop Programming		\$0	\$4,000	\$3,000	\$1,500
Exhibitions	7715	\$6,000	\$3,200	\$3,200	\$3,200
Publicity	7800	\$1,000	\$1,000	\$1,500	\$1,500
Student Art Show	7835	\$2,000	\$1,500	\$1,500	\$1,400
Summer	7840	\$3,000	\$1,800	\$2,500	\$2,500
Gallery 1308 Union South	7836	\$6,000	\$1,000	\$3,200	\$3,200
Video Art Series	7845	\$2,000	\$2,500	\$0	\$0
Intra-WUD Collaboration		\$0	\$0	\$1,000	\$1,000
Special Events		\$0	\$0	\$1,500	\$1,000
Revenue		\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$22,850	\$16,230	\$17,600	\$17,000
TOTAL Available Funds		\$16,230	\$17,600	\$17,600	\$17,000
Associate Directors			2	2	2

Cuisine

Accounts - TBD	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$0	\$0	\$0	\$200
Postage					
Copier					
Miscellaneous					
Telephone					
Marketing		\$0	\$0	\$0	\$550
Educational/Demonstrations		\$0	\$0	\$0	\$3,250
Service		\$0	\$0	\$0	\$250
Cooking		\$0	\$0	\$0	\$1,800
Tasting		\$0	\$0	\$0	\$0
Revenue		\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$0	\$0	\$0	\$6,050

Dining Services Revenue

\$1,000

TOTAL Available Funds \$7,050

Associate Directors

3

DLS

Accounts - 3200	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$1,500	\$200	\$200	\$200
Postage - 6150	6150	\$200	\$200		
Copier	6460	\$400	\$0		
Miscellaneous - 5900	5900	\$800	\$0		
Telephone		\$100	\$0		
Marketing	7800	\$10,000	\$4,000	\$4,000	\$3,400
Main Series		\$130,000	\$125,000	\$135,000	\$145,000
Security/Accessibility		\$2,000	\$1,000	\$1,000	\$0
Spotlight Series		\$10,500	\$9,000	\$10,000	\$0
Special Events & Nominations		\$1,500	\$400	\$400	\$400
Coffee with TED		\$0	\$600	\$0	\$0
Wisconsin Festival of Ideas		\$0	\$2,000	\$2,000	\$2,000
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$155,500	\$142,200	\$152,600	\$151,000

DLS Rolling Fund Carryover

\$119,688

\$165,000

\$165,000

TOTAL Available Funds ##### \$317,600 \$316,000

Associate Directors 1 3 3

Film

Accounts - 3700	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$750	\$250	\$200	\$200
Postage	6150	\$30	\$30		
Copier	6460	\$500	\$0		
Miscellaneous	5900	\$200	\$200		
Telephone		\$20	\$20		
Festivals	7730	\$3,000	\$6,000	\$6,000	\$8,000
Projection/Facility Fees	7724	\$9,015	\$9,015	\$9,800	\$9,800
Film Rental/Shipping/Posters	7746	\$55,400	\$54,000	\$55,000	\$54,000
Summer	7840	\$5,500	\$6,500	\$7,000	\$7,000
Marketing	7732	\$4,000	\$4,000	\$4,000	\$2,000
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$77,665	\$79,765	\$82,000	\$81,000
TOTAL Available Funds		\$79,765	\$82,000	\$82,000	\$81,000

Associate Directors 7 9 9

Global Connections

Accounts - 3400	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$500	\$200	\$200	\$200
Postage - 6150	6150	\$50	\$0		
Copier	6460	\$200	\$0		
Miscellaneous - 5900	5900	\$200	\$200		
Telephone		\$50	\$0		
Dances	7716	\$2,200	\$0	\$0	\$0
Publicity - 7800	7800	\$0	\$900	\$500	\$500
ACS - 7720	7720	\$2,000	\$2,000	\$1,500	\$1,100

Special Events - 7730	7730	\$1,600	\$3,400	\$2,000	\$2,900
Culinary Programming - 7710	7710	\$3,000	\$1,800	\$1,500	\$1,900
Cultural Grant		\$0	\$0	\$0	\$0
Educational Excursions		\$0	\$0	\$1,500	\$1,500
Revenue		\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$9,300	\$8,300	\$7,200	\$8,100

Johnson Fund - Cultural Grant \$5,000 \$5,000

TOTAL Available Funds \$8,300 \$12,200 \$13,100

Associate Directors 1 3 3

Hoofers Free Program

Accounts - 4010	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
Winter Carnival	7737	\$1,200	\$1,500	\$1,500	\$2,000
Summer Kickoff	7842	\$300	\$450	\$1,500	\$1,000
Commodore's Ball	7701	\$950	\$950	\$1,000	\$950
Special Events	7730	\$2,550	\$2,600	\$1,500	\$1,500
UC APPROVED Funds:		\$5,000	\$5,500	\$5,500	\$5,450

TOTAL Available Funds \$5,500 \$5,500 \$5,450

Associate Directors 10 10 7

Music

Accounts - 3500	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$1,700	\$200	\$200	\$200
Long Distance		\$175			
Postage	6150	\$400			
Copies	6460	\$600			
Telephone		\$525			
MU Weekend Music	7725	\$15,750	\$60,000	\$5,000	\$52,000
Behind the Beat	7703	\$40,800	\$17,000	\$17,000	\$14,000
Special Events	7730	\$3,440	\$30,000	\$30,000	\$30,000
Summer	7840	\$12,800	\$50,000	\$50,000	\$50,000
Summer Interim	7741	\$14,000	\$20,000	\$20,000	\$20,000
Summer Bluegrass	7748	\$10,425	\$3,850	\$3,850	\$3,850
MU/US Promotion	7805	\$5,175	\$15,000	\$15,000	\$15,000
US Weekend Music	7759	\$17,700	\$70,000	\$75,000	\$79,000
Open Mic	7726	\$3,000	\$7,600	\$7,600	\$7,600
Summer Local Wednesday	7750	\$6,000	\$0	\$0	\$0
MISC	5900	\$64,500	\$8,400	\$8,400	\$8,400
Playcircle Programming		\$7,000	\$0	\$25,000	\$25,000
Revelry		\$3,000	\$25,000	\$25,000	\$25,000
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$210,290	\$215,050	\$202,050	\$250,050

Dining Services Revenue \$92,000 \$92,000 \$80,000 \$80,000

TOTAL Available Funds ##### \$282,050 \$330,050

Associate Directors 7 5 5

Officer Administration

Vice Presidents: 3050	Account Number	2013-2014	2014-2015	2015-16	2015-16
General & Admin		\$650	\$250	\$200	\$200
Postage	6150	\$50	\$50		
Copier	6460	\$350	\$0		
Miscellaneous	5900	\$200	\$200		
Telephone		\$50	\$0		
Recruitment	7738	\$2,000	\$2,000	\$500	\$500

Promotions	6020	\$2,100	\$500	\$500	\$500
Recognition/Retention	7810	\$6,250	\$6,250	\$6,250	\$6,250
Selection	7815	\$600	\$0	\$0	\$0
Leadership	6351	\$3,000	\$1,000	\$1,000	\$1,000
Special Events	7730	\$7,645	\$3,500	\$3,500	\$3,500
Committee Recognition	7810	\$0	\$0	\$0	\$0
Democratic Principles Fund		\$3,000	\$0	\$0	\$0
Craftshop Programming		\$4,000	\$0	\$0	\$0
Marketing Team Budget		\$2,100	\$1,000	\$1,000	\$1,000
Assessment		\$0	\$1,000	\$1,000	\$1,000
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$31,345	\$15,500	\$13,950	\$13,950

Antaramian Fund		\$8,000	\$8,000	\$8,000	
Anonymous Fund: Innovative Funds		TBD	TBD	TBD	
Minahan - Travel		\$2,500	\$2,400	\$2,400	
Chancellor/ODOS Late Night Funds*		TBD	TBD	TBD	
Johnson Fund		\$10,000	\$5,000	\$5,000	

TOTAL Available Funds		\$36,000	\$29,350	\$29,350	
Interns		5	0	0	

Performing Arts

Performing Arts 3900	Account Number	2013-2014	2013-2015	2015-2016	2016-2017
General & Admin		\$0	\$0	\$0	\$0
Postage	6150	\$0	\$0		
Copier	6460	\$0	\$0		
Miscellaneous	5900	\$0	\$0		
Telephone		\$0	\$0		
Publicity	7800	\$150	\$0	\$0	\$0
Student Ticket Discount/Free Season Show		\$11,000	\$11,000	\$11,000	\$13,300
Special Events/Improv	7730	\$1,700	\$1,700	\$1,700	\$0
World Music Festival		\$5,000	\$10,000	\$11,000	\$10,000
Play Circle Programming		\$0	\$0	\$10,000	\$10,000
Student Performances		\$0	\$0	\$5,000	\$5,000
Revenue		\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$17,850	\$22,700	\$38,700	\$38,300

Marcia Legere Play Festival		\$2,000	\$2,000	\$2,000	
TOTAL Available Funds		\$24,700	\$40,700	\$40,300	

Associate Directors		2	3	3	
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Publications

Publications: 3460	Account Number	2013-2014	2014-2015	2015-2016	2016-2017
General & Admin		\$325	\$250	\$200	\$200
ADMIN-Marketing/Publicity	7800	\$25	\$200		
ADMIN-Postage	6150	\$200	\$25		

4010 - HOOFER COUNCIL

Account Number	Account Description	FY16	Budgeted Variance	FY16 Revised	Budgeted Variance	FY17	Budgeted Variance
4010-2100	MERCHANDISE SALES	\$ 1,500.00	#REF!	\$ 2,500.00	#REF!	\$ 2,500.00	66.67%
4010-2653	KEY DEPOSIT	\$ -	-100.00%	\$ -	#DIV/0!	\$ -	#DIV/0!
4010-2721	FEES	#####	16.67%	#####	-14.29%	#####	-8.57%
4010-2793	EDUCATION	\$ 3,500.00	0.00%	\$ -	-100.00%	\$ -	-100.00%
4010-2880	GIFT CERTIFICATES SOLD		-100.00%		#DIV/0!		#DIV/0!
4010-2875	CLUB LOAN REPAYMENT	#####		#####		#####	
4010-2885	FUNDRAISING						
4010-2990	MISCELLANEOUS INCOME	\$ 100.00	0.00%	\$ 6,500.00	6400.00%	\$ 1,000.00	900.00%
REV	***TOTAL REVENUES***	\$ 50,100.00	#REF!	\$ 49,000.00	#REF!	\$ 45,500.00	#DIV/0!

Flow through with \$3000 subsidy
Flow Through Account

Account Number	Account Description	FY 16 Budgeted	Budgeted Variance	FY 16 Revised	Budgeted Variance	FY 17 Budgeted	Budgeted Variance
4010-5300	OFFICE SUPPLIES	\$ 1,000.00	0.00%	\$ 2,200.00	120.00%	\$ 2,000.00	100.00%
4010-5900	MISC SUPPLIES & SERVICE	\$ 1,000.00	0.00%	\$ 200.00	-80.00%	\$ 200.00	-80.00%
4010-6020	MARKETING & PROMOTION	\$ 4,000.00	0.00%	\$ 2,000.00	-50.00%	\$ 4,000.00	0.00%
4010-6080	CASH OVER & SHORT	\$ 175.00	0.00%	\$ 175.00	0.00%	\$ 175.00	0.00%
4010-6086	GIFT CERTIFICATE REDEM	\$ 1,000.00	0.00%	\$ -	-100.00%	\$ -	-100.00%
4010-6090	TELEPHONE SERVICE						
4010-6110	M/C VISA SERVICE CHARG	\$ 1,500.00	87.50%	\$ 1,200.00	-20.00%	\$ 1,500.00	0.00%
4010-6150	POSTAGE	\$ 60.00	0.00%	\$ 60.00	0.00%	\$ 60.00	0.00%
4010-6310	TRAVEL - IN STATE						
4010-6350	TRAINING	\$ 3,000.00	66.67%	\$ 5,000.00	66.67%	\$ 8,000.00	166.67%
4010-6430	SALEABLE MERCHANDISE	\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	
4010-6460	COPIER SERVICES	\$ 360.00	0.00%	\$ 360.00	0.00%	\$ 360.00	0.00%
4010-6480	PRINTING	\$ 100.00	0.00%	\$ 100.00	0.00%	\$ 100.00	0.00%
4010-6483	BROCHURES	\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	
4010-7315	Database/POS Fees*	\$ 6,000.00	0.00%	\$ 4,000.00	-33.33%	\$ 4,000.00	-33.33%
4010-7712	EDUCATION SERIES	\$ 7,000.00	0.00%	\$ 3,500.00	-50.00%	\$ 3,500.00	-50.00%

Flow Through Account

Union used

Union used

4010-8000	COMPUTER	\$ -	-100.00%	\$ -	#DIV/0!	\$ -	#DIV/0!
4010-8001	ALL HOOFER ACTIVITIES	\$ 7,500.00	15.38%	\$ 2,000.00	-73.33%	\$ 5,000.00	-33.33%
4010-8002	EVENT SPONSORSHIPS	\$ 3,000.00	200.00%	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
4010-8003	PRESIDENTIAL PROJECTS	\$ 700.00	0.00%	\$ 700.00	0.00%	\$ 500.00	-28.57%
4010-8020	ODR COMPENSATION	\$ -		\$ -		\$ -	
4010-8035	RECOGNITION	\$ 700.00	0.00%	\$ 700.00	0.00%	\$ 700.00	0.00%
4010-8080	SEMINARS	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
4010-8470	KEY DEPOSIT REFUND	\$ -	-100.00%	\$ -	#DIV/0!	\$ -	#DIV/0!
4010-8600	REPAIRS AND MAINTENAN	\$ 650.00	0.00%	\$ 750.00	15.38%	\$ 750.00	15.38%
4010-9200	INSURANCE						
4010-9455	HOOFPRIINTS EXPENSES	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
4010-9999	UNION BUDGET ADJ						

Union used

Union used

EXP	***TOTAL EXPENSES***	\$ 40,745.00	#DIV/0!	\$ 28,945.00	#DIV/0!	\$ 36,845.00	#DIV/0!
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NI	T INCOME / PERFORMAN	\$ 9,355.00		\$ 20,055.00		\$ 8,655.00	
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Retained earnings

\$26,421.00

\$46,476.00

\$35,076.00

Mountaineering 2015-16 Revised Budget and 2016-17 Annual Budget

	Annual Budget 2015-16	Revised Budget 2015-16	Annual Budget 2016-17
Direct Operating Revenue			
2180 T-SHIRTS/UNIFORMS	\$500	500	500
2701 TRIPS	900	900	900
2720 ANNUAL MEMBERSHIP FEES	2,500	2500	2500
2730 TRIAL MEMBERSHIPS	2500	0	STRIKE LINE
2990 MISCELLANEOUS INCOME		500	500
Total Direct Operating Revenue	6,400	4400	4400
Supplies & Services			
5300 OFFICE SUPPLIES	20	20	20
6020 MARKETING & PROMOTION	800	1400	1300
6110 M/C VISA SERVICE CHARGE	110	225	110
6480 PRINTING	50	50	50
7315 WEBSITE/POS FEES	240	240	240
7712 EDUCATION SERIES	500	500	500
8130 TRIPS	900	1500	900
8170 T-SHIRTS/UNIFORMS	500	500	500
8180 DLCC CHALLENGE EXPENSE	2,500	2684	0
8700 TOOLS/EQUIPMENT	780	780	780
???? TRIP FUND			500
Total Direct Operating Expenses	6,400	7899	4900

Net Margin

0	-3499	-500
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Outing Club Budget

FY 2016 Revised FY 2016 FY 2017

Direct Operating Revenue

2180 T-SHIRTS/UNIFORMS	\$400	\$400	\$400	
2682 WHITEWATER USER FEES	50	\$50	\$0	
2684 SEA KAYAKING USER FEES	300	\$300	\$0	
2688 POOL RENTAL	1,300	\$1,300	\$1,300	Pool Sessions
2689 CANOE REVENUE	200	\$0	\$0	
2695 CAVING REVENUE		\$189	\$0	TRNSFR
2696 WI BASECAMP FEES		\$0	\$0	
2698 DELTA LODGE REVENUE	4,000	\$4,000	\$4,000	Flow Through
2700 TRAVEL		\$0	\$0	TRNSFR
2701 TRIPS	2,000	\$2,000	\$2,000	Flow Through
2720 ANNUAL MEMBERSHIP FEES		\$0	\$0	
2722 ROLLING ANNUAL FEES	7,000	\$7,500	\$7,000	Annual Memberships
2723 SUMMER MEMBERSHIP FEES	1,200	\$1,200	\$1,200	Summer Memberships
2725 FALL/SPRING MEMBERSHIP FEES	4,500	\$4,000	\$4,500	Fall Memberships
2726 SPRING MEMBERSHIP FEES	1,500	\$1,500	\$1,500	Spring Memberships
2990 MISCELLANEOUS INCOME		\$170	\$0	

Total Direct Operating Revenue	22,450	\$22,609	\$21,900	Total Income

Direct Operating Expenses

Salaries, Wages, Fringes

\$14,200 \$14,200 Total Membership Fees

Supplies & Services

6020 MARKETING & PROMOTION	500	\$500	\$500	Marketing
6110 M/C VISA SERVICE CHARGE	500	\$500	\$500	Credit Card Fees
6134 POOL RENT EXPENSE	1,300	\$1,300	\$1,300	Pool Sessions

6137 DELTA LODGE	4,000	\$1,350	\$4,000	Flow Through
6480 PRINTING	400	\$400	\$400	Printing
7315 WEBSITE/POS FEES	112	\$112	\$112	Website Fees
7730 SPECIAL/TEAM EVENTS	1,000	\$1,000	\$1,000	Special Events
7758 COMMUNITY SERVICE	404	\$1,000	\$1,000	Community Service
8035 RECOGNITION	400	\$400	\$400	Recognition
8130 TRIPS	2,000	\$2,000	\$2,000	Flow Through
8170 T-SHIRTS/UNIFORMS		\$0	\$0	T-shirts!!
Supplies & Services	1,750	\$1,750	\$5,000	Scholarships
8320 WATER SAFETY	800	\$800	\$800	Water Safety
8700 TOOLS/EQUIPMENT	500	\$850	\$745	Tools and Equipment
8710 BACKPACKING EQUIPMENT	1,000	\$990	\$800	Backpacking
8711 CAMPING EXPENSE		\$50	\$50	
8713 IAT TRAILBUILDING EXP	200	\$200	\$200	IAT
8715 CAVING EQUIPMENT	150	\$330	\$140	Caving
8720 CROSS COUNTRY SKI EQUIP	800	\$800	\$400	XC
8722 SNOWSHOE EQUIP	400	\$400	\$400	Snowshoe
8725 MT. BIKING EQUIPMENT	200	\$1,270	\$600	Mtn Bike-3 Fat Bikes
8730 OPEN WATER CANOE EQUIPMENT	600	\$1,800	\$600	Canoe- 1 Canoe 2015
8735 WHITEWATER EQUIPMENT	3,200	\$3,900	\$3,300	WW Gear
8740 ROAD BIKING EQUIPMENT	300	\$540	\$450	Road Bike
8745 SEA KAYAKING EQUIPMENT	3,100	\$3,100	\$3,100	SK Gear
8750 TELEMARQUE EQUIPMENT	600	\$600	\$1,000	Tele Gear
8755 TOP ROPING EQUIPMENT	775	\$1,000	\$800	Climbing
5900 MISCELLANEOUS EXPENSE				
Total Supplies & Services	24,991	\$22,609	\$21,900	Total Income
Total Direct Operating Expenses	24,991	\$26,942	\$29,597	Total Expenses
Performance Margin	(2,541)	(\$4,333)	(\$7,697)	Net Budget

HOOFER SAILING CLUB

Budget Summary

Team/Division Name	FY16 Budgeted Revenues	FY 16 Revised	Revised Variance	FY 17 Budgeted	Budgeted Variance
4600 - SAILING ADMIN	272,500	251,032	-8%	263,500	5%
4610 - SAILING CAPITAL EQUIP	-	-	#DIV/0!	-	#DIV/0!
4620 - SAILING EVENTS	11,676	3,610	-69%	11,600	221%
4630 - SAILING FACILITIES	-	-	#DIV/0!	-	#DIV/0!
4640 - SAILING INSTRUCTION	2,385	385	-79%	385	0%
4650 - SAILING YOUTH PROGRAM	99,500	110,500	11%	110,500	0%
4660 - SAILING OUTREACH	5,500	4,000	-27%	5,500	38%
4670 - SAILING UW TEAM	65,400	65,400	0%	65,400	0%
4690 - ASA INSTRUCTION	15,000	15,061	0%	15,000	0%
TOTAL REVENUES	471,961	449,988	-5%	471,885	5%

Team/Division Name	FY16 Budgeted Expenses	FY 16 Revised	Revised Variance	FY 17 Budgeted	Budgeted Variance
4600 - SAILING ADMIN	23,254	21,285	-8%	20,054	-6%
4610 - SAILING CAPITAL EQUIP	30,900	30,900	0%	30,900	0%
4620 - SAILING EVENTS	19,695	8,727	-56%	18,345	110%
4630 - SAILING FACILITIES	153,850	168,114	9%	154,350	-8%
4640 - SAILING INSTRUCTION	126,714	113,158	-11%	125,014	10%
4650 - SAILING YOUTH PROGRAM	38,000	38,892	2%	38,000	-2%
4660 - SAILING OUTREACH	2,101	500	-76%	500	0%
4670 - SAILING UW TEAM	65,400	65,400	0%	65,400	0%
4690 - ASA INSTRUCTION	12,000	12,000	0%	12,000	0%
TOTAL EXPENSES	471,914	458,976	-3%	464,563	1%

NET INCOME / PERFORMANCE	47	(8,988)	-19223%	7,322	-181%
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Balance of total Club Retained Earnin

1,996

(7,040)

-453%

283

-104%

SCUBA BUDGET

Direct Operating Revenue FY 2016 Budget FY 2016 Revisi FY 2017

2180 T-SHIRTS/UNIFORMS	\$100	\$100	100	
2255 EQUIPMENT RENTAL	200	200	200	
2705 WEEKEND TRIPS	2,000	2,000	700	
2720 ANNUAL MEMBERSHIP FEES	2,000	2,000	830	
2780 OW INSTRUCTION	7,000	7,000	8400	300 per person, 14 people per class, two classes
2781 AOW INSTRUCTION	3,000	3,000	3000	
2783 RESCUE INSTRUCTION	2,000	2,000	1440	Two classes, charging 180 per person, 4 people per class
2784 SPECIAL INSTRUCTION	2,000	2,000	1750	Ice Diving
2786 DIVEMASTER INSTRUCTION	425	425	425	
2787 AIRFILL REVENUE			350	
2990 MISCELLANEOUS INCOME				

Total Direct Operating Revenue	18,725	18,725	17,195	

Direct Operating Expenses

Salaries, Wages, Fringes

Supplies & Services

5300 OFFICE SUPPLIES	20	20	20	
6020 MARKETING & PROMOTION	600	600	400	
6110 M/C VISA SERVICE CHARGE	250	1,200	250	
6135 FACILITY RENTAL				
6460 UNION COPIER	20	20	20	
7315 WEBSITE/POS FEES	90	90	0	Thinking we are going to switch to Hooper's new website model, eliminating web hosting fees
8135 WEEKEND TRIPS	3,000	3,000	800	
8305 SPECIALTY INSTRUCTION	2,000	2,000	1500	
8310 AOW INSTRUCTION	2,500	2,500	2500	
8315 OW INSTRUCTION	5,800	5,800	5648	
8325 REFRESHER INSTRUCTION	8	8	0	
8330 RESCUE INSTRUCTION	2,000	2,000	2000	
8340 DIVEMASTER	456	456	456	
8600 REPAIRS AND MAINTENANCE	1,000	1,000	800	
8700 TOOLS/EQUIPMENT	500	500	200	

8701 EQUIPMENT REPLACEMENT	1,800	1,800	500
8706 AIRFILLS	1,200	1,200	1000
5900 MISCELLANEOUS EXPENSE	500	500	125

Total Supplies & Services	21,744	22,694	16,219
Total Direct Operating Expenses	21,744	22,694	16,219
<u>Performance Margin</u>	<u>(3,019)</u>	<u>(3,969)</u>	<u>976</u>

SCUBA BUDGET

<u>Direct Operating Revenue</u>	FY 2016 Budget	FY 2016 Revisi	FY 2017
2180 T-SHIRTS/UNIFORMS	\$100	\$100	100
2255 EQUIPMENT RENTAL	200	200	200
2705 WEEKEND TRIPS	2,000	2,000	700
2720 ANNUAL MEMBERSHIP FEES	2,000	2,000	830
2780 OW INSTRUCTION	7,000	7,000	8400 300 per person, 14 people per class, two classes
2781 AOW INSTRUCTION	3,000	3,000	3000
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2784 SPECIAL INSTRUCTION	2,000	2,000	1750 Ice Diving
2786 DIVEMASTER INSTRUCTION	425	425	425
2787 AIRFILL REVENUE			350
2990 MISCELLANEOUS INCOME			

Total Direct Operating Revenue	18,725	18,725	17,195

Direct Operating Expenses
Salaries, Wages, Fringes

Supplies & Services

5300 OFFICE SUPPLIES	20	20	20
6020 MARKETING & PROMOTION	600	600	400
6110 M/C VISA SERVICE CHARGE	250	1,200	250
6135 FACILITY RENTAL			
6460 UNION COPIER	20	20	20
7315 WEBSITE/POS FEES	90	90	0 Thinking we are going to switch to Hooper's new website model, eliminating web hosting fees
8135 WEEKEND TRIPS	3,000	3,000	800
8305 SPECIALTY INSTRUCTION	2,000	2,000	1500
8310 AOW INSTRUCTION	2,500	2,500	2500
8315 OW INSTRUCTION	5,800	5,800	5648
8325 REFRESHER INSTRUCTION	8	8	0
8330 RESCUE INSTRUCTION	2,000	2,000	2000
8340 DIVEMASTER	456	456	456
8600 REPAIRS AND MAINTENANCE	1,000	1,000	800
8700 TOOLS/EQUIPMENT	500	500	200

8701 EQUIPMENT REPLACEMENT	1,800	1,800	500
8706 AIRFILLS	1,200	1,200	1000
5900 MISCELLANEOUS EXPENSE	500	500	125

Total Supplies & Services	21,744	22,694	16,219
Total Direct Operating Expenses	21,744	22,694	16,219
<u>Performance Margin</u>	<u>(3,019)</u>	<u>(3,969)</u>	<u>976</u>

Wisconsin Union Policy A6-0
Human Resources Purpose Statement

The Department of Human Resources will provide the following quality services to the employees of the Wisconsin Union:

- Recruitment of qualified individuals.
- Retention of valuable employees.
- Training, development and education to promote individual success and increase overall value to the organization.
- A safe and healthful working environment.
- Inspiration and encouragement for a high level of employee morale through recognition, effective communication and constant feedback.
- Resources for administering benefits, policies and procedures.

These services are achieved through a team-work philosophy that is inspired through effective organizational skills, proactive efforts and professionalism.

Date(s) of Action: March 30, 2005

Former Policy AM6-0

Page 1 of 1



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Wisconsin Union Policy A6-5
Part-time Employee Seniority Policy

A. ALL PART-TIME EMPLOYEES

1. Insofar as possible, employees with the longest service in a work unit will have first choice in selecting working hours for a given semester provided class schedules, merit and experience are otherwise equal. It is the employee's responsibility to indicate any preference to the scheduling supervisor.

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2. It is the policy of The Wisconsin Union that employees who are otherwise qualified be given preference according to seniority for scheduling, reinstatement, transfers and job assignments.

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B. STUDENT EMPLOYEES

1. When a UW student is hired for a job at The Wisconsin Union it is assumed that she/he will work at the Union for as long as he/she is enrolled in the University unless she/he quits or is terminated.

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2. A student employee is not required to work during regularly scheduled vacations nor between the last day of final examination period of the first semester and the first day of classes of the second semester. She/he is expected to work through the last day of final examination period of the second semester unless previously released by her/his supervisor.

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3. The Union assumes that the student will return to her/his old job in the fall and will have work for her/him in the department provided:

(a) Her/his previous work record was satisfactory.

(b) She/he returns in the fall as requested by her/his supervisor. If she/he is unable to return at that time, the Union will try to hold the job for her/him; or if that cannot be done, the Union will attempt to locate her/him in another position. However, no guarantee can be given.

1.

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Additional background: Former Policy 4.4

Date(s) of Action: February 1, 1973; March 28, 1973

Last Date of Review:

Next Required Review Date:

Page 1 of 2



Wisconsin Union Policy A6-5
Part-time Employee Seniority Policy

Former Policy AM6-5

You might want to check in with a few supervisors on this policy. It's very outdated and I'm not sure if units even follow.

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Last Date of Review:

Page 2 of 2

Next Required Review Date:



NON-STUDENT EMPLOYEES

When a position is determined to be “non-student” in nature, employees hired are frequently required to be present during academic year breaks. Consequently non-student par-time employees (except those who transfer from student status consistent with the UW-MULO Agreement) may be expected to work during the regularly scheduled vacations, examination periods, and inter-session breaks.

Non-student part-time employees accumulate seniority only as permitted by the maximum work provisions of Wisconsin Stats. 230.26.

Wisconsin Union Policy A6-6

~~Limited Term Employee~~ Temporary Employee Standards

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The State of Wisconsin guidelines for employment outline several categories of state employment options available to the University. These categories include permanent, ~~limited term~~ temporary employees, and student employees. As a department of UW-Madison, the Wisconsin Union must follow these guidelines when hiring ~~temporary employees~~,

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In reviewing the circumstances of how ~~Limited Term Employees~~ Temporary Employees (TEs) ~~(LTEs)~~ are utilized at the Wisconsin Union, it has been determined that there are clearly situations that are appropriate for hiring ~~LTEs~~ TEs. Those situations are:

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- Employees with special needs (e.g. Yahara House, sheltered workshop individuals);
- Student employees who graduate or decide to take a semester off; their status is changed to ~~TE~~ (for a maximum of one year ~~and less than 1044 hours in a 12 month period~~);
- Individuals that are truly part-time employees and only want to work limited hours (e.g. retirees, someone with a full-time job);
- Seasonal worker (e.g. Hoofer instructors, Terrace summer crew, Theater ushers or stagehands, special events, football games);
- Temporarily filling a permanent position until a permanent hire can be made or an individual returns from medical/ military leave, and will be paid the classified hourly minimum.
- Unusual limited-term circumstances not fitting the above criteria (e.g. Programs under review). ~~TE~~ employment may only be used in such circumstances with advance approval of the Union ~~Deputy~~ Director and Human Resources Director.

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Other than the above situations, any other use of ~~TEs~~ is believed to be inappropriate.

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Since one of the Wisconsin Union's main goals is to provide employment opportunities for students, whenever a unit has a staffing need, student positions should always be considered first. Vacancies should generally be posted for students initially. For positions that have historically been difficult to fill, the initial vacancy may be posted to invite both students and ~~TE~~ candidates. If the position cannot be filled by a student, then the general public can be considered.

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Inappropriate Use of ~~TEs~~

Deleted: ~~LTEs~~

- Individuals hired year after year to perform the same duties (usually 20 hours or more each week) and who work ~~under~~ their maximum of 1,044 hours in a calendar year.
- Situations where an ~~TE~~ works their maximum hours, is released and another ~~TE~~ is hired to perform the same duties.
- An individual ~~who~~ works their maximum number of hours and the PD is manipulated in order to keep the individual employed.

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Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-6

~~Limited Term Employee Temporary Employee Standards~~

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~~The status of TE hires shall be reviewed each semester by the Union Council Administration and Marketing subcommittee, with particular attention to those positions that exceed 600 hours within a 12-month time period and changes in University policy. This is not in practice.~~

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Additional background:

Related materials and support documents:

For interpretations, resolution of problems and special situations contact:

Secretary of Union Council Administration & Marketing Committee: WU Assistant Director-Administration

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Chair of Union Council Administration & Marketing Committee: WU Vice President-Administration

Policy Authority (suggested amendments should go through these bodies):

Administration & Marketing Committee of Union Council
Union Council

Comment [TB1]: ??

Date(s) of Action: March 8, 2006

Former Policy AM6-6

Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-6a

Temporary Employee (TE) Not to Exceed Maximum Hours

Deleted: Limited Term

UW-Madison utilizes a variety of employment categories to achieve its mission. One of the categories relied upon for short-term, temporary work is Temporary Employees (formerly referred to as Limited Term Employment (LTE)). The basic intent of TE appointments is to give the campus the ability to hire short-term employees to carry out sporadic work. Those individuals are limited to working less than 1,044 12 month period as mandated by UW-Madison campus policy.

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In order to assist the supervisor in monitoring the hours worked by an TE, the Human Resources office receives a report every two weeks that lists all TE appointments and the hours worked. Keep in mind that the report is two weeks behind in the actual hours worked. Supervisors need to track employee's time as it approaches the 1044 mark (i.e., an employee may have worked up to 920 hours by the time the first notice of 840 hours was sent to the supervisor).

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- THE SUPERVISOR IS RESPONSIBLE FOR TRACKING TE HOURS.
- Human Resources will send the supervisor an initial email notice when the employee reaches 840 hours.

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- The supervisor will continue to receive a bi-weekly update via email from Human Resources on LTEs TEs until they reach their maximum hours allowed and/or they reach their anniversary date.

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- When an LTE TE has reached 960 hours, the supervisor, department manager and assistant director will ALL receive an email from Human Resources.

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- If the supervisor intends on having the employee work the maximum number of hours, the supervisor needs to contact Human Resources and communicate a plan for ensuring maximum hours will not be exceeded.

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- Contact Human Resources on term date of LTE TE

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- Employees are not allowed to go over maximum number of hours.

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Additional background:

Related materials and support documents:

For interpretations, resolution of problems and special situations contact:
Secretary of Union Council Administration & Marketing Committee: WU Assistant Director-
Administration & Marketing

Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-6a

Temporary Employee (TE) Not to Exceed Maximum Hours

Deleted: Limited Term

Policy Authority (suggested amendments should go through these bodies):

Administration & Marketing Committee of Union Council
Union Council

Comment [TB1]: ???

Date(s) of Action: Monday, April 9, 2007

Former Policy AM6-6a

Last Date of Review:

Page 2 of 2

Next Required Review Date:



Wisconsin Union Policy A6-7
Employment Guidelines for Non-Permanent Staff

The following policies serve as a guideline for non-permanent ~~staff~~.

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A. EMPLOYEE DEFINITIONS:

1. Student Employees – A student employee must be registered for the current semester and/or have declared their intention of enrolling in the following semester at the University of Wisconsin-Madison (excluding UW-Extension courses).
2. ~~Temporary~~ Employees (TE) - A ~~Temporary~~ Employee is an employee who is not a student as defined above and who is hired for a position that is short-term, temporary and for which the individual will not attain permanent status. TEs are limited to working less than 1044 hours per year. (See Campus TE Policy for further clarification)
3. Students who withdraw from school for any reason and who receive approval to continue working **must** be switched to the TE (non-UW Madison student) payroll at their current rate. The ~~opposite~~ would apply to TEs who become UW-Madison students. It will be the employee's responsibility to keep the Human Resources Office informed of any change in status.

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B. GENERAL

1. It is the policy of The Wisconsin Union to primarily hire UW Madison students for part-time positions wherever practicable. However, operational needs may necessitate the employment of non-UW Madison students.
2. Nearly all Wisconsin Union positions are subject to a criminal background check. The background check is conducted prior to hiring or promoting an employee into a position requiring a criminal conviction records investigation. Refer to Wisconsin Union Procedural Memo A6-0j Criminal Records Investigations Prior to Employment Procedure, for a list of criteria requiring criminal background checks.
3. All applicants must prove both identity and employment eligibility per Federal Government regulations. This applies to both US Citizens and non-US citizens.
4. TE positions fall under the University Staff payroll system. TEs are appointed to an appropriate University Staff title.
5. All positions must have a written position description, with approval of the unit supervisor and the Human Resource Office.

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~~C. SENIORITY:~~

Last Date of Review:

Next Required Review Date:

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Wisconsin Union Policy A6-7
Employment Guidelines for Non-Permanent Staff

~~1. Unit seniority will be the total number of pay periods an employee has worked in a work unit as a student and/or TE employee with The Wisconsin Union.~~

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~~2. In the event where the total pay periods worked are equal, seniority will be decided by the total number of hours worked in that unit. Outdated/not sure if units follow.~~

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C. SCHEDULING:

1. Preference shall be given to scheduling UW-Madison students when possible.

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2. Changes in work schedules shall be made by the Employer only to fulfill operational requirements.

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3. Employees will be notified at least seven (7) days in advance of any change in their work schedule that is expected to occur on a regular basis. Regular changes in an employee's schedule shall not extend into previous time commitments of the employee.

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4. No employee will be required to accept an extended shift of more than ninety (90) minutes past the regularly scheduled ending time.

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5. The Union agrees that no employee will be required to accept a regular work schedule calling for more than two (2) consecutive weekends, unless a required condition of hire (discussed prior to hire) includes working consecutive weekends.

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6. No student will be required to accept a permanent increase in number of hours worked to more than twenty (20) hours per week, (except where such scheduling is a specified condition of employment).

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D. SEMESTER SCHEDULING:

1. When permanent semester schedules are compiled, all workers in that unit may express schedule preferences according to seniority.

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2. Seniority will not be transferred from one unit to another.

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3. The scheduling supervisor will post notice of intent to compile schedules for the semester at least seven (7) days in advance of the scheduling.

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~~4. All employees, including those being reinstated to the unit, or who have a date they are coming back, will then be given an opportunity to indicate schedule preferences before the posted scheduling date.~~

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Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-7

Employment Guidelines for Non-Permanent Staff

5. After the schedule is compiled, seniority cannot be used to bump another employee's shifts, if an employee did not give preference in advance. Check with supervisors

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6. Scheduling supervisors will make every effort to reasonably accommodate work schedule changes that result from changes in class schedules. Students will not be required to work on New Years Day; Martin Luther King Day (third Monday in January); Spring Break (designated by the University) Memorial Day (last Monday in May); Labor Day (first Monday in September); Thanksgiving Break (fourth Thursday in November through the following Monday); Christmas; and after 12 (noon) on Christmas Eve and New Years Eve. If January 1 or December 25 fall on Sunday, employees will not be required to work on the day following. TEs may be required to work these days depending on department needs.

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Deleted: Limited Term Employees

7. The Employer agrees that each employee may designate three (3) additional days per calendar year for cultural or religious observance on which the employee will not be required to work, provided each day is designated by the employee in writing to their supervisor in advance. The supervisor will confer with Human Resources and will determine approval.

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8. Students in good standing will be reinstated for the subsequent fall semester. In addition, students will not be required to work during Summer Break, unless a required condition of hire (discussed prior to hire) includes working during the summer.

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E. SHIFT AND HOURS:

1. No employee shall be required to accept a scheduled work shift of less than two (2) hours duration.

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2. No employee called in by the Employer to work an unscheduled shift shall be required to work less than two (2) hours work.

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3. TEs can work 40 hours or less a week, while students are usually restricted to work 20 hours or less a week, while school is in progress. (International students are limited to working 20 hours a week.)

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4. TEs, LTEs are subject to working no more than 1,044 hours in the 26 pay periods between anniversary dates.

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F. CANCELLATIONS:

1. The Employer will provide at least two (2) days personal notice to any employee whose scheduled shift is canceled, except where the cancellation is caused by circumstances beyond the Employer's control such as weather. Employees hired into units that are

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Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-7
Employment Guidelines for Non-Permanent Staff

operating according to weather should know at time of hire the possibility of shift being cancelled.

2. Employees whose shifts have been canceled will be given a chance to reschedule a shift.

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G. REST PERIODS:

1. All employees whose schedule requires them to work a continuous period of four (4) hours or more in the same unit will be given a paid rest period of fifteen (15) minutes for each four (4) hours worked. Rest periods are to be scheduled by the supervisor as near to the middle of the shift as possible. An employee may be permitted to take an unpaid meal period of thirty (30) minutes during shifts of more than six (6) continuous hours. The scheduling of the meal period will be determined by the supervisor.
2. Employees working a shift of six (6) or more consecutive hours will be allowed two fifteen minute paid rest periods provided the employees were not permitted to take an unpaid meal period during the shift. The two fifteen minute breaks may be taken consecutively, at the supervisor's discretion.
3. Employees required to work a shift of nine (9) consecutive hours or more shall be allowed one additional fifteen-minute paid rest period.

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H. UNIT MEETINGS:

1. Employees will receive their regular rate of pay for time spent in mandatory unit meetings.
2. Employees are expected to make every reasonable effort to attend unit meetings, and will be held responsible for information disseminated at such meetings. In the event a scheduled unit meeting is in conflict with an employee class schedule, the supervisor will excuse an employee from attendance at the meeting upon advance request.
3. The supervisor may accept other reasonable excuses for absence from unit meetings; however, all such excuses must be requested in writing to the supervisor at least forty-eight (48) hours in advance of the meeting, except in circumstances beyond the employee's control.

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I. LEAVE OF ABSENCE

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Last Date of Review:

Next Required Review Date:

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Wisconsin Union Policy A6-7

Employment Guidelines for Non-Permanent Staff

- 1. A leave of absence will be approved for employees in good standing provided that the leave is approved at least two (2) weeks in advance by the supervisor. The Wisconsin Union Human Resources Office provides the Leave of Absence form.
- 2. An employee may be granted a leave of absence of up to one (1) year provided the proper notice of two weeks was given to the supervisor.
- 3. No leave may begin during the last three weeks before the final examination period in any semester.

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J. PERFORMANCE EVALUATIONS:

- 1. All employees should be evaluated at least once a year. The results of the evaluation shall be shared with the employee to communicate how well he/she is doing and what may need to be changed.

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K. DISCIPLINARY PROCEDURES

- 1. No employee will be discharged or disciplined except for just cause.
- 2. Work rules covering all non-permanent employees are listed in The Wisconsin Union Employee Handbook, distributed at the time of hire. The employee signs and agrees they will read and comply with policies and procedures in the handbook.
- 3. Additional work rules specific to each unit shall be discussed with new employee upon hire in their respective unit. Disciplinary action will be consistent with unit or University work rules.
- 4. If an employee feels they were discharged or disciplined wrongly, he or she should first speak to their supervisor, then the Wisconsin Union Human Resources Office.

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Additional background:

Related materials and support documents:

For interpretations, resolution of problems and special situations contact:

Secretary of Union Council Administration & Marketing Committee: WU Assistant Director-Administration & Marketing

Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy A6-7
Employment Guidelines for Non-Permanent Staff

Chair of Union Council Administration & Marketing Committee: WU Vice President-Administration

Policy Authority (suggested amendments should go through these bodies):
Administration & Marketing Committee of Union Council
Union Council

Date(s) of Action: December 7, 2006

Former Policy AM6-7

Last Date of Review:

Page 6 of 6

Next Required Review Date:



Revised
4/12/16

Wisconsin Union
1051 - RIDING CLUB

	Annual	Annual	Annual	Explanation
	Year to	2015-2016	Revised Budget	
	Date	Budget		
<u>Direct Operating Revenue</u>				
2650 HORSE SALES		\$4,725	\$20,000	We will be selling 11 horses Decrease due to liquidation announcement
2660 LEASES	4,349	4,960	\$4,500	and loss of membership
2697 YOUTH EVENT INCOME	2,268	750	\$2,268	Decrease due to liquidation announcement
2720 ANNUAL MEMBERSHIP FEES	2,650	13,280	\$3,000	which resulted in members leaving HRC
2762 WORK HOURS DEPOSITS	2,802		\$2,802	Decrease due to liquidation announcement
2770 LESSON FEES	55,489	122,544	\$71,428	and loss of membership
2775 TRAIL RIDES			\$0	Decrease due to liquidation announcement
2776 SENIOR RIDER RIDES	74	826	\$300	and loss of membership
2777 RING RIDES	866	3,348	\$1,000	Decrease due to liquidation announcement
2790 TEAM PRACTICE FEE	5,280	15,050	\$15,050	and loss of membership
2792 SCHOOLING SHOWS REV	3,529	9,900	\$7,529	Decrease in revenue due to change in venue
2795 CLINIC/SPEAKER REV		8,400	\$0	Decrease in revenue due to change in venue
2799 YOUTH CAMP REVENUE	10,636	32,625	\$0	and necessity to reestablish programming
2890 GIFTS/GRANTS/COSPONSORSHIPS	1,853	11,200	\$2,000	Decrease in revenue due to liquidation
2990 MISCELLANEOUS INCOME	50		\$50	announcement

Total Direct Operating Revenue	89,846	227,608	\$129,927
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Direct Operating Expenses

Salaries, Wages, Fringes			
4100's WAGES	32,512	21,074	\$36,088
4200's FRINGES	1,780	588	\$1,985
	-----	-----	
Total Salaries, Wages, Fringes	34,292	21,662	\$38,073

Supplies & Services

5300 OFFICE SUPPLIES	162	300	\$200
6020 MARKETING & PROMOTION		200	\$200
6110 M/C VISA SERVICE CHARGE	1,472	500	\$1,700
6150 POSTAGE	1		\$2
6305 MILEAGE REFUND		500	\$100
6325 TRAVEL EXPENSES	561		\$561
7315 WEBSITE/POS FEES		156	\$156
8010 FUNDRAISING EXPENSE	1,419	800	\$1,419
8050 CLINICS/SPEAKER EXP	31	4,000	\$31
8054 SCHOOLING SHOWS EXP	825	3,000	\$1,000
8062 IHSA TEAM HOSTED SHOW EXP			\$0
8200 VET	5,741	7,356	\$7,356
8201 INSTRUCTION - TEAM	13,780	24,300	\$24,300
8203 YOUTH CAMP EXPENSE	308	1,000	\$308
8204 TRAILORING			\$0
8205 CHIROPRACTOR	170		\$170
8210 FARRIER	9,935	17,100	\$16,000
8220 FEED/NUTRITION	155	1,488	\$500
8240 HORSE PURCHASE		800	\$0
8245 HORSE BOARD/CLUB HORSES	59,130	78,840	\$74,305

8246 PORTALBE TOILET RENTAL	700	516	\$925
8702 RIDING EQUIP & REPAIR	190	1,200	\$500
9200 INSURANCE		300	\$300
5900 MISCELLANEOUS EXPENSE	55	300	\$100
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Total Supplies & Services	94,635	142,656	\$129,233
Total Direct Operating Expenses	128,927	164,318	\$167,306
<u>Performance Margin</u>	<u>#####</u>	<u>63,290</u>	<u>-\$37,379</u>