

# Minutes of the University Activities Board

## Clarion University Of Pennsylvania

Tuesday, August 30, 2016

- I. The meeting was called to order by Schuyler Caffrey at 7:04 PM on August 30th, 2016 with the following board members present:

Brian Hoover, Advisor  
Carl Callenburg, Tech Advisor  
Schuyler Caffrey, President  
Vick Sasenarine, Vice President  
Kayla Handy, Secretary  
Kayla Vanholten, Arts  
Cailyn Pacuraru, CampusFest  
Torrion Mollett, Community Service

Melanie Peckman, Financial Coordinator  
Brana Hill, Lecture  
Gloria Pytlak, Marketing Coordinator  
Dakota Roberts, Multicultural  
Kat Cross, Public Relations  
Anthony Harper, Recreation  
Carly Zukowski, Special Activities  
Tyree Mitchells, Weekend Friday  
Emily Romig, Weekend Saturday

The following board positions were absent:

Carl Callenburg, Brana Hill, Cailyn Pacuraru

Community Service

- II. Minutes of the regular meeting of April 12<sup>th</sup>, 2016
- A motion was made by \_\_\_\_\_, second by \_\_\_\_\_, that the minutes of the previous meeting be approved as distributed.
    - Motion carried:
- III. Non-Committee Reports:

Advisor Report:

- Introductions
- Retreat Reflection
  - Program dates, contacts, locations, contracts, tech approval
  - EFSN program leaflets and poster handout locations
    1. Carly-Stevens
    2. Schuyler-Still

3. Vic- Commons, Tippin
4. Kayla H.- Becker
5. Emily-Founders
6. Torron- STC
7. Armon- Carrier
8. Dakota- Harvey
9. Ivana- Davis
10. Tyree-Gemmell
11. Anthony- Marwick Boyd
12. Kat- Rec

Tech Advisor Report:

- 10 Day Tech Sheets for space events needed for events occurring this upcoming weekend
- Please avoid turning them in after the 10 Day restriction placed on the request sheets
- A 30 Day notice is required for larger events
- New equipment: 40 watt Bluetooth portable speaker with microphone located in the New Suites
- Keyboard: discussion on actual purchase vs. rental
  - Plan to purchase a keyboard from the Self Support account

President Report:

- Determine time to move UAB boxes into office and new closet
- Emergency elections for Lecture Chair will occur in 2-3 weeks

Vice President Report:

- One on ones to be scheduled next week

Secretary Report:

- Email lists of Committee members to secretary
- Contact secretary if contact information for other members is needed

Financial Coordinator Report:

- Individual committees are to fill out their own UPR
- Contact Melanie Peckman for information regarding account numbers and account balances

IV. Committee Reports:

Marketing Coordinator Report:

- No report

Public Relations Report:

- Contact Kat Cross if need information regarding programs needs posted on Social Media sites. A social media sheet will be available to fill out.
- Promotional Items Ideas: lanyards, sunglass, hats, bottle openers, pillows, pj bottoms, pocket blankets, laser pens, flash drives, id holders, EOS chapstick, raincoat balls

Lecture Report:

- No report

Special Events Report:

- Homecoming applications are up for the event in September
- Decorations for the dance are being discussed

Arts Report:

- No report

Recreation Report:

- No report

CampusFest Report:

- No report

Weekend Friday Report:

- Laser tag is September 3<sup>rd</sup>-be there

Weekend Saturday Report:

- Commons is collaborating with UAB for the What's Cooking event
- Posters have been created
- First event is next Saturday- a four-course meal
  - A full catered meal will be provided to those who attend 2 of the cooking days

Multicultural Report:

- CU Pageant coming up on September 20th

Community Service Report:

- Working on an ABLE community service event collaboration

V. Week In Review

- Past Week's Events:
  - Mike Super
    1. 246 people in attendance
    2. Super awesome, new tricks

- 3. Issue: Coke spilled on stage, wood is stained (keep in mind for future shows)
- #CU Party 2K16
  - 1. 180 people in attendance
  - 2. \$250 to pay for DJ Thomas
  - 3. \$451.51 to pay for catering, to be split between Interhall with UAB paying \$270.81
- Upcoming Events:
  - 08/31 Activities Day
  - 08/31 Game Night
    - 1. Now located in the MPR, events more catered towards the Rec Center
    - 2. Going to collect student ideas for events
  - 09/01 Bingo
    - 1. Welcome Back Bingo: Clarion School Supplies
  - 09/01 Tailgate Party Stadium Parking Lot
    - 1. Collaborating with the Greeks 2-6 p.m. before the football game
    - 2. Impromptu Meet UAB tabling
  - 09/02 Music: Javier Colon
    - 1. First winner of the Voice
  - 09/03 Laser Tag

VI. Old Business:

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VII. New Business:

- Approval of revised Constitution
- New UAB Meeting time: Executive Board 6:30 p.m. on Tuesdays and General Meeting 7:30 p.m. on Tuesdays
- Moving back into the UAB Office
- Selection of desks in the UAB office
- Purchase of keyboard under the Self Support account
- Emily Romig requested coverage for the September 16<sup>th</sup> Victoria Nones event. Dakota Roberts volunteered to cover the event.
- Vic Sasenarine requested coverage for the November 11<sup>th</sup> Gary Johnson event. Melanie Peckman and Kayla Handy volunteered to cover the event.
- Anthony Harper requested assistance in securing a food location for the Water Wars program.
- Activities Day sign-up sheet
- Committee
  - Kayla Vanholten allocates up to but not exceeding \$650 for Event Supplies, seconded by Vick Sasensaine.
    - 1. Discussion
      - a. Art supplies for event September 8th
    - 2. Motion: 9-0-1

- Committee
  - Anthony Harper allocates up to but not exceeding \$550 for Bingo Prizes, seconded by Emily Romig.
    1. Discussion
      - a. Bingo Prizes
    2. Motion: 10-0-1
- Committee
  - Anthony Harper allocates up to but not exceeding \$150 for replacement supplies for water balloons, seconded by Kat Cross.
    1. Discussion
      - a. Water War supplies
    2. Motion: 10-0-1
- Committee
  - Tyree Mitchell allocates up to but not exceeding \$2,700 for Laser Tag, seconded by Carly Zukowski.
    1. Discussion
      - a. Laser Tag
    2. Motion: 9-0-1
- Committee
  - Emily Romig allocates up to but not exceeding \$75 for posters, seconded by Kayla Vanholten.
    1. Discussion
      - a. Posters for What's Cooking
    2. Motion: 10-0-1
- Committee
  - Emily Romig allocates up to but not exceeding \$100 for water, seconded by Anthony Harper.
    1. Discussion
      - a. Pay back Erica for water
    2. Motion: 10-0-1
- Committee
  - Emily Romig allocates up to but not exceeding \$16.45 for Emily Romig, seconded by Anthony Harper.
    1. Discussion
      - a. Bought veggie tray and roses for Mike Super
    2. Motion: 10-0-1
- Committee
  - Vick Sasenaine allocates up to but not exceeding \$120 for drinks, seconded by Carly Zukowski.
    1. Discussion
      - a. Drinks for Activities Day
    2. Motion: 9-0-2

- Committee
  - Vick Sasenaine allocates up to but not exceeding \$100 for water, seconded by Emily Romig.
    1. Discussion
      - a. Water for Tailgate Party
    2. Motion: 10-0-1
- Committee
  - Vick Sasenaine allocates up to but not exceeding \$450 for equipment, seconded by Kat Cross.
    1. Discussion
      - a. Keyboard, keyboard stands
    2. Motion: 10-0-1
- Committee
  - Vick Sasenaine allocates up to but not exceeding \$450 for DJ, seconded by Anthony Harper.
    1. Discussion
      - a. DJ for Tailgate Party
    2. Motion: 9-0-2
- Committee
  - Schuylar Caffrey allocates up to but not exceeding \$2,500 for Javier Colon, seconded by Kayla Handy.
    1. Discussion
      - a. Javier Colon performance
    2. Motion: 9-0-2

VIII. Announcements:

- Please place posters distributed at the meeting in designated areas
- Designate locations in UAB office for desks

IX. Adjournment:

- A motion was made by Anthony Harper, seconded by Vick Sasensaine to adjourn the meeting.
  - The motion carried: 11-0-0

The meeting was adjourned at 9:36.