

Minutes of the University Activities Board

Clarion University Of Pennsylvania

Tuesday, September 6, 2016

- I. The meeting was called to order by Schuyler Caffrey at 7:37 PM on September 6th, 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
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:

Cailyn Pacuraru, Gloria Pytlak, Dakota Roberts

Open Forum

- Tyree nominated Brendan for Lecture chair, application in process
- Approval of Constitution. Motion made by Vic, seconded by Tyree.
Motion carried 8-0-3

II. Minutes of the regular meeting of August 30th , 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:

- Introduction of committees and meeting times/interest
 - Weekend programming Tuesday at 6 pm in lounge
 - Art Wednesday at 8 pm in library
 - Public Relations Wednesday at 530 pm in the lounge

- Special Events Tuesday at 4 pm in the lounge
- Recreation Wednesday at 5 pm in the lounge
- Marketing Monday
- Community Service
- Information about R25 forms
- Importance of the 10 day form for tech/equipment needs to be tightened up
- Advertising: people need to tighten up advertising, need to get the word out
 - “If you don’t have the word out, what’s the use having the program?”
- One-on-ones: see Hoover if there time conflicts

Tech Advisor Report:

- System refresher: R25 form is essential to coordinate all events on campus, event space is filling up fast (chaos with construction)
- Two openings on Tech Crew, hires everyone but first semester freshmen
 - Office is located in MPR, will have openings next semester as well
 - Usually in the office until 9 pm

President Report:

- Keep R25 and CU Connect updated
- Sign up for office hours for the semester
- Meet UAB night is September 8
- Move into UAB office on Friday at 4 pm from the courts
- Establish committee meetings and start meetings next week

Vice President Report:

- Do not place posters or advertising on the walls

Secretary Report:

- Email minutes of committee meetings
 - Chair, co-chair, secretary, public relations

Financial Coordinator Report:

- Make sure to fill out payment forms correctly with receipts and invoices attached

IV. Committee Reports:

Marketing Coordinator Report:

- No report

Public Relations Report:

- Checking price of lanyards for CSA

Lecture Report:

Special Events Report:

- 1 under new business
- Homecoming planning are going good
- Flyers are to be printed out next week
- Four applicants have applied so far (all seniors)

Arts Report:

- Survival kits on Thursday: Be there

Recreation Report:

- Game night was cool
- Under the works with Water Wars with the Greeks

CampusFest Report:

Weekend Friday Report:

- 1 under new business
- Laser Tag was bad arsh
- First committee meeting today, working with two new members

Weekend Saturday Report:

- 1 under new business

Multicultural Report:

Community Service Report:

- ABLE would like to partner with UAB for Stuff a Truck: competition within organizations for funding money, monies would equal \$250, \$125 from UAB and the other from ABLE

V. Week In Review

- Past Week's Events:
 - Activities Day
 1. 160 signatures
 2. Possibly doing an Activities Day in the spring
 - Game Night
 1. 13 people
 2. Smash Brothers: Two hour event
 - Bingo
 1. Everyone had a good time- mediocre turn out
 2. Should have at least one electronic prize
 3. Register on CU connect to use card swipes
 - Tailgate Party

1. 120 people
2. October 8 partner with the Greeks, enough food for 320 people
3. Location in the stadium to be determined
4. Spent \$1,950 on food and DJ
- Music: Javier Colon
 1. 13 people
- Laser Tag
 1. Good numbers, lot of fun
- Upcoming Events:
 - 9/07 What's Cooking
 1. Free food
 - 9/08 Craft Series: Survival Kits/Meet UAB
 1. Glitter jars, flags, rubber band balls
 2. Raffle baskets
 - 9/09 EFSN: Miniature Golf
 1. Black Light mini golf
 - 9/10 Jacob Williams
 1. Was on America's Got Talent
 2. Comedian

VI. Old Business:

VII. New Business:

- Committee
 - Emily Romig allocates up to but not exceeding \$1500 for comedian, seconded by Carly.
 1. Discussion
 - a. Pay for comedian
 2. Motion: 7-0-1
- Committee
 - Emily Romig allocates up to but not exceeding \$1500 for golf, seconded by Kat Cross.
 1. Discussion
 - a. Black light mini golf
 2. Motion: 7-0-1
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- Committee
 - Tyree Miller 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

- Carly allocates up to but not exceeding \$2000 for Homecoming for water balloons, seconded by Anthony Harper.
 1. Discussion
 - a. Homecoming supplies
 2. Motion: 7-0-1

VIII. Announcements:

- Thank you all for staying ☺

IX. Adjournment:

- A motion was made by Kayla Vanholten, seconded by Anthony Harper to adjourn the meeting.
 - The motion carried: 6-1-0

The meeting was adjourned at 9:05.