

Minutes of the University Activities Board

Clarion University Of Pennsylvania

Tuesday, September 13, 2016

- I. The meeting was called to order by Schuyler Caffrey at 7:32 PM on September 13th, 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 Events
Tyree Mitchells, Weekend Friday
Emily Romig, Weekend Saturday

The following board positions were absent:

Late: Carl Callenburg, Gloria Pytlak

Open Forum

-Nominations for Lecture Chair

- Ivana Chambers-Bennett- Accepted

- Angie NAACP Board

- Developed an event in collaboration with Art Club
- Gemmell Art Event including portraits, musicians, painters, etc.
- Interest in collaboration with the event during Cultural Week

- BSU would like to collaborate with UAB for another tailgate during the Homecoming Game

- II. Minutes of the regular meeting of September 7th , 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:

- Information about the keyboard: will cost \$1769 and will come included with a stand and pedal
 - Thought: Will come out of the self-support fund, can be used for acts and Open Mic Nights
 - Further discussion and research to be made
- New Recruits:
 - Emails to be resent out to gain committee members
 - Create a finalized list of committee meeting dates to send to interested students
 - Email committee chair names, contact information and meeting times to secretary
- One on Ones:
 - Advertising: Need to collaborate and place more effort into advertising about programs
 - Need to put more thought and effort into advertising programs, same amount of effort and thought that goes into planning the program
- Seeking Assistants:
 - Posters for Cultural Series and Seifert Series distribution around town

Tech Advisor Report:

- Emphasis on new keyboard and the value of it
- R25 Issues:
 - Committee members should be turning in sheets 10 days out before the event
 - When to submit a R25
 1. Example: Craft night and room set up
 2. Open Mic Night
 3. Outside events coming in NEED sheets early
- Throwback Time Machine Event held in MPR:
 - Need to provide: sound system, DJ lights
 - Available: LED lights, floor lights

President Report:

- During meetings: Cell phones away, computers only for report use. This time is for UAB report and meetings, not to do other homework so that members can go home.
- Moving into the office: less than half of chair members were present. For future events that UAB holds, committee members may join as well. Members are limited to missing five (5) mandatory/required events
- Programming: Everyone is doing a decent job in planning the events. Marketing and advertising needs to see more of an effort.
- Three qualities of being a chair on UAB:
 - Have quality events
 - Support fellow chair events
 - Reach out to other students about UAB

- Meet UAB Night:
 - Committee boards need updated by the week of September 21
 - Another Meet UAB Night event may be in the works
 1. Have an earlier event to be followed by the Meet UAB Night
 2. Have food, drinks, games, etc.
- Meeting with committees:
 - Send committee meeting minutes to secretary for records
 - Have at least three titled members: secretary, co-chair and chair
 - By next week decide and finalize three titled members and email consecutive e-board members
- Office Hours:
 - Begin this week
 - List will be circulating with days and times of other members
 - One on One's will be conducted by vice-president and president during office hours
- Finish cleaning out racquet ball court:
 - Friday at 4 p.m.
 - Invite committee members

Vice President Report:

- Office hour sheets and committee meeting sheets will be located in the office
- One on One's to be held during office hours
- CSA and UPRS:
 - Have forms turned in ten (10) days before event
 - Carl tech sheets turned in two (2) weeks before event
- Will be checking on individual committees for upcoming events
- Will be purchasing items for the office:
 - Chalk
 - Cordless mice for computers

Secretary Report:

- Email minutes from committee meetings
- When emailing committee meeting times, include committee chair name, contact information, meeting time and location

Financial Coordinator Report:

- UPRs: attach copy of contract to the back of the document
 - Whenever filling out UPR, initial the UPR in the upper right hand corner as a third signature

IV. Committee Reports:

Marketing Coordinator Report:

- Need better informed on which events need advertising and marketing
- Take advantage of social media and student pages

Public Relations Report:

- Social media request sheets are available in the office for events
- Looking into promotional flash drives that include a copy of the EFSN schedule on them

Lecture Report:

- No report

Special Events Report:

- Homecoming Court deadlines was extended, voting will begin September 14 until September 16
 - Posters for Homecoming: theme is Alice in Wonderland

Arts Report:

- No report

Recreation Report:

- No report

CampusFest Report:

- No report

Weekend Friday Report:

- Spoke with Chad Thomas about the Bulletin boards: can lean against the walls instead of hanging them up to post the posters on

Weekend Saturday Report:

- Improv Workshops:
 - 45 minute long, interest in acting, thirty (30) spaces available

Multicultural Report:

- Looking for committee members

Community Service Report:

- Stuff a Truck:
 - Able and partnering committee will be donating \$125 each to the event
 - Fliers are to be completed by Thursday
 - For more information on locations to be determined

- Event to be held September 26 to September 29

V. Week In Review

- Past Week's Events:
 - What's Cooking
 1. 10 people attended
 2. Need to get in contact with Chief from Eagle Commons for meal plans
 3. Commons marketing contact suggested pre-signups
 - Craft Series: Survival Kits/Meet UAB
 1. Good turn out
 2. 82 people attended
 - EFSN: Miniature Golf
 1. 61 people attended
 2. Fun event, ideas to improve the event
 - Comedian: Jacob Williams
 1. 46 people attended
 2. Liked jokes, socially awkward individual, making fun of himself
- Upcoming Events:
 - 9/14 Eagle Talks
 1. Theme: Sexual assault and rape
 2. Member of VDay are trained with Passages who are willing to collaborate
 - 9/15 Open Mic Night
 1. Karaoke machine still broke-try to fix
 - 9/16 Comedian: Victoria Nones
 1. Coming in at 1030 a.m. on Friday
 2. Theatre department filled 11 spots of the 11 a.m. show; 12 a.m. show slots are still available
 - 9/17 Acapella Group: Kazual
 1. Coming in at 6 p.m. on Saturday and wanted to try to perform a dinner teaser

VI. Old Business:

- Vote for Lecture Chair postponed to acquire more applicants

VII. New Business:

- Committee
 - Schuylar Caffery allocates up to but not exceeding \$2,550 for Kazual, seconded by Anthony.
 1. Discussion
 - a. Account 495: Kazual performance
 2. Motion: 9-0-1
- Committee

- Torron Mollett allocates up to but not exceeding \$125 for Stuff a Truck, seconded by Emily.
 1. Discussion
 - a. Account 496: Donation
 2. Motion: 9-0-1
- Committee
 - Anthony Harper allocates up to but not exceeding \$150 for pizza, seconded by Carly.
 1. Discussion
 - a. Account 493: Pizza for Water Wars
 2. Motion: 9-0-1
- Committee
 - Kayla Vanholten allocates up to but not exceeding \$30 for survival kits, seconded by Kat Cross.
 1. Discussion
 - a. Account 492: emergency expenses for survival kits
 2. Motion: 9-0-1
- Committee
 - Kayla Vanholten allocates up to but not exceeding \$420 for electric sand art, seconded by Anthony.
 1. Discussion
 - a. Account 492: sand art supplies
 2. Motion: 9-0-1
- Committee
 - Kat Cross allocates up to but not exceeding \$750 for UAB Lanyards, seconded by Carly.
 1. Discussion
 - a. Account 499: 500 Lanyards
 2. Motion: 9-0-1
- Committee
 - Kat Cross allocates up to but not exceeding \$1820 for Neil Hilborn, seconded by Kayla Vanholten.
 1. Discussion
 - a. Account 901: Neil Hilborn poet
 2. Motion: 9-0-1
- Committee
 - Emily Romig allocates up to but not exceeding \$1700 for Nones, seconded by Carly.
 1. Discussion
 - a. Account 901: Victoria Nones
 2. Motion: 6-0-2
- Committee

- Emily Roming allocates up to but not exceeding \$26 for advertising, seconded by Kayla Vanholten.
 1. Discussion
 - a. Account 901: Advertising for Nones
 2. Motion: 9-0-2
- Committee
 - Emily Roming allocates up to but not exceeding \$2500 for Noah Holm, seconded by Kat Cross.
 1. Discussion
 - a. Account 495: Noah
 2. Motion: 9-0-1
- Committee
 - Emily Roming allocates up to but not exceeding \$50 for advertising, seconded by Melanie.
 1. Discussion
 - a. Account 495: advertising for Noah Holm
 2. Motion: 9-0-1
- Committee
 - Emily Roming allocates up to but not exceeding \$1800 for electric keyboard, seconded by Kat Cross.
 1. Discussion
 - a. Account 625: Purchase of electric keyboard warranty
 2. Motion: 9-0-1
- Committee
 - Emily Roming allocates up to but not exceeding \$500 for electric keyboard, seconded by Carly.
 1. Discussion
 - a. Account 625: Warranty
 2. Motion: 9-0-1
- Committee
 - Dakota Books allocates up to but not exceeding \$400 for CU Pageant, seconded by Anthony.
 1. Discussion
 - a. Account 900: CU Pageant
 2. Motion: 9-0-1
- Committee
 - Dakota Books allocates up to but not exceeding \$50 for advertising, seconded by Kayla Vanholten.
 1. Discussion
 - a. Account 900: Advertising for CU Pageant
 2. Motion: 9-0-1

VIII. Announcements:

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- IX. Adjournment:
 - A motion was made by Kayla Handy, seconded by Dakota Books to adjourn the meeting.
 - The motion carried: 9-0-1

The meeting was adjourned at 10:13.