

EUSGA, Inc.  
Congress Meeting Minutes  
Monday, October 2, 2017

I. Call to Order: 6:12 PM

II. Roll Call:

A. Absent

1. Excused

- a) Rachel Guzak
- b) Brandon Washburn
- c) Kylene Wilson
- d) Anthony Oliver

2. Unexcused

- a) Paul Rodriques

3. Present

- a) Meairra McCaskill
- b) Olivia Franchock
- c) Erika Pfaff
- d) Alize Cherry
- e) Kianna Patterson
- f) Ahazi Irons
- g) Elorm Attor
- h) Kyle Hurysz

III. Approval of Last Week's Minutes:

*A. Motion to approve the minutes from two weeks ago: McCaskill*

*B. Second: Cherry*

*[For:8 Opposed:0 Abstentions:0 ]*

**\*\*Motion Passes\*\***

IV. Officer Reports:

A. President- Ja'Cobi Green

- 1. Signed Checks and approved boro sync request
- 2. Sat in on constitutional review committee
- 3. Talked to some Congress members about some concerns and potential "Job Shadow/ Congress help" ideas
  - a) Having a congress member assist an eboard member, to learn positions.
- 4. Read through some of the constitution, by laws and fiscal procedures.
- 5. I talked to congress members about a potential halloween party

6. Put in a general funds request, vehicle request, and reserved me and Rachel's spots for the BSGP conference.
  7. Found locations to send donations.
- B. Vice President- Craig Rodgers III
1. Signing checks
  2. Borosync requests
  3. Went and picked up nameplates with Karla
  4. Rearranged the room to free up space and make the office more comfortable and
  5. organized
  6. Interviewed Sami Opoku to join congress
  7. Talked to several people who were interested in joining SGA
- C. Vice President of Finance- Matthew Russell
1. I had a meeting with Joelle and Lisa
  2. The President, Vice President of Records, and I discussed for several minutes on how to proceed with the General Funds Requests on Monday and Tuesday.
  3. I sent the General Funds Scheduling Letters to Boro EYC Club and Honors Program.
  4. I received confirmation from Honors Program, Dagorhir, and BoroEYC stating they will be attending Finance Committee at their designated time slots.
  5. I sent reminders to Edinboro University Hip Hop Club and EUP Sculptures, Fibers, and Extended Media Club to return my email before 6:30 P.M. or their request would be put at the end of the queue of pending General Fund Requests.
  6. I have received no confirmation from Edinboro Hip Hop Club or EUP Sculptures, Fibers, and Extended Media, so they will be placed at the end of the queue of pending General Fund Requests.
  7. I sent Clay Club, Psychology Club, Kappa Kappa Psi, Business and Economics Club, and ROTC emails scheduling them for Monday.
  8. Business and Economics Club responded stating the conference they want funding for is this Monday, and they wish to be rescheduled. I told them I would email them Monday evening.
  9. I sent a letter to Wood Furniture Club who canceled their request.
  10. I approved a Rec Sports Line Item Transfer Request.
  11. I reviewed the EUSGA General Funds Request, Rec Sports Line Item Request, and Marching Band's Line Item Request.
  12. I created an agenda slide for Friday's Finance Committee.
  13. I sent a Monday Schedule Letter to Wood Furniture
  14. I replied to emails sent late by Edinboro University Hip Hop Club and Edinboro Sculptures, Fibers, and Extended Media Club stating

we cannot hear them in Finance since they did not confirm their attendance before the deadline.

15. I examined documents to increase my knowledge of discussion for Finance Committee.
  16. Boro AEYC was approved.
  17. EU Honors Program was approved.
  18. Dagorhir was approved.
  19. I approved the BoroSync Pages and sent out the General Fund Allotment letters.
  20. I approved the Line Item BoroSync
  21. sent out letters to organizations stating their Line Item Requests have been approved:
    - a) Performing Art Series
    - b) Diversity Funding Board
    - c) Recreational Sports
    - d) Spirit of the Scot's Marching Band
  22. I finished the minutes for Finance Committee
  23. I sent out reminders to the organization meeting Monday that they need to reply to my scheduling email to signify their arrival.
  24. I sent out my minutes.
- D. Vice President of Procedure- Anjali Wright
1. Approved renewal request
  2. Deferred renewal request for clubs who have missing information
  3. Deferred new club request due to missing information
  4. Participated in an interview
  5. Revised congressmen amendment
    - a) And currently revising amendment again due to some concerns that were brought up
  6. Discussed revisions for EUSGA by-laws and constitution with Ja'Cobi
  7. Signed checks
- E. Vice President of Public Relations- Rachel Guzak
1. Printed out prototype SGA business cards
  2. Added a congress minutes archive to [edinborosga.com](http://edinborosga.com)
    - a) About Us > Congress Minutes
    - b) Provides links to the PDF files of congress minutes from 9/11/17 onward for the public to view
  3. Created a flyer for SGA's Spirit Week during Homecoming
  4. Recorded and uploaded the first biweekly Congress Summary video to [edinborosga.com](http://edinborosga.com) and our social media accounts
- F. Vice President of Records- Karla Salnoris
1. Borosync Requests
  2. Signed checks
  3. Worked on the minutes

4. Picked up the name plates with Craig
5. Craig helped me put the congress binders together
6. A new member, Carly Muenk will be inducted today at e-board because she has class at 6PM

G. Director of Operations, Lisa Englert- Report

1. If you hear any EMTA complaints about service, please let people know that they should call customer service. They can come to me for contact information!
2. If anyone has any suggestions for what they'd like to see in the C-store/Game Room, please let me or a staff person know. We love suggestions!
3. I have been working with a new insurance agent on consolidating into one or two providers as currently we have separate providers for all of our insurance. For your information, we carry a few different kinds of insurance: worker's compensation, director's and officer's liability, auto and general liability. We hold all liability for EUSGA approved clubs and organizations so I am trying to see if our current policies are serving us the way they should be and hope to cut cost wherever possible. More info to come in the next few weeks!
4. Because EUSGA is a completely separate entity from the University, the current process for groups on campus to hold events is a bit complicated. I have been working with University representatives on ways to streamline this process as much as possible so that it can be more fluid for the students while we cover all bases at the same time. This past Thursday, I attended the new Special Events committee. It's going to take time to develop a more finely tuned process and new procedures but this is a step in the right direction!

H. University Supervisor, Mr. Sheppard - Report

1. Budget update
  - a) Comparison of SGA Proposed FY17-18 Budget Scenarios
  - b) Instead of using Revised FY17-18 Budget 15%, the budget will be the Proposed FY17-18 Budget 10%
    - (1) This is adding 5% back to the budgets
  - c) Add about \$50,000 back to budgets
  - d) Also shows a breakdown of the Activity fee
    - (1) Weight room debt service 2.53%
    - (2) Multicultural Affairs position 6.67%
    - (3) Athletic Administration 32.94%
    - (4) SGA 57.86%

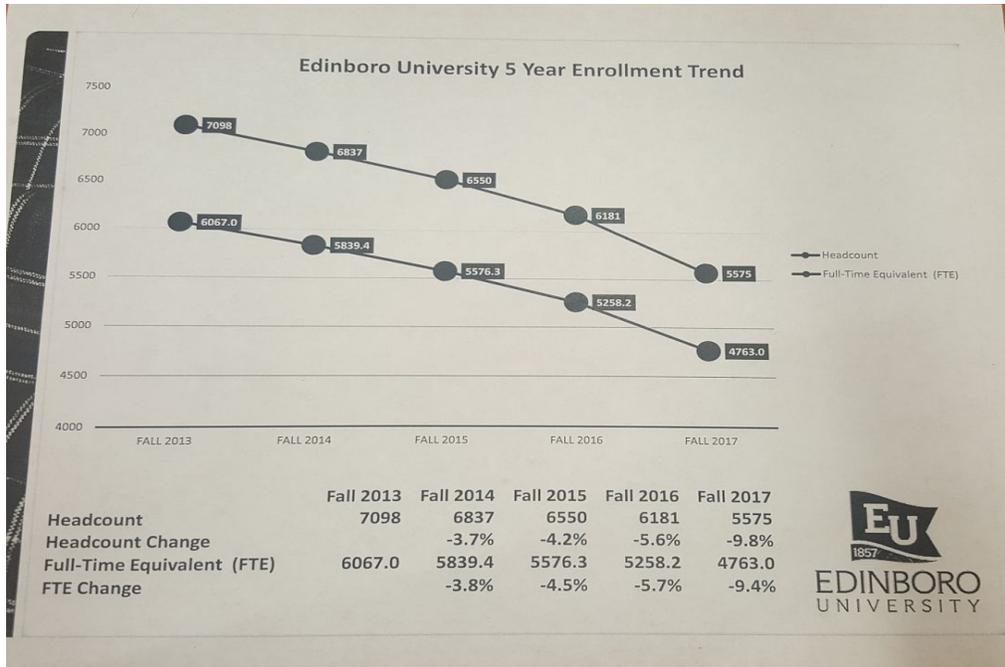


Figure 1: Edinboro University 5 year Enrollment Trend

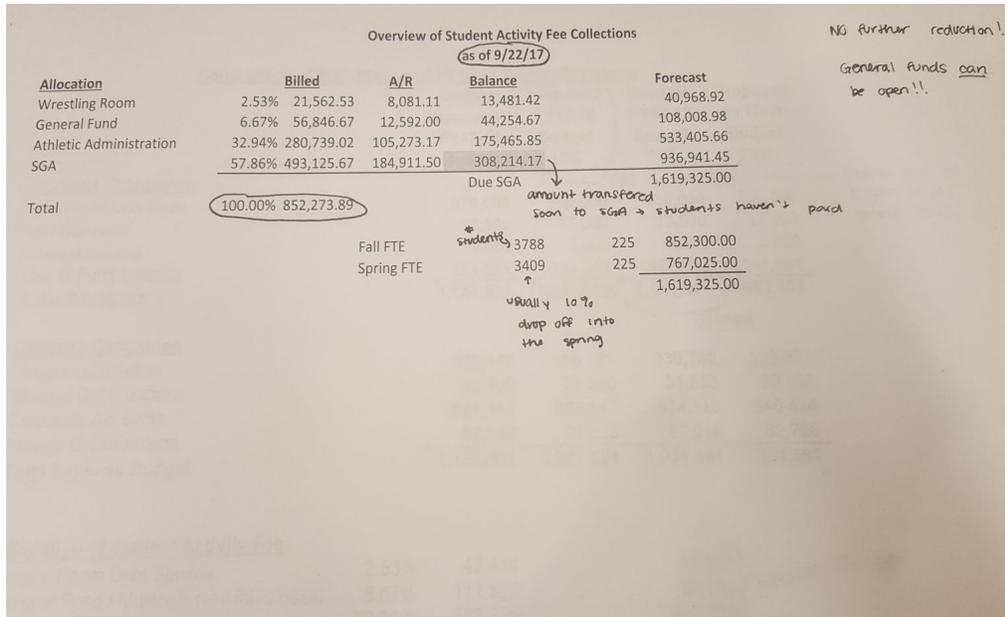


Figure 2: Overview of Student Activity Fee Collections as of 9/22/17

Comparison of SGA Proposed FY17-18 Budget Scenarios				
	Original Approved FY17-18 Budget	Proposed FY17-18 Budget 10%	Revised FY17-18 Budget 15%	Proposed FY17-18 Budget 20%
<b>Revenue Categories</b>				
Student Activity Fees	970,000	900,000	850,000	800,000
USI Donation	17,000	17,000	17,000	17,000
Interest Income	3,000	3,000	3,000	3,000
Use of Fund Balance	161,591	161,591	161,591	161,591
<b>Total Revenues</b>	<b>1,151,591</b>	<b>1,081,591</b>	<b>1,031,591</b>	<b>981,591</b>
↓ current				
<b>Expense Categories</b>				
Programs/Activities	378,147	355,161	338,742	322,324
Student Organizations	35,190	33,050	31,523	29,995
Corporate Accounts	641,117	602,147	574,310	546,474
Athletic Organizations	97,138	91,233	87,016	82,798
<b>Total Expense Budget</b>	<b>1,151,591</b>	<b>1,081,591</b>	<b>1,031,591</b>	<b>981,591</b>
<b>Allocation of Student Activity Fee</b>				
Weight Room Debt Service	2.53%	42,414	37,167	32,324
General Fund / Multicultural Affairs positi	6.67%	111,820	97,987	88,995
Athletic Administration	32.94%	552,226	483,909	446,474
SGA	57.86%	970,000	850,000	773,324
Total	100.00%	1,676,460	1,469,063	1,340,117
		↑ original budget		
# of Full time students needed				
Fall 2017		3,922		3,436
Spring 2018		3,529		3,092

restores part of  
budgets + line  
general funds

removed off bar

Figure 3: Comparison of SGA Proposed FY17-18 Budget Scenarios

1. Figure 1 shows the decrease in enrollment over the last 5 years. With this trend, this is why a 15% decrease in the budget was made over the summer. The budget disturbed to the clubs and organizations can be found in Figure 3 under the revised FY17-18 Budget 15%. Going back to Figure 1, you will notice the actual FTE Change was only 9.4%. Since the budget that was released incorporated a 15% FTE change, 5% of funds is able to be added back into the budgets and general funds. The breakdown of the 10% budget is shown in Figure 3 in the column entitled Proposed FY17-18. Figure 2 helps to show there will be no further reductions in the budget. In addition, it shows the amount of funds students have not paid yet that we are waiting to receive.
2. The 5% being returned will be updated as quickly as possible.
3. If you have any questions, please either ask them now or

V. Committee Reports:

A. Organizational Review Committee - Report

1. Presented the attendance amendment to committee and they still did not like it so Karla and I will be working on it again to present next week
2. 4 clubs want to be recognized but did not have complete information to present to the committee
3. Congress members offered to help write the bylaws and constitution

B. Student Interest Committee - Report

1. Finally have a member, so there will be a meeting next week!

C. Finance Committee - Report

1. The plan was to hear three (3) requests.
2. Edinboro University Hip Hop Club showed up unannounced and asked if we could hear them right away since they asked for a day to escape their athletic program in order to try and present to us.
3. Although I was against it, I decided to ask my committee, and they wanted to hear the request which was ultimately denied. It was a very difficult decision, and I am currently working on the email to explain exactly why they were cut.
4. We approved General Fund Requests from Boro AEYC, EU Honors Program, and Dagorhir.
5. We approved a four (4) Line Item Transfer Requests:
  - a) Diversity Funding Board
  - b) Performing Art Series
  - c) CORE
  - d) Spirit of the Scot's Marching Band
6. We discussed the hours of Finance Committee:
  - a) We will hear five (5) groups every Finance Committee
  - b) Each group will get 20 minutes:
    - (1) Five (5) minutes to present.
    - (2) Five (5) minutes to answer questions.
    - (3) Five to ten (5-10) minutes of deliberation.
  - c) Finance Committee will begin at 3:00 P.M.
  - d) Five (5) minutes will be allocated between hearing groups to reflect.
  - e) An additional 20-25 minutes reserved at the end of Finance Committee

D. Public Relations Committee - Report

1. Collected money for SGA shirts
2. Discussed which members are going to help swipe in students at Bears to Build
3. Selected information to use for the congress summary videos
  - a) Used the minutes from 9/11/17 and 9/18/17

VI. Old Business: None

**\*\*Kyle Hurysz had to leave early\*\*** Voting number now 7.

VII. New Business:

A. Clay Club

1. Kevin Snipes Workshop
2. Kevin Snipes
  - a) Philadelphia, PA

- b) BA Fine Arts in Ceramics with Drawing Minor
- c) Very recognized and involved artist in shows, publications, etc.
- d) Uses porcelain, underglazes and slips to create pottery
- 3. Usually have one visitor once a semester
  - a) Kevin was voted as the best option to bring to campus by the club
- 4. Open to the public
- 5. October 3-4, 9am-5pm
- 6. Benefits
  - a) Will attract more artists to campus
  - b) Looks good for incoming students and students who already attend EU
  - c) Brings knowledge to the students
- 7. Funding
  - a) Honorarium for 2 day - \$1,000
  - b) Hotel- \$89 per night, 3 nights - \$267
  - c) Gas-travel from 200 miles - \$30
  - d) Total from SGA funds
    - (1) \$1,297
  - e) Clay Club contributions
    - (1) Food- \$30, \$115, \$60
    - (2) Gas- \$30
    - (3) Total: \$235
- 8. How many people usually attend? - about 45 people in East Hall, there are people in and out all day.
- 9. *Motion to allot Clay Club \$1,297- Franchock*  
*Second: McCaskill*  
*(7-0-0)*  
**\*\*Motion Passes\*\***

## B. EUP Sculptures

- 1. Sculpture X in Detroit
  - a) Regional conference for sculptors and artists working in #-D and extended media
- 2. October 12-14
- 3. Reduced student rate is \$10
- 4. Hosted by the James Pearson Duffy Department
- 5. Would be taking 7 students
- 6. Hotel is outside of Detroit which decreases the price
- 7. Summary:
  - a) 7 students
  - b) 3 nights - 2 hotel rooms

- c) 4 days
- d) Cost \$873.28
- 8. Visiting Professional - Charles Tucker
  - a) Talking will be on art and the theoretical
  - b) October 27
  - c) Cost: \$40 for only food because Charles Tucker offered to pay for travel.
- 9. Overall summary
  - a) Sculpture X- \$873.28
  - b) Charles Tucker (Visiting Professional) - \$40
  - c) Total : \$913.28

*10. Motion to allot EUP Sculpture \$913.28 - Irons  
Second: Franchock  
(7-0-0)*

**\*\*Motion Passes\*\***

#### C. Psychology Club

1. AASP 2017 National Conference: Association for Applied Sport Psychology
2. October 18-21
3. Registration: \$380.00 for 3 students
4. \$345.95 for 3 nights, 12.5% tax, resort fee
  - a) 1 room for 3 nights
5. Gas to airport
  - a) 106 miles at 0.13 cents per mile - \$13.78
  - b) 2 trips
  - c) Gas total: \$27.56
  - d) Shuttle fee - \$57
6. Airfare
  - a) Cleveland airport to Orlando airport
  - b) 1148 miles x 2 = 2,296 miles
  - c) 2,296 miles x 3 students = 6,888 miles for 3 students
  - d) At 0.15 cents per mile = \$1,033.20
7. Opportunity to attend the AASP National Conference and will be gaining experience of presenting research to professionals in the Sport Psychology field
8. Have been working on research for 3 years and all members going are seniors
9. What do you bring back?
  - a) EU presenting at a national conference
10. Is the professor going? Yes. She is paying her own way.
11. Total request: \$2,694.17

*12. Motion to allot Psychology Club \$2,264.11 with the stipulation that they discuss their experience with the Spectator - Pfaff*

*Second: Franchock*

*a) This number was determined from CAPS  
(6-0-1)*

**\*\*Motion Passes\*\***

D. ROTC Club

1. Edinboro University Army Ten Miler Team
2. Second largest 10 mile foot race in the nation
3. 12 people attending
4. Located in Washington DC
5. Weekend event
6. 36,000 runners and 246 ROTC programs
7. October 6-8
  - a) October 6th - leaving at 4PM to drive to Washington DC
  - b) October 7th
    - (1) 9am registration on capitol hill
    - (2) 11am arlington national cemetery
    - (3) 1pm 9-11 memorial at pentagon
    - (4) 4pm major general hughes reception at embassy
  - c) October 8th - Race
8. Transportation
  - a) 2 SGA vehicles, \$300 for the weekend for gas, tolls, and parking
9. Registration
  - a) Team 1
    - (1) reg fee \$75
    - (2) Team fee \$55
    - (3) Quantity 4
    - (4) Total: \$377.10
  - b) Team 2
    - (1) Reg fee \$75
    - (2) Team fee \$55
    - (3) Quantity 8
    - (4) Total: \$695.10
10. Hotel - Army Ten Miler Headquarters Hotel Marriott
  - a) \$289.00 for 2 nights
  - b) Taxes and fees \$38.29
  - c) Total for stay \$654.59
  - d) Total for stay for (all rooms) \$1,963.76
11. Been training for 2 months, 5 days a week
12. Request breakdown

- a) Uniforms \$423.10
    - (1) Can recycle the uniforms!
  - b) Transportation \$450
  - c) Hotel \$1,963.74
  - d) Registration \$1,072.20
  - e) Total : \$3,909.06
  - f) Note: uniforms, registration and hotel are concrete, they can produce receipts
13. What is the benefit?
- a) Representing Edinboro University and EU ROTC
  - b) Looking to try to incorporate Cross Country
  - c) Bring Freshman as an incentive and promotion
  - d) Pictures or EU students and ROTC cadets with 70,000 people cheering them on.
  - e) Large public relations event and networking opportunity for ROTC.

*14. Motion to allot \$3,909.06 to ROTC Club - Franchock*

*Second: Irons*

*a) CAPS found: \$3,727.07*

*(1) Transportation would be \$182 less*

*b) EU has a really good and recognized ROTC program*

*(6-0-1)*

**\*\*Motion Passes\*\***

*Motion to induct the new congress member, Aspen Bradford before presentation of Kappa Kappa Psi- Cherry*

*Second - Irons*

*(6-0-1)*

**\*\*Motion Passes\*\***

Note: this adds another person to the vote, 8 congress members total now.

E. Kappa Kappa Psi

1. NEDCon 2018
2. KKPSI is a band fraternity that focuses on service and leadership skills
  - a) 16 active members
  - b) Pay dues
3. North East District Convention
  - a) Virginia Polytechnic Institute and State university
  - b) Classes all day long - fundraising, leadership, how to progress chapter
  - c) For North Eastern District

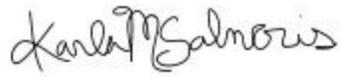
4. Travel Expenses
  - a) \$850 x 3 (4 or 5 people per car) cars
5. Lodging
  - a) Nightly rate \$132 per room
  - b) 3 rooms (4 to two rooms and 5 to the third)
  - c) 132 x 3 rooms = \$396
6. Registration
  - a) \$25 per person x 13 people = \$325
7. Request
  - a) \$510 in transportation
  - b) \$1188 in hotel fees
  - c) \$325 in registration fees
  - d) Total: \$2023
8. Selection process:
  - a) Who wants to go and who is committed to it
9. Fundraising?
  - a) Have not fundraised yet or been discussed
10. March 9-10 2018
11. *Motion to table the request until registration is more understood-*  
*Irons*  
*Second McCaskill*  
*(0-7-1)*  
**\*\*Motion Fails\*\***
12. Discussion:
  - a) Do not think it is fair to give funding for next semester because the general funds is split into two.
  - b) Good they are planning ahead though
  - c) Should try to fundraise in the time frame they have, since there is still a lot of time.
13. *Motion to table Kappa Kappa Psi request of \$2,023 until next semester*  
*- McCaskill*  
*Second: Irons*  
*(8-0-0)*  
**\*\*Motion Passes\*\***

- VIII. Announcements/Comments/Questions:
- A. Next congress is in Pogue Room 310

- IX. Adjournment:

*A. Motion for adjournment at 7:58- Patterson*  
*B. Second - Cherry*  
*[For:8 Opposed:0 Abstentions:0 ]*  
**\*\*Motion Passes\*\***

Respectfully Submitted,

A handwritten signature in black ink that reads "Karla Salnoris". The signature is written in a cursive, flowing style.

Karla Salnoris,  
EUSGA, Inc. Vice President of Records